



# ***ADVISORY CIRCULAR***

AC Reference N<sup>o</sup>: AC-AW/003  
AC approval date: 5<sup>th</sup> AUG 2021

**SUBJECT: APPLICATION AND PROCESS – EXPORT CERTIFICATE OF AIRWORTHINESS**

**EFFECTIVE DATE: 6<sup>th</sup> AUG 2021**

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**APPROVAL SIGNATURE: \_\_\_\_\_**

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DIRECTOR GENERAL**

## SECTION 1 GENERAL

### 1.1 PURPOSE

The purpose of this advisory circular is to provide guidance on applying for an export certificate of airworthiness approval for Class I, Class II or Class III products.

### 1.2 STATUS OF THIS ADVISORY CIRCULAR

This AC is an original issuance.

### 1.3 BACKGROUND

- (a) LCAA issues export certificate of airworthiness to certify compliance with:
- (1) applicable LCAA airworthiness requirements.
  - (2) special requirements of the importing state.
- (b) An export certificate of airworthiness confirms that on the date the product was inspected by LCAA or an authorized person it was found to be airworthy and compliant with the relevant design requirements.
- (c) It is not mandatory for an exporter to obtain an export certificate of airworthiness in order to export a product. However, once a product has been exported, it may be very difficult, if not impossible, to obtain export certificate of airworthiness. Prospective exporters of aeronautical products are strongly advised to obtain an export certificate of airworthiness, as such an approval facilitates acceptance of the product by the NAA of the importing country.

### 1.4 APPLICABILITY

This advisory circular is applicable to applicants of an export certificate of airworthiness for exporters of aeronautical products.

### 1.5 RELATED REGULATIONS

The following directives are directly applicable to the guidance contained in this advisory circular—

- LCARs [5.4.12](#)

- **Advisory Circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.**
- **Where a regulation contains the words “prescribed by the Authority,” the AC may be considered to “prescribe” a viable method of compliance, but status of that “prescription” is always “guidance” (never**

## 1.6 DEFINITIONS AND ACRONYMS

(a) The following definitions are used in this advisory circular—

- (1) **Aeronautical Product.** Aeronautical product means any part or material that is, or is intended by its manufacturer to be, a part of or used in an aircraft, unless excluded by regulations made under the LCARs.
- (2) **Class I Product.** A Class I product is a complete aircraft, aircraft engine, or propeller, that either:
  - (I) has been type certificated in accordance with the Civil Aviation Safety Regulations of the State of Design and for which civil specifications or type certificate data sheets have been issued or
  - (II) is identical to a type certificated product specified above in all respects except as is otherwise acceptable to the national aviation authority of the importing state.
- (3) **Class II Product.** A Class II product is a major component of a Class I product (e.g. wings, fuselages, empennage assemblies, landing gears, power transmissions and control surfaces), the failure of which would jeopardize the safety of a Class I product; or any part, material, or appliance, approved by the State of Design
- (4) **Class III product.** A Class III product is any part or component that is not a Class I or Class II product and includes standard parts.
- (5) **Standard Parts.** A standard part is a part that complies with a specification that is established, published and maintained by:
  - (I) an organization that sets consensus standards for products; or
  - (II) a government agency; and includes:
    - design, manufacturing, test and acceptance criteria; and
    - requirements for the uniform identification of the part.

For example, a standard part includes those designated with a code such as AN, NAS or SAE.

(b) The following acronyms are used in this advisory circular—

- (1) **AC-** Advisory Circular
- (2) **LCAA** - Liberia Civil Aviation Authority
- (3) **LCARs** – LCAA Regulations
- (4) **C of A** - Certificate of Airworthiness
- (5) **TCDS** - Type Certificate Data Certificate
- (6) **STC** - Supplemental Type Certificate
- (7) **NAA** - National Aviation Authority

## 1.7 REFERENCES

LCARs 5.4.12 specifies the application requirements for an aircraft export certificate of airworthiness. Such an approval is issued in the form of an export certificate of airworthiness (C of A). Application for an export C of A is made on the **LCAA Form 030A**.

## SECTION 2 APPLICATION PROCESS

### 2.1 PRE-REQUISITE CONSIDERATIONS

#### 2.1.1 WHO MAY APPLY

The applicant of the Export Certificate of Airworthiness shall be the owner of the aircraft or person authorized by the owner.

#### 2.1.2 AIRCRAFT FOR WHICH AN EXPORT CERTIFICATE OF AIRWORTHINESS MAY BE ISSUED

Sub-regulation 5.4.12(1) prescribes the product for which an export C of A approval may be issued.

