



THE PERMIT REVALIDATION SYSTEM - FREQUENTLY ASKED QUESTIONS

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GENERAL

WILL THE ONLINE FORMS WORK ON ALL DEVICES?

Yes. The online forms will work on PCs, laptops, tablets and mobile phones.

DOES THE ONLINE PERMIT REVALIDATION SYSTEM APPLY TO AMATEUR-BUILT AND FACTORY-BUILT GYROPLANES?

The online Permit Revalidation system does not yet apply to gyroplanes, whether homebuilt or factory-built – these applications continue on paper for now and these types will be incorporated into the online system at a later date.

However, both amateur-built and factory-built gyroplanes will come under the same check flight rules as the majority of the rest of the fleet i.e. a check flight once every 3 years. More information can be found in TL 2.00.

HOW DO I KNOW IF AN AIRCRAFT HAS A PRESCRIBED MAINTENANCE PROGRAMME?

If an aircraft is one that has a prescribed Maintenance Programme, the title of this will be given on the aircraft's '*Operating Limitations*' document and specified on the Airworthiness Review screen available to Inspectors – it will not be possible for the Inspector to declare the aircraft is maintained to any other schedule.

HOW DO I KNOW WHAT AIRCRAFT MAINTENANCE SCHEDULE THE AIRCRAFT WAS MAINTAINED TO AT THE LAST PERMIT TO FLY REVALIDATION?

'*My Aircraft Data*' for Owners and '*Search Aircraft Data*' for Inspectors will show the title of the Aircraft Maintenance Programme to which the aircraft was maintained at the previous Airworthiness Review. If the reference is incorrect, please contact LAA Engineering.

WHAT ARE THE RULES ON TIMINGS DURING THE PERMIT TO FLY REVALIDATION APPLICATION PROCESS?

- The Airworthiness Review has to be submitted by the Inspector within **one month** of the last day of the physical survey.
- If the Owner has not completed declarations and payment, or queries from LAA Engineering remain unanswered at **three months** after the date of the physical survey given in the Airworthiness Review, the Airworthiness Review will be considered out of date and therefore, cancelled. A new application will need to be started.
- Most aircraft will be on a **3-yearly** check flight schedule, with some exceptions that require yearly check flights.
- Aircraft on an annual check flight schedule have to submit a check flight date at each Permit to Fly revalidation.
- For all aircraft, when a check flight is required as part of the Permit to Fly revalidation application, the check flight must be carried out not more than **three months** before the date when the Owner completes their declarations.
- For the first application using the online system, all Owners will need to submit a check flight date within **three months** of the Owner's declarations.

FOR OWNERS

I AM A SYNDICATE MEMBER. WHO CAN COMPLETE THE ONLINE PERMIT REVALIDATION PROCESS ON BEHALF OF THE SYNDICATE?

For syndicate-owned aircraft, your registered '*Primary Contact*' will be the only person who can submit the application i.e. they will have the '*Apply for Revalidation*' button visible in '*My Aircraft Data*'. If you wish to find out the name of, or change, your '*Primary Contact*,' please get in touch with LAA Engineering.

DO ALL MEMBERS OF A SYNDICATE HAVE TO BE LAA MEMBERS FOR OUR AIRCRAFT PERMIT TO FLY TO BE REVALIDATED?

All members of a syndicate must be current members of the LAA in order to proceed to payment and complete the application, in accordance with the [Rules of the Association](#). One syndicate member must be a '*Full-Plus*' member.

THE AIRCRAFT IS OWNED BY AN ORGANISATION. WHO CAN COMPLETE THE ONLINE PERMIT REVALIDATION PROCESS ON BEHALF OF THE ORGANISATION?

If the aircraft is owned by an organisation, e.g. a gliding club, an application will need to be submitted using the online account associated with the corporate email address provided to the LAA. This email address will also be required to log in to the LAA website.

WHAT SHOULD I DO TO PREPARE FOR THE PERMIT REVALIDATION FOR MY AIRCRAFT?

To avoid delays at the Airworthiness Review with your Inspector, make sure that not only is the aircraft in a properly-prepared state, but also that your logbooks are up-to-date, including pink and green pages, and show in the logbooks that the aircraft has been maintained to the stated Maintenance Programme. Otherwise, you Inspector will not be able to sign the aircraft off.

HOW DO I FIND AN LAA INSPECTOR?

If you are not already in contact with an LAA Inspector, you can search for an Inspector on the online Inspector Map found [HERE](#). Make sure you talk to an Inspector first and they agree to completing an Airworthiness Review for you **BEFORE** you select their name to start the Permit to Fly revalidation process.

WHY DOES MY INSPECTOR NOT APPEAR ON THE DROP-DOWN LIST AT THE START OF THE PERMIT REVALIDATION PROCESS?

