



SECTION:	AIRWORTHINESS FORMS	AWF-AFC-001
TITLE:	AIRCRAFT DELIVERY FILING CHECKLIST	

E-application Ref. Number (if applicable): _____					
Operator:		Reg. Mark:		MSN:	
DELIVERY FILE 1 of 3					
<ul style="list-style-type: none"> <input type="checkbox"/> Documents to be delivered together with aircraft delivery CD rom: Copy of power of attorney from aircraft owner (s) or any submitted evidence of aircraft owner's authorisation in favour of Operator to submit E-services application and register aircraft in the UAE signed by Principal Inspector as original seen. Original AWF-COR-002 form signed by owner or his representative, Original AWF-COR-002 form signed by owner or his representative The authority given to the person signing the Owner's POA in favour of Operator to submit E-services application, The CTC of NOC/consent letters of the owner and the mortgagee, as applicable, and The evidences of signing authorities of the NOC/consent letters, and The CTC of evidence of existence (CTC of articles of incorporation of the entity registration certificate issued by the Commercial Registry) of aircraft owner and mortgagee, as applicable. Any commitment letter requested by a Principal Inspector <p>Please make sure that the following documents are arranged and saved on a CD rom in the same exact order as below:</p> <ul style="list-style-type: none"> Copy of issued Certificates: <ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Registration <input type="checkbox"/> Certificate of Airworthiness <input type="checkbox"/> Airworthiness Review Certificate <input type="checkbox"/> Noise Certificate <input type="checkbox"/> Telecommunication Regulatory Authority (TRA) Radio License <input type="checkbox"/> IDERA Letter countersigned by the GCAA Aircraft Owner Documentation: <ul style="list-style-type: none"> <input type="checkbox"/> Copy of power of attorney or any submitted evidence of aircraft owner's authorisation in favour of Operator to submit E-services aircraft registration application and register aircraft in the UAE. This copy must have signature, date and statement of "original seen" by Principal Inspector <input type="checkbox"/> Certified true copy of evidence of existence of aircraft owner, if it is a Company or partnership (i.e. Company registration certificate, company article of incorporation, Trust instrument, etc.) <input type="checkbox"/> Certified true copy of evidence of signing authorities <input type="checkbox"/> Photocopy of the ID or passport of the aircraft owner (s) (if it is not a company) Copy of submitted on-line applications and signed airworthiness forms (Along with supporting documents for each form, i.e. Pages from Flight Manual for Noise Levels): <ul style="list-style-type: none"> <input type="checkbox"/> AWF-AFC-001 <input type="checkbox"/> AWF-COR-001 and allocation of Mode S Code letter issued by GCAA <input type="checkbox"/> AWF-COR-002 					



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- ☐ [AWF-COR-003](#)
- ☐ [AWF-COR-004](#)
- ☐ [AWF-NOS-001](#)
- ☐ [AWF-COA-001](#)
- ☐ [AWF-COA-008](#)
- ☐ [AWF-COA-003](#)

• **Certified true copies of (as applicable):**

- ☐ Insurance Certificate/Policy
- ☐ De-Registration Letter/Non-Registration certificate of CAA
- ☐ No lien certificate/no objection letter from lien holders
- ☐ Copy of Export Certificate of Airworthiness

• **Invoices**

- ☐ Certificate of Registration
- ☐ Certificate of Airworthiness
- ☐ 60/30,000 (Certification Fees)

DELIVERY FILE 2 of 3

1. Certified true copies of (as applicable):

- ☐ Bill of sale and evidence of signing authorities
- ☐ Lease agreement and evidence of signing authorities
- ☐ Sub-lease agreement and evidence of signing authorities
- ☐ Mortgage agreement and evidence of signing authorities
- ☐ Security Assignment agreement and evidence of signing authorities
- ☐ Any other financing agreement signed for the aircraft and agreed by aircraft owner
- ☐ Trust agreement and evidence of signing authorities
- ☐ Notarised trustee (s) affidavit confirming that the aircraft title has been transferred to the to the respective trustee (s)
- ☐ Signatory parties' passport copy (ies) as requested by Principal Inspector

2. ☐ Photocopy of valid UAE residence of the applicant (if applicable)

3. ☐ Aircraft Maintenance Contract (if applicable)

4. ☐ Weight & Balance Report

5. ☐ Test Flight Report

DELIVERY FILE 3 of 3

6. ☐ Airworthiness Directive Status Compliance List

7. ☐ Modification Status List (Including Method of Compliance and GCAA Engineering Acceptance)

8. ☐ Maintenance History (used aircraft only)(optional) (if applicable)

9. ☐ Aircraft Seat Configuration

10. ☐ Essential Safety Equipment List

11. ☐ ETOPS Compliance (including Supporting data i.e. TCDS) (if applicable)

12. ☐ Concessions, Deviations from Standards, or GCAA Waivers

13. ☐ Photograph of painted Registration Marks and Registration Plate affixed on aircraft

14. ☐ Technical Documentation (as seen needed by Inspector) (if applicable)

15. ☐ This aircraft was delivered by "Direct delivery process", (if applicable)



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FOR GCAA USE ONLY:

16. ☐ Notification Memo/E-mail to Flight Operation confirming compliance with RVSM, RNP5, BRNAV & MNPS
17. ☐ Relevant emails exchanged between Operator and GCAA and operator commitment letter (if any)

Note: *This check list is for administrative process only. More Technical Documents may be needed depending on the status of aircraft. Supporting documents to be provided to the GCAA shall be prepared, checked and made available to Airworthiness Department well in advance prior to the aircraft delivery date.*

Please make sure that the following documents are in the aircraft Delivery File, arranged and saved on a CD rom in the same exact order as above. The CD and original documents referred in item 1 of this form shall be submitted to the GCAA within 10 working days from the aircraft registration date.