



CIVIL AVIATION PUBLICATION

CAP 16

REGISTRATION OF AIRCRAFT

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CAP 16

REGISTRATION OF AIRCRAFT

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1. INTRODUCTION

This Civil Aviation Publication (CAP) provides information and the CAA policy regarding the acceptable method of applying for the registration of an aircraft in the Kingdom of Bahrain. This CAP does not describe the requirements for AOC/Authorisation nor the maintenance requirements.

Apart from the eligibility status at paragraph 3 below, applicants should note that an aircraft shall not be considered for registration in the Kingdom of Bahrain unless;

- (a) Existing AOC holders (or authorisation holder for private aircraft);
 - (1) The requirements for an addition of the aircraft to the AOC/Authorisation are met in accordance with CAP 01 - AOC; and
 - (2) The aircraft meets the registration requirements of this CAP.
- (b) Applicants for AOC/Authorisation;
 - (1) The applicant for an AOC/Authorisation has reached a stage in the final AOC/Authorisation process that the CAA considers acceptable; and
 - (2) The aircraft meets the registration requirements of this CAP.

Note: The issuance of a Certificate of Registration does not permit an aircraft to fly.

2. REFERENCES

- (a) Civil Aviation Law
- (b) Air Navigation Technical Regulations (ANTR)
 - (1) ANTR Part V – General
 - (2) ANTR M
 - (3) Applicable ANTRs in respect to AOC/Authorisation requirements
- (c) CAP 01 - Air Operator's Certificate
- (d) Applicable CAPs in respect to AOC/Authorisation application

3. ELIGIBILITY

The status of a person/company in whose name the aircraft is to be registered shall be at least in one of the following categories:

- (a) Citizen of the Kingdom of Bahrain.
- (b) Bodies incorporated in the Kingdom of Bahrain.



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- (c) Non-Bahraini citizens who have business interests in the Kingdom of Bahrain.
- (d) Off-shore companies based outside the Kingdom of Bahrain who undertake business in the Kingdom of Bahrain.

In the cases (c) and (d), a prior approval of the competent Minister is necessary before registration can be made.

If an aircraft is chartered by demise to a person qualified as aforesaid, the Minister may, whether or not an unqualified person is entitled as owner to a legal or beneficial interest therein, register the aircraft in Bahrain in the name of the charterer upon being satisfied that the aircraft may otherwise be properly so registered, and subject to the provisions of ANTR Part V, the aircraft may remain so registered during the continuation of the charter.

4. APPLICATION PROCESS

4.1 Letter of Intent

The application process commences with the applicant submitting a letter of intent to register an aircraft in Bahrain addressed to the Director Aeronautical Licensing at;

Director Aeronautical Licensing
Civil Aviation Affairs
P.O. Box 586
KINGDOM OF BAHRAIN

Telephone : (+973) 1732 9117

Facsimile : (+973) 1732 9983

A meeting will then be arranged by the Director so that the registration process may be explained by the CAA technical personnel. The applicant will be directed to the CAA website in order to download all applicable forms and liaison officers will be nominated.

4.2 Application

Application for the registration of an aircraft in Bahrain shall then be made using CAA form ALD/AIR/F008 - "Application for Registration of an Aircraft" and shall include or be accompanied by such particulars and evidence relating to the aircraft and the ownership and chartering thereof as it may require to enable it to determine whether the aircraft may properly be registered in Bahrain.

5. SUPPORTING DOCUMENTATION

The following documentation is applicable for registration of an aircraft only and is additional to the requirements for an applicant for AOC/Authorisation or the addition of an aircraft to an existing AOC/Authorisation holder. Apart from C of R, SSR and SELCAL application forms, which must be signed by the owner or notarised representative, all other forms may be signed by the nominated Accountable Manager. For existing Bahraini operators, the CAA may accept forms signed by the Quality Manager.



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The following documentation must be submitted at various stages of an aircraft registration application process.

5.1 Application for Registration (ALD/AIR/F008)

A copy of the existing Certificate of Registration (C of R), if applicable, must be attached to this application.

