

IMPLEMENTATION PROCEDURES
FOR
DESIGN APPROVAL,
EXPORT AIRWORTHINESS CERTIFICATION,
POST DESIGN APPROVAL ACTIVITIES, AND
TECHNICAL ASSISTANCE BETWEEN AUTHORITIES

Under the Technical Arrangement on Airworthiness
between
the Aviation Register of the Interstate Aviation Committee
and
the Aerospace Technical Center

30 March 2005



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SECTION 1 - GENERAL

1.1 PURPOSE

This document contains the procedures developed by the Fostering and Industrial Coordination Institute of CTA (CTA-IFI) and the Aviation Register of the Interstate Aviation Committee (IAC-AR) to implement the Technical Arrangement on Airworthiness between the Aviation Register of the Interstate Aviation Committee and the Aerospace Technical Center.

These Implementation Procedures (IP) are intended to facilitate the approval process for civil aeronautical products being imported and exported between the Brazil and the Commonwealth of Independent States (CIS).

They are also intended to facilitate mutual cooperation and technical assistance, including accident investigations for aircraft being manufactured in Brazil and in CIS.

1.2 BASIS

The basis for these IP, which is authorized by section 4 of the Technical Arrangement between CTA and IAC-AR, dated 06 November 1997, is stated in the section 3 of this Technical Arrangement.

1.3 PRINCIPLES AND CONCEPT

Both CTA and IAC-AR have determined that the aircraft certification systems of each authority for the airworthiness and environmental certification, approval, or acceptance of civil aeronautical products, are sufficient to make these IP feasible and to determine the appropriate scope between the authorities. (See Section 2 - Scope). This document defines the procedures that each authority agrees to follow to enable that authority to meet its regulatory requirements for importing and supporting civil aeronautical products identified in Appendix to the Technical Arrangement on Airworthiness between IAC-AR and CTA - Eligible Civil Aeronautical Products. An important objective of these IP, in accordance with the Technical Arrangements, is to ensure that the maximum practical credit is given to the exporting airworthiness authority's certification system during the certification/validation of a product by the importing authority.

Both CTA-IFI and IAC-AR agree that all information, including technical documentation, exchanged under these IP will be in the English language.

1.4 CHANGES IN AUTHORITY AIRCRAFT CERTIFICATION SYSTEMS

There is a need for continuing CTA-IFI and IAC-AR dialogue to ensure that the same or consistent information and requirements are issued on a given product. The importing and exporting authorities shall keep each other informed of all relevant airworthiness and environmental laws, regulations, standards, and requirements, and of their airworthiness certification systems. Each authority shall, to the maximum extent practicable:

- notify the other authority of any plans to make revisions to its regulations/standards or requirements, and its system for airworthiness and environmental certification or approval;
- offer the other authority an opportunity to comment, and
- give due consideration to the comments made by the other authority on the intended revision.

Also, each authority shall advise the other of any changes in its:

- statutory (legal) responsibilities;
- organizational structure (e.g., key personnel, management structure, technical training, office location);
- production quality system oversight; or
- delegated responsibilities.



The other authority has the right to familiarize itself with such changes, including on-site discussions with the other authority and any evaluations deemed necessary to ensure the continued acceptance of these IP.

The CTA-IFI and IAC-AR further recognize that revision by either authority to its regulations, policies, procedures, statutory responsibility, organizational structure, production quality system oversight, or delegated responsibilities may affect the basis and the scope of these IP. Accordingly, upon notice of such changes by one authority, the other authority may request a meeting to review the need for amendment to these IP.

1.5 AUTHORITY MEETINGS

CTA-IFI and IAC-AR agree to meet as considered necessary to discuss these IP, on-going and future certification projects, changes in authority organization, any revisions to their certification systems, technical assistance requests, or any other matters relating to the promotion of aviation safety under these IP.

1.6 INTERPRETATIONS

In the case of conflicting interpretations of the laws, airworthiness or environmental regulations/standards, requirements, or acceptable means of compliance pertaining to certifications, approvals, or acceptance under these IP, the interpretation of the civil aviation authority whose law, regulation/standard, requirement or acceptable means of compliance is being interpreted shall prevail.

