

**Part 20**  
**ISSUANCE, RECOGNITION, RENEWAL OF**  
**THE CERTIFICATE OF AIRWORTHINESS**

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**SUBPART A: GENERAL****20.001 SCOPE OF APPLICATION**

- (a) This Part regulates the conditions, process, procedure of the issuance, renewal, maintaining, recognition of the Certificate of airworthiness for the aircraft:
1. Registration as the Vietnamese nationality;
  2. Registration as the foreign nationality but the operation shall follow the Air Operator Certificate issued by CAAV.
- (b) CAAV shall be responsible for the establishment, maintaining of the database of airworthiness standards of aircrafts with the Vietnamese nationality registration.

**20.003 DEFINITIONS**

- (a) This Part shall be applied to the following definitions:

*Note: Other definitions related to the aviation are not stated in Part 1 of these Regulations.*

- (1) **Technical modifications:** changes to the configuration of the aircraft, equipment installed on the airplane according recommendation of the manufacturer in writing, which the Operator shall make the assessment and decision at his option to apply in compliance with process approved by CAAV;
- (2) **Take-off and landing cycles:** the times brought into account and related to the load bearing of the aircraft structure in every period of take-off and landing of the airplane;
- (3) **Maintenance planning document issued by the aircraft manufacturer (MPD):** documents instructing the maintenance of the aircraft issued by the airplane manufacturer in compliance with the requirements of the aviation authority issuing the Type Certificate , and approved by the aviation authority issuing the Type Certificate;
- (4) **Certificate of airworthiness:** document issued by the aviation authority of the country where the aircraft is registered confirming that the technical conditions of the aircraft complies with the type of design approved by the aviation authority of the country where the design of the aircraft is done, that the aircraft is safe for the suitable form of operation, that the aircraft meets the requirements of the standards applied to the airworthiness stipulated by the country where the airplane is registered.
- (5) **Primary structural defect:** defect of the structural components of the aircraft's structures undergoing the stresses caused by the weight and the main aerodynamic force during the aircraft's operation in the air and on the ground, which may lead to serious menace to the flight's safety;
- (6) **Acceptable Deferred defect:** defect of the aircraft, aircraft's systems or equipments installed on the airplane which do not need to be fixed in a period of time stipulated in the Aircraft Maintenance Manual, Minimum Equipment List, Configuration Deviation List, which do not affect the standards of the airworthiness;

- (7) **Certificate of Release to Service:** confirmation by the technical staff who is approved to be in compliance with Part 7 upon completion of any technical works on the airplane aiming at maintenance or inspection of the operation the aircraft, system, equipment installed on it, in order to affirm that such works were carried out in accordance with the Aircraft Maintenance Manual and the procedures approved to comply with Part 5;
- (8) **Manufacturer's aircraft maintenance manual (AMM):** manual defining the procedures, specific technical specifications used in the maintenance work of the aircraft, issued by the aircraft's manufacturer and approved or recognized by the aviation authority of the country where the aircraft is designed and manufactured, the aviation authority of the country where the airplane is registered;
- (9) **Variation of the maintenance interval:** variations on the maintenance interval of the aircraft, aircraft's ecomponents comparing to the prescriptions in the aircraft Maintenance Planning Document issued by the manufacturer, approved by the aviation authority of the country where the airplane is registered;
- (10) **Life Limited Parts:** parts with time or operating cycles defined in the Aircraft Maintenance Manual or in the Maintenance Planning Document issued by the manufacturer which must be replaced for rejection or inspection, overhaul to recover their functions in accordance with the prescribed period of time;
- (11) **Technical service bulletin (SB):** Requirements for the maintenance, inspection or modification applied to the aircraft or aircraft's components issued by the aircraft designer and manufacturer in order to increase the reliability level of the airplane, or the operating function of some components, system of the aircraft; such requirements are applied depending on the assessment of the aircraft operator based on the evaluation of the reliability and the operating efficiency of the aircraft, system or aircraft equipments subject to the technical service bulletin;
- (12) **Flight test:** tests with the purpose of checking some running functions of the airplane, system or equipments installed on the aircraft, where tests on the ground cannot not be carried out;

#### 20.005 ABBREVIATIONS

(Left in blank)

#### 20.007 CHARGES, FEES

- (a) The applicant of the issuance, renewal, recognition of the Certificate of airworthiness shall pay the fees, charges in accordance with the laws and regulations.
- (b) The payment of fees, costs will be made at time of submission of the request for the issuance of the Certificate of Airworthiness, through one of the following modes of payment:
  - (1) Direct payment at CAAV;

- (2) Payment by money transfer through the post office service and send the money transfer slip to CAAV;
  - (3) Payment by transferring money to the bank account of CAAV and send the confirmation of the bank transfer to CAAV.
- (c) Charges, fees already paid will not be returned back if the issuance of the Certificate of airworthiness will be refused.

## **SUBPART B: CONDITIONS FOR THE ISSUANCE, RENEWAL, RECOGNITION OF THE CERTIFICATE OF AIRWORTHINESS**

### **20.010 CONDITION OF THE TYPE CERTIFICATE**

- (a) The Certificate of airworthiness shall be issued only for the type of aircraft for which CAAV issued or recognised the Type Certificate accordingly.

### **20.013 CONDITIONS OF THE ANTICIPATED OPERATION PURPOSE**

- (a) The Certificate of airworthiness shall be issued to aircrafts of different types in accordance with the operating conditions and the anticipated operation purpose.
- (b) The Certificate of airworthiness shall be issued to the following types of aircraft:
- (1) Aircraft used in the commercial transport of passengers can be used for other purposes;
  - (2) Aircraft used in the commercial cargo transport can be used for other purposes, except the transportation of passengers;
  - (3) Aircraft used for general aviation both commercial and non-commercial purposes;
  - (4) Aircraft with the maximum take-off weight less than 2,730 kgs used for other aviation purposes, except the transportation of passengers;
  - (5) Aircraft types which can be used for the purposes limited by the Certificate of airworthiness, except the transportation of passengers;
- (c) The aircraft must be controlled for the weight and balance as defined in Part 17.

### **20.015 CONDITIONS OF INSTRUMENTS, EQUIPMENT OF THE AIRCRAFT**

- (a) Instruments, equipment belonging to the aircraft that need the issuance, renewal of the Certificate of airworthiness as stipulated in Appendix 8 of this Part shall comply with the technical standards as defined by the manufacturer, standards defined in Part 4.

### **20.017 CONDITIONS FOR THE OPERATIONS, MAINTENANCE**

- (a) The aircraft requesting the Certificate airworthiness shall be operated, maintained in accordance with the standards on the operation and maintenance stipulated in the Parts related to these aviation regulations.

### **20.020 CONDITION FOR RECOGNIZING THE CERTIFICATE OF AIRWORTHINESS**

- (a) The Certificate of airworthiness issued by the aviation authority in the State of registry of the aircraft which may be recognized by the CAAV provided that the aircraft will meet the requirements defined in the ARTICLE s 20.001, 20.007,

20.010, 20.013 and 20.015 of this Part.

## **SUBPART C: PROCESS, PROCEDURE OF THE ISSUANCE, RENEWAL RECOGNITION OF THE CERTIFICATE OF AIRWORTHINESS**

### **20.030 DOSSIER REQUESTING THE ISSUANCE, RENEWAL, RECOGNITION OF THE CERTIFICATE OF AIRWORTHINESS**

- (a) Original copy of the application for the issuance, renewal, recognition of the Certificate of airworthiness in accordance with the forms and method defined by CAAV in this Part.

*Note: the recognition of the Certificate of airworthiness validity shall be applied only the aircraft holding the foreign nationality but leased by the Vietnamese operator under the form of leasing with flight crews.*

- (b) Copy of the Type Certificate .
- (c) Copy of the Certificate of Registration.
- (d) Copy of the documents as stipulated in Article 20.033, Article 20.035 and Article 20.037 of this Part corresponding with the operation and the specific conditions of the related type of aircraft.
- (e) For used aircraft: confirmation of the Operator that the aircraft records has been already checked and the aircraft is safe for the operation as stipulated by the regulations.

*Note: See Appendix 1 to 20.030 on the application form for the issuance or recognition of the Certificate of airworthiness; and*

*Note: See Appendix 2 to 20.030 on the application form for the renewal of the Certificate of airworthiness.*

### **20.033 ADDITIONAL DOSSIER FOR THE NEW AIRCRAFT OF THE TYPE PREVIOUSLY OPERATING IN VIETNAM**

- (a) The Export certificate of airworthiness for aircraft, engine, propeller, shall have the following information:
  - (1) Airworthiness standards of the exporting country applied to aircraft, name of the Certificate, number of the Certificate and the validity date;
  - (2) The differences between the airworthiness standards of the exporting country and those of Vietnam. These differences shall be approved by the exporting country authority and accepted by VACC in writing;
  - (3) Other special conditions prescribed by the aviation authority of the aircraft's exporting country before the issuance of the export certificate of airworthiness.
- (b) The list of airworthiness directives applied to the aircraft shall include the following contents:
  - (1) Confirmation of the implementation of airworthiness directives; alternative method of compliance in case of applying the equivalent alternative methods based on the instructions of the manufacturer in order to comply

with the requirements of the airworthiness directives;

- (2) Determination of the airworthiness directives to be carried out in the repeating cycle, information on the repeating cycle and the nearest time of implementation.
- (c) List of the technical notices, including the technical notices of warning type, which are implemented on the aircraft, engine, propeller and equipments of the aircraft.
- (d) List of service bulletins implemented on the aircraft, including:
  - (1) Technical modifications carried out at the option of the Operator;
  - (2) Technical modifications applied to the aircraft's components.
- (e) List of works done in accordance with the mandatory requirements applied to the radio, communication equipment of the aircraft.
- (f) List of works done to comply with the recommendations on airworthiness standards promulgated by the aviation authority of the exporting country, if any.
- (g) List of defects to be thoroughly corrected at the issuing time of the Export certificate of airworthiness.
- (h) List of equipment installed on the aircraft.
- (i) Latest weighing report of the aircraft.
- (j) Report on the weight and balance of the aircraft.
- (k) List of life limited parts or controlled on the time basis.
- (l) Records of the compass system and adjustment of the compass.
- (m) Noise certificate of the aircraft.
- (n) Aircraft Radio Station Licence.

**20.035 ADDITIONAL DOCUMENTS FOR NEW AIRCRAFT BELONGING TO THE AIRCRAFT TYPE OPERATED IN VIETNAM FOR THE FIRST TIME**

- (a) Additional documents for new aircraft belonging to the aircraft type operated in Vietnam for the first time shall include the necessary materials for the issuance or recognition of the Type Certificate as stipulated in ARTICLE 21.025.

**20.037 ADDITIONAL DOCUMENTS FOR A USED AIRCRAFT**

- (a) In addition to the supply of documents as required in Article 20.033 or Article 20.035 to apply for aircraft, the applicant for the Certificate of airworthiness shall provide to CAAV the documents related to the whole previous operation of the airplane, engine, propeller and equipment installed on the aircraft, including:
  - (1) Total take-off and landing cycles;
  - (2) Aircraft maintenance program applied to the previous maintenance of the aircraft, including the previous periodical checks and the next one.
- (b) The operating time of the aircraft, engine, propeller and parts of limited service life from the manufacturing time.



- (c) The operating time of the aircraft's equipment, engine, propeller and parts, which need to be maintained periodically as approved by the aviation authority, from their production and from their latest overhaul.
- (d) Detailed records on the replacement of major parts of the structure such as wing, tail, helicopter's propeller or drive unit and proofs of the source, origin, of new parts for replacement.
- (e) Detailed records on the structural repairs already done together with the reasons of the defects leading to the repairs.
- (f) Detailed records on the results of the inspection flight for the delivery of the airplane.

#### **20.040 SUBMISSION, RECEIPT AND CHECK OF THE DOSSIER'S ELIGIBILITY**

- (a) The applicant of the issuance, renewal, recognition of the Certificate of airworthiness shall send 01 set of documents, directly or through the post office, to CAAV.
- (b) CAAV will check the eligibility of the documents within 3 working days, from the receiving date of the dossier; inform directly or in writing to the applicant if the dossier will be rejected.

#### **20.043 JUSTIFICATION OF THE DOSSIER**

- (a) In case the dossier will be approved, within 7 working days, from the receiving date of the dossier, CAAV will review the dossier, agree and officially inform the inspection schedule of the aircraft technical conditions together with the applicant.
- (b) The inspection schedule informed to the applicant shall consist of the following contents:
  - (1) The anticipated time of the inspection;
  - (2) The inspector;
  - (3) The place of the inspection.

#### **20.045 INSPECTION OF THE TECHNICAL CONDITIONS OF THE AIRCRAFT**

- (a) The CAAV shall only implement the inspection of the aircraft after considering all the technical, maintaining and operational documents of the aircraft.
- (b) The contents of the inspection of the aircraft technical conditions shall be carried out in accordance with the list defined in this Part.

*Note: See Appendix 1 to 20.045 for the list of inspected items of the aircraft in order to renew or recognize the Certificate of airworthiness; and*

- (c) The airplane operator shall be responsible to update the records on the operation, maintenance of the aircraft as regulated; to fully supply those records to CAAV on its request.

The CAAV can require the applicant to provide information or to report directly during the inspection of the aircraft technical conditions; can inform the applicant about the shortcomings found after the inspection in accordance with the form



defined in this Part.

*Note: See Appendix 2 to 20.045 on the forms of the audit finding report.*

#### **20.047 INSPECTION OF THE AIRCRAFT TECHNICAL CONDITIONS FOR THE RENEWAL OF THE CERTIFICATE OF AIRWORTHINESS**

- (a) Based on the application for the renewal of the Certificate of airworthiness, the CAAV will decide the inspection's level of the aircraft.
- (b) The inspection's level of the aircraft shall be based on the following factors:
  - (1) The using time of the aircraft, the area and type of operation, the maintenance conditions of the aircraft;
  - (2) The level of repair, irregular maintenance shall be carried out on the aircraft from the initial issuance or last renewal such as: serious defect or repeated defect; defect or structural damage requiring the major repair, technical modification; inspection works after a hard landing or landing with the load exceeding the maximal allowed load; the aircraft experienced with the irregular forces during its flight or while operating on the ground; or after finding the corrosion on the structure of the primary structures;
  - (3) The effectiveness of the control of the maintenance schedule of the aircraft or the time limit of the overhaul, replacement of the aircraft equipments;
  - (4) The effectiveness of the control of the compliance with the standards of the airworthiness or the instructions on the mandatory adequacy of the airworthiness and airworthiness directives of the aircraft, components installed on the aircraft;
  - (5) The assessment and implementation of the technical recommendations from the aircraft, aircraft components' manufacturer such as: service bulletins, technical information that may affect the standards of the airworthiness;
  - (6) The summarised result of the Certificate of maintenance review shall be implemented in accordance with the regulations in this Part.

*Note: See the Appendix 1 to 20.047 on the forms of the Certificate of maintenance review.*

- (c) The technical records, aircraft maintenance records including the aircraft, engine, propeller log books, modification record book, technical repair records, maintenance records shall be kept in writing in accordance with the regulations of CAAV. In case the technical records, maintenance records are stored under other forms such as in computers, floppy discs or CDs, it shall be approved in writing by CAAV.

