

Guidance on Completion of Permit Renewal Application Form for LAA Factory-Built Gyroplanes.

Form LAA/FB-Gyro-1.

This form is supplied to owners directly from their LAA inspector.

Section 1 – Application.

This section needs little explanation, just fill in the details as requested. Note that the owner must be a current LAA member in the Full Plus category, and if group owned, all owners must be members of the LAA, with at least one of the group being a Full Plus member, who shall also be the signatory to the **Owner's Declaration** at the end of Section 1. The LAA inspector cannot sign here.

The **Terms and Conditions** referred to in the Owner's Declaration, to which the owner signs up, can be found under the *'Aircraft & Technical'* tab, then *'Revalidating a Permit'*, on the LAA website.

For the **correct fee**, please see *'Engineering Fees'* under the *'Aircraft & Technical'* tab on the LAA website, and note that if the previous Permit renewal was not administered by the LAA then a fee in addition to the standard fee applies.

Note that at all times, owners are wholly responsible for the airworthiness condition of their aircraft, and for the satisfactory conduct of the Airworthiness Review at the appropriate time.

Section 2 – Airworthiness Review.

Introduction

This section is to be completed and signed by an LAA inspector approved in the FBG category 'R', and approved for the particular type of gyroplane, engine and propeller in question. A full list of FBG inspectors, with a description of their approval, can be found on the LAA website. Note that if the answer to any question is 'NO' or if any other unsatisfactory issues arise, then the LAA will be unable to renew the Permit to Fly. If the matter cannot be resolved locally, please contact the manufacturer or the LAA for advice.

1. Airframe, Engine & Propeller Log Books.

Provide data as requested. It is the owner's responsibility to ensure that complete, up to date and accurate flying hours are recorded in all log books. A dedicated propeller log book is required if the propeller is variable pitch. The inspector should check to see that all maintenance and repair work of which they are aware is properly recorded in the appropriate log book(s), or on worksheets which have been suitably referenced in the log book(s). A typical log book entry to cover a routine Airworthiness Review, provided by an inspector, could say:

An Airworthiness Review in accordance with CAA BCAR Chapter A3-7 and Form LAA/FB-Gyro-1 has been carried out on this aircraft at XXX total aircraft hours. The results are satisfactory and I recommend renewal of the Permit to Fly.

Signed/Inspector Approval Reference/Dated.

This, or similar, should appear in all the aircraft's log books. If further defect rectification or scheduled servicing work has also been undertaken at this time, then this will of course also need to be suitably recorded.

2. Pilot's Operating Handbook.

The latest issue of the applicable POH should be ascertained by reference to the manufacturer's website. If a hard copy is not available on site, then the inspector must be satisfied that the owner has access to the latest version on-line.

3. Maintenance Programme.

The aircraft must be maintained in accordance with the manufacturer's published maintenance schedule, the latest version of which should be ascertained by reference to the manufacturer's website. The schedule's reference and revision status should be quoted. The log books should be checked to ensure that required scheduled inspections have been satisfied, recorded and certified appropriately. Note that scheduled inspections require also the full upkeep of a signed copy of the schedule, in paper form, to be kept with the aircraft records.

4. Mandatory Permit Directives.

A thorough check of MPDs for applicability status must be made by checking CAA CAP 661 and by checking the CAA website for publication of MPDs published since CAP 661 ceased being updated. State the date that MPDs were reviewed for applicability. Note that non-compliance with an applicable MPD would invalidate the Permit to Fly.

5. Modifications and Repairs.

Owners and Inspectors should ensure that all modifications have been approved and recorded in the log books, along with records of all repairs.

6. Service Life Limited Parts.

All Factory-Built gyroplanes are subject to various mandatory life limitations on certain airframe and engine parts. To avoid exceeding the limitations it is essential that service lives of affected parts are properly evaluated and tracked. Owners or inspectors are welcome to devise their own recording system, but one good way to ensure maintenance of a satisfactory record is to use the CAA's CAP 543 - Time Limited Tasks publication.

7. Weight and Balance.

To enable pilots to ensure correct aircraft loading, every gyroplane is weighed on manufacture and a weight and balance schedule produced, which should be retained with the aircraft documents. There is no mandatory reweighing period, but the need to reweigh should be considered after modification or significant repair. A copy should be provided to the LAA on first 'transfer', and on any subsequent reweighing.