1.7 AMENDMENTS

These IP may be jointly reviewed and amended at any time by mutual consent of the CTA-IFI or IAC-AR. Also, these IP may be reviewed periodically, taking into account improvements, additions, or changes suggested by either the CTA-IFI or IAC-AR, by the Brazilian or CIS aviation industry associations or their member companies, or by other interested parties, to ensure that the IP remain current. Amendments and revisions shall be co-developed and made effective by the signatures of the CTA-IFI Director and the IAC-AR Senior Vice Chairman. Each amendment shall specify its effect, if any, on activities conducted under these IP prior to the amendment.

Suggestions for improvement are welcomed and can be addressed to either of the offices below, which are responsible for the administrative process of keeping this document current. All changes to these IP, including Appendices, will be jointly administered by the CTA-IFI, and the IAC-AR.

CTA-IFI address:

Aerospace Technical Center
IFI – Civil Aviation Certification Division
Regulations Branch
Pça. Mal. Eduardo Gomes 50 / P.O.Box 6001
12231-970 - São José dos Campos - SP
Brazil

Telephone: 55(12) 3913-6131
Fax: 55(12) 3941-4766
Email: cavc-gr@ifi.cta.br

IAC-AR address:

Interstate Aviation Committee
Aviation Register
Branch for Liaison with Foreign Aviation
Authorities and Manufacturers
Bolshaya Ordynka st. 22/2/1
Moscow 109017
Russia

Telephone: 7 (095) 953 1144
Fax: 7 (095) 953 3451
Email: aviaar@aviacom.ru



1.8 TERMINATION

Either the CTA-IFI or IAC-AR may terminate these IP upon sixty days written notice to the other party. Termination of these IP will not affect the validity of activity conducted under their provisions prior to termination.

1.9 DEFINITIONS

The definitions in Article I of the Memorandum of Understanding and Section I of the Technical Arrangement are incorporated by reference in these IP. As used in these IP, the following definitions are provided to supplement those definitions.

- (a) "Airworthiness Standards" means regulations governing the design and performance of civil aeronautical products.
- (b) "Appliance" means any instrument, mechanism, equipment, part, apparatus, or accessory, including communications equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft, and is not part of an airframe, aircraft engine, or propeller.
- (c) "Compliance" means that, after examination by analysis, test, etc., the type design of a product is found to satisfy the specified airworthiness standards.
- (d) "Component" means a part, material, or subassembly intended for use on an aeronautical product.
- (e) "Conformity" means that a product is examined against pertinent type design, test, and quality control data and is found to meet those data.
- (f) "Environmental Approval" means a finding that a civil aeronautical product complies with standards concerning noise and/or exhaust emissions.
- (g) "Environmental Standards" means regulations governing designs with regard to noise characteristics and exhaust emissions of civil aeronautical products.
- (h) "Environmental Testing" means a process by which a civil aeronautical product is evaluated for compliance with environmental standards.
- (i) "Equivalent Level of Safety Finding" means a determination that alternative action taken provides a level of safety equal to that provided by the requirements for which equivalency is being sought.
- (j) "Exemption" means allowable noncompliance with a requirement when processed through the appropriate regulatory procedure by the CTA-IFI or IAC-AR, and found to be in the public interest and not to have an adverse effect on safety.
- (k) "Exporting Airworthiness Authority" means the CTA, in the case of a civil aeronautical product exported from Brazil to CIS; and means the IAC-AR in the case of a civil aeronautical product exported from CIS to Brazil. The exporting airworthiness authority will be referred to herein as the exporting authority.
- (l) "Finding" means the result of a civil aviation authority's review, investigation, inspection, test, analysis, etc., to determine compliance of a design with a law, regulation, standard, or requirement, or conformity of a product with approved type design data.
- (m) "Importing Airworthiness Authority" means the national organization within the importing State, charged by the laws of the importing State with regulating the airworthiness and environmental certification, approval, or acceptance of civil aeronautical products. The importing airworthiness authority will be referred to herein as the importing authority.
- (n) "Maintenance" means the performance of inspection, overhaul, repair, preservation, and the replacement of parts, materials, appliances, or components of a product to assure the continued airworthiness of that product but excludes modifications.