There are many reasons why an Inspector may not appear on the drop-down list. Some examples include:

- An Inspector is not approved to inspect your aircraft type
- An Inspector's LAA Membership has expired
- An Inspector is out-of-date for their recurrent training, so their Inspectorship is 'on-hold'
- An Inspector has retired
- An Inspector's authorisation has been suspended or revoked

HOW DO I KNOW WHAT CATEGORY OF LAA INSPECTOR I NEED TO INSPECT MY AIRCRAFT?

Look at '*Technical Leaflet 2.33 – Inspector Categories for Types*' for a definitive list of Inspector categories for each aircraft type.

WHEN SHOULD I START THE PERMIT REVALIDATION PROCESS?

The revalidation process can be started at any time. Once an Inspector is selected, they will have access to the online Airworthiness Review. Therefore, the first step can be completed in anticipation of the aircraft survey itself, if the Inspector wishes to complete their online submission 'from the field', or once the inspection has concluded if the Inspector wishes to submit their review later. Note that an Airworthiness Review must be submitted within 1 month of the aircraft survey.

The new Certificate of Validity will be issued following receipt of a satisfactory application. This will be valid for a year minus one day from the date of issue, except where the Certificate is issued within one month of the date of expiry of the previous Certificate, in which case the date of expiry is preserved in the following year.

CAN I 'DATE-SHIFT' MY PERMIT REVALIDATION APPLICATION?

Yes. To 'date shift' an application, then you can just apply early, but note, you will still pay a full year's Permit to Fly revalidation fee. There are no reduced 'date-shift' fees.

HOW CAN I TRACK THE PROGRESS OF THE PERMIT REVALIDATION FOR MY AIRCRAFT?

The progress of an application can be tracked in the Owner's '*My Aircraft Data*' page, as is already the case.

I OWN A CHIPMUNK, BULLDOG OR YAK. I USUALLY HAVE TO SUBMIT EXTRA PAPERWORK AT PERMIT REVALIDATION. HOW DO I DO THIS?

For Owners of Chipmunks, Bulldogs and Yaks, there is provision for Inspectors to upload special associated documents for these types. Make sure you provide your Inspector with copies of these documents.

HOW DO I SUBMIT ADDITIONAL INFORMATION, SUCH AS WORKSHEETS OR WEIGHT & BALANCE REPORTS?

There is no provision for uploading worksheets, weight and balance reports or other documents in the online system – these will need to be supplied separately via email, only when requested.

HOW DO I PAY FOR MY AIRCRAFT'S PERMIT REVALIDATION?

All payments will be taken online, as part of completing the online application form. The application cannot be submitted unless the correct payment has been made. The correct amount you need to pay is specified on the screen, based on the aircraft's maximum take-off weight. Please do not use the website's 'Shop' to pay for applications on the online system.

WHAT DO I DO IF I HAVE SELECTED AN INSPECTOR FOR THE PERMIT REVALIDATION AND THEN CHANGED MY MIND?

If an Owner chooses to change Inspector, they can contact LAA HQ to reassign the application to another Inspector.

DO I NEED TO SUBMIT MY CHECK FLIGHT SCHEDULE (CFS-1) TO LAA ENGINEERING?

Please do not submit your CFS-1 Check Flight Schedule when applying through the online system. However, a CFS-1 will need to be completed for each check flight and stored with the aircraft's documentation, so that it is available when needed. e.g. at audit.

WHICH AIRCRAFT REQUIRE YEARLY CHECK FLIGHTS?

The following aircraft will still require a check flight at every revalidation:

1. Aircraft cleared for glider tugging in their Operating Limitations document.
2. Aircraft cleared for Night/IFR flight.
3. Aircraft which have flown less than 12 hours since the previous revalidation inspection.

WHY DO CHECK FLIGHTS HAVE TO BE CARRIED OUT WITHIN 3 MONTHS OF SUBMITTING THE ONLINE PERMIT TO FLY REVALIDATION APPLICATION?

When declaring a new check flight date, this must be no older than 3 months to ensure the results are a closer representation of the aircraft's airworthiness at the time of the application's submission.

WHY DO CHECK FLIGHTS HAVE TO BE CARRIED OUT WITHIN 3 MONTHS FOR MY AIRCRAFT'S FIRST PERMIT TO FLY REVALIDATION UNDER THE ONLINE SYSTEM?

All aircraft using the online system for the first time will require a check flight no older than 3 months at the time you submit the revalidation application. This is in order to provide a baseline for the online system.

WHY CAN'T OWNERS FILL IN THE AIRWORTHINESS REVIEW?

It is the Inspector's responsibility to complete the Airworthiness Review in accordance with BCAR A3-7 and always has been. This is a legal requirement and is unchanged.

FOR INSPECTORS

WHAT CAN I DO IF I DO NOT HAVE INTERNET ACCESS WHILE CARRYING OUT AN AIRCRAFT INSPECTION AND AIRWORTHINESS REVIEW?

