



AIRWORTHINESS

ADVISORY

CIRCULAR

CIVIL AVIATION AUTHORITY OF BOTSWANA

CAAB Document AAC-006

AIRCRAFT REGISTRATION

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1. PURPOSE

This Airworthiness Advisory Circular (AAC) provides information and guidance as well as serves as an acceptable means of compliance with the regulations relating to registration of civil aircraft in Botswana.

2. STATUS OF THIS ADVISORY CIRCULAR

This Airworthiness Advisory Circular is an original issuance.

3. EFFECTIVE DATE

This AAC becomes effective immediately. It supersedes Aeronautical Engineering Notices (AENs) 04, 12, and 37.

4. APPLICABILITY

This guidance is applicable to all individuals, operators, organizations and other entities desiring to register aircraft in Botswana.

5. RELATED REGULATIONS

Copies may be obtained from the Government Printer.

- Civil Aviation (Aircraft Registration and Nationality Marks) Regulations, 2012
- Civil Aviation (Airworthiness) Regulations, 2012

6. RELATED PUBLICATIONS

For further information on this subject, operators are advised to review the following ICAO publications -

- Annex 7 – Aircraft Nationality and Registration Marks
- Doc 9760 – Airworthiness Manual

Copies may be obtained from Document Sales Unit, ICAO, 999 University Street, Montreal, Quebec, Canada H3C 5H7.

7. DEFINITIONS AND ACRONYMS

7.1 The following key terms and phrases are used in this circular:

Airworthiness Code: - means Civil Aviation Regulations and Standards of the contracting State of Design relating to the design, materials, construction, equipment, performance, and maintenance of aircraft or aircraft components acceptable to the Authority.

Type Certificate: – means a design approval issued by a Civil Aviation Authority (CAA) of a given country (such as the US FAA and EU EASA) when the applicant demonstrates that a product complies with the applicable regulations. The TC normally includes the type design, the operating limitations, the Type Certificate Data Sheet (TCDS), the applicable regulations, and other conditions or limitations prescribed by the CAA. The TC is the foundation for other approvals, including production and airworthiness approvals. TCs are normally issued for airframes, engines, and propellers.

Chicago Convention. The Convention on International Civil Aviation

Owner. A person in whose name an aircraft is registered, that is, a person whose name appears on the aircraft's certificate of registration.

Advisory Circulars (ACs) are intended to provide advice and guidance to illustrate an acceptable means, but not necessarily the only means, of complying with the regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material. Where a regulation contains the words "prescribed by the Authority," the AC may be considered to prescribe a viable method of compliance, but status of that "prescription" is always "guidance" (never regulation).

7.2 The following acronyms are used in this circular

AAC	Airworthiness Advisory Circular
AOC	Air Operator Certificate
CARs	(Botswana) Civil Aviation Regulations
CAAB	Civil Aviation Authority of Botswana
C of R	Certificate of (Aircraft) Registration
EASA	European Aviation Safety Agency
FAA	Federal Aviation Administration (United States of America)
FSD	CAAB Flight Safety Directorate
TC	Type Certificate
TCDS	Type Certificate Data Sheet
ICAO	International Civil Aviation Organization

8. BACKGROUND

- 8.1 Pursuant to Regulation 3 of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations, 2012, an aircraft shall not fly in or over Botswana unless –
- (a) It is registered in Botswana
 - (b) It is registered in a contracting State to the Chicago Convention
 - (c) It is registered in some other State in relation to which there is in force an agreement between the Government of Botswana and the Government of that State which makes provision for the flight over Botswana of aircraft registered in that State
 - (d) It is permitted under Regulation 3 to fly without being registered.
- 8.2 With the exception of aircraft permitted to fly without being registered, an aircraft that flies to, from, within, or over Botswana shall have a valid Certificate of Registration (C of R) from the CAAB or the appropriate national aviation authority of the country in whose register the aircraft is entered.