- (o) "Manufacturer" means the person responsible for the final assembly of a product under a CTA-IFI or IAC-AR-approved production quality system which ensures conformity of the product to an approved type design. Final assembly includes the activities of producing or fabricating, notwithstanding that portions of the product may have been manufactured by other persons at other locations.
- (p) "Modification" means change to the construction, configuration, performance, environmental characteristics, or operating limitations of the affected product.
- (q) "Person" means any individual, firm, co-partnership, corporation, company, association, joint stock association, or governmental entity, and includes a trustee, receiver, assignee, or other similar representative thereof.
- (r) "Priority Part" means any part or assembly in an approved design, that, if it were to fail, could reasonably be expected to cause an unsafe condition in an aircraft, aircraft engine, or propeller.
- (s) "Production Quality System " means a systematic process which provides confidence that aeronautical products will conform to the approved type design and will be in a condition for safe operation.
- (t) "Special Condition" means an airworthiness standard(s) prescribed by the airworthiness authority when the regulations for the product do not contain adequate or appropriate safety standards due to novel or unusual design features. Special Conditions contain such safety standards as the airworthiness authority finds necessary to establish a level of safety equivalent to that established in the regulations.
- (u) "Supplier" means a person who is contracted to provide a component or special process to a product manufacturer to be incorporated into the manufacturer's civil aeronautical product.
- (v) "Type Design Approval" means the issuance of a certificate, approval, or acceptance by, or on behalf of, an airworthiness authority for the type design of a product.



SECTION 2 - SCOPE

2.1 GENERAL

These IP cover the provisions set forth in the following paragraphs.

2.2 PROVISIONS FOR PRODUCTS AND PARTS ACCEPTED FOR IMPORT UNDER THESE IP

- (a) CIS acceptance of CTA-IFI Export Certificates of Airworthiness for class I new and used products.
- (b) CIS acceptance of CTA-IFI certificate of airworthiness for export (export class II and class III products) of appliances, materials and parts for modification and/or replacements on the aircraft, aircraft engines and propellers listed in (a) above.
- (c) Brazil acceptance of IAC-AR Export Certificates of Airworthiness for class I new and used products.
- (d) Brazil acceptance of IAC-AR certificate of airworthiness for export (export class II and class III products) of appliances, materials and parts for modification and/or replacements on the aircraft, aircraft engines and propellers listed in (c) above.

2.3 PROVISIONS FOR TECHNICAL ASSISTANCE

CTA-IFI and IAC-AR agree to cooperate when technical assistance is needed by one airworthiness authority in fulfilling its national airworthiness and environmental duties in the other airworthiness authority's country.



SECTION 3 - ESTABLISHED WORKING PROCEDURES

3.1 DESIGN APPROVAL PROCEDURES

3.1.1 General

Approval of the type design of a product and changes to the type design of a product and modification parts by the importing authority shall be based, to the maximum extent practicable, on technical evaluations, tests, inspections, and compliance certifications made by the exporting authority. The appropriate form of design approval may be issued by the importing authority for an imported product if the exporting authority, after consultation with the importing authority, certifies to the importing authority that the product has been examined, tested in a manner acceptable to the importing authority, and has been found to meet the airworthiness standards prescribed by the importing authority.

3.1.2 Type Certificates and Supplemental Type Certificates

Both the CTA-IFI and IAC-AR issue type certificates (TCs) to convey approval of the type design of aircraft, aircraft engines, and propellers, and CTA-IFI issues supplemental type certificates (STCs) to convey approval of modifications not approved under the type design. The following procedures apply to such product type designs to be type certificated by the CTA-IFI or by IAC-AR.

3.1.2.1 Application

An applicant for type design approval shall make application through its own airworthiness authority with a request that the application and related information be forwarded to the importing authority.

Applications should include a general description of the product including:

- The type certificate and the type certificate data sheet of the exporting authority, if available;
- A three-view drawing for aircraft;
- A statement of the applicable airworthiness and environmental standards for design approval as established by the exporting authority for its own domestic design approval;
- Any novel or unusual design features known to the applicant at the time of application which might necessitate issuance of either CTA-IFI or IAC-AR special conditions;
- Any known or expected exemptions or equivalent level of safety findings relative to the exporting authority's airworthiness standards for type design approval; and
- The estimated date of completion.

Note: In addition to the listed above, the IAC-AR requests information on the importing country potential customers, if available.

