



GHANA
CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

AC 04-001

APPLICATION & PROCESS: REGISTRATION OF AIRCRAFT

SECTION 1 GENERAL

1.1 PURPOSE

This Advisory Circular (AC) is issued to provide information and guidance for the registration of an aircraft in Ghana.

1.2 STATUS OF THIS ADVISORY CIRCULAR

This is an original issuance of this AC.

1.3 BACKGROUND

- A. ICAO Standards in Annex 7, Registration of Aircraft, require that Ghana must have a process for registration and marking of aircraft.
- B. In support of its international safety oversight obligations, Ghana has safety legislation and guidance regarding the requirements that apply to the registration of aircraft, including—
 - 1) GCADs Part 4; and
 - 2) This advisory circular
- C. The Civil Aviation Authority of Ghana (GCAA) has delegated their Flight Safety Standards Department the responsibility and authority to ensure proper registration of aircraft and the maintenance of the aircraft register.

1.4 APPLICABILITY

This AC is applicable to all individuals, operators, organizations and other entities desiring to register an aircraft in Ghana.

1.5 RELATED REGULATIONS

The following regulations are directly applicable to the guidance contained in this advisory circular—

- GCADs Part 4, Aircraft Registration
- GCADs Part 08, Operations of Aircraft

- Advisory Circulars are intended to provide advice and guidance to illustrate a 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 consider to “prescribe” a viable method of compliance, but status of that “prescription” is always “guidance” (never a regulation).

1.6 RELATED PUBLICATIONS

For further information on this topic, individuals, organizations and other entities are invited to consult the following publications—

1) Ghana Civil Aviation Authority (GCAA)

◆ AC 05-001, Application & Process: Standard Certificate of Airworthiness.

Copies may be obtained from the GCAA Safety Regulation Department.

◆ AC 05-002, Application & Process: Special Certificate of Airworthiness.

2) International Civil Aviation Organization (ICAO)

◆ Annex 7, Registration of Aircraft

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

◆ Document 9760, Airworthiness Manual

1.7 DEFINITIONS & ACRONYMS

1.7.1 DEFINITIONS

A. The following definitions are used in this advisory circular—

- 1) **Aeroplane.** A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.
- 2) **Aircraft.** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.

Note: The term "aircraft," when used under Ghana aviation regulations shall refer to civil aircraft only, and will not include State aircraft.

- 3) **Airship.** A power-driven lighter-than-air aircraft.
- 4) **Balloon.** A non-power-driven lighter-than-air aircraft.
- 5) **Common mark.** A mark assigned by the ICAO to the common mark registering authority registering aircraft of an international operating agency on other than a national basis.
- 6) **Common mark registering authority.** The authority maintaining the non-national register or, where appropriate, the part thereof, in which aircraft of an international operating agency are registered.
- 7) **Fireproof material.** A material capable of withstanding heat as well as or better than steel when the dimensions in both cases are appropriate for the specific purpose.
- 8) **Glider.** A non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.
- 9) **Gyroplane.** A heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors which rotate freely on substantially vertical axes.
- 10) **Heavier-than-air aircraft.** Any aircraft deriving its lift in flight chiefly from aerodynamic forces.
- 11) **Helicopter.** A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.
- 12) **International operating agency.** An agency of the kind contemplated in Article 77 of the Convention on International Civil Aviation
- 13) **Lighter-than-air aircraft.** Any aircraft supported chiefly by its buoyancy in the air.

- 14) **Recognized airworthiness code.** 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.
- 15) **Rotorcraft.** A power-driven heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors.
- 16) **State of Registry.** The State on whose register the aircraft is entered.