9. ELIGIBILITY FOR REGISTRATION

9.1 Aircraft Eligibility

- 9.1.1 An aircraft is eligible for registration in Botswana if it meets the registration requirements specified in Regulation 4 of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations.
- 9.1.2 In addition to paragraph 9.1.1 above, the aircraft shall not be more than twenty-two (22) years old at the time of applying for registration, unless the aircraft is used exclusively for general aviation purposes.
- 9.1.3 An aircraft that does not satisfy the acceptable Type Certificate requirements is classified **Non-Compliant** and cannot be accepted for registration in Botswana.

9.2 Applicant's Eligibility

An applicant for aircraft registration shall meet in full the eligibility requirements stated in Regulation 4.(2) of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations.

10. AIRCRAFT ACCEPTANCE: INFORMATION AND GUIDANCE

- 10.1 An application for aircraft registration will only be accepted for aircraft of a type that is acceptable to the Authority. Before submitting the application, prospective applicants are advised to consult the CAAB Flight Safety Directorate (FSD) and discuss the aircraft and its operation.
- 10.2 For aircraft type or model that is new on the Botswana register it is recommended that the applicant must first consult the CAAB prior to aircraft acquisition in order to confirm whether the aircraft type conforms to the Botswana airworthiness code.
- 10.3 It is a requirement that in the event the aircraft is the first of its type to be entered into the Botswana civil aircraft register, the operator/importer must make arrangements for maintenance training courses that are considered necessary and relevant to CAAB Airworthiness Inspectors in order to enable them to conduct the certification and continuous safety oversight of the aircraft and its components. This training must be conducted at the Manufacturers' training facilities.
- 10.4 Attendance at these courses will be undertaken at no charge to the CAAB and will be considered essential for issuance of a Botswana Certificate of Airworthiness and the amendment of the AOC to include the type in question.
- 10.5 Those concerned are advised that it may be necessary for up to three (3) CAAB staff members to attend such courses, depending on the aircraft concerned.
- 10.6 The operator will also be required to provide biennial recurrent training for the CAAB staff at no cost to the Authority if the aircraft in question is certified for scheduled services.
- 10.7 Training for the CAAB staff will also be required at any time if there is no expertise within the Authority regardless of the fact that the aircraft had previously been imported into the country.
- 10.8 Adequate arrangements should be made in time to enable CAAB staff to complete the training at least four (4) weeks prior to first arrival of the aircraft in the country.
- 10.9 At the time of application for a Certificate of Registration, the importer/operator must be able to confirm the arrangements in place for maintenance and overhaul of the airframe, its engines, and associated equipment. In the event that facilities that meet the Authority's requirements are not available in the country, the operator must provide facilities in another country that meet the CAAB requirements to hold a maintenance approval certificate. These arrangements for maintenance facilities must be completed prior to the aircraft entering service.

11. AIRCRAFT REGISTRATION PROCEDURE

11.1 Application

- 11.1.1 A person who wishes to register an aircraft in Botswana shall apply to the CAAB for aircraft registration by submitting a duly completed [CAAB Form AIR 101](#) to the CAAB, at least thirty (30) days before the date of desired registration.
- 11.1.2 The application for registration shall be submitted to the CAAB with supporting documents such as export certificate(s) of airworthiness, or equivalent document (only applicable to import aircraft), certificate of noise and emissions of engines and a document certifying that aircraft is removed from the register of the country of last registration. In the event the aircraft is imported into the country, customs clearance form (Misc Form 46) from the Botswana Unified Revenue Service (BURS) should also be submitted.
- 11.1.3 Full specifications of the aircraft must be submitted to the Authority on application for aircraft registration, including:
- (a) The full description of the type, model and serial number.
 - (b) TC Data Sheet
 - (c) Supplemental TC data, if any
 - (d) Make and part numbers of avionics and equipment installed.
 - (e) Airworthiness Directives (ADs) status report.
 - (f) Copy of the current Certificate of Registration if applicable
 - (g) Copy of the current C of A if applicable.

Note: Aircraft life history and maintenance technical records are evaluated during the Certificate of Airworthiness issue Inspection.

11.2 Document Evaluation

The application and the supporting documentation will be evaluated to establish their acceptability, that is, completeness, authenticity, validity and relevance to the subject aircraft. In addition, the exercise is meant to verify that the aircraft Type Certificate (if applicable) complies with an acceptable airworthiness code.