3.1.2.2 Initial familiarization briefing

On major projects, as soon as practicable after the application has been received and accepted by the importing authority, and when the design is sufficiently defined, a familiarization briefing on the product may be requested by the importing authority. The briefing shall be held at a mutually agreeable location for attendance by the importing authority, the exporting authority, and the applicant. The primary purposes of the briefing will be to permit:

- (a) The applicant to describe the design to the importing authority. This briefing (or series of briefings) shall cover all aspects of the design. Emphasis should be placed on any novel, unusual, or critical design features which might necessitate issuance of importing authority special conditions;



- (b) The importing authority to engage in detailed technical discussions with the exporting authority and the applicant on the design, including particular applications or interpretations of the airworthiness standards of the exporting State and the importing State;
- (c) Initial development of appropriate maintenance, operating, and pilot type rating information for the product; and
- (d) For products with a prior service history, the applicant and the exporting authority to brief the importing authority on the product service history, including corrective measures to preclude occurrence of incidents or accidents.

As a part of the familiarization meeting, the importing authority may require the applicant to provide information about the applicant's serial production facility.

3.1.2.3 Establishment of the type certification basis

- (a) The importing authority shall establish the type certification basis for the product design which consists of its own domestic airworthiness and environmental standards, giving full consideration to the standards which were in effect in the importing State at the time that the original application was received for approval of the product type design by the original certifying authority.
- (b) Also, additional technical conditions may be specified by the importing authority to establish a level of safety equivalent to the importing authority's own domestic standards for a similar product.
- (c) Additional technical conditions may include any or all of the following:
 - (i) Additional airworthiness conditions based on differences in the airworthiness standards, applications, policies, and guidance materials between the two States. In the case of CTA-IFI, the airworthiness standards used include, but are not limited to, the RBHA 22 (corresponding to JAR 22) and RBHA 23, 25, 27, 29, 31, 33 and 35 (corresponding to FAA FAR Part 23, 25, 27, 29, 31, 33 and 35). In case of the IAC-AR the airworthiness standards are set out in IAC-AR AP-23, 25, 29, 33 and 35;
 - (ii) Special Conditions to establish certification standards for novel or unusual design features of the product which are not covered by the airworthiness standards of the exporting authority;
 - (iii) Airworthiness conditions based on an evaluation of equivalent level of safety findings and exemptions granted by the exporting authority to the applicant for domestic certification;
 - (iv) Mandatory airworthiness actions (e.g., Airworthiness Directives) directed by the exporting authority to correct unsafe conditions experienced during the operation of the product prior to application to the importing authority; and
 - (v) Design-related operational requirements of the importing authority for kind or condition of operation which would affect the design or performance of the product, and this could include the provisions for additional equipment required to meet the operational requirements of the importing authority as well as additional information in the aircraft manuals.
- (d) Any anticipated exemptions or equivalent level of safety determinations should be documented in certification issue papers (see Paragraph 3.1.2.4 of these IP). Upon granting of the exemption or the finding of an equivalent level of safety, they should become part of the type certification basis, and are to be incorporated by reference on the Type Certificate Data Sheet.

- (e) After the importing authority has established the type certification basis, a program for type certification shall be developed jointly so as to give maximum credit to the exporting authority's domestic certification program. This will be done by a comparison of the importing and exporting authorities' applicable standards and means of compliance in order to reach agreement on what is acceptable to the importing authority.
- (f) At the option of the applicant, operational requirements may also be evaluated during the type certification program. In so doing the applicant would be facilitating the issuance of the operational approvals for the aircraft required by the, aircraft operators in the importing state.

3.1.2.4 Certification issue papers

Certification issue papers may be prepared by the importing authority which describe issues, such as the type certification basis and the ways to show compliance or compliance results, which need particular attention and resolution before the importing authority can grant a TC or before an aircraft can enter a special type of operation, such as extended-range operations. The exact form and scope of the issue papers will be determined by each airworthiness authority and details of their use will be provided to the other authority.

3.1.2.5 Other technical meetings

In addition to the initial familiarization briefing, other technical meetings may be necessary to assure that any additional technical conditions, that have been communicated to the exporting authority, are well understood, and that any outstanding technical issues are resolved. All technical meetings will normally be arranged through the exporting authority. Location of the meetings may vary, depending on the needs and priorities, and will normally have importing authority/exporting authority representatives in attendance. Such meetings (and guidelines for the meetings) may include:

- (a) Technical meetings requested by the applicant, the exporting authority, or the importing authority for the purpose of reporting new developments, reviewing programs plans, reviewing changes, or resolving acceptable means of compliance questions;
- (b) Technical meetings between the importing authority and exporting authority to effect the timely resolution of outstanding issues;
- (c) Technical meetings held with the applicant and both authorities to provide the applicant with the importing authority's position with respect to any unresolved technical issues; and
- (d) Technical meetings involving flight operations, manufacturing, and maintenance specialists of the importing authority, exporting authority, and the applicant to facilitate operational acceptance of the product by the importing authority for a particular kind or condition of operation.

