



NIGERIA CIVIL AVIATION AUTHORITY

Corporate Headquarters
Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

PROCEDURES/CHECKLIST FOR THE ISSUANCE/ACCEPTANCE OF A NOISE CERTIFICATE

Applicant: _____

Aircraft Manufacturer: _____

Type/Model & Serial No.: _____

Registration Marks: _____

Date: _____

S/N	CHECKLIST PROCEDURE		
I	Individual/organisation/operator requests for issuance/acceptance of a noise certificate		
II	Applicant is issued relevant NCAA application form number AW021, alongside completed payment slip specifying the statutory fee(s)		
III	Applicant submits formal application		
1	EVALUATION OF APPLICATION FORM	STATUS	
		Unsatisfactory (U/S)	Satisfactory (S)
1.1	Has the application form been properly completed, and are the accompanying documents as listed therein available?		
1.2	Is the State of Design of the aircraft an ICAO contracting state?		
1.3	If granting noise certification based on approved documentation - does the noise certificate data contained in the approved document (e.g. approved flight manual, type certificate data sheet, etc.) conform to ICAO Annex 16, Vol. 1?		
1.4	If validating noise certification - is the noise certificate properly issued and endorsed by the issuing authority?		
1.5	<i>If all the items in step '1' above are satisfactory, proceed to step '3'; otherwise go to step '2'</i>		
2	REJECTION OF APPLICATION	STATUS	
		Pending (P)	Completed (C)
2.1	Recommend as appropriate, in the space provided below, the denial of issuance/acceptance of noise certification. Give reason(s) as to recommendation. Then, forward the recommendation to Director, Airworthiness Standards		
2.2	Inform operator of the discrepancies observed in their application		
3	NOISE CERTIFICATE – ISSUANCE/ACCEPTANCE	STATUS	
		Pending (P)	Completed (C)
3.1	Obtain the aircraft file and, on a clean copy of the NCAA noise certificate, fill out the following information:		
(i)	Noise certificate number (i.e. C of R number)		
(ii)	Manufacturer and Manufacturer Designation of Aircraft		
(iii)	Registration marks		
(iv)	Aircraft serial number		

(v)	Maximum Landing Weight		
(vi)	Maximum Take-Off Weight		
(vii)	Engine manufacturer, type and model (e.g. Pratt & Whitney (JT8D-15A)		
(viii)	Propeller manufacturer, type and model (e.g. Hamilton Sundstrand APS2000)		
3.2	<p>Insert the noise level values as specified on the previous State of Registry noise certificate, including the certification standard.</p> <p>Ensure that standards are not less than requirements of Annex 16, Vol. I</p> <p>NB: Where previous noise certificate is not available, operator should make available the relevant copy of the page from the aircraft flight manual</p>		
3.3	Cross-check your entries into the draft copy of the noise certificate		
(i)	Once draft copy is adjudged to have been satisfactorily completed, prepare three original typed/computer printed copies on the actual NCAA Noise Certificate card		
3.4	Attach both original NCAA noise certificates to:		
	- the operator's application letter		
	- the copy of the payment receipt		
(i)	Recommend as appropriate, in the space provided below, the issuance/validation of the noise certificate		
(ii)	Forward to the Director, Airworthiness Standards for endorsement		
3.5	Once endorsed by DAWS, dispatch one of the original copies, along with a covering letter, to the applicant and then file the second original copy in the respective aircraft file		
3.6	Insert (i) the operator's application letter/form and all related correspondence, (ii) copy of payment receipt and (iii) signed acknowledgment copy of the noise certificate and the dispatch covering letter, into AD.29 latest volume (Noise Certificate Issues file)		
3.7	File this Checklist Procedure, along with the third original copy of the Noise Certificate, in the Noise Certificates folder.		
RECOMMENDATION:			

INSPECTOR(S) NAME(S) & SIGNATURE: _____

DIRECTOR, AIRWORTHINESS STANDARDS APPROVAL: _____