#### 2.1.3 SPECIAL CONDITIONS OF THE IMPORTING COUNTRY

The Importing State is responsible for determining the period for which it will accept an Export Certificate of Airworthiness valid.

### 2.2 APPLICATION FOR EXPORT CERTIFICATE OF AIRWORTHINESS

#### 2.2.1 CLASS I PRODUCTS

- (a) Each application for export certificate of airworthiness of a Class I product should include, as applicable—
- (1) A statement of conformity, for each new product that has not been manufactured under a production certificate;
  - (2) A mass and balance report, etc., with a loading schedule when applicable, for all transport aircraft.
    - (i) This report should be based on an actual weighing of the aircraft within the preceding 12 months, after any major repairs or alterations to the aircraft.
    - (ii) Changes in equipment not classified as major changes that are made after the actual weighing may be accounted for on a "computed" basis and the report revised accordingly.
    - (iii) Manufacturers of new non-transport aircraft may submit reports having computed mass and balance data, in place of an actual weighing of the aircraft, if fleet mass control procedures approved by the LCAA have been established for such aircraft. In such cases, the following statement should be entered in each report—

- The mass and balance data shown in this report are computed on the basis of LCAA- approved procedures for establishing fleet mass averages. The mass and balance report should include an equipment list showing mass and moment arms of all required and optional items of equipment that are included in the certificated empty mass...."
- (3) A maintenance manual for each new product when such a manual is required by the applicable airworthiness rules;
  - (4) Evidence of compliance with the applicable airworthiness directives. A suitable notation should be made when such directives are not complied with;
  - (5) When temporary installations are incorporated in an aircraft for the purpose of export delivery, the application form should include a general description of the installations together with a statement that the installation will be removed and the aircraft restored to the approved configuration upon completion of the delivery flight;
  - (6) Historical records such as aircraft and engine log books, repair and alteration forms, etc., for used aircraft and newly overhauled products;
  - (7) For products intended for overseas shipment, the application form should describe the methods used, if any, for the preservation and packaging of such products to protect them against corrosion and damage while in transit or storage. The description should also indicate the duration of the effectiveness of such methods;
  - (8) The aircraft flight manual, when such material is required by the applicable airworthiness regulations for the particular aircraft;
  - (9) A statement as to the date when title passed or is expected to pass to a foreign purchaser; and
  - (10) The data required by the special requirements of the importing country.

### 2.2.2 CLASS II PRODUCTS

- (a) Inspectors must ensure the following conditions are complied with—
- (1) The product conforms to the approved design data;
  - (2) The product is in a condition for safe operation;
  - (3) In the case of a newly overhauled product, it has not been operated or placed in service except for functional testing since having been overhauled, inspected and approved for return to service;
  - (4) The product is identified with at least the manufacturer's name, part number, model designation (when applicable), serial number or equivalent, operating time in hours and total operating time; and
  - (5) The product meets the special requirements or special conditions of the importing country.

### **2.2.3 CLASS III PRODUCTS**

- (a) Inspectors must ensure the following conditions are complied with—
- (1) The product conforms to the approved design data applicable to the Class I or Class II product of which it is a part;
  - (2) The product is in a condition for safe operation; and
  - (3) The product complies with the special requirements of the importing country

### **2.3 EXPORTERS RESPONSIBILITY**

- (a) The importer must ensure that it has—
1. Forwarded to the CAA of the importing country all documents and information necessary for the proper operation of the products being exported, e.g., flight manuals, maintenance manuals, service bulletins, assembly instructions, and such other material as is stipulated in the special requirements of the importing country
  2. Forwarded the manufacturer's assembly instructions and an approved flight test check-off form to the CAA of the importing country when unassembled aircraft are being exported.
  3. Secured all proper foreign entry clearances from all the countries involved when conducting sales demonstrations or delivery flights;
  4. Notified LCAA when title to an aircraft passes or has passed to a foreign purchaser.

## **2.3 EXPORTERS RESPONSIBILITY**

The importer must ensure that it has—

5. Forwarded to the CAA of the importing country all documents and information necessary for the proper operation of the products being exported, e.g., flight manuals, maintenance manuals, service bulletins, assembly instructions, and such other material as is stipulated in the special requirements of the importing country
6. Forwarded the manufacturer's assembly instructions and an approved flight test check-off form to the CAA of the importing country when unassembled aircraft are being exported.
7. Secured all proper foreign entry clearances from all the countries involved when conducting sales demonstrations or delivery flights;
8. Notified LCAA when title to an aircraft passes or has passed to a foreign purchaser.