3.1.2.6 Communications and Meetings

The importing authority should, as a matter policy, work through the exporting authority on all matters related to acceptance and continued airworthiness of civil aeronautical products. Nevertheless, applicants sometimes find it necessary to communicate directly with the importing authority to discuss and resolve technical issues that commonly arise during a certification program. While these types of communications should be discouraged and limited, each authority recognizes the necessity of timely information. In the event of such communications, the importing authority should document such discussions and provide a copy to the exporting authority. If the discussions involve a significant issue, the importing authority should seek the opinion of the exporting authority prior to final resolution of the issue. Any meeting involving the importing authority and applicant should occur with the presence and participation of the



exporting authority. Similarly, correspondence from the applicant to the importing authority will generally be coordinated with the exporting authority.

3.1.2.7 Data submittal and design review

Required technical data representing the product will vary with the type and complexity of the product involved. Preceding the issuance of the type certificate, the importing authority may request additional technical design data, may review the type certification process of the product, and may fly the product to assure compliance with the type certification basis. Upon occasion, as deemed appropriate by one of the authorities, a joint compliance finding may be conducted for certain airworthiness standards. The applicant shall submit all data to the exporting authority for verification and transmission to the importing authority.

3.1.2.8 Issuance of type certificate

The importing authority, upon receipt and review of the documents, will issue the type certificate and the type certificate data sheet and forward them to the exporting authority for transmittal to the applicant. A final meeting would only be necessary if there were areas of further discussion or if the sharing of information would be beneficial.

3.2 EXPORT AIRWORTHINESS CERTIFICATION PROCEDURES

3.2.1 General

Export Certificates of Airworthiness shall be issued by the exporting authority for completed aircraft, aircraft engines, and propellers (export class I products). Certificates of airworthiness for export shall be issued by the exporting authority for articles, appliances, parts and materials (export class II and III products).

3.2.2 Production Quality System Approval

All products exported under the provisions of these IP shall be produced in accordance with a production quality system approved and acceptable to the exporting authority, which assures conformity to the type design approved by the importing authority and ensures that completed products are in a condition for safe operation. Therefore, a separate approval of the manufacturer's production quality system by the importing authority is not required, although it is consistent with the intent of these IP that the importing authority may, on an initial and recurrent basis, familiarize itself with the manufacturer's production quality system.

If a production approval has been granted or extended to a manufacturing site or facility in another country, the completed products being exported from that manufacturing site or facility shall be considered as manufactured in the exporting airworthiness authority's country. When a production approval has been granted or extended by the exporting airworthiness authority to include manufacturing sites and facilities in another country, the exporting airworthiness authority still remains fully responsible for the regulatory control and airworthiness certification of completed products and parts being exported from that location.

3.2.3 Unrestrained Access

The exporting authority agrees that the importing authority will have continued free access to participate in the exporting authority's inspections and to conduct independent inspections at the importing authority approval holders and at suppliers to the importing authorities approval holders located in the exporting country.



3.2.4 Production Under a Licensing Agreement

Each airworthiness authority shall ensure that identical products and parts, produced by the original design approval holder and/or the licensee, are continually produced to the same design and production criteria, and that design changes are adequately controlled so that changes required for production in the extension facility are approved by the controlling airworthiness authority. All manufactured products and parts which have an impact on safety (Critical Parts) shall be uniquely identifiable so as to readily distinguish the original production approval holder's products and parts from those of the extension facility or licensee.

3.2.5 Issuing and Accepting Export Certificates of Airworthiness and Certificates of Airworthiness for Export (Airworthiness Approval Tags)

3.2.5.1 Complete aircraft, aircraft engines, and propellers

The importing authority shall accept the Export Certificate of Airworthiness of the exporting authority on the aircraft, aircraft engine, or propeller when the exporting authority certifies that each product:

- (a) Conforms to a type design approved by the importing authority, as specified in the importing authority's type certificate data sheet;
- (b) Is in a condition for safe operation, including compliance with applicable importing authority mandatory airworthiness modifications and special inspections;
- (c) Meets the special requirements of the importing country, as notified; and
- (d) For an aircraft engine or propeller, had undergone a final operational check (was run and is working within the approved limits).