8. TADS and AANs.

Type Approval Data Sheets and Airworthiness Approval Notes should be sourced directly from the CAA website. Inspectors must check that the aircraft complies with the latest revision of its CAA type approval and Airworthiness Approval Note, entering the number and issue date on the form. This will require a physical inspection of the aircraft to ensure that the correct equipment is installed (including engine, propeller, rotor and instruments) and that the required placards are present and correct.

9. Recent Defects & Maintenance.

A review of the log books should show that the rectification of all defects occurring since the last revalidation has been properly recorded and certified. A brief resume of significant defects and other maintenance work carried out since the last revalidation should be provided on the form. If no such work has been carried out, and the aircraft has simply been maintained in accordance with its maintenance schedule, then just enter 'NONE'.

10. Physical Survey and Deferred Defects.

Surveys should not be carried out in challenging environmental conditions. It is the owner's responsibility to ensure aircraft are presented for survey in suitable conditions.

Even when the inspector carrying out the Airworthiness Review is the same inspector that oversees the regular maintenance, and even if regular maintenance is carried out coincident with the Airworthiness Review, inspectors should be conscious to conduct the Airworthiness Review as a separate and dedicated activity (though undoubtedly made simpler in that case). The Airworthiness Review is a distinct activity, as described in CAA BCAR Chapter A3-7, and a different perspective is required in order to properly conduct this activity. The physical part of the survey should always be conducted as if it's the first time that the inspector has seen the aircraft. As a rule, cowlings and quick access panels should be opened, and height gained to view the mast head and rotor installation. Knowledge garnered from a view of the aircraft's records should be used to verify their veracity. For example, if the records state that a new starter is fitted, then expect to find a new starter fitted. Conversely, if it is noted that a new starter is fitted, but this is not described in the records, then further investigation should follow. It is a good idea to provide a brief description of the extent of physical survey undertaken in the aircraft records.

With the input of the owner and at the ultimate discretion of the inspector, rectification of defects not adversely affecting airworthiness may be deferred. If the aircraft continues to operate whilst carrying defects which await rectification, then the recording of such defects and their proposed rectification method and timescale should be effectively administered. Describe such defects and the way in which their controlled deferment is administered in the form.

11. LAA SPARS.

Use question 11 to confirm that the Airworthiness Review has been conducted in accordance with CAA BCAR Chapter A3-7 and in accordance with procedures published in the LAA's Notes to Inspectors, known as SPARS.

Section 3 – Inspector's Declaration.

Once the inspector conducting the Airworthiness Review is satisfied that the inspection is complete and satisfactory then they should proceed to sign this Declaration which, on receipt, the LAA will rely on to revalidate the Permit to Fly. If any matters arise during the Airworthiness Review process which require attention, then these should be resolved locally, perhaps with input from the manufacturer. If queries remain about the process to be followed then owners and inspectors are welcome to contact the LAA.

Section 4 – Check Flight Authorisation.

An annual check flight is required by the LAA, as part of the Airworthiness Review, and prior to revalidation of the Permit to Fly. The check flight may be performed up to one month ahead of the Airworthiness Review, or within one month post the Airworthiness Review. If the Permit to Fly, Certificate of Validity has expired, then in order to facilitate an annual check flight, an LAA factory-built gyroplane inspector can enable a check flight by issuing a Permit Flight Release Certificate (PFRC). For the benefit of convenience, the LAA provides a PFRC, along with important conditions, in Section 4 of the renewal form, though it's not necessary that the PFRC issued is actually the one built into the LAA form.

The check flight schedule to be used by the pilot is form reference FBG/FT-1, available from the LAA website. The check flight form also specifies the required experience level of the check pilot.

Section 5 – To Complete.

Once the form is fully completed and signed up, the original should be sent to the LAA, along with a completed check flight form and other enclosures as necessary. Note that if this is the first time that the LAA has administered the revalidation, and on other occasions when the LAA did not administer the previous revalidation, then an extra supplement form reference FBG/Supp-1 is required. This is available from the LAA inspector, or from the LAA website.

Check the LAA website for applicable fees.

The LAA Permit Renewal Application form is provided for the purpose of facilitating the LAA's administration of the revalidation process. It is not, in itself, part of the aircraft's maintenance record. It is recommended that owners and inspectors keep a copy of submitted forms, for their own records.