1.7.2 ACRONYMS

The following acronyms are used in this manual—

- 1) **AD** – Airworthiness Directive
- 2) **AOC** – Air Operator Certificate
- 3) **GCAA** – Ghana Civil Aviation Authority
- 4) **GCADs** – Ghana Civil Aviation Directives
- 5) **C of A** – Certificate of Airworthiness
- 6) **C of R** – Certificate of Registration
- 7) **ICAO** – International Civil Aviation Organization
- 8) **TC** – Type Certificate

SECTION 2 ACCEPTABILITY OF AIRCRAFT FOR REGISTRY

2.1 GENERAL INFORMATION

2.1.1 GENERAL POLICIES

- A. A person who wishes to register an aircraft in Ghana shall apply to the GCAA for aircraft registration by submitting a duly completed prescribed application form to the GCAA.
- B. Application for aircraft registration is accepted only for aircraft of a type that is acceptable to the GCAA.

2.1.2 ADDITIONAL DOCUMENTATION TO BE SUBMITTED

- A. It is required on application for aircraft registration to submit to the GCAA the full specification of the aircraft including—
 - 1) The full description of the type, model and serial number;
 - 2) Type certificate data sheet;
 - 3) Supplementary type certificate data, if any;
 - 4) Make and part numbers of avionics and equipment installed;
 - 5) Airworthiness Directives (ADs) status report;
 - 6) Copy of the current Certificate of Registration, if applicable;
 - 7) Copy of the current C of A, if applicable.

- B. For aircraft type or model that is new on Ghana aircraft register, the applicant should submit the application form and the documents listed in paragraph 2.1.2 above before the aircraft purchase is finalized.

- Aircraft that are not compliant to acceptable airworthiness codes cannot be registered in Ghana.
- Submission of all documentation with the original application will allow the GCAA to determine the acceptability of the aircraft for registration.

2.2 DOCUMENTS EVALUATION

- A. The application evaluation exercise is carried out to establish that the documents are authentic, genuine, valid and relate to the subject aircraft.
- B. It also allows the GCAA to verify that the aircraft Type Certificate complies with an acceptable airworthiness code.

SECTION 3 ACCEPTANCE OF TYPE CERTIFICATES

3.1 GENERAL TYPE CERTIFICATE REQUIREMENTS

- A. The GCAA may accept an aircraft type certificate or equivalent document issued by a State of Design in respect of an aircraft or aircraft component provided that—
- 1) The TC or equivalent document was issued on, or is based on contracting state airworthiness code recognized by the GCAA.
 - 2) The design, materials, construction, equipment, evaluation against a recognized airworthiness code has been evaluated by the GCAA and has been found to meet the required standards.
- B. Acceptance of an TC or equivalent document issued by a State of Design in this respect means that; the TC or equivalent document in relation to design, materials, construction, equipment, was issued on, or is based on contracting state airworthiness code recognized by the GCAA.

3.2 PROVISIONS

To facilitate effective aircraft safety oversight, the State of Design or State of Manufacture TC must have provisions—

- 1) To publish aircraft technical documents and literature (e.g. flight manual, maintenance manuals etc) in English.
- 2) To mail to the GCAA and the operator the current amendments of all relevant aircraft technical and operation literature.
- 3) To manufacture aircraft equipment, instruments with indication markings and placards in English and Arabic numerals.
- 4) To deliver aircraft type design incorporating the minimum recommended emergency features (e.g. emergency windows), and emergency equipment with clear operating instructions in English.

3.3 INELIGIBILITY

The aircraft that do not satisfy the acceptable TC requirements are classified “non-compliant” and cannot be accepted for registration in Ghana.

3.3.0.1 Registration Acceptance

On completion of a successful documents evaluation, the airworthiness inspector issues the “aircraft acceptance for registration” note.

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


SECTION 4 ISSUE OF A CERTIFICATE OF REGISTRATION**4.1 ELIGIBILITY REQUIREMENTS**

An applicant for aircraft registration shall meet in full the eligibility requirements stated in GCADs Part 4.

4.2 REGISTRATION REQUIREMENTS

After the aircraft has been evaluated and found acceptable for issue of a certificate of registration, the applicant is required to submit the following documents to the GCAA (if not already submitted)—

- 1) A certificate or notice of de-registration from the previous State of Registry or a letter from the State of Manufacture, if the aircraft is new and has never been registered in any other state, confirming de-registration.