#### **20.050 INSPECTION FLIGHT OF THE AIRCRAFT**

- (a) CAAV shall be entitled to request the inspection flight of the aircraft or accept the result of the inspection flight presented by the aircraft exporting country when it issues the export certificate of airworthiness.
- (b) When requested to carry out the inspection flight, the applicant shall be responsible:
  - (1) To certify that the aircraft and its engines comply with the purpose of the

inspection flight; the certification shall be made in 3 copies, of which one copy shall be kept on the aircraft, one copy kept by the applicant and one copy kept in the file of CAAV;

- (2) To prepare the program and inspection flight schedule satisfying the requirements of CAAV and submit to CAAV for acceptance, including the supervision method of CAAV;
- (3) To ensure that the control specifications of the aircraft are within the allowed limits; the specifications of climb must be equal or better than the anticipated specifications;
- (4) The pilot or the organisation implementing the inspection flight must be approved by CAAV;
- (5) To submit the report of the inspection flight to CAAV.

#### **20.053 RESPONSIBILITY OF THE APPLICANT**

- (a) To declare accurately, fully, truly the contents of the application for the issuance, recognition of the Certificate of airworthiness.
- (b) To arrange the aircraft and related documents, technical dossier at the place and the time as agreed to enable CAAV to execute its inspection. For the aircraft delivered ex-factory, the applicant shall arrange the inspection during the course of the production, assembly in order to determine that the aircraft complies with the basic specifications of the design of the approved Type Certificate.
- (c) To appoint the person directly responsible for the documentation, materials and during the course of inspection carried out by CAAV.
- (d) To carry out the tests, inspections of the aircraft on request and under the supervision of CAAV.
- (e) To bear all the costs during the process of inspection, issuance, recognition of the Certificate of airworthiness.
- (f) To fully pay all the costs, fees in accordance with the laws and regulations.

#### **20.055 ISSUANCE, RENEWAL, RECOGNITION OF THE CERTIFICATE OF AIRWORTHINESS**

- (a) CAAV shall decide the issuance, renewal, recognition of the Certificate of airworthiness within 20 days, from the announcing date of the plan for inspecting the technical conditions of the aircraft.
- (b) The Certificate of airworthiness shall be valid in the period not exceeding 12 months from its issuing date.
- (c) The detailed content of the works related to the issuance, recognition of the Certificate of airworthiness shall be written and stamped for confirmation in the aircraft log book.

*Note: Read the Appendix 1, Article 20.055 on the forms of the Certificate of airworthiness.*

*Note: Read the Appendix 2, Article 20.055 on the forms of recognition of the Certificate of airworthiness.*

**SUBPART D: EXPORT CERTIFICATE OF AIRWORTHINESS****20.060 GENERAL**

- (a) The Export certificate of airworthiness, issued by CAAV, is the evidence of the airworthiness of the aircraft exported from Vietnam.
- (b) The registration as Vietnamese nationality of the aircraft shall be de-registered before the issuance of the export certificate of airworthiness.
- (c) The export certificate of airworthiness shall be issued on the proposal of the owner or the lessee of the aircraft.

**20.063 PROCEDURE FOR THE ISSUANCE OF EXPORT CERTIFICATE OF AIRWORTHINESS**

- (a) The applicant of the Export certificate of airworthiness shall submit the application together with the dossier as stipulated to CAAV in 30 days before the expected issuing date of the Export certificate of airworthiness, CAAV will be responsible to check the eligibility of the dossier, officially inform the inspection schedule of the technical conditions of the aircraft in accordance with the term defined for the issuance, recognition, renewal of the certificate of airworthiness.
- (b) The CAAV shall be responsible to negotiate with the Aviation Authority of the importing country on the parts that do not meet the requirements or design standards whose exemption is granted by CAAV.
- (c) The CAAV shall decide to grant the export certificate of airworthiness in accordance with the regulations in this Part.

*Note: Read Appendix 1 to 20.063 on the forms of the Export certificate of airworthiness*

- (d) The contents in point (b) of this Article, if any, shall be marked on the Export certificate of airworthiness .

**20.065 DOSSIER FOR THE ISSUANCE OF THE EXPORT CERTIFICATE OF AIRWORTHINESS**

- (a) The dossier requesting the issuance of the Export certificate of airworthiness shall include:
  - (1) Application for the Export certificate of airworthiness in accordance with the forms prescribed in this Part;

*Note: Read Appendix 1 to 20.065 on the forms of the Export certificate of airworthiness*

- (b) Documents as stipulated in this Part for the provision of renewal of the certificate of airworthiness.

**SUBPART E: FERRY FLIGHT PERMIT****20.070 GENERAL**

- (a) The ferry flight permit is the document issued to the aircraft by the CAAV in

case the Certificate of airworthiness is temporarily losing its validity as the aircraft fails to meet the standards of the airworthiness for the following purposes:

- (1) To relocate the aircraft to the maintenance base to carry out the maintenance in order to recover the airworthiness of the aircraft;
  - (2) To hand-over and take-over the aircraft;
  - (3) To evacuate the aircraft out of the dangerous zone due to natural disaster, enemy catastrophe, war or instability of the political and security situation.
- (b) The ferry flight permit shall be valid only once and is not valid for any flight of commercial purpose.
- (c) The copy of the ferry flight permit shall be kept on the airplane during its ferry flight.
- (d) The aircraft operator shall be responsible to fulfill the formalities related to the application for the ferry flight permit in accordance with the regulations of the country planned to fly across.

#### **20.073 PROCEDURE TO ISSUE THE FERRY FLIGHT PERMIT**

- (a) The applicant for the ferry flight permit shall submit application form with the dossier as stipulated to the CAAV 3 days before the intended day to implement the ferry flight.
- (b) The CAAV shall be responsible to check the dossier and the aircraft to determine its capacity to fly safely within the limits of a specific operations.
- (c) After perceiving that the airplane can satisfy the ferry flight's safety, CAAV will decide to issue the ferry flight permit together with the specific responsibilities of the aircraft operator.

#### **20.075 DOSSIER FOR ISSUING THE FERRY FLIGHT PERMIT**

- (a) The dossier for issuing the ferry flight permit shall include the following documents:
  - (1) Application for the ferry flight permit in accordance with the forms defined in this Part;  
*Note: Read Appendix 1 to 20.075 on the forms of the application for the ferry flight permit.*
  - (2) Detailed information on the defect of the aircraft including the reasons why the defect can not be carried out at the place of defect occurrence;
  - (3) The document explaining the plan of the temporary repair to ensure the safe ferry flight including the time limit and specific conditions for the application of such repair plan;
  - (4) The recommendations of the aircraft manufacturer, proposal of the Operator in order to ensure the safe ferry flight.

**SUBPART F: MAINTENING THE VALIDITY OF THE CERTIFICATE OF AIRWORTHINESS****20.080 GENERAL**

- (a) The aircraft operator shall be responsible to maintain the airworthiness of the aircraft in conditions appropriate to the anticipated operation and the aircraft is operated and maintained in accordance with regulations.

**20.083 CONTENT OF MAINTAINING THE AIRWORTHINESS**

- (a) The aircraft operator shall be responsible to ensure that the airplane, engine, aircraft components and safety equipment installed on the aircraft are always in good conditions and they will work in compliance with their functions by implementing the following:
  - (1) Carry out preflight inspections;
  - (2) Repair the defects of the system and structure which can affect the safe operation of the aircraft in accordance with the maintenance instruction documents on the basis of reviewing the allowable limits of the Minimum Equipment List (MEL) and the Configuration Deviation List (CDL);
  - (3) Carry out all tasks required by Aircraft Maintenance Schedule approved by CAAV.
  - (4) Conduct the effectiveness evaluation of the Aircraft Maintenance Schedule for aircraft with a take-off weight of more than 5,700 kgs and their usage for commercial purposes;
  - (5) Carry out aircraft technical modifications and structural repairs as specified by regulations;
  - (6) Carry out all airworthiness directives, operation directives and other mandatory maintenance, inspections promulgated or recognized by CAAV.
  - (7) Establish policies and procedures for the application of technical modifications, non-mandatory inspections for aircrafts with a maximum take-off weight of more than 5,700 kgs and aircraft used for commercial purposes;
  - (8) Carry out flight tests if necessary.

**20.085 AIRCRAFT MAINTENANCE SCHEDULE OF THE OPERATOR**

- (a) Aircraft operator shall update, revise and submit the aircraft maintenance schedule to CAAV for approval in, not exceeding, 90 days since the aircraft manufacturer promulgates or modify it.
- (b) In case the Vietnamese aircraft operator operates an aircraft without its registration as Vietnamese nationality, the aircraft maintenance schedule shall be supplied to the aircraft maintenance organization. A copy of this aircraft maintenance schedule shall be supplied to CAAV.
- (c) The construction and application of aircraft maintenance schedule shall be based on principles of human factor ie. on the persons involving directly in the

maintenance process and shall include:

- (1) Maintenance works and intervals based on the aircraft operation plan;
  - (2) Program to monitor the structural strength of aircraft structures;
  - (3) Procedures to deal with, approve revisions to or deviations from item (a) and item (b) during the application of the maintenance schedule;
  - (4) Application of on condition program and reliability of aircraft systems, component and engines;
  - (5) Mandatory maintenance works and intervals applicable to each type of aircraft (CMR\*, CMR\*\*, ALI).
- (d) Aircraft maintenance schedule shall include following information:
- (1) Name and address of aircraft operator;
  - (2) Type, model and manufacturer's serial number of aircraft, engines and propellers;
  - (3) Nationality and registration mark of aircraft for which the maintenance Schedule applies;
  - (4) Required intervals for aircraft and component inspections and extent, procedures and methods of inspections;
  - (5) Requirements on intervals for inspections, tests, adjustments and industrial hygiene, lubrications or calibration in accordance with practical standards and approved procedures;
  - (6) Enumeration of all procedures to record the operating time of aircraft during its operation, intervals required for inspections, checks or other works needed to be performed, clear stipulation of interval for inspection and issuing a Certificate of maintenance review and procedures for issuing of this certificate;
  - (7) Enumeration of all life limited parts needed to be overhauled, repaired or replaced in accordance with time, flying hours, cycles or life limits specified for each component.

#### **20.087 MANAGEMENT SYSTEM FOR AIRCRAFT MAINTENANCE**

- (a) Aircraft operator shall prepare the management system of aircraft maintenance approved by CAAV. The aircraft operator shall perform the administrative sequence and procedure as prescribed in Article 12.013 or Article 12.023.
- (b) Management system of aircraft maintenance shall include the following:
  - (1) Servicing procedure for each type of aircraft;
  - (2) Policies for the usage of manufacturer's maintenance instruction manuals and other documents relating to technical services of aircraft;
  - (3) Procedures and documents for Certificate of Release to Service – Scheduled Maintenance Inspection (CRS-SMI) of aircraft, issuing Certificate of Maintenance Review (CMR) and Certificate of Release to Service (CRS);



- (4) Details of the programs for monitoring reliability or condition monitoring of aircraft, engines and components under the monitoring scope of the above programs and practice standards, performance procedures of those programs;
- (5) Minimum Equipment List (MEL) for each type of aircraft, including concrete conditions for each failed or inoperative component on the aircraft or component needed to be brought along in case MEL is applied. Specify with which level technical staff shall be allowed to sign for release of an aircraft to service with the application of MEL documents;
- (6) Procedures proposed to CAAV for concession issuance to extend the aircraft operation duration with MEL, or variation of the maintenance interval with the interval specified in the aircraft maintenance schedule approved by CAAV;
- (7) Procedures for supervision the maintenance performed by other maintenance organizations or in other countries and procedures for signing off certificate of release to service of maintenance tasks or issuing necessary certificates for those tasks;
- (8) Procedures for using aircraft components and materials, equipment when performing maintenance tasks or other technical tasks beyond the main maintenance base of aircraft as prescribed in the regulations;
- (9) List of all forms used for maintenance and other aircraft-related technical tasks and clear explanation of purpose and method for using those forms.

#### **20.090 TECHNICAL DIRECTIVES**

- (a) The aircraft operator shall be responsible for performing all airworthiness directives and operation directives applicable to aircraft in full and on time.
- (b) CAAV will recognize all airworthiness directives and operation directives issued by the authority of country approving the Type Certificate.

#### **20.093 MODIFICATIONS AND REPAIRS OF STRUCTURAL DAMAGES**

- (a) Structural damages of aircraft shall be assessed and repaired in accordance with the Structural Repair Manual (SRM) approved or recognized by CAAV.
- (b) Damages beyond the permissible limit of SRM shall be repaired in accordance with provisions in Subpart M, Part 21.

#### **20.095 AIRCRAFT RECORDS SYSTEM**

- (a) All maintenance tasks for the aircraft shall be certified to confirm the maintenance completion and recorded into the aircraft record system, in not later than 30 days since the date of accomplishment of the maintenance tasks. Aircraft record system shall include an aircraft log book, an engine log book and certificates of all components installed on the aircraft, a propeller log book, a modification logbook made in accordance with forms specified in this part and an aircraft technical log with following contents:
  - (1) Type of aircraft and registration number, date and flight hours, take-off &



landing cycles of aircraft;

- (2) Records of maintaining of airworthiness standards include:
  - (i) Status of airworthiness directives and operation directives and actions taken immediately to cope with the flight safety threat situation;
  - (ii) Performing status of service bulletins, aircraft technical modifications and structural repairs;
  - (iii) Compliance status of aircraft maintenance program;
  - (iv) Status of life limited parts or time controlled components;
  - (v) Aircraft weight and balance reports;
  - (vi) List of maintenance tasks which have been granted or are being deferred with variation in comparison with maintenance program.
- (3) Certificates of aircraft components in accordance with Form 1 will be specified in Part 21, CAAV will recognize the certificate of components in accordance with Form EASA Form 1 or FAA Form 8.130 for aircraft components installed on the aircraft registered Vietnamese Nationality.
- (4) Information relating components installed on the aircraft shall be recorded into suitable log book of aircraft, engine, propeller or log books of other life limited parts, including:
  - (i) Part number of the component;
  - (ii) Type, registration mark, manufacturer's serial number of aircraft that the component is installed on aircraft and time of removal the component from, installation of the component on aircraft;
  - (iii) Total operating hours and cycles or total time of remaining life limit of the component.

*Note: See Annex 1 to 20.095 regarding aircraft log book.*

*Note: See Annex 2 to 20.095 regarding main engine log book.*

*Note: See Annex 3 to 20.095 regarding auxiliary power unit log book.*

*Note: See Annex to 20.095 regarding propeller log book.*

*Note: See Annex to 20.095 regarding modification record book.*

#### **20.097 AIRCRAFT TECHNICAL LOG BOOK OF THE OPERATOR**

- (a) Aircraft operator shall be responsible for establishing and controlling system to ensure records are taken into the aircraft Technical Log Book with the following information:
  - (1) Related information necessary to each flight to ensure flight's safety;
  - (2) Certificates of Release to Service (CRS);
  - (3) Aircraft maintenance status for routine maintenance tasks and non-routine maintenance tasks, for non-routine maintenance tasks, it is necessary to clearly write an interval of next maintenance;
  - (4) All acceptable deferred defects which influence the aircraft operation and

the repair work thereof;

- (5) All necessary instructions to the support aircraft maintenance.

