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REPUBLIC OF CYPRUS
*MINISTRY OF COMMUNICATIONS
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DEPARTMENT OF CIVIL AVIATION
AERONAUTICAL INFORMATION
SERVICES
NICOSIA CYPRUS*

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C 002/17

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APPLICATIONS TO THE AIRWORTHINESS SECTION

1. INTRODUCTION

- 1.1 The Airworthiness Section of the DCA Safety Regulation Unit accepts and processes applications from aircraft owners/operators or their representatives, aircraft maintenance organisations and continuing airworthiness management organisations. These applications concern, for example, aircraft certification, initial certification of maintenance organisations, changes or additions to the organisation's scope of approval, exposition revisions etc.
- 1.2 The aim of the Airworthiness Section is to respond to these applications as soon as possible and support the applicants in a timely manner.

2. APPLICATIONS

- 2.1 To facilitate the timely response by the Airworthiness Section and reduce unnecessary delays as much as possible, the applicants are encouraged to consider the following guidelines:
 - a) Submit applications well in advance, if possible 30 days before approval is required with the exception of applications for initial certification of organisations where applications should be submitted at least 90 days before approval is required,
 - b) Submit applications that are properly completed and contain all required information,
 - c) Attach all required documents to support the application,
 - d) For approved organisations, an internal evaluation should be performed prior to the application so as to confirm that all requirements have been met
 - e) No certificate will be issued before the applicable fees have been paid
- 2.2 In case the processing of an application has not been completed within a six-month period due to the applicant's lack of response, the application will be rejected by the Airworthiness Section. In that case a new application will have to be submitted and the process will start from the beginning.
- 2.3 Applicants are encouraged to stay in close contact with the Airworthiness Section and to respond in due time to any findings regarding their application.

3. Further Information

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