11.3 Acceptance of Type Certificates

- 11.3.1 The authority may accept an aircraft TC or equivalent document issued by a State of Design in respect of an aircraft or aircraft component provided that:
- (a) The TC or equivalent document was issued on, or is based on a contracting State airworthiness code recognized by the Authority.
 - (b) The design, materials, construction, equipment, evaluation against a recognized airworthiness code has been carried out by the Authority and has been found to meet the required standards.
- 11.3.2 To facilitate effective aircraft safety oversight, the State of Design or State of Manufacture acceptable Aircraft TC must have provisions to:
- (a) Publish aircraft technical documents and literature (e.g. flight manual, maintenance manuals, etc.) in English.
 - (b) Mail to the Authority and the operator the current amendments of all relevant aircraft technical and operation literature.

- (c) Manufacture aircraft equipment, instruments with indication markings and placards in English and Arabic numerals.
- (d) Deliver aircraft type design incorporating the minimum recommended emergency features (e.g. emergency windows), and emergency equipment with clear operating instructions in English.

Note. Aircraft that do not satisfy the acceptable TC requirements are classified **Non-Compliant** and cannot be accepted for registration in Botswana.

11.4 Registration Acceptance

- 11.4.1 On completion of a successful documents evaluation, the Airworthiness Inspector issues the aircraft acceptance for registration note.

Note. No aircraft shall be registered without a registration acceptance note issued by the Authority.

- 11.4.2 The aircraft must be provided at the disposal of the CAAB for inspections and checks (general inspection). Time and place of inspection must be pre-agreed between the CAAB and the owner/operator.

11.5 Acceptance Inspection

- 11.5.1 The CAAB Inspector will, on the basis of application, review of documents and inspection of aircraft, take a decision on the possibility of registering the aircraft.

- 11.5.2 After the aircraft has been evaluated and found acceptable for issue of a Certificate of Registration, the following documents as outlined in the C of R application form, must be submitted to the Authority if not already submitted:

- (a) A certificate or confirmation of de-registration from the previous State of Registry. If the aircraft is new and has never been registered in any other state, the CAAB requires, from the State of Manufacture, a letter confirming non-registration. These documents must be forwarded to the CAAB directly from the concerned Authorities.
- (b) Document(s) to prove the aircraft ownership, (e.g. Bill of Sale, etc.);
- (c) A copy of a government issued Identity Card (ID) or Passport if owned by an individual, or any other identification card approved by the Authority;
- (d) A certified copy of the Certificate of Incorporation if owned by a company;
- (e) Names of the Directors of the company owning or leasing the aircraft and their specimen signatures giving authority to register and/or operate the aircraft in Botswana and indicating who among them has the mandate to transact on their behalf on matters relating to the aircraft registration and/or operation;
- (f) A certified copy of the lease agreement if the aircraft is on lease;
- (g) Letter of authority (if application is made on behalf of registered owner);
- (h) A certified copy of a current aircraft Insurance Certificate; and
- (i) Proof of payment of the prescribed fees.

- (j) A certified copy of the Air Transport License (ATL) or AOC, where necessary.

11.5.3 The CAAB will notify the owner/operator on additional requirements to be met by aircraft.

12. MARKINGS OF BOTSWANA REGISTERED AIRCRAFT

12.1 Display of Marks

Nationality and registration marks of Botswana registered aircraft should conform to the following:

12.1.1 An aircraft registered in Botswana shall display the nationality mark (**A2**) and registration marks:

- (a) That are painted or affixed by other means ensuring a similar degree of permanence without potential hazard to engine ingestion and control surface contamination; and
- (b) to the best possible advantage having regard to the construction or features of the aircraft; and
- (c) that are of one colour that contrasts clearly with the background on which they are painted or otherwise affixed; and kept clean and visible at all times.

12.1.2 The registration marks are a group of three letters separated from the nationality mark by a hyphen (e.g. A2-AAA).

12.1.3 The nationality and registration marks shall also conform to the requirements of Part III of the Civil Aviation (Nationality and Registration Marks) Regulations.