#### **20.100 RELIABILITY PROGRAM OF THE AIRCRAFT OPERATOR**

- (a) Aircraft operator shall have the reliability program approved by CAAV. The aircraft operator shall perform the administrative order, procedure as specified in Clause 12.013 or Clause 12.023.
- (b) Reliability program of the operator for the aircraft, engine shall be managed by a Reliability Program Commity, comprising of a head or deputy head of aircraft Quality Assurance, Engineering and Maintenance department.
- (c) Reliability Program Commity shall be responsible for:
- (1) Establishing policies and procedures to co-ordinate all activities of the program within the organization of the operator;
  - (2) Contacting CAAV for approval of the reliability program and the changes subsequent to it;
  - (3) Supervising the performance of the reliability program.
- (d) Reliability Program shall comprise of the following:
- (1) Responsibility of each member of the Reliability Program Commity and the department of which the Reliability Program Commity is in charge, and co-ordination responsibility between Parts relating to this reliability program.
  - (2) Information used for the evaluation of reliability;
  - (3) Policy for the establishment of permissible reliability extent to the aircraft components supervised by the reliability program;
  - (4) Procedures for the selection of components to be put into supervision in the reliability program and the information of components needed to be monitored;
  - (5) Policy for monitoring and analysing parameters of operation, investigation and corrective actions of non-conformity problems of reliability monitoring program;
  - (6) Having adequate forms and documents proving that all activities of the program shall be recorded and kept in full to facilitate the monitoring and supervising of the program;
  - (7) Supplying data relating to the reliability monitoring program for the operation ETOPS.

#### **20.103 AIRCRAFT CERTIFICATE OF MAINTENANCE REVIEW**

- (a) The operator shall be responsible for performing the aircraft maintenance review and issuing an aircraft certificate of maintenance review for an aircraft with its registration of Vietnamese nationality.
- (b) The aircraft Certificate of Maintenance Review shall be made for an aircraft with a maximum take-off weight of over 2,730 kgs with a duration of 4 months per time and for an aircraft with a maximum take-off weight of less than 2,730

kgs, not exceeding 6 months per time unless the approval of CAAV in writing for the exemption of issuance of aircraft maintenance review certificate.

- (c) The contents of aircraft maintenance review shall include:
- (1) Total flying hours and operating cycles of aircraft, engines, propellers shall be recorded exactly and in full;
  - (2) Airplane Flight Manual (AFM) shall be in conformity with the aircraft configuration and updated in accordance with the latest revision of manufacturer;
  - (3) All due maintenance tasks performed in accordance with the provisions of aircraft maintenance schedule have been done and recorded in full;
  - (4) All defects shall be repaired in conformity with the provisions of Aircraft maintenance manual or have been deferred and controlled in accordance with the procedures approved by CAAV;
  - (5) All airworthiness directives applicable to the aircraft have been performed and recorded as required;
  - (6) All technical modifications and structural repairs have been approved in accordance with Part 21 and shall be performed and recorded as required;
  - (7) All life limited parts installed on the aircraft shall be recorded and monitored so as to ensure not exceeding the permissible life limit;
  - (8) All maintenance tasks done on the aircraft have been certified to confirm the maintenance completion in accordance with provisions of Part 5;
  - (9) Report on weight and balance of aircraft shall conform to the actual configuration of aircraft and shall be carried out within a specified time-limit;
  - (10) The aircraft shall conform fully with the design of latest type approved by an aviation authority of manufacturing country.

#### **20.105 REQUIREMENTS TOWARDS THE CAAV APPROVED PERSONNEL IN CHARGE OF THE AIRCRAFT MAINTENANCE REVIEW (ATM-IA)**

- (a) The aircraft maintenance review personnel is a person appointed by the aircraft operator or belonging to the maintenance organisation which is authorised and granted with the Certificate of Maintenance Review by the aircraft operator and approved by the CAAV.
- (b) The aircraft maintenance review staff shall pass the type training course on the maintenance of the type of aircraft and on the maintenance procedures stated in the Maintenance Management Exposition(MME), the Maintenance Organisation Exposition of the maintenance organisation (MOE) approved by the CAAV and such maintenance review staff shall meet one of the following conditions:
  - (1) Having been trained in accordance with Part 7 on the relevant type of aircraft; or
  - (2) Having at least 5 years of practical experiences in the aircraft maintenance, among those years of experiences, there must be at least 2 years of direct

- maintenance work or maintenance supervision of the relevant type of aircraft, before the issuance of the certificate of maintenance review; or
- (3) Having a valid authorization issued by the quality system in accordance with the Part 5 for the relevant type of aircraft and a certain responsibility in the organisation of the Operator or that maintenance organization.
- (c) The signatory of the certificate of maintenance review shall meet the requirements in point (b) above said and shall be exempted from the requirement of 2 years directly involving in or supervising the maintenance work of the aircraft type related to the new aircraft type put into operation in order to satisfy the following conditions:
- (1) The aircraft is put into operation the first time and registered as Vietnamese nationality;
  - (2) The certificate of maintenance review for the new airplane must be implemented 3 months after from the issuing date of the Certificate of airworthiness granted for the first time by CAAV to the aircraft.
- (d) The signatory of the certificate of maintenance review must be trained by the Operator, checked and tested for the following:
- (1) The concepts on the approval of the airworthiness standards in accordance with the regulations of CAAV;
  - (2) The content and forms of the certificate of maintenance review and responsibility of the signatory of the certificate of maintenance review;
  - (3) The content and the procedures to complete the forms, job cards as required in the aircraft maintenance schedule applied to the related airplane;
  - (4) The organization chart of the system and the aircraft maintenance procedures, the relevant documents including in the organization exposition together with the requirements of the organization regarding the implementation of those procedures;
  - (5) The maintenance supporting systems related to the maintaining of the airworthiness of the aircraft such as: reliability program, defect control, damage control, maintenance control, engineering, training and approval, program to control the modifications;
  - (6) The forms used for the technical log of the aircraft, acceptable deferred defects in accordance with the MEL or the approved maintenance manuals;
  - (7) The forms used for the implementation of airworthiness directives / mandatory modifications as required by CAAV regarding the relevant type of aircraft.
- (e) The person entitled to sign the certificate of maintenance review shall only be allowed to sign such certificate of maintenance review when working with the organization of the Operator or maintenance organization that has a contract signed with the Operator to do the maintenance of the relevant type of aircraft.

*Note: Refer to the order, procedure of the issuance of an Aircraft Maintenance Technician licence and aircraft rating in Appendix 1 to 7.350.*

**20.107 RESPONSIBILITY OF THE PERSONNEL REVIEWING THE CERTIFICATE OF MAINTENANCE**

- (a) The personnel implementing the certificate of aircraft maintenance review shall carry out the inspection of the real aircraft conditions and ensure the following requirements:
- (1) All the markings and placards of the aircraft in accordance with the instructions on the aircraft maintenance manual must be fully installed and legible;
  - (2) The aircraft complies with the Airplane Flight Manual (AFM);
  - (3) The aircraft configuration complies with the approved documents;
  - (4) There is no any defects exceeding the limits in the approved maintenance instructions (related AMM, SRM, SB) or exceeding the limits of MEL, CDL;
  - (5) There is no discrepancy between the actual configuration of the aircraft and the records maintaining the aircraft airworthiness;
  - (6) The certificate of maintenance review shall be carried out in accordance with regulations in Article 20.047 and sent to CAAV within 10 days after the issuance date.
- (b) The person in charge of inspection and issuing the certificate of maintenance review shall control the records maintaining the aircraft airworthiness and provide to CAAV as requested.

**20.110 REQUIREMENTS ON THE TIME OF RECORDS KEEPING**

- (a) The aircraft Owner or the Operator of the aircraft shall be responsible to establish and ensure that the aircraft records shall be kept in accordance with the following requirements:
- (1) The technical log shall be preserved in the period of 24 months after the last data entering.
  - (2) Regarding the data related with the maintenance work implemented on the aircraft and the life limited parts installed on the aircraft the filing preservation time shall be 12 months from the permanent withdrawal of the aircraft or such component from use.
  - (3) For the total hours and the total cycles of the aircraft and life limited parts installed on the aircraft, the filing preservation time shall be 12 months from the permanent withdrawal of the aircraft or such component from use.
  - (4) The data on the time and cycles of the life limited parts from the last maintenance work shall be preserved until the next maintenance work of the component with the contents of maintenance work equivalent to those of the previous maintenance.
  - (5) The compliance with the aircraft maintenance schedule includes the maintenance works done on aircraft and the aircraft components must be recorded and preserved until the next maintenance of the airplane or the aircraft components with the contents of the maintenance work equivalent

to those of the previous maintenance.

- (6) The compliance with the airworthiness directives applied to the aircraft and components installed on the aircraft shall be preserved for at least 12 months from the permanent withdrawal of the aircraft or such components from use.
- (7) Details on the technical modifications and structural repairs of the aircraft, engines, propellers or major components related to the flight safety shall be preserved for at least 12 months from the permanent withdrawal of the aircraft, engines, propellers or such components from use.

## **SUBPART G: EXEMPTION AND CONCESSION IN THE OPERATIONS, MAINTENANCE OF THE AIRCRAFT**

### **20.113 REVIEW, APPROVAL OF THE EXEMPTION**

- (a) Based on Appendix 6 of Chicago Convention, Instructions from ICAO, the requirements of these aviation regulations, foreign aviation standards recognised and applied by CAAV, CAAV may consider and approve the operation of the aircraft on request of the aircraft operator in cases of deviation of the activities in the operation and maintenance (hereinafter called as Concession) of the airplane registered as Vietnamese nationality, as follows:
  - (1) Operation of the aircraft in exceeding of the limits as stipulated in the documents MEL/ CDL as well as the limits presented in the maintenance data (AMM, IPC, SRM);
  - (2) Extension of the maintenance interval of the aircraft/aircraft component which is prescribed in the documents of the aircraft maintenance schedule (AMS) approved by CAAV;
  - (3) Deviation from the procedures in the Maintenance Management Exposition (MME) or the document of the maintenance organisation exposition (MOE) approved by CAAV;
  - (4) Deviation from the type of tools, equipment for the maintenance of the aircraft comparing with the tools, equipment stipulated in the maintenance documents approved by CAAV.

### **20.115 POLICY ON GRANTING THE CONCESSION**

- (a) The operation of the aircraft with the above said concessions are all exceeding the limits of the operation, maintenance of the aircraft allowed by the manufacturer, therefore CAAV must be competent to evaluate the equivalent level of safety, before making the decision to grant the concession.
- (b) CAAV has the right to refuse the requested concession when perceiving that the equivalent safety level of the operation, maintenance of the aircraft with granting of the concession is not guaranteed or not competent for evaluating and proving that the necessary and equivalent safety level will be ensured by granting of the concession.
- (c) The Operator is not encouraged to use the concession of deviations from the

standards in the operational and maintenance manuals of the aircraft, as well as deviations of the procedures approved in the operational and maintenance management manuals of the aircraft approved by CAAV with the purpose of operating the airplane.

- (d) CAAV will not grant concession or will withdraw the granted concession, or withdraw the delegation to issue concessions to organisations/individuals if there are enough evidences showing that the Operator consciously uses the concession to operate the aircraft while the conditions (equipment, tools, man power) for the repair, maintenance are available.
- (e) CAAV shall only issue the concession to the deviations when there will be a basis to confirm that these deviations will not lower the quality of the repairs , maintenance of the airplane and will not affect the safe operation of the aircraft.
- (f) The concession shall only issued for the deviations that are within the limits of the approved documents or when there are data proving that these deviations will not directly affect the capacity of the aircraft safe operation.

#### **20.117 APPLICATION FOR THE ISSUANCE OF THE CONCESSION**

- (a) The application documents for the issuance of the concession shall consist of at least:
  - (1) Official letter requesting the issuance of the concession and committing to comply with the requirements of CAAV (if the concession is issued) signed by the head of the Operator, the maintenance organization (or the authorized);
  - (2) The application for the issuance of concession shall be made in accordance with the stipulated forms with full information necessary for the evaluation and issuance of the concession to ensure the equivalent level of safety.

*Note: See Appendix 1 to 20.117 for details on the forms of the request for the issuance of the concession.*

*Note: See Appendix 2 to 20.117 for details on information related to the dossier requesting the issuance of the concession to the points (1),(2),(3),(4) of clause (a), Article 20.113.*
- (b) The dossier requesting the issuance of the concession shall be submitted directly to CAAV in duplicate, original copy shall be submitted directly to CAAV and the duplicate copy to the CAAV's department in charge of directly evaluating the technical matters in order to grant the concession.
- (c) The payment bill of the charges, fees for the issuance of the concession (if any).

#### **20.118 PROCEDURE OF THE CONCESSION ISSUANCE**

- (a) Right on the receiving day of the dossier requesting the issuance of the concession, CAAV shall assign the study, evaluation of such request for the concession.
- (b) In case the dossier is complete as defined in clause (a), Article 20.117 and the level of flight safety is not affected, the concession shall be granted within 8 hours from the time when the dossier requesting the concession has been transferred to the department in charge of issuing the concession of CAAV.



- (c) In case the dossier is still incomplete or does not meet the requirements of the evaluation about the safety level of the aircraft to which the concession is granted, CAAV will inform the operator to supplement the documents or will note its refusal to issue the concession in the corresponding form right on the receiving date of the dossier requesting the concession issuance.
- (d) The department belonging to CAAV, in charge of issuing the concession, shall implement the assessment and accept /refuse to grant the concession:
  - (1) For the dossier requesting the concession issuance in accordance with the regulations in point (1), clause (a), Article 20.113, the time for reviewing to grant/or reject the concession is 24 hours from the receiving time of the complete dossier.
  - (2) For the dossier requesting the concession issuance in accordance with the regulations in points (2), (3) and (4), clause (a), Article 20.113, the time for reviewing to grant/or reject the concession is 48 hours from the receiving time of the complete dossier.
- (e) The professional department of CAAV in charge of issuing the concession, will be responsible to summarize and report the result of the concession issuance within 12 hours, from the issuing time of the concession.
- (f) The professional department of CAAV in charge of issuing the concession, will be responsible to follow up the compliance with the concession and the date of its deadline in order to make the monthly report on the concession issuance.
- (g) The dossier of the concession issuance must be preserved in 24 months from the expiry date of the concession validity.