3.2.5.2 Parts and materials

The importing authority shall accept the certificate of airworthiness for export of the exporting authority on articles, appliances, parts and materials when the exporting authority certifies that each product:

- (a) Conforms to approved design data;
- (b) Is marked in accordance with Sub-paragraph 3.2.6.1.(a) or 3.2.6.2.(a) of these IP; and
- (c) Meets the special requirements of the importing country, as notified.

3.2.5.3 Export Certificate of Airworthiness exceptions

The exporting authority shall notify the importing authority prior to issuing an Export Certificate of Airworthiness in which a non-compliance to the importing authority approved type design is to be noted under the "Exceptions" section of the Export Certificate of Airworthiness. This notification should help to resolve any issues concerning the aircraft eligibility for the importing authority airworthiness certification. The importing authority should inform the exporting authority on the acceptance of these exceptions.

Any non-conformities to the importing authority's approved type design shall be noted by the exporting authority as an exception on the Export Certificate of Airworthiness document.

3.2.5.4 Certificate of airworthiness for export exceptions

The exporting authority shall notify the importing authority prior to issuing a certificate of airworthiness for export in which a non-compliance to the importing authority approved type design is to be noted under the "Exceptions" section of the certificate of airworthiness for export. This notification should help to resolve any issues concerning the aircraft eligibility for the importing authority certificate of airworthiness. The importing authority should inform the exporting authority on the acceptance of these exceptions.



Any non-conformities to the importing authority's approved design shall be noted by the exporting authority as an exception on the certificate of airworthiness for export.

3.2.5.5 Used aircraft

3.2.5.5.1 Used aircraft for which there has been a design approval granted by the IAC-AR

The IAC-AR will recognize used aircraft for import into its own country for airworthiness certification and operation when the CTA-IFI certifies, by the issuance of an Export Certificate of Airworthiness, that:

- (a) The used aircraft has been found to conform to the originally approved type design/type certificate of the IAC-AR;
- (b) The used aircraft has complied with all pertinent safety issues and concerns (e.g., airworthiness directives, mandatory service bulletins etc.) issued by the exporting and importing airworthiness authority for that model and series aircraft;
- (c) The used aircraft has been properly maintained and operated using approved procedures and methods acceptable to the importing airworthiness authority during its service life (evidenced by logbooks and maintenance records);
- (d) The used aircraft meets all the special requirements of the importing country; and,
- (e) The used aircraft is presently in a condition for safe operation.

3.2.5.5.2 Used aircraft for which there has been a design approval granted by the CTA-IFI

Reserved.

3.2.5.5.3 Used aircraft exported from a Third Party

Reserved.

3.2.6 Additional Requirements for Importing Products

The following identifies those additional requirements which must be complied with as a condition of acceptance of products imported into Brazil or CIS, or for use on Brazilian/CIS-registered aircraft.

- (a) Identification and marking.
 - (i) Aircraft, aircraft engines, and propellers must be identified in a manner outlined in RBHA 45.11 with the information outlined in RBHA 45.13.
 - (ii) Critical components as defined in RBHA 45.14, used in original manufacturing of the product, or to be used as spare or replacement/modification parts must be identified with a part number (or equivalent) and serial number (or equivalent).
 - (iii) Parts to be used as spare or replacement/modification parts must be identified by a part number, serial number if applicable, and the manufacturer's name or trade mark. In addition, information concerning the model designation of the type certificated product for which the parts are eligible for installation must be furnished with the parts. When applicable, a list of equivalency with worldwide accepted standards for materials to be used for replacement or repair shall be provided.
- (b) Instructions for Continued Airworthiness. Each aircraft, aircraft engine, and propeller must be accompanied by instructions for continued airworthiness and manufacturer's maintenance manuals having airworthiness limitation sections.
- (c) Maintenance records. Each aircraft, including the aircraft engine, propeller, rotor, or appliance, must be accompanied by maintenance records equivalent to those specified in RBHA 91.417 that reflect the status of required inspections, life limits, etc.

3.3 DESIGNEE AND DELEGATION PROCEDURES

3.3.1 General



The parties to this agreement mutually recognize their delegation and designee systems.