(a) New Aircraft

If the aircraft is new, the type certificate issued by the State of the Manufacturer (the FAA or any EASA Member State) would be accepted by the CAA. The C of A for Export however must prescribe any variance(s) to the original type certificate, for CAA to issue the necessary waivers if considered acceptable. The CAA would normally conduct the C of A and C of R process on-site.

(b) Used Aircraft (not registered)

If the aircraft is not new and not registered, a statement from a BCAA approved maintenance organisation will be required, confirming the aircraft, aircraft components including engines are to the latest AD standard.

(c) Used Aircraft (registered)

If the aircraft is not new but still registered, a Certificate of Airworthiness for Export issued by the State of Registry, confirming all applicable ADs have been complied with from manufacture to the date of de-registration.

The application must be signed by the owner of the aircraft, or his/her notarised representative. Notarisation must be validated by the Bahrain Ministry of Foreign Affairs.

5.2 Application for the Issue of C of A (ALD/AIR/F005)

A copy of the existing Certificate of Airworthiness (C of A) must be attached to this application. In addition, a copy of the existing Airworthiness Review Certificate must be attached.

The CAA will issue a Certificate of Airworthiness only after the satisfactory completion of airworthiness survey.

5.3 C of A Survey Report (ALD/AIR/F006)

The airworthiness survey details must be included on this report form.

Note: This survey is additional to any inspection conducted by the CAA.

5.4 RVSM Application (ALD/AIR/F117)

The aircraft must hold an existing RVSM approval to be eligible and all relevant approvals and documents must accompany the application.



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5.5 Report on RVSM Verification (ALD/OPS/F070)

This report confirms the equipment and procedures used conform to RVSM requirements and may be conducted by a CAA Inspector or nominated person.

5.6 RNAV Application (ALD/OPS/F062)

The aircraft must hold an existing RNAV (RNP, PBN) approval to be eligible and all relevant approvals and documents must accompany the application.

5.7 SSR Mode S Application (ALD/AIR/F052)

This application must be signed by the owner of the aircraft, or his/her notarised representative. Notarisation must be validated by the Bahrain Ministry of Foreign Affairs.

5.8 SELCAL Application (ALD/AIR/F128)

This application must be signed by the owner of the aircraft, or his/her notarised representative. Notarisation must be validated by the Bahrain Ministry of Foreign Affairs.

The correct SELCAL Code is obtained by the operator from ICAO and not given by the CAA. The operator is required to approach Aviation Spectrum Resources Inc. (ASR) SELCAL Registrar Section and apply for a SELCAL code. This is done by completing the SELCAL Application Form (see Appendix 2) or it can be done electronically via the internet at <http://www.asri.aero>

The ASR response should be attached to ALD/AIR/F128 and the CAA will then advise if the SELCAL code is accepted.

5.9 Radio/Navigation System For Licence (ALD/AIR/F094)

The applicant must firstly apply to the Telecommunication Regulatory Authority (TRA), which is the Competent Authority for the issuance of Aircraft Station Licences (refer to www.tra.org.bh for contact details). A copy of this licence, which lists the aircraft radio and navigation equipment, must be attached to the completed CAA form. The CAA will then issue a Certificate of Approval of Aircraft Radio Installation.

Note: The TRA application process may take up to 6 weeks.

5.10 Proof of Ownership

5.10.1 General

Proof of ownership must be notarised originals acceptable to the Bahrain Ministry of Foreign Affairs. The CAA require proof of absence of lien of any debts discharged.

Note: The time involved with the Ministry of Foreign Affairs validation process must be taken into account by the applicant.



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5.10.2 Ownership Transfer

Once a C of R has been issued, it is a legal requirement to change the certificate details whenever there is a change in ownership. The new owner must sign the BCAA form ALD/AIR/F093 and submit it to the CAA Airworthiness Inspection Section.

5.11 Authorisation Letter From Owner To Operator

A letter from the owner to the operator must be presented clearly stating that the aircraft may be operated by the applicant. This letter must be signed by the owner.

