



## Initial Issue of or Change to particulars of a COA Assessment Control Document

Use this control document when an initial issue of, or a change to a Certificate of Approval, is sought. Attach a scanned copy of this document and any reference documents to WMS and retain the original on file in accordance with Records Management procedures.

**EAP Job Number:**

**Proposed COA number:**

Legal Entity:

ARN:

Trading Name:

Company representative:

<b>Area Office File Reference:</b>					
<b>Airworthiness Team Leader</b>					
Documents identified in ECC Instruction Sheet attached to EAP or received: Yes No					
ECC Estimate reviewed:	Yes	No	Refer folio:		
Pre-assessment meeting scheduled	Yes	Not required by ECC			
Assessing AWI nominated	Yes	Name:			
Phase dates entered into EAP	Yes	Job accepted in EAP	Yes		
Team Leader name:	Signature: .....		Date: / /		
<b>Inspector</b>					
COA holder's compliance history reviewed:	Yes	No	Refer folio:		
COA activity scope reviewed (EAP):	Yes	No	Refer folio:		
Pre-assessment meeting completed:	Yes	No	N/A	Refer folio:	
Documentation Evaluation complete	Inspections and Tests complete		Certification phase complete		
The following checklists completed and placed on file:					
COA 200	COA 201	COA 202	COA 300	COA 400	COA 500
COA 600	COA 601	COA 602	COA 603	COA 604	COA 605
COA 606	COA 607	COA 608	COA 700	COA 800	
Application for initial issue / change recommended:	Yes	No	Refer folio:		
Inspector name:	Signature: .....		Date: / /		
<b>Airworthiness Team Leader</b>					
Recommendation for initial issue / change supported:	Yes	No	Refer folio:		
Statement of Reasons completed and attached to EAP: ( <i>applicable to recommendations <b>not to issue</b> only</i> )	Yes	N/A	Refer folio:		
Recommendation of COA activity scope supported:	Yes	No	Refer folio:		
SFR drafted	Estimate of Actual Costs completed		Actual Hours field in EAP updated		
Team Leader name:	Signature: .....		Date: / /		