3.3.2 Procedural Requirements for Exporting Products

All Export Certificates of Airworthiness or certificates of airworthiness for export, generated by individual designees or representatives of delegated organizations, shall be traceable back to an individual person or organization.

3.4 POST DESIGN APPROVAL PROCEDURES

3.4.1 Continued Airworthiness

3.4.1.1 General

The exporting authority is responsible, as the State of Design (under the International Civil Aviation Organization - ICAO - Annex 8), for resolving in-service safety issues related to design, production, or operation. The exporting authority shall provide applicable information which it has found to be necessary for mandatory modifications, required limitations and/or inspections to the importing authority to ensure continued operational safety of the product. The importing authority will review and normally accept the corrective actions taken by the exporting authority in the issuance of its own mandatory corrective actions.

At the request of the importing authority, the exporting authority shall, in respect of products designed or manufactured in that State, assist the importing authority in determining action considered necessary by the importing authority for the continued operational safety of the product. The respective decision as to the final action to be taken lies solely with the importing authority.

3.4.1.2 Malfunctions, Failures, and Defects Reports

Each authority agrees, upon request, to provide the other with information on malfunctions, failures, defects, and accidents encountered in service.

CTA-IFI and IAC-AR address for malfunctions, failures and defects reports:

CTA-IFI address:

Aerospace Technical Center
IFI - Civil Aviation Certification Division
Programs Branch - Service Difficulties Group
Pça. Mal. Eduardo Gomes 50 / P.O.Box 6001
12231-970 - São José dos Campos - SP
Brazil

Telephone: 55(12) 3911-6069
Fax: 55(12) 3941-4766
Email: pds@ifi.cta.br

IAC-AR address:

Interstate Aviation Committee
Aviation Register
Branch of Continued Airworthiness
Bolshaya Ordynka st. 22/2/1
Moscow 109017
Russia

Telephone: 7 (095) 953-43-57
Fax: 7 (095) 953-34-51
Email: armak@mak.ru

3.4.1.3 Unsafe Conditions

When the service experience in the importing State indicates the existence of an unsafe condition associated with the design, manufacture, or operation/maintenance of a product, such information should be provided without delay to the exporting authority. When such information is provided, the exporting authority should give expedient attention to the information and consider appropriate action to correct the condition, and so advise the importing authority.



The exporting authority shall assist the importing authority in developing remedies, as may become necessary, to correct any unsafe condition of the type design that may be discovered after the product type design is approved by the importing authority.

3.4.1.4 Mandatory Continuing Airworthiness Actions

In the case of mandatory continuing airworthiness actions, each airworthiness authority shall keep the other fully informed by telephone or fax without delay of its intent to issue and the final issuance of all mandatory airworthiness modifications, special limitations, or special inspections which are determined to be necessary on products designed or manufactured in either State (see paragraph 3.4.1.2 for telephone and fax numbers). The issuing airworthiness authority shall identify the safety problem (unsafe condition) requiring the mandatory continuing airworthiness action. In the case of emergency airworthiness information, the issuing airworthiness authority should ensure special handling so that the other airworthiness authority is notified immediately and can take appropriate parallel action within the constraints of the original action.

3.4.1.5 Special requirements requested by CTA-IFI

- (a) IAC-AR will forward all AD's and SB's directly to CTA upon issuance and will periodically (each three months) furnish CTA a list of the applicable AD and mandatory SB, per each CTA-IFI type certificate holder, applicable to CTA approved/IAC-AR exported aeronautical products.
- (b) IAC-AR will provide, in all service bulletins, the information that the contents of the SB are IAC-AR approved.
- (c) IAC-AR will provide, in all mandatory service bulletins issued by CTA-IFI type certificate holders applicable to aeronautical products exported to Brazil and not covered by an IAC-AR AD, a clear indication of its classification by the IAC-AR (either mandatory for safety reasons, or recommended for design improvement)
- (d) IAC-AR accepts that all service information is standardized and contains the minimum information requested by international standards practices (ATA-100 or equivalent document). The SB's, for example, should contain, as a minimum, the following information (extract from ATA-100 ch. 2-7-4 Presentation): effectiveness, reason, description, manpower, material, tooling, weight and balance, publications affected and accomplishment instructions.
- (e) IAC-AR accepts that all SB's sent by the manufacturer to Brazilian operators are in accordance with the action items (c) and (d) above.