12.2 Specification of Marks

- (a) The nationality and registration marks shall consist of capital letters in Roman characters without ornamentation.
- (b) The width of each standard letter and the length of the hyphen between the nationality mark and registration marks shall be two-thirds of the height of a letter. Standard letter means any letter other than I, M, and W.
- (c) The width of the letter "I" shall be one sixth of the height of the letter.
- (d) The width of letters M and W shall not be less than two thirds of their height and not exceeding their height.
- (e) Each letter shall be separated from the letter that immediately precedes or follows it by a space equal to one-quarter of the height of the individual letters, the hyphen being regarded as a letter for this purpose.
- (f) The thickness of the lines comprising each letter and hyphen shall be one sixth of the height of the letters forming the marks.

12.3 **Measurements of Registration Marks**

12.3.1 The nationality and registration marks shall be formed of letters of equal height, and shall be so situated as to leave a margin of at least 50 mm along each edge of any surface to which they are affixed.

12.3.2 The height of the marks on lighter-than-air aircraft shall not be less than 500 mm.

12.3.3 The height of the marks on aeroplanes, gliders, and powered gliders shall be:

- (1) On the wings, not less than 500 mm; and
- (2) On the fuselage or equivalent structure and on the vertical surfaces, not less than 300 mm, except that where the surface is not large enough to accommodate full-size marks the Authority may approve marks of a lesser measurement provided they are not less than 150 mm in height and can be readily identified.

12.3.4 The height of the marks on rotorcraft shall be:

- (2) On the bottom surface of the fuselage or cabin, not less than 500 mm high; and
- (3) on the sides of the fuselage or cabin, not less than 250 mm high; except that where the surface is not large enough for full-size marks the Authority may approve marks of a lesser measurement provided they are not less than 150 mm in height and can be readily identified.

12.4 **Location of Marks – Lighter than air aircraft**

12.4.1 The marks required by Botswana Civil Aviation Regulation on airships shall appear:

- (1) Lengthwise on each side of the hulls near the maximum cross section of the airship and on the upper surface on the line of symmetry; or
- (2) On the following stabilizers:
 - (a) The horizontal stabilizer, on the right half of the upper surface and on the left half of the lower surface with the tops of the letters towards the leading edge:
 - (b) The vertical stabilizer, on each side of the bottom half stabilizer, with the letters placed horizontally.

12.4.2 The marks required by Botswana Civil Aviation Regulations on spherical balloons shall appear in two (2) places diametrically opposite and located near the maximum horizontal circumference of the balloon.

12.4.3 The marks required by Botswana Civil Aviation Regulations on non-spherical balloons shall appear on each side, located near the maximum cross-section of the balloon and immediately above the rigging band or the points of attachment of the basket suspension cables.

12.4.4 The side marks required by this rule shall be visible both from the sides and from the ground.

12.5 **Location of marks – heavier than air aircraft**

12.5.1 The marks required by Botswana Civil Aviation Regulations on aeroplanes, gliders, and powered gliders shall appear:

- (1) Except as provided in paragraph 12.3.3, once, on the lower surface of the left hand wing structure. If the marks are confined to the outer half of the wing structure, they shall be located on the left lower surface. The tops of the letters shall be towards the leading edge of the wing and so far as is possible, be equidistant from the leading and trailing edges of the wing; and,
- (2) On both sides of the fuselage between the wings and tail surfaces, or on the upper halves of the vertical tail surfaces. Marks on a single vertical tail surface shall appear on both sides. Marks on multi-vertical tail surfaces shall appear on the outboard sides of the outer surfaces.

12.5.2 The marks required by Botswana Civil Aviation Regulations on rotorcraft shall appear:

- (1) On the bottom surface of the fuselage or cabin with the top of the marks towards the front of the fuselage; and
- (2) On both sides of the fuselage or cabin or tail boom in a prominent place not obstructed in normal use.

12.5.3 If a heavier-than-air aircraft such as a microlight aeroplane does not possess parts corresponding to those mentioned in the applicable paragraph of this rule, the marks shall appear in such a manner that the aircraft can be readily identified to the satisfaction of the Authority.

