

INSTRUCTIONS FOR THE APPLICATION FILE FOR THE ACOUSTIC APPROVAL CERTIFICATE

(CHA-05-30-31-0123-2008)

Instructions:

- 1.** On the website: www.inac.gov.ve, access through the following route: Procedure / Aircraft / National Registration / Airworthiness, Select the format "Application for Acoustic Homologation Certificate", download it to your computer at through Adobe Acrobat, record the information, print and sign.
- 2.** Carefully read the Venezuelan Aeronautical Regulation 36 (RAV 36), "Aircraft Noise", to know its content in the procedure.
- 3.** Organize the referenced documents, in a brown legal size folder; verify that certain information can be recorded in digital format on a compact disc (CD) or portable memory (pendrive), with numbered separators for each document indicated in the order indicated in the form "Requirements and Checklist for the Request for Acoustic Homologation Certificate".
 - 3.1** This folder must be identified with the name of the Maintenance Organization, aircraft registration and the type of procedure requested.
 - 3.2** The identification label must be white with black letters, type Arial size No. 20, in bold, without the Organization's logo.
 - 3.3** The label must have the following measurements 7 cm high X 14 cm wide and must be placed on the main external face of the folder at the top center, it can be made with: cut sheet of bond paper, cardboard, paper self-adhesive, among others.
 - 3.4** For cases in which any document required by the file content lists does not apply for a justified reason, the file must also contain a numbered separator and a sheet inserted with the abbreviation N/A (Not Applicable) with a brief description of the justified reason, signed by the technical representative of the requesting organization or owner.
 - 3.5** In the event that the file is not made up in the form and manner established in this document or that any of the requirements of the list corresponding to the request is missing, the procedure is without effect.
- 4.** The procedure is registered and a control code is assigned to the applicant, which will be sent by email once the application has been received.
- 5.** The processing time is fifteen (15) business days, once the request has been received.

- 6.** Go to the reception box office of the General Management of Aviation Safety, located in the IAIM headquarters building, floor 1, "Simón Bolívar" International Airport, Maiquetía, Vargas State, from 8:30 am to 12:00 noon. p. m. and 1:30 p. m. to 3:00 p.m.
- 7.** The General Management of Aeronautical Safety will verify the solvency with respect to the payments of the Aeronautical Rights and other obligations that exist in favor of the Aeronautical Authority.
- 8.** After the established time of the procedure has elapsed and you have not received a response, you should send an email to tramiteseguridadaeronautica@inac.gob.ve, to obtain information.
- 9.** Make the payment corresponding to the Aeronautical Rights corresponding to the process of "Acoustic Homologation Certificate", according to the Tax Units, published in the current Official Gazette.

For information on the data of the bank accounts of this institute, access the Integrated System of Aeronautical Management Procedures (SITGA), through the page: www.inac.gob.ve. For information on the tax units to pay for Aeronautical Duties, consult the Web Page/Aeronautical Legislation/Regulatory Instruments/Resolutions/DUTIES AND RATES.

Modelo de la presentación de la carpeta