This letter must be a notarised original acceptable to the Bahrain Ministry of Foreign Affairs.

5.12 C of A for Export

The C of A for Export must be provided to the CAA in a timely manner. This document should be accompanied by a Statement of Non-registration/De-registration (as applicable) from the concerned National Aviation Authority (NAA).

The acceptance of an Export C of A is dependent upon the basis of the aircraft Type Certification, Code of Airworthiness which should be to an acceptable known standard for civil aircraft design requirements, such as US FAA FAR or European EASA Parts. An aircraft Type Certification to any other design standard would not ordinarily be acceptable for Bahrain registration.

Note: Should such Authority not have a procedure for the issuance of an Export C of A, please provide a copy of the current Certificate of Airworthiness as issued by the exporting Civil Aviation Authority, with a supporting statement from the NAA. Other documentation, such as an Airworthiness Review report will also be required.

5.13 Lease Agreement

If the aircraft is to be leased, the applicant must provide a copy of the Lease Agreement for review by the CAA legal appointment. The lease arrangement must clearly define the areas of responsibility in respect to the lessor and lessee. If the lease has not been signed, please provide the draft copy.

The lease agreement must also clearly define the regulatory oversight responsibilities. Should a transfer in regulatory responsibilities be required, the BCAA and the other NAA must enter into a Memorandum of Understanding under ICAO Article 83 *bis*.

Note: Please refer to CAP 06 – Leasing and Charter Arrangements.

5.14 Insurance Certificate

The existing Insurance Certificate must be presented to the CAA. Once a Bahraini C of R is ready to be issued, a further Insurance Certificate for the aircraft must also be presented indicating the new registration.



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5.15 Application for Noise Certificate (ALD/AIR/F035)

An application for the issue of a noise certificate must be made using form (ALD/AIR/F035). A copy of the noise certificate issued by the type certification authority must be enclosed with the application. The original noise certificate must indicate compliance with ICAO Annex 16 Volume 1.

5.16 Application for AMO (ALD/AIR/056)

An applicant electing to utilise the services of an Approved Maintenance Organisation (AMO) shall include such particulars and evidence relating to the AMO including application form ALD/AIR/F056 and its company exposition to enable the CAA to determine whether the organisation would be acceptable. The applicant must be familiar with the requirements of ANTR 145 and ANTR M when submitting this form.

Note: An inspection shall be required.

5.17 Maintenance Documents

The following maintenance documents, unless already submitted as part of the AOC/Authorisation process, must also be provided;

- (a) Aircraft Maintenance Programme (Schedule)
- (b) CAME/MME (as applicable)
- (c) Maintenance Planning Data (MPD).

5.18 Aircraft Documents

The following aircraft documents, unless already submitted as part of the AOC/Authorisation process, must also be provided;

- (a) Type Data Sheet
- (b) Flight Test Report (Production & previous C of A, as appropriate)
- (c) Aircraft Flight Manual
- (d) Aircraft Operating Manuals
- (e) MEL
- (f) MMEL
- (g) Airworthiness Directives
 - (1) List of applicable ADs
 - (2) List of repetitive ADs



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Note: Airworthiness Directives containing repetitive compliance requirements must be identified. Information as to when the next compliance is due must also be provided.

(3) Declaration of compliance with ADs

Note: A declaration of compliance with all Airworthiness Directives issued by the State of Design must be provided, and where optional means of compliance are offered, the means chosen shall be stated.

- (h) List of Service Bulletins
- (i) List of STCs
- (j) Summary of Life Limited Components
- (k) Weight & Balance Report
- (l) Record of most recent Compass Swing
- (m) Aircraft Log Books
- (n) Technical Log

Note: The CAA expects the following information on the technical log;

(1) Commander arrival certification

“I certify that all data recorded is correct and that all technical airworthiness defects are recorded.”