12.6 **Allocation of Special Registration Marks**

12.6.1 These are registration marks of the applicant's choice. They are allocated on request in writing, when available and they will attract an extra fee in addition to the normal aircraft registration fee.

12.6.2 The use of three-letter combinations commencing with the letter "Q" and the use of distress signal SOS or other similar urgent signals such as XXX, PAN, and TTT is prohibited.

12.6.3 The use of any combination of letters which might be deemed offensive will not be permitted by the CAAB.

12.7 **Break-in Markings**

Break-in Markings where applied shall comply with the following:

- (a) areas of the fuselage that are to be marked as Break-in Markings shall be approved in compliance with the standards identified on the appropriate TCDS; and,
- (b) The colour of the markings shall be red or yellow, and if necessary, they shall be outlined in white to contrast with the background.

12.8 **Identification Plate**

The identification plate shall meet the requirements of Regulation 17.(1) of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations, 2012.

13. ISSUANCE OF CERTIFICATE OF REGISTRATION

- 13.1 The CAAB will, on the basis of demonstration of aircraft compliance with the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations and the requirements contained therein, enter the aircraft in the national register of civil aircraft and issue a Certificate of Registration in respect of that aircraft to the applicant.
- 13.2 The Certificate of Registration must be on board the aircraft when in flight at all times.

14. VARIATION OF AIRCRAFT REGISTRATION - OWNERSHIP PARTICULARS (RE-REGISTRATION)

- 14.1 Change of registration or ownership particulars will be effected in conformity with the Civil Aviation Regulations and the following shall apply:-
 - 14.1.1 Re-registration of an aircraft will result in issuance of a new Certificate of Registration, and a new entry will be made in the aircraft Register.
 - 14.1.2 Before the Re-registration process starts, the original C of R must be returned to the Authority with the relevant information completed on the reverse side. A properly executed [CAAB Form AIR 103](#) – Notice of Transfer of Aircraft Ownership shall also be completed and forwarded to the CAAB.
 - 14.1.3 The process for re-registration is the same as for Registration.
 - 14.1.4 The prescribed re-registration fees shall be paid to the Authority.
- 14.2 The aircraft owner/operator should make arrangements for re-issuance of other aircraft certificates bearing aircraft ownership details.

15. VARIATION OF AIRCRAFT REGISTRATION - CHANGE OF REGISTRATION MARKS

- 15.1 To change aircraft registration marks for a Botswana registered aircraft the following requirements shall apply:-
 - 15.1.1 An applicant shall make the request for change of marks to the Authority in writing, giving reasons for the change;
 - 15.1.2 The request shall be approved by the Authority before being effected, after which the applicant is required to return to the Authority the original C of R and the Certificate of Airworthiness (C of A), for replacement;
 - 15.1.3 All prescribed fees shall be paid; and
- 15.2 A new C of R bearing the new registration marks will be issued.
- 15.3 The aircraft owner/operator should make arrangements for re-issuance of other aircraft certificates bearing the previous aircraft registration marks.

16. DE-REGISTRATION

- 16.1 Aircraft de-registration is carried out in accordance with the Botswana Civil Aviation Regulations. It is required that:
- 16.2 The registered owner shall apply for de-registration on [CAAB Form AIR 107](#) and submit it to the Authority, together with the original C of R.

- 16.3 The Authority will verify the signature of the owner or the legal representative. It may be necessary to submit legal documents of consent and authorization.
- 16.4 The prescribed de-registration fees must be paid to the Authority.

17. AIRCRAFT SAFETY OVERSIGHT REQUIREMENTS

17.1 Training requirements to Ensure Effective Safety Oversight

- 17.1.1 For a new aircraft type on the Botswana Civil Aircraft Register, the operator will be required to provide aircraft type training to CAAB Inspectors.
- 17.1.2 The number of inspectors to be trained will depend on the size and complexity of the aircraft. This will include Airworthiness and Flight Operations inspectors;
- 17.1.3 For a series type of an aircraft, a refresher or difference course may be required to keep abreast of technological advancements or differences.


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For/Civil Aviation Authority of Botswana



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