For Inspectors who do not have internet access when they are completing the Airworthiness Review, or who prefer to work on paper initially, we are providing a 'crib sheet' on the LAA website for Inspectors to print off and use on site if they wish. If all questions on the crib sheet (LAA/AR-REF) are answered, the Inspector will have everything they need to complete the online form! Do not send the crib sheet to LAA Engineering – it is provided as a tool.

THE CERTIFICATE OF VALIDITY FOR AN LAA AIRCRAFT HAS EXPIRED. WHEN CAN AN LAA INSPECTOR ISSUE A PERMIT FLIGHT RELEASE CERTIFICATE (PFRC)?

LAA Inspectors will be able to sign a Permit Flight Release Certificate (PFRC) up to 24 months after the Certificate of Validity has expired to authorise a check flight or maintenance positioning flight (this is a change from the previous rule of 12 months). As before, a PFRC cannot last more than 1 month and cannot run past the 24-month limit. i.e. a PFRC signed during the 23rd month must be of less than a month's duration.

Beyond 24 months after the Certificate of Validity expires, a PFRC will have to be provided by LAA HQ. This is obtained by completing the Airworthiness Review in the usual way and it will automatically be requested from LAA HQ on completion of the Permit to Fly revalidation application.

WHAT DO I DO IF I HAVE BEEN SELECTED AS THE INSPECTOR FOR AN AIRCRAFT, BUT NO LONGER WISH TO COMPLETE THE AIRWORTHINESS REVIEW?

If an Inspector chooses, for whatever reason, not to inspect and sign for an aircraft, the application sent to them for completion can be reassigned to another Inspector by LAA HQ upon request.

HOW DO I CHECK WHICH TADS THE AIRCRAFT SHOULD BE INSPECTED TO?

The TADS for the aircraft will be specified on the Airworthiness Review screen – if there are any discrepancies, a text box will appear for you to provide further details.

WHY ARE YOU ASKING (EACH YEAR) THAT THE MAINTENANCE PROGRAMME IS ADEQUATE?

One of the freedoms of Permit aircraft is the ability for most owners to create their own maintenance programmes. However, these bespoke maintenance programmes must be adequate for the aircraft type, condition and use. By nature, aircraft are not static, their maintenance requirements will change as components age, modifications are incorporated, repairs are made, type of usage changes etc... Therefore, the contents of the Aircraft Maintenance Programme must be checked frequently to ensure continued suitability.

WHY ARE INSPECTORS ASKED TO CHECK ON G-INFO IF A BALLISTIC PARACHUTE IS FITTED?

Inspectors are asked to check on G-INFO if a ballistic parachute is fitted because first responders (e.g. fire brigade, ambulance, police) use G-INFO for information when dealing with an aircraft accident in order to find out whether they are likely to have to deal with rockets within the aircraft as part of their response plan.

If a ballistic parachute is fitted, but is not shown on G-INFO, the Owner should contact the CAA at aircraft.reg@caa.co.uk.

WHAT IF AN INSPECTOR CANNOT TICK 'NO' OR 'N/A' ON THE AIRWORTHINESS REVIEW?

Under the online permit system, some questions will no longer allow for a 'No' answer, as a 'No' answer would effectively result in the rejection of the application. If a 'Yes only' question cannot be answered, the issue should be addressed prior to submitting the application.

FOR ENGINES THAT DO NOT HAVE A MANUFACTURER'S TBO (TIME BEFORE OVERHAUL) OR HAVE BEEN REBUILT (HOURS CONTINUE UNINTERRUPTED) AT OR BEYOND TBO, UNDER THE LAA SYSTEM, ARE THEY CONSIDERED TO BE RUNNING 'ON CONDITION'?

Engines with no TBO or engines that cannot be zero-timed (as they have been rebuilt under the LAA system beyond TBO, so the hours continue uninterrupted), are considered to be de-facto running on condition.

CAN AN AIRWORTHINESS REVIEW WITH AN UNAUTHORISED MODIFICATION OR REPAIR HIGHLIGHTED STILL BE SUBMITTED?

When declaring an unauthorised mod or repair in the Airworthiness Review, the application can still be submitted to Engineering. This is to allow LAA staff to review the details provided, along with the full revalidation application. Rest assured that any declarations of unauthorised mods/repairs will be hand-reviewed by LAA Engineering.

WHAT IF I DO NOT KNOW AN AIRCRAFT'S ENTIRE MOD HISTORY?

All possible sources of information on an aircraft's modification history should be reviewed as part of an airworthiness survey.

HOW CAN I TRACK THE PROGRESS OF THE PERMIT REVALIDATION FOR AN AIRCRAFT I HAVE INSPECTED?

The progress of an application can be tracked in the '*Search Aircraft Data*' and '*My Revalidations*' pages.

CAN I SAVE A PART-COMPLETED ONLINE AIRWORTHINESS REVIEW AND COME BACK TO IT LATER?

Yes. Inspectors will be able to save the application in draft at any point and go back to it later.