(2) Certificate of Release to Service

“I hereby certify that the work recorded has been carried out in accordance with the requirements of the Kingdom of Bahrain Civil Aviation Law for the time being in force, and in that respect the aircraft & equipment is considered fit for release to service.”

(3) Commander acceptance

“I hereby certify that the stated fluid quantities are on board, the maintenance action taken, and the weight & balance have been checked, a pre-flight /transit inspection has been performed and the aircraft is fit for the intended flight.”

5.19 Document Subscription Details

Evidence must be provided by the applicant that a document subscription is available for all applicable maintenance documents. The subscription should be available to the CAA.



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6. LIAISON

The registration process requires considerable liaison between the operator and the CAA. To ensure a smooth process the CAA requires the applicant to provide an individual, who will be available to the CAA and controlling the registration process. The quality manager would normally be appointed as liaison officer.

The liaison officer should prepare a checklist of the requirements/documentation listed in Appendix 1. The completed checklist must be submitted to Bahrain CAA, supported by the following statement by the Accountable Manager:

“I hereby confirm that the aircraft and documentation has been inspected/audited and found in compliance with the latest (ANTR Part... *or* ...Operational Requirements... *or* Maintenance Programme Requirements...*as applicable*) and all modification inspections classified as mandatory are accomplished, accordingly the aircraft is airworthy”.

7. REGISTRATION MARKS

7.1 General

The aim of displaying the registration mark is to allow ready identification of the aircraft. The requirements are specific but there are a number of points which some aircraft owners and operators may fail to appreciate. These are stressed in the following paragraphs:

- (a) The nationality mark of the aircraft shall be "A9C" and the registration mark shall be a group of capital letters in Roman character assigned by the Minister on the registration of the aircraft.

Note: Applicants may write to the CAA requesting a particular registration mark.

- (b) The letters shall be without ornamentation and a hyphen shall be placed between the nationality mark and the registration mark. For the side lettering a slope of not more than 30 degrees is acceptable.
- (c) The nationality and registration marks shall be displayed to the best advantage, taking into consideration the constructional features of the aircraft and shall always be kept clean and visible. The ‘best’ advantage is the best advantage of an external viewer either on the ground or in another aircraft.
- (d) The letters constituting each group of marks shall be of equal height and they, and the hyphen, shall be of a single colour which shall clearly contrast with the background on which they appear. The following notes give guidance and an idea of the general principles involved on suitable colour schemes.
 - (1) Dark lettering against a light background is preferred but light lettering on a dark background is acceptable.
 - (2) Ideally the background should be of uniform colour and have a gloss finish, and lettering should be matt. However, if light lettering is used, this should be gloss while the background should be matt.



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- (3) Recommended colours for registration letters include: black, dark blue, dark green, dark red and dark purple.
- (4) Recommended background colours include: white, yellow, light blue (but not with dark blue letters), light green (not with dark green) and pink (not with red).
- (5) Intermediate colours such as orange, brown and grey should be avoided for either lettering or background.

7.2 Position and Size of Marking

Refer to ANTR Part V – General Airworthiness Regulations for details.

8. DE-REGISTRATION OF AIRCRAFT

When transferring an aircraft registration to another State the applicant (owner) shall inform the BCAA by submitting a deregistration application, together with an airworthiness review recommendation. Upon receipt of the De-registration of Aircraft Form (ALD/AIR/F071) from the aircraft owner the aircraft may be removed from the Bahraini register.

The CAA may issue a Cancellation of Registration of Aircraft (ALD/AIR/F101) upon request.

9. CHARGES AND FEES

The charges for various services shall be in accordance with those stated in the CAP 18 – Schedule of Charges.

The Operator/Owner of the aircraft shall also meet full travel and accommodation expenses for the CAA representatives undertaking inspection(s) for the approval of organisation, facilities and for continued airworthiness.

On satisfactory completion of required inspection and surveys, Bahrain CAA will issue respective approvals only after receipt of the required fees.