#### **20.119 RESPONSIBILITY OF THE RECEIVER OF THE CONCESSION**

- (a) To provide full and true information in the forms of the request and the dossier of concession issuance and to be ready to supplement the necessary information when requested.
- (b) To be ready to carry out the tests, inspection necessary to prove that the equivalent level of safety will be ensured once the concession will be applied.
- (c) To seriously observe the conditions defined in the operational and maintenance instruction documents related to the granted concession; and the stipulations, supplementary conditions issued by CAAV or the aircraft manufacturer in order to ensure the equivalent level of safety, once needed.
- (d) To abide by the flight time, flight hours, flight cycles as prescribed in the granted concession.
- (e) To summarize the monthly report, to be submitted to CAAV, on the quantity of granted concessions, including the ones issued by CAAV and the ones issued by the Operator who is delegated by CAAV to grant the concession, and to observe the time-limit, correction actions regarding the concessions issued in the months.
- (f) To pay the charges and fees for the issuance of the concession in accordance with the regulations.

## APPENDICES

### APPENDIX 1 TO 20.030: APPLICATION FOR THE ISSUANCE, RECOGNITION OF THE CERTIFICATE OF AIRWORTHINESS (CAAV/FSSD-AIR 020)

CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM

Độc lập - Tự do - Hạnh phúc

Ngày tháng năm 200

#### ĐƠN ĐỀ NGHỊ CẤP, CÔNG NHẬN GIẤY CHỨNG NHẬN ĐỦ ĐIỀU KIỆN BAY APPLICATION FOR ISSUANCE, RECOGNITION OF CERTIFICATE OF AIRWORTHINESS

1. Tên chủ sở hữu tàu bay:.....  
*Name of aircraft owner*
2. Địa chỉ chủ sở hữu tàu bay:.....  
*Address of owner*
3. Quốc tịch:.....  
*Nationality*
4. Tên và địa chỉ của tổ chức đề nghị cấp chứng nhận:.....  
*Name and address of applicant (if other than the aircraft owner)*
5. Tên và địa chỉ nhà sản xuất:.....  
*Name and address of manufacturer*
6. Địa điểm và thời gian sản xuất:.....  
*Place and year of manufacturer*
7. Quốc gia thiết kế:.....  
*State of design*
8. Quốc tịch và số đăng ký:.....  
*Registration mark (National or Foreign)*
9. Mô tả tàu bay:  
*Description of aircraft*
  - a) Tàu bay mới  Đã qua sử dụng   
*New aircraft* *Used aircraft*
  - b) Loại tàu bay: Mẫu mã:  
*Type of aircraft* *Model*
  - c) Số xuất xưởng: Giờ/chu trình bay từ đầu:  
*Manufacturer's serial number* *Flight hours/Cycles since new*
  - d) Loại động cơ: Số động cơ lắp trên tàu bay:  
*Type of engine* *Number of engines fitted*
  - e) Loại cánh quạt: Số cánh quạt lắp trên tàu bay:  
*Type of propeller* *Number of propellers installed*
  - f) Số lượng ghế (kể cả ghế thành viên tổ bay):  
*Seating accommodation (including crew)*
10. Tải trọng cất cánh tối đa của tàu bay:.....  
*Maximum take-off mass of aircraft*
11. Tàu bay sử dụng vào mục đích:  Chở hành khách  Hàng hoá  Hàng không chung   
*Type of proposed operation* *Transport of passengers* *Cargo* *General Aviation*  
 Việc hàng không  Tư nhân  Khai thác đặc biệt   
*Aerial work* *Private* *Special operations*

Tôi xin cam đoan chi tiết kê khai trên đây và trong phụ đính đều chính xác và đúng sự thật, đề nghị Cục HKVN kiểm tra và cấp, công nhận giấy chứng nhận đủ điều kiện bay cho tàu bay (I hereby declare that the particulars entered on this application and its appendix are accurate in every respect, submitted to CAAV for the inspection and issuance, recognition of Certificate of Airworthiness).

Chữ ký người làm đơn (ghi rõ tên và chức danh)  
*Signature of applicant (with full name and title)*

**APPENDIX 2 TO 20.030: APPLICATION FOR THE RENEWAL OF THE CERTIFICATE OF AIRWORTHINESS (CAAV/FSSD-AIR-022)**

**CỘNG HOÀ XÃ HỘI CHỦ NGHĨA VIỆT NAM**  
**Độc lập - Tự do - Hạnh phúc**

**ĐƠN ĐỀ NGHỊ GIA HẠN GIẤY CHỨNG NHẬN ĐỦ ĐIỀU KIỆN BAY**  
**APPLICATION FOR RENEWAL OF CERTIFICATE OF AIRWORTHINESS**

1. Loại tàu bay: *Aircraft type* Số đăng ký quốc tịch: *Registration mark*
2. Chương trình bảo dưỡng được phê chuẩn: *Approved maintenance schedule Reference*
3. Tàu bay sử dụng vào mục đích: *Type of proposed operation*
- |                                |                          |                |                          |                           |                          |
|--------------------------------|--------------------------|----------------|--------------------------|---------------------------|--------------------------|
| Chở hành khách                 | <input type="checkbox"/> | Hàng hoá       | <input type="checkbox"/> | Hàng không chung          | <input type="checkbox"/> |
| <i>Transport of passengers</i> |                          | <i>Cargo</i>   |                          | <i>General Aviation</i>   |                          |
| Việc hàng không                | <input type="checkbox"/> | Tư nhân        | <input type="checkbox"/> | Khai thác đặc biệt        | <input type="checkbox"/> |
| <i>Aerial work</i>             |                          | <i>Private</i> |                          | <i>Special operations</i> |                          |
4. Tên và địa chỉ của tổ chức đề nghị gia hạn chứng nhận: .....
- Name and address of applicant (if other than the aircraft owner)*
5. Tên và địa chỉ chủ sở hữu tàu bay: .....
- Name and address of the registered owner*
6. Tên và địa chỉ của tổ chức bảo dưỡng chuẩn bị tàu bay cho việc kiểm tra gia hạn giấy chứng nhận đủ điều kiện bay / *Name and address of approved maintenance preparing aircraft for inspection in order to renew certificate of airworthiness:*
7. Tải trọng cất cánh tối đa của tàu bay: .....
- Maximum take-off mass of aircraft*
8. Tổng thời gian hoạt động của tàu bay (giờ bay/ chu trình): .....
- Total utilization of the aircraft since new (flying hours/cycles)*
9. Thời gian hoạt động từ lần gia hạn trước (giờ bay/ chu trình): .....
- Total utilization of the aircraft since last renewal (flying hours/cycles)*

Tôi xin cam đoan chi tiết kê khai trên đây và trong các phụ đính kèm theo đều chính xác và đúng sự thật, đề nghị Cục HKVN kiểm tra và gia hạn giấy chứng nhận đủ điều kiện bay cho tàu bay (*I hereby declare that the particulars entered on this application and it's appendix are accurate in every respect, submitted to CAAV for inspection and renew the validity of subject Certificate of Airworthiness.*)

Chữ ký người làm đơn (ghi rõ tên và chức danh)  
*Signature of applicant (with full name and title)*

*Chú ý: Người làm đơn đề nghị gia hạn Giấy chứng nhận đủ điều kiện bay phải cung cấp thông tin theo yêu cầu của các phụ đính ở của mẫu biểu này/ The applicant for renewal of certificate of airworthiness shall provide the aircraft related information as required by the appendixes to this form.*

## (Các phụ đính của Mẫu biểu CAAV/FSSD-AIR 022/ Appendices to the Form CAAV/FSSD-AIR 022)

Người làm đơn đề nghị gia hạn Giấy chứng nhận đủ điều kiện bay phải cung cấp thông tin liên quan đến tàu bay trong vòng 12 tháng trước ngày làm đơn theo các phụ đính như sau/ *The applicant for the renewal of certificate of airworthiness shall provide the information relating to the aircraft during 12 months prior to date of application in the following appendix:*

**Phụ đính/Appendix 01:** Tất cả công việc định kỳ tàu bay (từ định kỳ dạng A trở lên) đã được thực hiện trên tàu bay bao gồm: a) Dạng định kỳ; b) Nơi và tổ chức thực hiện; c) Giờ bay/chu trình của tàu bay tại thời điểm công việc định kỳ được thực hiện; d) Số tham chiếu của phiếu định kỳ/ *All scheduled inspection performed on the aircraft (scheduled inspection type "A" onward) with the details of: a) Type of inspection; b) Place and organization accomplished the inspection; c) Flying hours/ cycles at the time of inspection; d) Reference to the work pack.*

**Phụ đính/Appendix 02:** Tất cả các Chỉ lệnh đủ điều kiện bay áp dụng cho tàu bay bao gồm: a) Số Chỉ lệnh đủ điều kiện bay; b) Nguồn gốc của Chỉ lệnh đủ điều kiện bay; c) Tình trạng tuân thủ yêu cầu của Chỉ lệnh đủ điều kiện bay; d) Tham chiếu của phiếu công việc thực hiện yêu cầu của Chỉ lệnh đủ điều kiện bay/ *All mandatory airworthiness directives applicable to the aircraft with the details of: a) Reference to mandatory airworthiness directives/ Modifications; b) The origin of mandatory airworthiness directives; c) Status of compliance with mandatory airworthiness directives; d) Reference to work order to comply with mandatory airworthiness directives.*

**Phụ đính/Appendix 03:** Tất cả các thông báo/cải tiến kỹ thuật tùy chọn áp dụng cho tàu bay bao gồm: a) Số thông báo/cải tiến kỹ thuật tùy chọn; b) Nguồn gốc của thông báo/cải tiến kỹ thuật tùy chọn; c) Tình trạng thực hiện thông báo/cải tiến kỹ thuật tùy chọn; d) Tham chiếu của phiếu công việc thực hiện yêu cầu của thông báo kỹ thuật/cải tiến tùy chọn (nếu đã thực hiện)/ *All optional service bulletins/ modifications applicable to the aircraft with the details of: a) Reference of the optional service bulletins/ modifications; b) The origin of optional service bulletins/ modifications; c) Status of application of optional service bulletins/ modifications; d) Reference to work order to incorporate optional service bulletins/ modifications.*

**Phụ đính/Appendix 04:** Tất cả các hỏng hóc cấu trúc (trong và ngoài giới hạn của tài liệu hướng dẫn sửa chữa kết cấu-SRM) và công việc sửa chữa đã được thực hiện trên tàu bay bao gồm: a) Mô tả hỏng hóc; b) Nguyên nhân hỏng hóc; c) Giới hạn hỏng hóc; d) Phương án sửa chữa; e) Tham chiếu của phiếu công việc thực hiện sửa chữa/ *All structural damages (either within or out of the limitations prescribed in structure repair manual – SRM) and schemes to repair the damages with the details of: a) Description of damage; b) Nature of damage; c) Approved repair scheme; d) Reference to the work order to repair the damage.*

**Phụ đính/Appendix 05:** Tất cả các hỏng hóc được phép trì hoãn đã có trên tàu bay bao gồm: a) Mô tả hỏng hóc; b) Lý do trì hoãn; c) Ngày trì hoãn; d) Tham chiếu của tài liệu cho phép trì hoãn công việc sửa chữa; e) Ngày khắc phục; f) Phương pháp khắc phục; g) Tham chiếu của phiếu công việc, trang nhật ký kỹ thuật khắc phục hỏng hóc/ *All defects had been deferred on the aircraft with the details of: a) Description of deferred defect; b) The reason to defer the defect; c) The date deferred defect was raised; d) Reference to the document approving the deferral of defect; e) Clearance date of deferred defect; f) Maintenance work to clear deferred defect; g) Reference to the work order/ technical log to clear deferred defect.*

**Phụ đính/Appendix 06:** Tất cả các nhân nhượng cho việc kéo dài thời hạn hỏng hóc trì hoãn, thay đổi kế hoạch bảo dưỡng và cho nhân viên kỹ thuật ký xác nhận hoàn thành bảo dưỡng áp dụng cho tàu bay bao gồm: a) Số nhân nhượng; b) Lý do nhân nhượng; c) Tham chiếu của phê chuẩn nhân nhượng; d) Thời hạn áp dụng nhân nhượng; e) Ngày xoá nhân nhượng; f) Tham chiếu của phiếu công việc thực hiện xoá nhân nhượng/ *All concession regarding the extension of deferred defect's expiry date, variation to the scheduled inspection, one-off for certifying staff to release aircraft with the details of: a) Reference of concession; b) Reason for concession; c) Reference to the approval of concession; d) Validity of concession; e) Clearance date of concession; f) Reference to the work order to clear off concession.*

**Phụ đính/Appendix 07:** Danh mục của các thiết bị chính đã được thay thế, sửa chữa trên tàu bay như: phần đuôi tàu bay, cánh tàu bay, thẳng bằng ngang, đuôi đứng, các bánh lái (hướng, độ cao, liêng, tấm giảm tốc, mảnh điều chỉnh), các bộ phận hỗ trợ lực nâng (cánh tà trước và sau), động cơ chính, động cơ phụ, cánh quạt, hộp truyền động, cang chính và cang mũi bao gồm: a) Lý do thay thế; b) Nơi và tổ chức thực hiện thay thế; c) Thời gian thay thế; d) Tham chiếu của phiếu công việc thực hiện thay thế/ *The list of all major component changes, repairs on the aircraft such as empanage, wing, horizontal stabilizer, vertical stabilizer, primary and secondary flight control surfaces (rudder, elevator, aileron, lift dumper, spoiler, trim tab), lift augmentation devices (trailing edge flap, leading edge slat), main engine, auxiliary power unit, propeller, transmission gear box, main and nose landing gear with the details of: a) Reason for changes, Place and organization performed changes; b) Date of change; d) Reference to the work order/ technical log for changes.*

**Phụ đính/Appendix 08:** Danh mục các thiết bị có thọ mệnh hoặc phải được kiểm soát theo thời gian được lắp trên tàu bay bao gồm: a) Tên thiết bị; b) Tổng thọ mệnh; c) Thời gian sử dụng còn lại của thiết bị/ *The list of life limited parts or hard time control installed on the aircraft with the details of: a) Description of life limited part/hard time controlled item; b) Total life limit of item; c) Remaining life limit of item.*

**Phụ đính/Appendix 09:** Danh mục các thiết bị có thọ mệnh/kiểm soát theo thời gian/quay vòng đã được thay thế trong vòng 12 tháng với chi tiết bao gồm a) Tên thiết bị; b) Số quy cách; c) Số thiết bị tháo xuống; d) Số thiết bị lắp lên/ *The list of life limited/ time controlled/rotatable components replaced in the period of last 12 months with the details including a) description of the component; b) Part number; c) Serial number on; d) Serial number off.*

**Phụ đính/Appendix 10:** Báo cáo kết quả kiểm tra của các lần cấp chứng chỉ rà soát bảo dưỡng do tổ chức người khai thác hoặc tổ chức bảo dưỡng được uỷ quyền thực hiện/ *inspection reports following the issuance of the Certificate of Maintenance Review completed by either operator of the aircraft or by delegated maintenance organization.*

**APPENDIX 1 TO 20.045: LIST OF AIRCRAFT INSPECTION WORKS (CAAV/FSSD-AIR 028)**

**LIST OF WORKS FOR THE INSPECTION, ISSUANCE, RECOGNITION,  
RENEWAL OF THE CERTIFICATE OF AIRWORTHINESS, EXPORT  
CERTIFICATE OF AIRWORTHINESS (COA)**

**I. GENERAL DATA****1. Aircraft information:**

CAAV dossier No:  
 Aircraft registration No.:  
 Manufacturer Serial No.:  
 Ex-factory date:  
 Aircraft type, model:  
 Engine type:  
 Propeller/rotor type:  
 Date of the initial COA:

**2. Inspector:**

Ord	Full name	Title
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**3. Representative of the aircraft owner/ operator:**

Ord	Full name	Title
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**4. Dossier applying for the certificate of airworthiness from the aircraft owner/ operator, consisting of:**

Ord	name of the dossier
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**5. Purpose of the inspection:**

New issuance  Renewal  Export  Other purpose   
 ( in case of 'other purpose', please specify the inspection purpose)

**6. Place for the implementation of the inspection:****7. Start date:**

**II. RELEVANT DOCUMENTS**

Part 01	Necessary certificates	Conditions		Note
		Passed	Failed	
1.1	Certificate of aircraft registration (original)			
1.2	Certificate of airworthiness (original)			
1.3	Aircraft radio station licence			
1.4	Identification table of the aircraft, engine, propeller			
Part 02	Necessary documents	Conditions		Note
		Passed	Failed	
2.1	Aircraft flight manual (AFM)			
2.2	Minimum equipment list (MEL)			
2.3	Quick reference handbook (QRH)			
2.4	Flight crew operations manual (FCOM)			
2.5	Aircraft weight and balance document			
2.6	Other documents as stipulated by QCHK-KT 1 [Aviation regulation on the operation of commercial aircraft] (SOP, process of defrosts, fill/discharge of fuel, etc. . . )			

**II. MAINTENANCE SCHEDULE**

Part 03	Necessary certificates	Conditions		Note
		Passed	Failed	
3.1	Aircraft maintenance schedule (AMS)			
3.2	Schedule for the maintenance of engine on the aircraft and overhauling,, repair of the engine			
3.3	Inspection schedule for equipment of limited service life/ controlled on time basis.			
3.4	Lighting protection program and HIRF			
3.5	Test and inspection of the measuring system of dynamic, static pressure and altitude .			
3.6	Test and inspection of the transceiver to communicate with the flight controller (ATC transponder)			
3.7	RVSM ( requirements on the maintenance and operation of RVSM)			
3.8	Requirements on the inspection of the aircraft construction, skeleton framing			
3.9	Corrosion prevention & Control program (CPCP)			
3.10	Damage Tolerance Rating Evaluation.			
3.11	Maintenance program for the Digital Flight Data Recorder (DFDR)			
3.12	Repairs and major modification of the aircraft construction			
3.13	Certificate of the additional type (if any)			
3.14	Compliance with the Directives of airworthiness (in comparison with the Directives of airworthiness promulgated by CAAV or recognized by the aviation authority of the country approving the Type Certificate			
3.15	Temporary structural repairs of the aircraft (enclosed with the damage's evaluation and the proposed method of repair			

**IV. AIRCRAFT FUSELAGE – EXTERNAL STRUCTURE AND ELECTRONIC EQUIPMENT**

Part 04	Items for inspection	Conditions		Note
		Passed	Failed	
4.1	Heated system of dynamic pressure			
4.2	Static pressure measuring system			
4.3	Take-off and landing lighting system			
4.4	Lighting system outside the aircraft			
4.5	Anti- collision lights			
4.6	Antennas			
4.7	Aircraft painting			
4.8	Mark, label on the aircraft			
4.9	Emergency exit sign outside the aircraft			
4.10	Emergency lighting system and emergency exit lighting			
4.11	Aircraft entry and exit door, cargo compartment door, emergency exit door and work/access doors			

**V. ENGINE, AUXILIARY POWER UNIT, ENGINE COWLINGS, PROPELLER/FAN**

Part 05	Items for inspection		Conditions		Note
			Passed	Failed	
51	Main engine (S/N)	Hrs/ Cyc from the starting			
	No 1:				
	No 2:				
	No 3:				
	No 4:				
5.2	Engine pod and bonnet				
5.3	Intake and exhaust of the engine				
5.4	Auxiliary power unit (S/N)	Hrs/ Cyc from the starting			
5.5	Propeller/ impeller				
	No 1:				
	No 2:				
	No 3:				
	No 4:				
	No 5:				
	No 6:				

**VI. AIRCRAFT FUSELAGE - INTERIOR – ELECTRONIC EQUIPMENT**

Part 06	Items for inspection	Conditions		Note
		Passed	Failed	
6.1	Inspection of the compartment hosting the electronic equipments			



6.2	Inspection of the compartment hosting the electronic equipments			
6.3	Aircraft source of main power/ emergency power			
6.4	General inspection of the aircraft ( <i>structural damage, rust, leakage of oil/grease, solidity of the equipment installation, implementation of the Corrosion prevention &amp; Control program towards the front and rear fuselage of the aircraft, the cargo compartment, interior and floor/underfloor of the airplane.</i> )			

**VII. FLIGHT DECK –ELECTRONIC EQUIPMENT AND OPERATION**

Part 07	Items for inspection	Conditions		Note
		Passed	Failed	
Flight control and navigation equipments	7.1	Arrangement of equipment, visual range and light in the flight deck		
	7.2	Display of EFIS and ECAM		
	7.3	Label and marking in the flight deck		
	7.4			
	7.5	Display system of heating, transmission of dynamic pressure		
	7.6	System of cruise speedometer		
	7.7	System of altimeters		
	7.8	System of hourmeters		
	7.9	Ambient temperature thermometer		
	7.10	Gyoscopic bank indicator		
	7.11	Artificial horizon / back-up altimeter		
	7.12	Gyoscopic speedometer		
	7.13	Gyoscopic indicator of navigation direction		
	7.14	Magnetic compass		
	7.15	Vertical speedometer		
	7.16	Cruise speed warning device		
	7.17	Mach cruise speedometer		
	7.18	Automatic pilot system		
Display and signal equipment of the engine	7.19	Engine air exhaust thermometer		
	7.20	Fuel pressure gauge		
	7.21	Fuel pressure warning system		
	7.22	System of fuel consumption indicators		
	7.23	System of fuel indicators		
	7.24	System of engine pressure ratio indicators		
	7.25	System of lubricant indicators		
	7.26	System of lubricant pressure gauges		
	7.27	Lubricant temperature indicators		
	7.28	Fire display/ warning system		
	7.29	System of fluid consumption indicator on the aircraft		
	7.30	Revolution indicator N1, N2, N3		
	7.31	Engine start indicator		
	7.32	System of indicators for frost and frost prevention of the engine		

	7.33	Indicators of the fuel filters' conditions			
	7.34	Indicators of the lubricant' s conditions			
	7.35	Indicators of the fuel heating system			
	7.36	Indicator of the thrust reverser location			
	7.37	Engine vibration indicator			
	7.38	Torque indicators			
	7.39	Angle and position of the propeller/impeller indicators			
	7.40	Engine capacity indicators			
Air navigation and flight control facilities	7.41	Radio apparatus			
	7.42	Radio apparatus			
	7.43	Flight management system (FMS)			
	7.44	System of warning and prevention of collision in the air			
	7.45	System of communication with the Air traffic control (ATC)			
	7.46	Weather radar system			
	7.47	Warning system of altitude and side wind			
	7.48	Warning system for the access to the terrain and discrepancy with the access line			
	7.49	Warning system/equipment on the altitude			
	7.50	Radio altitude gauge			
	7.51	Take off warning system			
	7.52	Acoustic warning system of the landing gear			
	7.53	Warning system/equipment on the cruise speed			
	7.54	Capacity to execute the RNP-10			

## **VIII. FLIGHT DECK – MAINTENANCE AND OPERATION**

Part 08	Items for inspection	Conditions		Note	
		Passed	Failed		
Requirements for the flight deck	8.1	Flight deck inspection			
	8.2	Materials in the flight deck and fire resistant capacity of materials			
	8.3	Flight crew emergency exit			
	8.4	Emergency equipment in the flight deck			
	8.5	First aid kit			
	8.6	Portable fire extinguisher for crew member			
	8.7	Portable breathing equipment for the crew when there will be smoke, toxic gas (PBE)			
	8.9	Safety belt for the crew			
	8.10	Auxiliary seat in the flight deck (Third observer)			
	8.11	Marking, label in the flight deck			
	8.12	Flight deck windshield wipers			
	8.13	Flight deck door			

Part 08	Items for inspection	Conditions		Note	
		Passed	Failed		
	8.14	Summary table of safety instructions to passengers			
	8.15	Marking, label in the washroom			
	8.16	Surface of the aircraft floor			
	8.17	Garbage bins			
	8.18	Aeration system			
	8.19	Passenger cabin and luggage compartments			

IX. INTERIOR OF PASSENGER CABIN – MAINTENANCE/ OPERATION

Part 09	Items for inspection	Conditions		Note	
		Passed	Failed		
Requirements for the cabin	9.1	Capacity and method of luggage arrangement in the passenger cabin			
	9.2	Kitchen and service area for passengers			
	9.3	Passenger luggage compartment			
	9.4	Arrangement and fixation of heavy things in the passenger cabin and the flight deck			
	9.5	Emergency equipments			
	9.6	Portable fire extinguisher in the passenger cabin			
	9.7	Portable fire extinguisher in the cargo compartment (for the type cargo compartment)			
	9.8	Portable fire extinguisher in the kitchen and passenger service area			
	9.9	First aid and medical emergency equipments and protective gloves			
	9.10	Emergency exit system			
	9.11	Emergency exit means			
	9.12	System of indicators in the passenger cabin for emergency exit			
	9.13	Control handgrip of the emergency exit door			
	9.14	Access to line to the emergency exit door			
	9.15	Emergency exit doors at the same level with the floor			
	Emergency apparatus for flight over the sea and unpopulated areas	9.16	Emergency exit doors at the aircraft tail (if any)		
9.17		Life buoy vest			
9.18		Pneumatic survival boat			
9.19		SOS signal equipment (Pyrotechnic)			
9.20		Survival kit			
9.21		Fire resistant capacity of materials used in the passenger cabin			
9.22		Passenger seat, seat belt			
9.23		Stewardess seat, seat belt			
9.24		Interior materials in the passenger cabin			
9.25		No smoking sign			
9.26	Fasten the seat belt sign				

	9.27	Entrance and exit for passenger and service door			
	9.28	Marking, label at the doors stated in 9.27			
	9.29	Other markings, labels as stipulated			
Emergency apparatus	9.30	Entertainment system in the passenger cabin			
	9.31	Fire prevention system in the washroom			
	9.32	Loud speakers			
	9.33	Operation of the lighting system for emergency, survival			
	9.34	Operation of the lighting system at the outside of the emergency door, emergency exit way			
	9.35	Emergency flash light			
	9.36	Pax addressing			
	9.37	Intercommunication system between the crew members			
	9.38	Emergency locator transmitter (ELT)			
	9.39	Protective fuse			
	9.40	Stand-by power source			

## **X. CARGO COMPARTMENT**

Part 10	Items for inspection	Conditions		Note
		Passed	Failed	
10.1	Inspection of the cargo compartment in accordance with the requirements of each type of compartment			
10.2	Marking, label of the cargo compartment			
10.3	Fire detector/ alarm system of the cargo compartment			
10.4	Fire extinguishing system in the cargo compartment			
10.5	Load arranging system of the cargo compartment			
10.6	Doors of cargo compartments			

## **XI. OTHER REQUIREMENTS**

Part 11	Items for inspection	Conditions		Note
		Passed	Failed	
11.1	Maintenance of the aircraft in accordance with the aircraft maintenance schedule			
11.2	Replacement of major equipments on the aircraft			
11.3	Repair of the structural damage of the aircraft chassis			

## **XI. CONFIGURATION OF THE AIRCRAFT FOR INSPECTION**

1. The aircraft must be supplied with necessary electricity source for implementing the inspection and test the working capacity of the systems and equipments on request of the supervisor of the aircraft airworthiness .

2. All the landing gear compartments, cargo compartments must be opened. The doors of equipment , work compartments will be opened on request;
3. All the covers and housing of the main engines, APUs must be opened
4. Leading edge flap, trailing edge flap , aileron must be fully disengaged for inspection

Date of completion:

Conclusion:

Representative of CAAV

Representative of the operator

**Note:**

- (b) The list of these works after completion must be preserved with the Application of the issuance/renewal of the Certificate of airworthiness (Form CAAV/FSSD-020 or CAAV/FSSD-022 and appendices) for 24 months.
- (c) The note column in the list of inspection works shall be used for writing down the references of the audit finding report (if any) following the form: CAAV/FSSSD-30

**APPENDIX 2 TO 20.045: AUDIT FINDING REPORT (CAAV/FSSD-AIR 029)**

**CỤC HÀNG KHÔNG VIỆT NAM**  
**Phòng Tiêu chuẩn an toàn bay**

**BÁO CÁO KHÔNG PHÙ HỢP**  
**AUDIT FINDING REPORT**

<b>1. Tên tổ chức/Company</b>	<b>2. Địa điểm/Location</b>	<b>3. Số tham chiếu/File Ref.</b>
<b>4. Nội dung đánh giá:</b> <i>Area to be audited</i>		
<b>5. Không phù hợp với:</b> <i>Non-conformity with</i>		
<b>6. Lỗi không phù hợp/ Finding discription</b>		
<b>7. Tên, chữ ký đánh giá viên/Name and signature of auditor</b>	<b>8. Phân loại/Level:</b>	
	<b>9. Thời gian/Date:</b>	
<b>10. Biện pháp khắc phục/Proposed corrective action</b>		
<b>11. Tên, chữ ký người được đánh giá/</b> <i>Name and signature of Auditee</i>	<b>12. Dự kiến ngày khắc phục /</b> <i>Proposed completion date:</i>	
<b>13. Theo dõi việc khắc phục của CAAV/CAAV corrective action follow-up</b>		
<b>14. Ngày kết thúc công việc khắc phục/</b> <i>Date of completion of corrective action</i>	<b>15. Số báo cáo khắc phục /</b> <i>Corrective action report Ref.</i>	<b>16. Tên và chữ ký CAAV</b> <i>Name and Signature of auditor</i>

**APPENDIX 1 TO 20.047: CERTIFICATE OF MAINTENANCE REVIEW (CAAV/FSSD-AIR 027)**

**CỘNG HOÀ XÃ HỘI CHỦ NGHĨA VIỆT NAM**  
**Độc lập - Tự do - Hạnh phúc**

**CHỨNG CHỈ RÀ SOÁT BẢO DƯỠNG**  
**Certificate of Maintenance Review**

**Loại tàu bay:**..... **Số đăng ký:**.....  
*Type of aircraft* *Registration*

**Hồ sơ kiểm tra số:** .....  
*Reference of Inspection file*

**Ngày thực hiện rà soát hồ sơ bảo dưỡng:**.....  
*Maintenance review was carried out on*

Căn cứ vào yêu cầu của Cục HKVN đối với việc duy trì tính đủ điều kiện bay liên tục của tàu bay trong quá trình khai thác, toàn bộ hồ sơ bảo dưỡng đối với tàu bay và các trang thiết bị tàu bay lắp trên tàu bay ..... đã được kiểm tra và hoàn toàn đáp ứng các tiêu chuẩn đủ điều kiện bay hiện hành/*Upon request of CAAV regarding maintaining the continued airworthiness of aircraft during it's operation, all aircraft maintenance related documents and equipments installed thereto have been reviewed and inspected in order to ensure their compliance with CAAV Airworthiness requirements.*

**Chữ ký(Ghi rõ họ tên):**.....  
*Signature with full name*

**Số chứng chỉ:**.....  
*Reference of Authorization*

**Ngày thực hiện:**.....  
*Date of review completion*

**Thời hạn cấp chứng chỉ rà soát bảo dưỡng lần tiếp theo:**  
*The next maintenance review is due on or before:*



## APPENDIX 1 TO 20.055: CERTIFICATE OF AIRWORTHINESS (CAAV/FSSD-AIR 021)



## GIẤY CHỨNG NHẬN ĐỦ ĐIỀU KIỆN BAY

## CERTIFICATE OF AIRWORTHINESS

No:

Quốc tịch và số đăng ký <i>Nationality and Registration Mark</i>	Kiểu tàu bay và nước sản xuất <i>Type of aircraft and Manufacture:</i>	Số xuất xưởng <i>Aircraft Serial Number</i>
Loại tàu bay: <i>Categories:</i>	Chở khách, chở hàng <i>Passenger and Cargo</i>	
<p>Chứng chỉ này phù hợp với Công ước Quốc tế về Hàng không dân dụng ngày 07 tháng 12 năm 1944 và Luật Hàng không dân dụng Việt Nam. Máy bay mang số đăng ký nói trên có giá trị sử dụng trong điều kiện khai thác và bảo dưỡng phù hợp với các tiêu chuẩn kỹ thuật hiện hành.</p> <p><i>This certificate of airworthiness is issued pursuant to the Convention on International Civil Aviation dated 07 December 1944, and the Law on Civil Aviation of Vietnam in respect of above mentioned aircraft which is considered to be airworthy when maintained and operated in accordance with the foregoing and the pertinent operating limitation.</i></p>		
Có giá trị đến: <i>Valid until</i>	Ngày cấp: <i>Date of issue</i>	
	Ký tên / <i>Signature</i>	



**APPENDIX 2 TO 20.055: CÔNG NHẬN HIỆU LỰC CERTIFICATE OF AIRWORTHINESS  
(CAA/V/SSD-AIR 023)**



**CÔNG NHẬN HIỆU LỰC GIẤY CHỨNG NHẬN ĐỦ ĐIỀU KIỆN BAY  
RECOGNITION OF CERTIFICATE OF AIRWORTHINESS**

Số tham chiếu CAAV:

*CAAV Reference*

Bản gốc Giấy chứng nhận đủ điều kiện bay:

*Original Certificate of Airworthiness Reference*

Quốc gia cấp:

*Issued by*

**Giấy công nhận hiệu lực này xác nhận**

*This recognition is to certify that*

**Tàu bay:**

*The Aircraft*

**Số xuất xưởng:**

*Manufacturer Serial Number*

**Số đăng ký quốc tịch:**

*Nationality and Registration Mark*

Đã được kiểm tra theo tiêu chuẩn đủ điều kiện bay của Việt Nam và hoàn toàn phù hợp  
*/Has been thoroughly inspected in accordance with Vietnam Airworthiness requirement  
and considered airworthy.*

Ngày cấp:

*Date of Issue*

**CỤC TRƯỞNG CỤC HKVN  
DIRECTOR GENERAL OF CAAV**

Hiệu lực đến:

*Expiry date*

**APPENDIX 1 TO 20.063: EXPORT CERTIFICATE OF AIRWORTHINESS (CAAV/FSSD-AIR-025)****CHỨNG CHỈ ĐỦ ĐIỀU KIỆN BAY XUẤT KHẨU  
EXPORT CERTIFICATE OF AIRWORTHINESS**

No:

1. Xuất khẩu cho:  
*Issued for export to*
2. Nhà sản xuất  
*Manufacturer*
3. Kiểu loại tàu bay:  
*Aircraft type/model*
4. Số xuất xưởng tàu bay  
*Aircraft Serial Number*

Chứng chỉ này được cấp phù hợp với Công ước Quốc tế về Hàng không dân dụng ngày 07 tháng 12 năm 1944 và Luật hàng không dân dụng Việt Nam. Chứng chỉ này không có giá trị để đưa tàu bay vào khai thác, trừ khi kèm theo Giấy chứng nhận đủ điều kiện bay do quốc gia đăng ký cấp/ *This Export Certificate of Airworthiness is issued pursuant to the Convention on International Civil Aviation dated 07 December 1944, and the Law on Civil Aviation of Vietnam in respect of above mentioned aircraft. Unless accompanied by a Certificate of Airworthiness issued by the State of Registry, this Certificate does not constitute authority for flight.*

Ngày cấp:...../...../200  
*Date of Issue*

CỤC TRƯỞNG CỤC HKVN  
DIRECTOR GENERAL OF CAAV

**APPENDIX 1 TO 20.065: ĐƠN ĐỀ NGHỊ CẤP CERTIFICATE OF AIRWORTHINESS XUẤT KHẨU (CAA/V/SSD-AIR 024)**

**CỘNG HOÀ XÃ HỘI CHỦ NGHĨA VIỆT NAM  
Độc lập - Tự do - Hạnh phúc**

**ĐƠN ĐỀ NGHỊ CẤP GIẤY CHỨNG NHẬN ĐỦ ĐIỀU KIỆN BAY XUẤT KHẨU  
APPLICATION FOR ISSUANCE OF EXPORT CERTIFICATE OF AIRWORTHINESS**

1. Tên người đề nghị cấp chứng nhận: .....  
*Name of the applicant*
2. Địa chỉ người đề nghị cấp chứng nhận: .....  
*Address of the applicant*
3. Tên và địa chỉ của chủ sở hữu tàu bay: .....  
*Name and address of aircraft owner*
4. Nhà sản xuất tàu bay: .....  
*Aircraft manufacturer*
5. Địa điểm và thời gian sản xuất: .....  
*Place and year of manufacturer*
6. Quốc tịch và số đăng ký tàu bay: .....  
*Registration mark (National or Foreign)*
7. Mô tả tàu bay:  
*Description of aircraft*


a) Tàu bay mới <input type="checkbox"/>	Đã qua sử dụng <input type="checkbox"/>
<i>New aircraft</i>	<i>Used aircraft</i>
b) Loại tàu bay:	Mẫu mã:
<i>Type of aircraft</i>	<i>Model</i>
c) Số xuất xưởng:	Giờ/chu trình bay từ đầu:
<i>Manufacturer's serial number</i>	<i>Flight hours/Cycles since new</i>
d) Loại động cơ:	Số động cơ lắp trên tàu bay:
<i>Type of engine</i>	<i>Number of engines fitted</i>
e) Loại cánh quạt:	Số cánh quạt lắp trên tàu bay:
<i>Type of propeller</i>	<i>Number of propellers installed</i>
f) Số lượng ghế (kể cả ghế thành viên tổ bay): .....	
<i>Seating accommodation (including crew)</i>	
8. Tải trọng cất cánh tối đa của tàu bay: .....  
*Maximum take-off mass of aircraft*
9. Tàu bay sử dụng vào mục đích:
 

Chở hành khách <input type="checkbox"/>	Hàng hoá <input type="checkbox"/>	Hàng không chung <input type="checkbox"/>
<i>Transport of passengers</i>	<i>Cargo</i>	<i>General Aviation</i>
Việc hàng không <input type="checkbox"/>	Tư nhân <input type="checkbox"/>	Khai thác đặc biệt <input type="checkbox"/>
<i>Aerial work</i>	<i>Private</i>	<i>Special operations</i>
10. Tên và địa chỉ của tổ chức nhập khẩu tàu bay: .....  
*Name and address of importing organization*

Tôi xin cam đoan chi tiết kê khai trên đây và trong phụ đính đều chính xác và đúng sự thật, đề nghị Cục HKVN kiểm tra và cấp Giấy chứng nhận đủ điều kiện bay xuất khẩu cho tàu bay (I hereby declare that the particulars entered on this application and its appendix are accurate in every respect, submitted to CAAV for the inspection and issuance of Export Certificate of Airworthiness).

Chữ ký người làm đơn (ghi rõ tên và chức danh)  
*Signature of applicant (with full name and title)*

**APPENDIX 1 TO 20.075: REQUEST AND APPROVAL OF THE FERRY FLIGHT (CAAV/FSSD-AIR 027)**

	<b>MINISTRY OF TRANSPORT</b> <b>CIVIL AVIATION AUTHORITY OF VIETNAM</b> Tel: 84-4-8732289 ; Fax: 84-4- 8732291 – AFTN:VVVVYVYX 119 Nguyen Son St.- Gia Lam Airport- Hanoi- Vietnam			<b>CAAV Ref No:</b> .....	
	<b>FERRY FLIGHT PERMIT</b> (Request and approval)				
THIS FERRY FLIGHT PERMIT IS ONLY VALID FOR THE FLIGHT WITHIN OR ON THE VIETNAMESE TERRITORY. IF THE FLIGHT OPERATION WILL BE CARRY OUT WITHIN THE TERRITORY OR IN THE SKY ZONE OF COUNTRIES OTHER THAN VIETNAM, THE FLIGHT OPERATOR MUST OBTAIN THE APPROVAL OF THE RELEVANT AUTHORITY OF SUCH COUNTRIES					
<b>A. AIRCRAFT SPECIFICATIONS:</b>					
1. Owner/ Operator:		2. Nationality:		3. Address:	
4. Registration:		5. Manufacturer:		6. Make and model:	
				7. Aircraft serial No:	
				8. Type and No. of engines:	
<b>B. FEATURES OF THE PLANNED FLIGHT:</b>					
9. Flight No.:		10. From:		11. To:	
12. Flight across:		13. Departure date:		14. Estimated flying time:	
<b>C: FLIGHT CREW (Mark into the right cell)</b>					
15. Pilot:		16. Co-pilot:		17. In-flight Mechanics:	
				18. Others (please state clearly):	
<b>D. PURPOSE OF THE FLIGHT (Mark into the right cell)</b>					
19. Move the aircraft back to the airbase for repair, modification or maintenance, or back to the storage of the aircraft			20. Remove the aircraft out of the dangerous location:		
21. Delivery or export of the aircraft in accordance with the approval of the relevant countries			22. Other cases as stipulated by CAAV		
<b>E. NON-COMPLIANCE CONTENTS TOWARDS THE APPLIED REQUIREMENTS OF AIRWORTHINESS:</b>					
<b>F. NECESSARY LIMITS TO ENSURE THE SAFETY FOR THE FLIGHT:</b> <i>(pls enclose appendices if necessary)</i>					
<b>G. COMMITMENT:</b> I undertake that all the above information is true. I am the owner/operator / representative of the operator of the above mentioned aircraft. The airplane was checked and meets with the conditions to ensure the safety for the intended flight.					
23. Date, location:		24. Full name, title of the applicant:		25. Applicant's signature:	
<b>H. EVALUATION AND APPROVAL BY CAAV</b>					
26. Conditions/ additional operating limits (if any):					
27. Issuing date:		28. Expiry date:		29. Full name of the approver	
				30. Signature and stamp:	
SIDE A					

**GENERAL CONDITIONS OF THE FERRY FLIGHT PERMIT**

- One copy of the Special flight permit must be kept on the airplane during the whole operating time in accordance with the flight permit;
- The registration number of the aircraft issued by the State of registry must be displayed on the aircraft in conformity with the regulations of the state of registry;
- Not allowed to transport passengers and cargoes for commercial purpose;
- Not allowed to transport a person other than crew members unless this person cannot be absent for the purpose of the flight and is permitted to join the flight as stated in the contents of this special flight permit and for ensuring the safety of the flight;
- The aircraft shall be operated only by the crew with the appropriate licence or certificate issued or recognized by the State of registry.
- All flights must be carried out in conformity with the operating rules generally applied in a country where the aircraft is operated or which it flies across;
- All flights must be executed out side the areas of high traffic or areas where the flights may cause risks to the people and properties on the ground;
- All flights must be carried out within the scope of operation limits as stipulated in the flight instruction manual and the additional limits in accordance with the regulations of the State of registry for each specific flight;
- All flights must be carried out within the validity of the flight permit; and
- Such special flight permit must be kept on the aircraft during the allowed flights.



**CỤC HÀNG KHÔNG VIỆT NAM**  
**CIVIL AVIATION ADMINISTRATION OF VIETNAM**

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**LÝ LỊCH TÀU BAY**  
**AIRCRAFT LOG BOOK**

**ÁP DỤNG CHO CÁC TÀU BAY CÓ TRỌNG LƯỢNG CÁT CÁNH TỐI ĐA  
ĐƯỢC PHÊ CHUẨN LỚN HƠN 2730 KG**  
**(MTWA EXCEEDING 2730 KG)**

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(Cover page)

**HƯỚNG DẪN SỬ DỤNG**  
**INSTRUCTION FOR USE**

- (1) **Việc ghi chép lý lịch phải được thực hiện và ký xác nhận phù hợp với các quy định hiện hành của Cục Hàng không Việt Nam/The entries in this log book shall be made and signed in accordance with the provision of the Civil Aviation Administration of Vietnam for the time being in force.**
- (2) **Mỗi một công việc ghi chép lý lịch phải được thực hiện trong thời gian nhanh nhất có thể sau mỗi một sự việc có liên quan đến công việc ghi chép lý lịch nhưng không được chậm hơn thời hạn quy định của Cục Hàng không Việt Nam. Tất cả các mục ghi chép phải được thực hiện bằng bút mực và không được tẩy xóa, không trang lý lịch nào được xé bỏ/ Each entry in the log book shall be made as soon as is practicable after the occurrence to which it relates, but in no event later than prescribed by the Civil Aviation Administration of Vietnam. All entries shall be made in ink, no entry shall be erased and no page shall be removed.**
- (3) **Việc ghi chép phải thực hiện đối với ngày thực hiện và khoảng thời gian của mỗi chuyến bay, hoặc, nếu nhiều chuyến bay được thực hiện trong ngày thì số chuyến bay và tổng thời gian của các chuyến bay đó phải được ghi chép đầy đủ/ Entries shall be made in respect of the date and duration of each flight, or, if more than one flight was made in one day, the number of flights and total duration of flight on that day.**
- (4) **Các ghi chép được ghi ở Cột 5 đối với công tác bảo dưỡng, đại tu, sửa chữa, thay thế, cải tiến kỹ thuật và các công việc kiểm tra bắt buộc, và các hỏng hóc cũng như các công việc sửa chữa cùng với thời gian, địa điểm thực hiện công việc sửa chữa đó/ Entries shall be made in column 5 in respect of maintenance, overhaul, repairs, replacement, modification and mandatory inspection, and the of defects and their rectification and the place at which such work was carry out.**
- (5) **Các thông tin như các ghi chú của nhà chế tạo, hồ sơ kiểm tra, bảo dưỡng tàu bay, sơ đồ lắp đặt và căn chỉnh phải được bổ sung vào phần ghi chép liên quan cho mục đích tham khảo/ Such information as manufacturer's notes, aircraft inspection record, rigging and installation diagrams, shall be affixed to be binding slips provided for the purpose of reference.**
- (6) **Lý lịch này phải được cung cấp cho người có thẩm quyền, khi được đề nghị, nhằm mục đích kiểm tra/ This log book shall be produced, on demand, for the inspection of any authorised person.**
- (7) **Lý lịch này phải được lưu giữ tối thiểu 2 năm sau khi tàu bay liên quan đã vĩnh viễn không còn được sử dụng cho mục đích khai thác/ This log book shall be preserved until a date two years after the aircraft to which it relates has been destroyed or permanently withdrawal from use.**

(Trang 2)

**TÀU BAY**  
AIRCRAFT

Quốc tịch và Số đăng ký (Nationality and Registration Marks):.....

Kiểu loại tàu bay (Type of Aircraft):.....

Nhà sản xuất (Manufacturer):.....

Số xuất xưởng (Manufacturer's No):..... Ngày xuất xưởng (Date of  
Manufacturer).....

**NHÀ KHAI THÁC**  
OPERATOR

Tên (Name):.....

Địa chỉ (Address):.....

Tên (Name):.....

Địa chỉ (Address):.....

Tên (Name):.....

Địa chỉ (Address):.....

Tên (Name):.....

Địa chỉ (Address):.....

(Trang 3)

**TÀU BAY (AIRCRAFT)**.....

Date (1)	Number of Flights (2)	Duration of Flights (3)		Time since new (4)		Cycle since new (5)	
		Hours	Mins.	Hours	Mins.	Hours	Mins.
Total Brought Forward..	.....	.....	.....	.....	.....	.....	.....
Total Carried Forward							

(Trang bên phải khi mở sổ)

**TÀU BAY (AIRCRAFT).....**

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- (1) Particulars of all maintenance work done of the aircraft.
- (2) Particulars of all overhauls, repairs, replacements, modifications and mandatory inspections relating to the aircraft or any equipments thereof.
- (3) Particulars of any defects occurring in the engine, and of the rectification of such defects, including a reference to the relevance of the relevant entries in the technical log.
- (4) Certificate that in carrying out the overhaul, repairs, etc, all mandatory requirements applicable thereto have been complied with.

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**(Trang bên trái khi mở sổ)**

APPENDIX 2 TO 20.095: LÝ LỊCH ĐỘNG CƠ (CAAV/FSSD-AIR-031)

**CỤC HÀNG KHÔNG VIỆT NAM**  
**CIVIL AVIATION ADMINISTRATION OF VIETNAM**

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**LÝ LỊCH ĐỘNG CƠ**  
**ENGINE LOG BOOK**

**ÁP DỤNG CHO CÁC TÀU BAY CÓ TRỌNG LƯỢNG CÁT CÁNH TỐI ĐA**  
**ĐƯỢC PHÊ CHUẨN LỚN HƠN 2730 KG**  
**(MTWA EXCEEDING 2730 KG)**

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(Trang bìa)

HƯỚNG DẪN SỬ DỤNG  
INSTRUCTION FOR USE

- (1) **Việc ghi chép lý lịch phải được thực hiện và ký xác nhận phù hợp với các quy định hiện hành của Cục Hàng không Việt Nam/The entries in this log book shall be made and signed in accordance with the provision of the Civil Aviation Administration of Vietnam for the time being in force.**
- (2) **Mỗi một công việc ghi chép lý lịch phải được thực hiện trong thời gian nhanh nhất có thể sau mỗi một sự việc có liên quan đến công việc ghi chép lý lịch nhưng không được chậm hơn thời hạn quy định của Cục Hàng không Việt Nam. Tất cả các mục ghi chép phải được thực hiện bằng bút mực và không được tẩy xóa, không trang lý lịch nào được xé bỏ/ Each entry in the log book shall be made as soon as is practicable after the occurrence to which it relates, but in no event later than prescribed by the Civil Aviation Administration of Vietnam. All entries shall be made in ink, no entry shall be erased and no page shall be removed.**
- (3) **Việc ghi chép phải thực hiện đối với ngày thực hiện và khoảng thời gian làm việc của động cơ trên mỗi chuyến bay, hoặc, nếu nhiều lần làm việc của động cơ trong một ngày thì số lần làm việc và tổng thời gian của động cơ đó trong ngày phải được ghi chép đầy đủ/ Entries shall be made in respect of the date and duration of each occasion on which the engine is run in flight, or, if more than one occasion on one day, the number of occasion and total duration of the running of the engine on that day.**
- (4) **Các ghi chép được ghi ở Cột 6 phải chỉ rõ (a) số tham chiếu và tài liệu ghi chép lần cuối cùng về thọ mệnh đã sử dụng của các thiết bị có thọ mệnh quan trọng lắp trên động cơ, và (b) thời gian và/hoặc chu trình đã thực hiện của thiết bị có thọ mệnh kể từ báo cáo tình trạng thọ mệnh lần gần nhất. Định nghĩa về chu trình và thọ mệnh được phê chuẩn của các thiết bị có thọ mệnh lắp trên động cơ có thể tra cứu tại tài liệu của nhà chế tạo/ Entries shall be made in column 6 to identify (a) by reference and date the document which last recorded the life used by all the life limited critical parts of the engine, and (b) the time and/or cycles run since this last statement. Definition of the term cycle and approved lives of all life limited critical parts of the engine will be found in the manufacturers' manuals.**
- (5) **Các ghi chép ở Cột 7 phải được thực hiện đối với công việc bảo dưỡng, đại tu, sửa chữa, thay thế (bao gồm cả thay thế khối module), cải tiến và SUBPART trình kiểm tra, bảo dưỡng bắt buộc, và các hỏng hóc và công việc sửa chữa liên quan cùng với địa điểm và thời gian thực hiện/ Entries shall be made in column 7 in respect of maintenance, overhauls, repairs, replacements (including module changes), modifications and mandatory inspections, and of defects and their rectification and the place at which such work was carry out.**
- (6) **Việc ghi chép phải chuyển sang trang mới cùng với toàn bộ thời gian làm việc của động cơ khi động cơ được chuyển sang lắp trên tàu bay khác. Các thông tin như các ghi chú của nhà chế tạo, hồ sơ kiểm tra, bảo dưỡng tàu bay, sơ đồ lắp đặt và căn chỉnh phải được bổ sung vào phần ghi chép liên quan cho mục đích tham khảo/ If the engine is transferred to another aircraft a new page of the log book shall be started, the hours of running being brought forward. Such information as manufacturer's notes, aircraft inspection record, rigging and installation diagrams, shall be affixed to be binding slips provided for the purpose of reference.**
- (7) **Lý lịch này phải được cung cấp cho người có thẩm quyền, khi được đề nghị, nhằm mục đích kiểm tra/ This log book shall be produced, on demand, for the inspection of any authorised person.**
- (8) **Lý lịch này phải được lưu giữ tối thiểu 2 năm sau khi động cơ liên quan đã vĩnh viễn không còn được sử dụng cho mục đích khai thác / This log book shall be preserved until a date two years after the engine to which it relates has been destroyed or permanently withdrawal from use.**



(Trang 2)

**ĐỘNG CƠ**  
ENGINE

Loại (Type):.....

Nhà sản xuất (Manufacturer):.....

Số xuất xưởng (Manufacturer's No):.....Ngày xuất xưởng (Date of  
Manufacturer).....

**NHÀ KHAI THÁC**  
OPERATOR

Tên (Name):.....

Địa chỉ (Address):.....

Tên (Name):.....

Địa chỉ (Address):.....

Tên (Name):.....

Địa chỉ (Address):.....

Tên (Name):.....

Địa chỉ (Address):.....

(Trang 3)

Loại tàu bay (Aircraft type)..... Quốc tịch (Nationality).....  
 Đăng ký (Registration)..... Vị trí (Position).....

Date (1)	Number of Flights (2)	Flight time (3)		Time run since new (4)		Time run since complete overhaul (5)		Time and/or Cycles Run Since Last Statment of Life Used on Life Limited Parts REF..... DATA.....		
		Hours	Mins.	Hours	Mins.	Hours	Mins.	Hours	Mins.	Cycles
Total Brought Forward										
Total Carried Forward										

(Page on the right at opening the record)



APPENDIX 3 TO 20.095: APU LOG BOOK (CAAV/FSSD-AIR 032)

**CỤC HÀNG KHÔNG VIỆT NAM**  
**CIVIL AVIATION ADMINISTRATION OF VIETNAM**

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**LÝ LỊCH ĐỘNG CƠ PHỤ**  
**APU LOG BOOK**

**ÁP DỤNG CHO CÁC TÀU BAY CÓ TRỌNG LƯỢNG CẤT CÁNH TỐI ĐA**  
**ĐƯỢC PHÊ CHUẨN LỚN HƠN 2730 KG**  
**(MTWA EXCEEDING 2730 KG)**

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(Trang Bìa)

**HƯỚNG DẪN SỬ DỤNG**  
**INSTRUCTION FOR USE**

**Lý lịch này phải đi cùng với động cơ phụ trong suốt quá trình hoạt động và trong quá trình đi đại tu, tháo đổi. Hồ sơ đầy đủ của APU phải được ghi chép phù hợp với hướng dẫn sử dụng dưới đây/ This log book must remain with the APU and accompany the APU to Overhaul or Exchange. A complete record of APU operation must be entered in accordance with the introductions below.**

- (1) **Ghi chép sự hoạt động hàng ngày hoặc mỗi thời kỳ hoạt động bị gián đoạn/** Make an entry for each day of regular operation, or each period of intermittent operation.
- (2) **Mỗi một ghi chép cần chỉ ra tổng số giờ hoạt động (đồng hồ hoặc máy đếm giờ hoạt động) và tổng số lần khởi động tích lũy (đồng hồ hoặc máy đếm số lần khởi động). Nếu số giờ và số lần khởi động được ước tính thì trước đó phải ghi trong ngoặc ký hiệu (est)/** On every entry, show total accumulated hours of operation (hourmeter reading or computation) and total accumulated engine starts (start counter reading or computation). If estimated add suffix “est”.
- (3) **Ghi chép bất kỳ hoạt động bất thường được ghi nhận trong quá trình hoạt động (ví dụ: áp suất dầu nhớt thấp, nhiệt độ EGT cao v.v.) /** Record any unusual condition noticed during operation (for example: low oil pressure, high EGT, etc.).
- (4) **Liệt kê bất kỳ các sửa chữa, điều chỉnh, hoặc công việc bảo dưỡng được thực hiện (bao gồm cả việc nạp dầu bổ sung hoặc thay đổi loại dầu nhớt sử dụng) /** List any repairs, adjustments, or maintenance performed (including oil added or changed and type of oil).
- (5) **Ghi chép tất cả các công việc kiểm tra, bảo dưỡng theo định kỳ đã được thực hiện và các bất thường được phát hiện trong quá trình kiểm tra/** Note all scheduled inspections performed and any abnormalities found.
- (6) **Ghi chép tất cả các số quy cách và số máy của các thiết bị chính bị thay thế, nếu có./** Record part numbers and serial numbers, if any, of major parts replaced.
- (7) **Ghi ngày tháng và ký mỗi lần ghi chép/** Date and sign each entry.

**Trên 4 trang cuối cùng của lý lịch được sử dụng để ghi các THÔNG BÁO KỸ THUẬT đã được thực hiện/** On the last four pages of the book, entry SERVICE BULLETINS which have been accomplished.

(Trang 1)

DATE	ACCUMU- LATED APU HOURS	ACCUMU- LATED APU STARTS	REMARKS, INSPECTIONS, REPAIRS, AND ADJUSTMENTS	SIGNATURE

(Phần 1)

DATE	ACCUMU- LATED APU HOURS	ACCUMU- LATED APU STARTS	REMARKS, INSPECTIONS, REPAIRS, AND ADJUSTMENTS	SIGNATURE



**APPENDIX 4 TO 20.095: PROPELLER LOG BOOK (CAAV/FSSD-AIR 033)**

**CỤC HÀNG KHÔNG VIỆT NAM**  
**CIVIL AVIATION ADMINISTRATION OF VIETNAM**

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**LÝ LỊCH CÁNH QUẠT**  
**PROPELLER LOG BOOK**

**ÁP DỤNG CHO CÁC TÀU BAY CÓ TRỌNG LƯỢNG CÁT CÁNH TỐI ĐA**  
**ĐƯỢC PHÊ CHUẨN LỚN HƠN 2730 KG**  
**(MTWA EXCEEDING 2730 KG)**

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(Trang bìa)

**HƯỚNG DẪN SỬ DỤNG**  
**INSTRUCTION FOR USE**

- (1) **Việc ghi chép lý lịch phải được thực hiện và ký xác nhận phù hợp với các quy định hiện hành của Cục Hàng không Việt Nam/The entries in this log book shall be made and signed in accordance with the provision of the Civil Aviation Administration of Vietnam for the time being in force.**
- (2) **Mỗi một công việc ghi chép lý lịch phải được thực hiện trong thời gian nhanh nhất có thể sau mỗi một sự việc có liên quan đến công việc ghi chép lý lịch nhưng không được chậm hơn thời hạn quy định của Cục Hàng không Việt Nam. Tất cả các mục ghi chép phải được thực hiện bằng bút mực và không được tẩy xóa, không trang lý lịch nào được xé bỏ/ Each entry in the log book shall be made as soon as is practicable after the occurrence to which it relates, but in no event later than prescribed by the Civil Aviation Administration of Vietnam. All entries shall be made in ink, no entry shall be erased and no page shall be removed.**
- (3) **Việc ghi chép phải thực hiện đối với ngày thực hiện và khoảng thời gian làm việc của cánh quạt trong mỗi chuyến bay, hoặc, nếu nhiều lần làm việc của cánh quạt trong một ngày thì số lần làm việc và tổng thời gian của cánh quạt đó trong ngày phải được ghi chép đầy đủ/ Entries shall be made in respect of the date and duration of each occasion on which the propeller is run in flight, or, if more than one occasion on one day, the number of occasion and total duration of the running of the propeller on that day.**
- (5) **Các ghi chép ở Cột 4 phải được thực hiện đối với công việc bảo dưỡng, đại tu, sửa chữa, thay thế, cải tiến và SUBPART trình kiểm tra, bảo dưỡng bắt buộc, và các hỏng hóc và công việc sửa chữa liên quan cùng với địa điểm và thời gian thực hiện/ Entries shall be made in column 4 in respect of maintenance, overhauls, repairs, replacements (including module changes), modifications and mandatory inspections, and of defects and their rectification and the place at which such work was carry out.**
- (6) **Việc ghi chép phải chuyển sang trang mới cùng với toàn bộ thời gian làm việc của cánh quạt khi cánh quạt được chuyển sang lắp trên tàu bay khác/ If the propeller is transferred to another aircraft a new page of the log book shall be started, the hours of running being brought forward.**
- (7) **Các thông tin như các ghi chú của nhà chế tạo, hồ sơ kiểm tra, bảo dưỡng tàu bay, sơ đồ lắp đặt và căn chỉnh phải được bổ sung vào phần ghi chép liên quan cho mục đích tham khảo/ Such information as manufacturer's notes, aircraft inspection record, rigging and installation diagrams, shall be affixed to be binding slips provided for the purpose of reference.**
- (7) **Lý lịch này phải được cung cấp cho người có thẩm quyền, khi được đề nghị, nhằm mục đích kiểm tra/ This log book shall be produced, on demand, for the inspection of any authorised person.**
- (8) **Lý lịch này phải được lưu giữ tối thiểu 2 năm sau khi cánh quạt liên quan đã vĩnh viễn không còn được sử dụng cho mục đích khai thác This log book shall be preserved until a date two years after the engine to which it relates has been destroyed or permanently withdrawal from use.**

(Trang 1)

**CÁNH QUẠT**  
PROPELLER

Loại (Type):.....  
Số cánh (No. of Blades).....Đường kính (Diameter).....  
Nhà sản xuất (Manufacturer):.....  
Số xuất xưởng (Manufacturer's No):.....Ngày xuất xưởng (Date of  
Manufacturer).....

**NHÀ KHAI THÁC**  
OPERATOR

Tên (Name):.....  
Địa chỉ (Address):.....  
Tên (Name):.....  
Địa chỉ (Address):.....  
Tên (Name):.....  
Địa chỉ (Address):.....  
Tên (Name):.....  
Địa chỉ (Address):.....

CÁNH QUẠT  
PHÙ HỢP:  
(PROPELLER  
FITTED TO:)

LOẠI ĐỘNG CƠ (ENGINE TYPE).....  
SỐ ĐỘNG CƠ (ENGINE NO.).....  
VỊ TRÍ (POSITION).....

LOẠI TÀU BAY (AIRCRAFT TYPE).....  
SỐ ĐĂNG KÝ (REG. NO.).....  
NGÀY LẮP LÊN TÀU BAY (DATE FITTED).....

(1) Date	(2) Duration of Flight		(3) Time Since Complete Overhaul		(4) 1. Particulars of all maintenance work done on the propeller. 2. Particulars of all overhauls, repairs, replacements, modification and mandatory inspection relating to the propeller. 3. Particulars of any defects occurring in the propeller, and of the rectification of such defects, including a reference to the relevant entries in the Technical Log. 4. Certificate that in carrying out the overhaul, repair etc. all mandatory requirements applicable thereto have been complied with.
	Hours	Minutes	Hours	Minutes	
Total B/F					
Total C/F					

(Part 1)

APPENDIX 5 TO 20.095: MODIFICATION RECORD BOOK (CAAV/FSSD-AIR 034)

**CỤC HÀNG KHÔNG VIỆT NAM**  
**CIVIL AVIATION ADMINISTRATION OF VIETNAM**

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**LÍ LỊCH GHI CHÉP CẢI TIẾN**  
**MODIFICATION RECORD BOOK**

**ÁP DỤNG CHO CÁC TÀU BAY CÓ TRỌNG LƯỢNG CÁT CẢNH TỐI ĐA**  
**ĐƯỢC PHÊ CHUẨN LỚN HƠN 2730 KG**  
**(MTWA EXCEEDING 2730 KG)**

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(Trang bìa)

**HƯỚNG DẪN SỬ DỤNG**  
**INSTRUCTION FOR USE**

- (1) **Lý lịch ghi chép cải tiến để ghi chép tất cả các quá trình cải tiến kỹ thuật của tàu bay và các sửa chữa lớn/** The Modification Record Book is a statement of the modification history of the aircraft and a record of all major repairs.
- (2) **Tất cả các ghi chép đều phải thực hiện bằng mực/** All entries to be made in ink.
- (3) **Các ghi chép không được phép tẩy xóa và không được xé trang nào của lý lịch. Nếu vì lí do nào đó cần phải xóa bỏ ghi chép, người ghi chép phải gạch ngang phần ghi chép và ghi ngày tháng xóa bỏ hoặc sửa đổi /** No entry to be erased and no page to be removed. In case, for any reason, it is necessary to delete any entry, a line should be ruled through the entry, and dated and initiated.
- (4) **Ghi thay đổi chủ sở hữu tàu bay, trang mới của lý lịch ghi chép cải tiến phải được sử dụng với tên của chủ sở hữu mới/** At change of ownership a new page of the Modification and Repair Record to be commenced and the new owner's name to be entered.
- (5) **Mỗi một ghi chép đều phải đánh số vào cột số 1 cho mục đích tham chiếu (không áp dụng đối với các cải tiến kỹ thuật bắt buộc)/** Each entry to be given a serial number for reference purpose in column 1. (Not applicable to Mandatory Modifications).
- (6) **Các cải tiến kỹ thuật bắt buộc chỉ được ghi chép vào các trang dành riêng “ghi chép cải tiến kỹ thuật bắt buộc”/** Mandatory modifications are to be entered only on the pages headed Mandatory Modification Record.
- (7) **Tất cả các số ghi chú về phê chuẩn đủ điều kiện bay hoặc tham chiếu của các phê chuẩn khác do nhà chức trách hàng không liên quan ban hành phải được ghi chép vào cột số 4/** The Airworthiness Approval Note number or other approval reference issued by an airworthiness authority to be entered in column 4.
- (8) **Khi cải tiến kỹ thuật có ảnh hưởng tới cải tiến kỹ thuật đã được thực hiện trước đó, trong trường hợp cải tiến kỹ thuật bắt buộc thì số tham chiếu của cải tiến kỹ thuật bị ảnh hưởng phải ghi vào trong cột 5, và trong trường hợp không phải là cải tiến kỹ thuật bắt buộc thì số seri của cải tiến kỹ thuật bị ảnh hưởng phải ghi vào trong cột 5/** Where a modification affects a previous modification then, in the case of a Mandatory Modification the Mod. Ref. No. should be entered in column 5 and in the case of a Non-Mandatory Modification, the serial No. of Entry should be entered in column 5.
- (9) **Cột 6 phải được ký bởi người kiểm tra hoặc kỹ sư cho trách nhiệm đối với công việc cải tiến hoặc sửa chữa, hoặc bởi số của Bộ phận ghi chép kỹ thuật/** Column 6 should be signed by the inspector or engineer responsible for the modification or repair, or by a member of the Technical Record Department.
- (10) **Lý lịch ghi chép cải tiến kỹ thuật phải được trình cho người kiểm tra có thẩm quyền khi được yêu cầu/** The Modification Record Book to be produced on demand for inspection by any authorized person.

**THAM SỐ TÀU BAY**  
AIRCRAFT DETAILS

Số Đăng ký (Registration Marks):.....

Tàu bay (Aircraft):.....

Các loại Certificate of airworthiness (Certificate of Airworthiness Categories)

.....  
.....  
.....  
.....

Nhà sản xuất (Manufacturer):.....

Số xuất xưởng (Manufacturer's Serial Number).....

Năm xuất xưởng (Year of Construction):.....

Địa chỉ (Address):.....

Loại động cơ (Engine Type).....

Loại cánh quạt (Propeller Type).....

Trọng lượng cất cánh tối đa cho phép của tàu bay (Maximum Authorized Weight of Aircraft).....





MANDATORY MODIFICATION RECORD

Đăng ký tàu bay (Aircraft Registration).....

Tên người sở hữu (Owner's name).....

Mod Ref. No.	Description of Mod	Mod Approval Reference	Reference to other Modifications Affected	Person Certifying, Authority, Signature and date
1.	2.	3.	4.	5.

(Part 4)

MODIFICATION AND REPAIR RECORD


Đăng ký tàu bay (Aircraft Registration).....


Tên người sở hữu (Owner's name).....


Serial No. of Entry	Mod/Repair Ref. No.	Decription of Mod/Repair	Mod/Repair Approval Reference	Reference to other Mods/Repair Affected	Person Certifying, Authority, Signature and date
1.	2.	3.	4.	5.	6.

(Part 5)

**APPENDIX 1 TO 20.117: REQUEST FOR CONCESSION**

		<b>CỤC HÀNG KHÔNG VIỆT NAM</b> <b>CONCESSION REQUEST</b> <b>PHIẾU YÊU CẦU NHẬN NHƯỢNG</b> Mẫu/Form CAAV/FSSD-AIR 040		
		To/ <b>Gửi đến:</b>		
From/ Bộ phận <b>xin nhận nhượng:</b>				
Date/ Ngày:	Time/ Giờ:	Place/ Địa điểm:	Signature/ Chữ ký:	
Procedure/ Quy trình		Dept. manual/ Sổ tay chất lượng:		
Apply for/ Áp dụng cho:				
A/C type/ Loại máy bay:	Reg N <sup>o</sup> / Số đăng ký:	Engine/ Động cơ:	Part N <sup>o</sup> / Số quy cách:	Serial N <sup>o</sup> / Số xuất xưởng:
Details of concession request/ Nội dung nhận nhượng			Reason for request/ Lý do nhận nhượng:	
Item Hạng mục	Description Mô tả	This due Thời hạn phải thực hiện	Next due request/ Thời hạn xin thêm	Estimated due/ Thời hạn dự kiến thực hiện
Concession approval/ Phê chuẩn:	NO Không	YES Có	Signature, stamp/ Chữ ký, đóng dấu:	
Reason and/or Conditions/ Lý do và/ hoặc điều kiện:				
			Concession No/ Số nhận nhượng:	

		<b>CỤC HÀNG KHÔNG VIỆT NAM</b> <b>VARIATION REQUEST</b> <b>PHIẾU YÊU CẦU GIA HẠN BẢO DƯỠNG</b> Mẫu/Form CAAV/FSSD-AIR 042		
To: Gửi đến:				
From/ Bộ phận xin nhân nhượng:				
Date/Ngày:	Time/giờ:	Station/địa điểm:	Signature/Chữ ký:	
A/C type/Loại máy bay:	Reg N <sup>o</sup> /Số đăng ký:	FH/Giờ bay:		
Part N <sup>o</sup> /Số quy cách:	Serial N <sup>o</sup> / Số xuất xưởng:	FC/ Lần CHC:		
Reason for request/Lý do yêu cầu nhân nhượng:				
Item Hạng mục	Description Mô tả	This due Thời hạn phải thực hiện	Next due request/ Thời hạn xin thêm	Estimated due/ Thời hạn dự kiến thực hiện
Variation Granted/ Phê chuẩn:		NO Không	YES Có	Signature, stamp/ Chữ ký, đóng dấu:
Reason or Conditions/ Lý do và/ hoặc điều kiện:				Variation No/ Số phê chuẩn:

		<b>CỤC HÀNG KHÔNG VIỆT NAM</b> <b>EXEMPTION REQUEST</b> <b>PHIẾU YÊU CẦU CẤP PHÉP MIỄN TRỪ</b> Mẫu/Form CAAV/FSSD-044	
To/ Gửi đến:			
From/ Bộ phận xin cấp phép miễn trừ:			
Ref N <sup>o</sup> / Số tham khảo:	Date/ Ngày:	Time/ Giờ:	Signature/ Chữ ký:
Reg N <sup>o</sup> / Số đăng ký:	A/C type/ Loại máy bay:	FH/ Giờ bay:	
Engine/ Động cơ:	Comp/ Thiết bị:	FC/ Lần cất hạ cánh:	
Details of exemption request/ Nội dung xin cấp phép miễn trừ:			
Assessed by AMO 145/ Đánh giá của tổ chức bảo dưỡng 145:			Signature/ Date/ Time/ Chữ ký/ Ngày/ Giờ:
<b>AUTHORITY APPROVAL/ PHÊ CHUẨN CỦA NHÀ TRÚC TRÁCH</b>			
Exemption Granted/ Phê chuẩn ngoại lệ:	NO Không	YES Có	Signature// Date/ Time/ Stamp/ Chữ ký/ Ngày/ Giờ/ Đóng dấu:
Reason and/or Conditions/ Lý do và/ hoặc điều kiện:			
			Exemption No/ Số phê chuẩn:

**APPENDIX 2 ARTICLE 20.117: DOSSIER REQUESTING THE CONCESSION ISSUANCE**

- (a) The dossier requesting the issuance of concession to the aircraft operation exceeding the limits as stipulated in MEL/ CDL documents, shall; consist of:
- (1) The evidence of the necessary maintenance works done in order to rectify the defects but results of such works are not satisfactory;
  - (2) Evidence of the order and preparation of materials, tools, equipment and manpower necessary for the rectification of the defects;
  - (3) The filling in of all the needed information as required in the application form CAAV/FSSD-AIR 040;
  - (4) In case of the proposal for the issuance of the concession to the aircraft operation exceeding the limits as set forth in the maintenance data (AMM, SRM, IPC...) , there must be the comment in writing of the manufacturer of the aircraft/ engine;
  - (5) The commitment to seriously observe the regulations and validity term of the granted concession.
- (b) The dossier requesting the issuance of concession to the time extension of the aircraft/aircraft equipment maintenance as stipulated in the documents of the aircraft maintenance schedule (AMS), shall consist of:
- (1) The evidence of the necessary works done in order to the maintenance works but results of such works are not satisfactory;
  - (2) The supplied data of the reliability program concerning the component, system to which the maintenance shall be done in order to ensure that the deferment of the maintenance work will not affect the safety of the flight;
  - (3) Fill in all the needed information as required in the application form CAAV/FSSD-AIR 042;
  - (4) Regarding the maintenance works related to life limited parts, mandatory maintenance (CMR\*, CMR\*\*, ALI) and high energy rotating components of the engine, there must be manufacturer's recommendation;
  - (5) The commitment to seriously observe the regulations and validity term of the granted concession.
- (c) The dossier requesting the issuance of concession to the discrepancy in the procedures set forth in the Maintenance Management Exposition of the aircraft operator (MME) or the Maintenance Organization Exposition (MOE) of the maintenance organization approved by CAAV, shall consist of:
- (1) The supply of complete reasons and information explaining the use of measures/ procedures replacing the processes approved by the CAAV;
  - (2) Documents demonstrating the equivalence of alternative measures/ procedures used to ensure the equivalent safety level of the flight;
  - (3) The filling in all the needed information as required in the application form CAAV/FSSD-AIR 044;

- (4) The commitment to seriously observe the regulations and validity term of the granted concession;
- (d) The dossier requesting the issuance of concession to the discrepancy between the types of tools, equipment for the aircraft maintenance and the ones stipulated in the maintenance documents approved by CAAV, shall consist of:
  - (1) The full supply of reasons and information on the use of tools, equipment alternative to the ones set forth in the approved maintenance instructions or the documents approved by CAAV;
  - (2) The supply of design drawing, technical specifications of the alternative tools, equipments in order to ensure their features to be equivalent to the ones already approved;
  - (3) For the tools, equipments used in measuring, adjusting the details of the system controlling the engine and the aircraft, there must be the comment in writing of the manufacturer;
  - (4) The filling in all the needed information as required in the application form CAAV/FSSD-AIR 044;
  - (5) The commitment to seriously observe the regulations and validity term of the granted concession;