	The de-registration certificate must be received by the GCAA directly from the State of Registry and should never be presented by the applicant.
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- 2) Document(s) to prove the aircraft ownership, (e.g. Bill of Sale, e.t.c.);
- 3) Proof of identity—
 - ◆ A copy of a government issued Identity Card (ID) or
 - ◆ Passport if owned by an individual, or
 - ◆ Any other identification card approved by the GCAA;
- 4) A certified copy of the Certificate of Incorporation; if owned by a company;
- 5) 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 Ghana;
 - ◆ This documents must also designate the person(s) who has the authority to transact on their behalf on matters relating to the aircraft registration and/or operation;
- 6) A certified copy of the lease agreement, if the aircraft is on lease;
- 7) A certified copy of the power of attorney from both the owner/lessor and the lessee;
- 8) A certified copy of an aircraft current Insurance certificate; and
- 9) Proof of payment of the prescribed fees.

4.3 LOCATION AND MEASUREMENTS OF REGISTRATION MARKS

An aircraft registered in Ghana shall display nationality and registration marks as required by GCAD Part 4.

4.4 ALLOCATION OF SPECIAL REGISTRATION MARKS

- A. The GCAA will consider the allocation of registration marks of the applicant’s choice (if those markings are unassigned and available).

- B. A special allocation of registration marks must be requested in writing
- C. An additional fee (in addition to the normal aircraft registration fee) will be assessed for all special allocations of registration marks.

SECTION 5 CHANGE OF AIRCRAFT REGISTRATION MARKS

- A. To change aircraft registration marks for a Ghana-registered aircraft the following requirements shall apply—
 - 1) An applicant shall make the request in writing, for the change of marks to the GCAA giving the reasons for the change;
 - 2) The request should be approved by the GCAA before being effected;
 - 3) After which, the applicant is required to provide to the GCAA, the original Certificate of—
 - (a) Registration (C of R); and
 - (b) Airworthiness (C of A), for replacement;
 - 4) Payment of the prescribed fees; and
- B. When these requirements are met, the GCAA will issue the new certificates with the new registration marks.

SECTION 6 CHANGE OF AIRCRAFT REGISTRATION OR OWNERSHIP

Change of registration or ownership particulars will be effected in conformity with the GCADs Part 4. The following shall apply to that process—

- 1) Re-registration of an aircraft with same nationality and registration marks will be issued with a new Certificate of Registration and a new entry shall be made on Ghana aircraft register.
- 2) Before the re-registration process starts, the original C of R must be returned to the GCAA with the relevant information completed on the reverse side.
- 3) The process for re-registration is the same as for registration.
- 4) The prescribed re-registration fees must be paid to the GCAA.

SECTION 7 DE-REGISTRATION

- A. Aircraft de-registration is carried out in accordance with the GCADs requirement.
- B. The key events that must occur in this process are—
 - 1) The registered owner returns the original Certificate of Registration to the GCAA with the relevant sections properly completed and signed.
 - 2) The GCAA will verify the signature of the owner or the legal representative. It may be necessary to submit legal documents of consent and authorization.
 - 3) If an Export Certificate of Airworthiness is to be issued, the applicable requirements of GCADs Part 4 must be completed.
 - 4) The prescribed de-registration fees must be paid to the GCAA.

SECTION 8 TRAINING REQUIREMENTS TO ENSURE EFFECTIVE SAFETY OVERSIGHT

- A. For a new aircraft type on Ghana aircraft register, the operator will be required to provide qualification to the GCAA's inspectors on the aircraft type.
- B. The number of inspectors necessary to be trained will depend on the size and complexity of the aircraft.
- C. For a series type of an aircraft, a refresher or difference course may be required to keep abreast to the technological advancement or differences.



This requirement will include both Airworthiness and Flight Operations inspectors.

End of Advisory Circular