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APPENDIX 1

REGISTRATION OF AIRCRAFT CHECKLIST

The following checklist is applicable for registration of an aircraft only and is additional to the requirements for an applicant for AOC/Authorisation or the addition of an aircraft to an existing AOC/Authorisation holder. This checklist is not exhaustive and is for guidance only.

No.	ITEM	DATE SUBMITTED	COMMENTS
1	Statement of intent to register an aircraft		
2	Application For Registration (ALD/AIR/F008) <ul style="list-style-type: none">• Copy of existing C of R		
3	Application for the issue of C of A (ALD/AIR/F005) <ul style="list-style-type: none">• C of A survey report (ALD/AIR/F006)• Copy of existing C of A• Airworthiness review statement/recommendation• copy of existing airworthiness review certificate		
4	RVSM Application (ALD/AIR/F117) <ul style="list-style-type: none">• Report on RVSM verification (ALD/OPS/F070)		
5	RNAV application (ALD/OPS/F062)		
6	SSR mode S application (ALD/AIR/F052)		
7	SELCAL application (ALD/AIR/F128)		
8	Radio/navigation system for licence (ALD/AIR/F094) <ul style="list-style-type: none">• copy of licence from TRA		
9	Proof of ownership		
10	Authorisation letter from owner to operator		
11	C of A for Export <ul style="list-style-type: none">• Statement of de-registration		
12	Lease agreement		
13	Insurance certificate		
14	Application for noise certificate (ALD/AIR/F035)		
15	Application for AMO (ALD/AIR/056)		
16	Aircraft Maintenance Programme		
17	CAME/MME		
18	Type data sheet		
19	Flight test report		
20	Aircraft Flight Manual		
21	Aircraft Operating Manuals		
22	MEL/MMEL		
23	List of applicable ADs		
24	List of repetitive ADs		
24	Declaration of compliance with ADs		
25	List of service bulletins		
26	List of STCs		
27	Summary of life limited components		
28	Weight & balance report		
29	Record of most recent compass swing		
30	Aircraft log books		
31	Technical log		
32	CAA document subscription details		



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APPENDIX 2

SELCAL APPLICATION FORM

SELCAL Registrar
Aviation Spectrum Resources, Inc
2551 Riva Road, Annapolis
MD 21401, USA
Tel: +14102664109
Fax: +14105733003
Email: pabasri.aero
Website: www.asri.aero

SELCAL APPLICATION FORM

Please supply the following information when requesting a SELCAL Code:

Name of Company _____

Address _____

City _____ State _____ Zip Code _____

Name of Contact _____

Telephone _____ Fax: _____ ADNS/SITA: _____

Number of SELCAL Codes Requested _____

Registration/Tail Number _____

**SELCAL CODE WILL BE USED WITH () HF or () VHF COMMUNICATIONS
(PLEASE CHECK THE APPROPRIATE BOX AS IT APPLIES TO YOU)**

Area of Operation (Please check below):

Type of Code: () 12-Tone (Note: Not available for worldwide assignment)

() 16-Tone

(NOTE: If you cannot select letters P, Q, R, or S, you have an older model 12-tone SELCAL unit.)

- | | | |
|---|---|---|
| <input type="checkbox"/> Africa (AF) | <input type="checkbox"/> Mediterranean (MT) | <input type="checkbox"/> South Africa (SF) |
| <input type="checkbox"/> Central America (CA) | <input type="checkbox"/> North America (NA) | <input type="checkbox"/> South Pacific (SP) |
| <input type="checkbox"/> Europe (EU) | <input type="checkbox"/> North Africa (NF) | <input type="checkbox"/> West Pacific (WP) |
| <input type="checkbox"/> Hawaii (HA) | <input type="checkbox"/> South America (SA) | |
| <input type="checkbox"/> Middle East (ME) | <input type="checkbox"/> South East Asia (SE) | |

GENERAL INFORMATION

1. SELCAL codes do not transfer when an aircraft is sold. They remain with the original registrant for use only in the areas of registration.
2. SELCAL code utilization is verified annually. Please notify the SELCAL Registrar of any mailing address changes.



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