

AIRCRAFT DOCUMENTS

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Certificate of Airworthiness

1. Reference anniversary date on bottom left corner of certificate.
2. Kept valid by:
 - a. Annual inspection on all aircraft.
 - b. 100-hour inspection cycle on all Commercially registered aircraft.
 - c. Compliance with all Airworthiness Directives (A/D's).
 - d. Insuring aircraft is operated within all limitations as specified by the operator's manual.
3. Annual Airworthiness Information Report (AAIR) will be sent to owner 4 to 6 weeks prior to anniversary date on certificate. The owner is required to complete the form with the requested information and return to Transport Canada. This is for statistical purposes only. This form is not required to be carried in the aircraft.
4. The aircraft may be operated without a Certificate of Airworthiness for a test flight or ferry flight with the issue of a Temporary Flight Permit.

Certificate of Registration

1. Valid for the life of the aircraft unless sold, destroyed or taken out of service.
2. If the aircraft is sold, the seller completes the Transfer of Ownership card and forwards it to Transport Canada in Ottawa immediately. The new owner completes the Application for Registration (reverse side of the Certificate of Registration) and forwards it to Transport Canada's Regional Office for processing. An original bill of sale and a processing fee must accompany the form. The Interim Certificate of Registration is valid for a term of 60 days or until a new Certificate is received, whichever occurs first.
3. The owner must notify Transport Canada within 7 days of a change of address.

Operator's Handbook

1. There must be a copy of the Pilot Operating Handbook or Aircraft Flight Manual as published by the Manufacturer in the aircraft; an Information Manual is not sufficient.
2. The Pilot Operating Handbook must be complete and include all amendments/supplements as issued by the manufacturer.
3. If the aircraft is not equipped with an Operating Handbook all limitations must be placarded conspicuously in the aircraft cockpit.

Aircraft Weight and Balance

1. Equipment List must be updated with any change. This will include a change in the Basic Empty Weight of the aircraft as well as a change in aircraft moment.
2. Each piece of equipment must be listed including its location (weight and arm).
3. The latest amendment shall be used for all weight and balance calculations.
4. In regards to aircraft reweighing:
 - a. For aircraft less than 12,500 lbs, the aircraft must be reweighed at an AME's discretion.
 - b. For aircraft 12,500 lbs and greater, the aircraft must be reweighed every 5 years in addition to changes in the permanent equipment.

Insurance

1. All privately registered aircraft must carry proof of minimum insurance.
2. All commercially registered aircraft must carry proof of minimum insurance.

Logbooks

Journey Log

1. Each log is to filled at the completion of every flight

Column 1	Date of flight
Column 2	Departure Airport/Arrival Airport including all airports at which a touch and go have been conducted
Column 3	Pilot/Pilot's names
Column 4	Wheels up
Column 5	Wheels down
Column 6	Total air time –according to columns 4 & 5
Column 7	Total flight time
Column 8	Number of persons on board aircraft and their total combined weight
Column 9	Total weight of fuel in pounds at lift off
Column 10	Total oil in quarts at takeoff
Column 11	Total weight of baggage carried
Column 12	Total gross weight of aircraft at takeoff
Column 13	Pilot shall record any aircraft defects. An AME will sign rectification. The aircraft may not be flown if it is required equipment
Column 14	Pilot or AME signature and license number

2. Journey Logbook must be carried for every flight with the exception of approved flying schools on training flights. In order to employ this exemption the school must carry an Exemption Letter on board that will state the applicable limitations. The school then must fill the logbook out in Block Entry format. All flights must be recorded on a Flight Log Sheet where all applicable information such as weight, airtime, and flight time must be recorded. Flight Log Sheets shall be kept for a term of 2 years.
3. The Journey Logbook shall be retained for a period of 3 years when full and the last two log entries shall be transferred into the new Journey Logbook.
4. Every commercially registered aircraft shall be inspected every 50 hours of airtime. An extension of 10 hours may be permitted at the discretion of an AME, however the extension time must be removed off the following inspection (The next inspection would occur at 40 hours rather than 50 hours).
5. All inspections must be recorded in the Journey Logbook stating the work completed and the time of next inspection due. The AME conducting the work shall sign the Logbook. In the case of major work conducted on a critical flight

controls such as power plant or flight controls, a second signature of an AME inspecting the work or Pilot conducting a flight test shall be required.

Technical Logbook

1. The maintenance department shall keep the following logs that comprise the Technical Logbook:
 - a. The Airframe Log
 - b. Record of all installations and modifications to aircraft
 - c. Engine Log for each installed engine
 - d. Propeller Log for each installed propeller with an exemption for fixed pitch wooden propellers
2. All applicable AD's (airworthiness directives) shall be complied with and recorded in the Technical Logbook. An AD is published by Transport Canada or other Foreign Civil Airworthiness Authority (ex. The FAA) that requires a change of component(s) or modification of the aircraft. The aircraft will not be considered airworthy until all AD's have been complied with.
3. Technical Logbooks are NEVER to be carried on board the aircraft.

Crew Licenses

Medical Certificate

1. The medical certificate validates the license by confirming the holder is medically fit to fly.

CATEGORY	REQUIRED FOR	UNDER 40	40 AND OLDER
Category 1	Commercial	12 months	6 months
Category 3	Private	60 months	24 months
Category 4	Recreational	60 months	60 months

2. Must be carried on person to fly.
3. Medical valid to the first day of the following month of the date of renewal.
4. A Category 1 will lapse to a Category 3 medical but will only allow privileges of the license it validates.

License

1. Must be accompanied by Medical to be valid.
2. Recency and Currency must be maintained. On the date of the flight:

RECENCY	Must have acted as Pilot-in-Command in the past 5 years. Must conduct a flight review with an Instructor to cover all items normally covered in a flight test.
CURRENCY	Must have conducted a recurrent training program in the past 24 months consisting of one of the following: <ol style="list-style-type: none">I. Attend a safety seminar conducted by Transport Canada.II. Attend an approved recurrency program that updates knowledge of Pilot skills (Meteorology, Navigation, etc.)III. Complete a training program or Pilot Proficiency Check.IV. Complete a rating. (Night, VFR OTT, Instrument, etc.)V. Complete a written exam.VI. Complete a flight review with an instructor.VII. Complete a self-paced study program provided by Transport Canada and carry most up to date copy with your license. Available on the internet at: http://www.tc.gc.ca/aviation/svssafe/letters/asl-497/english/704rec1.htm

3. New licenses and ratings will be stamped on rear of license. This stamp allows for use of the privileges for 90 days. At the end of 90 days one may continue to use the license for the original privileges only.
4. You must have completed 5 takeoffs and landings in the past 6 months in the conditions of the flight (day or night) to carry passengers.

Radio License

1. Valid for life of the designated holder.
2. Issued by Industry Canada. If lost or destroyed contact Industry Canada for reissue.
3. Restricted for use only with aviation.