

Appendix B – Example Survey Report and Recommendation Form

<div style="text-align: center;"> SURVEY REPORT AND RECOMMENDATION FORM ISSUE OR REISSUE OF A CERTIFICATE OF AIRWORTHINESS </div> <div style="text-align: right; border: 1px solid black; padding: 10px; margin-top: 10px;"> OTAA LOGO </div>			
<p>Data shall be completed by the operator's Contracted Continued Airworthiness Management Organisation.</p> <p>Where specified* attach and make reference to supporting documentation</p>			
GENERAL SECTION			
1	Aircraft Registration		
2	Certificate of Airworthiness Category	Commercial Air Transport <input type="checkbox"/> Private <input type="checkbox"/>	
3	Aircraft Type/Designation per TCDS and TAC Reference	Aircraft Type – Variant: TCDS Reference: TAC Reference	
4	Aircraft Serial No.		
5	Year of Manufacture)		
6	Engine/s Type & Model Number/s		
7	Serial Numbers of engine(s) installed	Position 1	Position 2
		Position 3	Position 4
8	Propeller/s Type & Model Number/s		
9	Serial Numbers of propeller(s) installed	Position 1	Position 2
		Position 3	position 4
10	APU Model Type and serial number.	Model Type: Serial No.:	
11	Original Export Certificate of Airworthiness* issued by the exporting State of Registration (C of A(issue only))	Certificate Number: Dated: Any Specified Conditions, Derogations or waivers:	

12	Contracted Line and/or Base Maintenance Organisation(s)	Name of organisation:	
13	Registered Owner's Technical Coordinator accepted by OTAA. (See Note 1)	OTAA approval reference:	
14	Are Registration Marks and aircraft fire proof identification plate compliant with AN (OT) O requirements? If 'no' provide details.	Name:	
15	Check Flight/Flight test (as applicable) Have arrangements been accepted by OTAA? (C of A issue only)	Organisation:	
16	Date of last satisfactory Check Flight/Flight test (as applicable) (C of A issue only) or any required Flight Handling/Systems Check (C of A reissue) (See Note 2)		
CONTINUED AIRWORTHINESS SECTION			
17	OTAA Approved Maintenance Schedule/Programme Reference No.	Reference No.	
18	Maintenance Schedule/Programme revision status	Revision:	
19	OTAA agreed bridging check carried out as required (C of A issue only)	Work order reference:	
20	Have applicable Engine, Airframe and VP Propeller Log Books been raised in a format acceptable to OTAA and are records up to date.		
21	Aircraft - As applicable, record*; Aircraft Total Flight Hours / Cycles / Landings	Total Flight Hours	
Cycles / Landings			
Hours since last C of A			
Dated			
22	Record Engine/s service life parameters*	TBO	
Total engine hours			
Time since overhaul			
Date of last overhaul			

23	Record Propeller/s service life parameters*	TBO	
		Total hours	
		Time since overhaul	
		Date of last overhaul	
24	Confirm applicable Airworthiness Directive compliance – attach* a suitable report detailing the applicable State(s) promulgated directives. (OTAR Part 39.67 refers) Note: full listing required for C of A issue, update report required for reissue.	FAA	
		Transport Canada	
		EASA	
25	Confirm compliance with required component life limitations, attach a suitable report detailing component listing*	Report reference:	
26	Confirm compliance with scheduled maintenance required by the approved maintenance programme and detail significant maintenance activities*	Maintenance/work order references:	
27	Detail significant design changes including repairs specifying approval references* Note: full listing required for C of A issue, update report required for reissue.	Report reference:	
28	Flight Manual - record	Basic FM reference	
		Revision status	
		Incorporated supplements and approval references* Note: full listing required for C of A issue, update report required for reissue.	
29	Confirm the Aircraft, Engine and Propeller conform to applicable airworthiness certification standards detailed in the applicable TCDS	TCDS Issue/Revision/Editions	
30	Record OTAA assigned 24 Bit Transponder Codes (hex code)	HEX code:	
31	Date of Last Weighing Record	Date and report reference:	
32	Current Weight and Centre of Gravity Schedules detailing any alternative configurations*	References:	
33	Last compass swing calibration	Date:	

DOCUMENT SECTION

34	Current Certificate of Registration	Certificate number:
35	Current Certificate of Airworthiness	Certificate number:
36	Noise Certificate	Certificate number:
37	Radio Licence	Licence number:
38	ELT registration, supply applicable copies*	Reference:

EQUIPMENT SECTION

39	Detail specific emergency equipment carriage requirements*	Report reference:
40	Specify all approved operating configurations	Approved Configurations:

CERTIFICATION (OTAR Part 39 Organisation / Technical Coordinator)

I hereby certify that such inspection and work necessary to ensure the continued airworthiness of the aircraft has been carried out, recorded and certified and that the aircraft is considered satisfactory for the issue/reissue of the Certificate of Airworthiness.

Name	Signature
Date	Authority

CERTIFICATION (OTAA use only)**Aircraft Survey Report Completed**

Certificate of Airworthiness Issue/Reissue recommended	Yes	No
Surveyor	Signature	
Dated	Location (See Note 3)	

Surveyor Comments

NOTES

Note 1: The Technical Coordinator/OTAR Part 39 Organisation should present the aircraft with all the relevant documents and publications at the time of the survey.

Note 2: For the initial issue of a Certificate of Airworthiness a check/ test flight as applicable is required. This may be carried out to a manufacturer's flight test schedule/profile.

Note 3: The aircraft shall be located within a suitable maintenance facility, shall have undergone maintenance which should be substantially complete but still have sufficient cowlings and panels removed to facilitate the survey of the aircraft.

Additional note:

Items marked with * require substantiating documentation to be provided.

Any attached reports should be cross-referred to the applicable Section and line reference number on this Form.