3.4.2 Design Changes

3.4.2.1 JP for Changes to a Type Certificate

- (a) Changes to the type certificate (e.g., model changes) sought by the type certificate holder shall be issued as amendments to the TC by the importing authority. A certification procedure similar to that described in item 3.1.2 shall be applied, but adjusted as appropriate for the magnitude and complexity of the design change. The importing authority retains the right to determine if the proposed change is of such significance as to require a new type certificate for the changed type design, based on how the change would be dealt with for a similar product and circumstances in the importing State.
- (b) Routine design changes (such as customer unique items, service bulletin changes, and product improvements), other than those to be dealt with under item 3.4.2.1(a), shall be considered approved by the importing authority upon approval by the exporting authority under its normal procedures. This information on the changes should be supplied to the importing authority on a timely basis.



SECTION 4 - TECHNICAL ASSISTANCE BETWEEN AUTHORITIES

4.1 GENERAL

Upon request and mutual agreement, one airworthiness authority may provide to the other airworthiness authority, or may provide on behalf of the other airworthiness authority, technical assistance in furtherance of the purposes and objectives of these IP. Such areas of assistance may include, but are not limited to, the following:

4.1.1 Accident/incident Investigation Information Requests

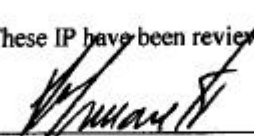
When an importing authority needs airworthiness information for the investigation of service incidents or accidents involving a product imported under these IP, the request for the information should be directed to the appropriate exporting authority office. In turn, upon receipt of the request for information, the exporting authority should immediately do everything necessary to make sure the requested information is provided in a timely manner. If urgency requires that the importing authority request the information directly from the manufacturer when immediate contacts cannot be made with the exporting authority, the importing authority shall immediately inform the responsible exporting authority office of this action.



SECTION 5 - SPECIAL ARRANGEMENTS

It is anticipated that urgent or unique situations may develop - with respect to design approval, export airworthiness certification, or technical assistance - which have not been specifically addressed in these IP, but which are anticipated by the Memorandum of Understanding or by the Technical Arrangement. When such a situation arises, it shall be reviewed by the respective CTA-IFI and IAC-AR, and a procedure developed to address the situation. The procedure shall be mutually agreed upon by the CTA-IFI and the IAC-AR by revising this IP or in a separate document. If it is apparent that the situation is unique, with little possibility of repetition, then the working arrangement document shall be of limited duration. However, if the situation has anticipated new technology or management developments which will lead to further repetitions, then these IP shall be revised accordingly. The special arrangements co-developed between authorities are listed in Appendix B.

These IP have been reviewed and approved by the undersigned.



Luiz Alberto C. Munaretto- Cel.-Av.

Director

CTA-IFI

Date

05/ APR/ 2005


Vladimir V. Besspalov

Chairman

IAC-AR

Date

20.05.2005



APPENDIX A

List of Addresses for CTA-IFI Offices, and IAC-AR Offices

CTA-IFI Headquarters

CTA-IFI Director

Aerospace Technical Center (CTA)
Institute of Fostering and Industrial Coordination (IFI)
Pça. Mal. Eduardo Gomes 50/P.O.Box 6001
12231-970 - São José dos Campos - SP
BRAZIL

Telephone: 55 (12) 3947-5722
Fax: 55 (12) 3941-4766
Email: cdr@ifi.cta.br

Civil Aviation Certification Division (design and production approval).

Aerospace Technical Center (CTA)
IFI - Civil Aviation Certification Division (CAvC)
Pça. Mal. Eduardo Gomes 50/P.O.Box 6001
12231-970 - São José dos Campos - SP
BRAZIL

Telephone: 55 (12) 3941-4600
Fax: 55 (12) 3941-4766
Email: cavc@ifi.cta.br

IAC-AR Offices

Interstate Aviation Committee (IAC)
Aviation Register (AR)
Bolshaya Ordynka st. 22/2/1
Moscow 109017
RUSSIA

Telephone: 7 (095) 953-5041
Fax: 7 (095) 953-3451
Email: armak@mak.ru



APPENDIX B

List of Special Arrangements

1. Name of Special Arrangement:

Date of Issue:

2. Name of Special Arrangement:

Date of Issue: