

# **Maintenance Annex Guidance**

Between the  
European Aviation Safety Agency (EASA) for the  
European Union  
and the  
Transport Canada Civil Aviation (TCCA) for  
Canada



Transports  
Canada

Transport  
Canada



## THE MAINTENANCE ANNEX GUIDANCE (MAG) APPROVAL:

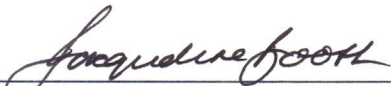


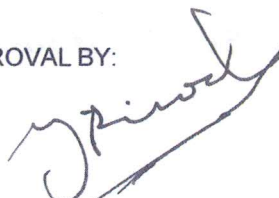
Transports  
Canada

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Canada



THIS IS TO CERTIFY APPROVAL BY:

  
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<p style="text-align: center;"><b>Revision History</b></p> <p style="text-align: center;"><b>Maintenance Annex Guidance</b></p>
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Revisions to this guidance shall be approved by the Joint Sectorial Committee on Maintenance. Revisions become effective upon signature of the revised document.

Revision#	Date	Revision Description	Signed on
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## Introduction

The Canadian requirements for maintenance are contained in Canadian Aviation Regulations (CAR) Part V- Airworthiness, Subparts 571(Maintenance) and 573 (Approved Maintenance Organisations).

The European Community requirements for maintenance are contained in the regulation (EC) No 216/2008 of the European Parliament and of the Council-, Commission Regulation (EC) No 2042/2003, Annex II Part 145, as amended (hereafter referred to as EASA Part 145) and the respective EASA Acceptable Means of Compliance (AMC) and Guidance Material.

TCCA and EASA have established the differences between EASA Part-145 and CAR Subparts 571 and 573. These differences led to the establishment of Specific Regulatory Requirements listed in Appendix B1 to Annex B to the Agreement. Any maintenance organisation of one Party that has been certified by a Competent Authority of that Party to perform maintenance functions shall be required to have a supplement to its maintenance manual in order to comply with the Specific Regulatory Requirements. When it is satisfied that the supplement meets the requirements set out in Appendix B1, the respective Competent Authority shall issue an approval attesting compliance with the applicable requirements of the other Party and specifying the scope of tasks that the maintenance organisation can perform on aircraft registered in that other party. Such scope of ratings and limitations shall not exceed that contained in its own certificate.

This guidance, Maintenance Annex Guidance (hereinafter referred to as MAG), which is sub-divided into Sections A, B and C, details TCCA, EASA, Competent Authorities and applicant actions required to be taken in order for an TCCA Certificated CAR 573 approved maintenance organisation (AMO) located in Canada to maintain aircraft registered in an European Union Member State and for a Part-145 approved maintenance organisation to maintain aircraft registered in Canada, in accordance with the Agreement on Civil Aviation Safety Between the European Community and Canada and published in the Official Journal of the European Union.

Under the leadership of the Joint Sectorial Committee on Maintenance, EASA and TCCA have agreed to organize, as appropriate, reciprocal participation in each other's internal standardisation or quality control system.

# **Maintenance Annex Guidance**

Between the  
European Aviation Safety Agency (EASA) for the European  
Union  
and the  
Transport Canada Civil Aviation (TCCA) for Canada

## **SECTION A : AUTHORITY INTERACTION**

*(Not applicable to the Industry)*

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# **I General**

## **1. Purpose**

The purpose of this Section of the Maintenance Annex Guidance (MAG) is to detail the interface procedures and activities between Transport Canada Civil Aviation (TCCA), the European Aviation Safety Agency (EASA) and National Aviation Authorities (hereafter "NAA") of the EU member states required to implement the Annex B to the Agreement.

**Note:** National Aviation Authority is the designation used in the EU system for the Competent Authority as defined in the Agreement.

## **2. Communications**

2.1 Proposed significant revisions by the TCCA, EASA or an NAA to their relevant laws, regulations, standards, acceptable means of compliance and guidance material which may affect the basis and the scope of this guidance, should be notified in a manner consistent with Article 8 of the Agreement. Accordingly, upon notice of such changes by TCCA or EASA, TCCA or EASA may request a meeting to review the need for amendment to this MAG.

2.2 The list of contact points for the various technical aspects of the MAG, including communication of urgent issues is included in Appendix 1.

## **3. Technical Consultations and Interpretations and Resolution of issues between TCCA and EASA**

### **3.1 Technical Consultations**

The TCCA Director of Standards and the EASA Director responsible for Organisation Approvals and Standardisation agree to consult as necessary to provide input when requested on interpretations and technical issues. The frequency of these exchanges will depend upon the number and significance of the issues to be discussed.

### **3.2 Interpretations and Resolution of issues between TCCA and EASA**

TCCA and EASA agree to address interpretations and resolve issues through consultation or any other mutually agreed-upon means. Every effort shall be made to resolve the issues at the lowest possible level.

Issues that cannot be satisfactorily resolved between the TCCA Director of Standards and EASA Approvals and Standardisation Director on an ad hoc basis shall be added to the agenda for the next formal Joint Sectorial Committee on Maintenance (JSCM) meeting for further consideration.

Issues that cannot be resolved by the JSCM must be forwarded to the Joint Committee for resolution (the Joint Committee is a joint executive level group responsible for effective functioning of the Agreement).

#### **4. Joint Sectorial Committee on Maintenance (JSCM)**

The JSCM, under the leadership of the TCCA's Director of Standards and EASA's Approvals and Standardisation Director shall meet annually to ensure the effective functioning and implementation of Annex B to the Agreement by reviewing the progress on implementation issues and propose changes to this MAG when required. The meetings should rotate between Canada and Europe, with one meeting hosted by TCCA and one by EASA, unless otherwise agreed.

Meeting attendees should include the offices responsible for the technical coordination of this guidance and additional officials of TCCA, EASA, and the NAAs as needed to address the meeting agenda items. At the discretion of the joint leadership, staff and representatives of other appropriate organisations may be invited to participate.

The host is responsible for the meeting minutes and action items that are centrally tracked.

Significant audit findings, reports and recommendations resulting from standardisation and SIS activities will be submitted to the JSCM. During the JSCM, each part shall present its intention for the next 12 month period.

The JSMC shall report to the Joint Committee the issues resulting from differences the JSMC failed to resolve and shall ensure the implementation of any decisions reached by the Joint Committee.

The JSMC may setup a joint sectorial maintenance group in charge of the operationalization of this MAG. It should include the appropriate representatives from TCCA and EASA.

The JSMC may sponsor subgroups to address specific technical issues and make recommendations for amendment to the Agreement or revisions to this guidance.

#### **5. Revisions**

The JSMC shall review revisions to this guidance as necessary. These revisions become effective upon approval by the JSMC.

## **II Cooperation in Quality Assurance and Standardisation Activities**

In order to ensure the effective functioning and implementation of Annex B to the Agreement, continued understanding and compatibility of each other's maintenance systems should be promoted by TCCA and EASA.

To this end, TCCA and EASA shall consult and share information on quality assurance and standardisation activities and promote the participation in each other's inspections and audits.

These activities may include sampling inspections at each other's approved maintenance organisations to ensure the Competent Authority is applying the procedures set forth in this MAG appropriately. TCCA and EASA may decide to conduct these visits on a regular or sporadic basis.

### **1. Implementation of the EU-EASA Standardisation in EU Member States.**

#### **1.1 Access to Reports.**

The EASA Approvals and Standardisation Directorate shall, upon request of TCCA, provide reports to the TCCA to record the fact that the Standardisation Inspection Team visits are being conducted and show the status of achieved maintenance standards of the NAAs.

#### **1.2 TCCA Involvement as Observers.**

TCCA Technical Agents have the right to participate as an observer in the Standardisation Inspection Team visit schedule. The annual schedule is going to be raised as required by Regulation (EC) No. 736/2006. Ad hoc inspections may also be called at short notice. The TCCA role is passive and as part of the Inspection Team the TCCA observer shall follow the appropriate working procedures.

#### **1.3 Conduct of Inspections.**

**1.3.1** The TCCA contact point will be provided with the EASA Standardisation Inspection Visit schedule of visits raised annually and as amended. This should include an invitation to the TCCA to attend the preliminary and wrap-up meetings, if held at EASA HQ in Cologne. EASA Approval and Standardisation Directorate publish the guidance for team

member qualification and the inspection procedures applicable to a team carrying out a standardisation inspection of an NAA.

**1.3.2** In order to assist EASA in planning and managing the standardisation inspection visit schedule and teams, TCCA shall notify the EASA contact in writing two months in advance indicating which visits TCCA representatives wish to attend as observers.

## **2. EASA and Sampling Inspection System in Canada (SIS).**

The EASA directorate responsible for standardisation should establish a sampling visit schedule to check that the Agreement is being implemented in Canada in accordance with its terms.

### **2.1 Objectives.**

To monitor TCCA's application of Annex B to the Agreement. Ensuring that the Annex is applied in a consistent manner such that any organisation approved by TCCA in accordance with the provisions of the Agreement meets a standard equivalent to that required of an EASA Part-145 organisation.

To assist TCCA and the CAR 573 Approved Maintenance Organizations (AMO) holding an EASA Part 145 Approval in understanding their obligations under the terms of the Agreement on Aviation Safety between the European Union and Canada.

### **2.2 Mode of Operation.**

EASA SIS Teams need to visit selected TCCA Regional Offices and applicable Canadian AMOs on a regular basis to satisfy the Section A Part II paragraph 2.1 objectives.

When the EASA SIS Team perceives compliance problems with the Agreement, this guidance or the application of maintenance standards, such problems are to be reported on the applicable EASA Visit Report to be presented to TCCA at the conclusion of the visit.

During the course of the visit, the SIS Team may have cause to raise findings. Findings must be communicated to the TCCA Standard Branch during the visit. TCCA Standard Branch must ensure the necessary follow up actions are taken by the applicable TCCA Regional Office and / or AMO

The EASA Approvals and Standardisation Directorate should review the EASA Visit Reports and request TCCA to take the appropriate remedial actions in a timely manner.

See Appendix 3 and 4 for the applicable reports.

### **2.3 EASA SIS Team Composition.**

Each SIS Team should consist of two experienced maintenance surveyors, and can be selected from EASA staff with additional staff from NAAs when there is a shortage of experienced maintenance surveyors from EASA. Each team may include a third maintenance surveyor undergoing team familiarisation.

The personnel assigned by the TCCA Standard Branch shall accompany the SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. The principal maintenance inspector (PMI) responsible for the particular organisation visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organization visited, as required.

### **2.4 EASA SIS Team Visit Programme.**

EASA SIS Teams will visit TCCA Regional Offices and Canadian AMOs holding an EASA Part 145 Approval at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The EASA directorate responsible for standardisation should determine a visit schedule and provide it to TCCA. The final dates of a specific visit should be provided to TCCA Standard Branch at least 2 months in advance. TCCA is expected to make every effort to both receive and cooperate with the team.

## **3. Surveillance Activities within TCCA.**

### **3.1 Access to Reports.**

The TCCA Standard Branch shall, upon request of EASA, provide reports related to surveillance activities to EASA.

### **3.2 EASA Involvement as Observers.**

EASA Technical Agents have the right to participate as an observer in the Surveillance activities conducted by TCCA. EASA shall notify the TCCA Standard Branch in writing two month in advance indicating which activities EASA representatives wish to attend as observers.

### **3.3 Conduct of Inspections.**

**3.3.1** The EASA contact point will be provided with the TCCA surveillance plan raised annually.

**3.3.2** In order to assist TCCA in planning and managing the surveillance plan and teams, EASA shall notify TCCA contact in writing two months in advance indicating which visits EASA representatives wish to attend as observers.

## **4. TCCA and Sampling Inspection System in EU (SIS).**

The TCCA Standards Branch should establish a sampling visit schedule to check that the Agreement is being implemented in the European Union in accordance with its terms.

### **4.1 Objectives.**

To monitor EASA and NAAs application of Annex B to the Agreement, ensuring that the Annex is applied in a consistent manner such that any organisation approved by NAAs in accordance with the provisions of the Agreement meets a standard equivalent to that required of a CAR 573 organisation.

To assist EASA, NAAs and Part-145 Approved Maintenance Organizations (AMO) holding CAR 573 Approval in understanding their obligations under the terms of the Agreement on Aviation Safety between the European Union and Canada.

### **4.2 Mode of Operation.**

TCCA SIS Teams need to visit selected NAAs and applicable Part-145 AMOs on a regular basis to satisfy the Section A Part II paragraph 4.1 objectives.

When the TCCA SIS Team perceives compliance problems with the Agreement, this guidance or the application of maintenance standards, such problems are to be reported on the applicable TCCA Visit Report to be presented to EASA at the conclusion of the visit.

During the course of the visit, the SIS Team may have cause to raise findings. Findings must be communicated to EASA Standardisation during the visit. EASA Standardisation must ensure the necessary follow up actions are taken by the applicable NAA and / or Part-145 AMO

The TCCA Standards Branch should review the TCCA Visit Reports and request EASA to take the appropriate remedial actions in a timely manner.

See Appendix 5 and 6 for the applicable reports.

#### **4.3 TCCA SIS Team Composition.**

Each SIS Team should consist of two Civil Aviation Safety Inspectors, and can be selected from TCCA Standards Branch staff. Each team may include a third Civil Aviation Safety Inspector undergoing team familiarisation.

The personnel assigned by the EASA Standardisation shall accompany the SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation of maintenance regulations. The NAA responsible surveyor for the particular organisation visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organization visited, as required.

#### **4.4 TCCA SIS Team Visit Programme.**

TCCA SIS Teams will visit NAAs and Part-145 AMOs holding a CAR 573 Approval at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The TCCA Standards Branch should determine a visit schedule and provide it to EASA Standardisation. The final dates of a specific visit should be provided to EASA Standardisation at least 2 months in advance. EASA and applicable NAA are expected to make every effort to both receive and cooperate with the team.

## III Definitions

### **Accountable Manager**

The accountable manager is normally intended to mean the chief executive officer of the organization, who by virtue of position has overall [including in particular, financial] responsibility for running the organization. When the accountable manager is not the chief executive officer, he must have direct access to the chief executive officer and have a sufficiency of maintenance funding allocation. Within a TCCA Approved SMS AMO this individual is also referred as the **Accountable Executive**.

### **Approved Maintenance Organisation (AMO)**

Means a natural person, a legal person or part of legal person entitled to maintain any aircraft and / or component for which it is approved. For the purpose of this document Approved Maintenance Organisation (AMO) and **Repair Station** are synonymous.

### **Aircraft**

Any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface.

### **Airworthiness Approval**

A finding that the design or change to a design of a civil aeronautical product meets standards established by the applicable legislation in force in either Party or that a product conforms to a design that has been found to meet those standards and is in a condition for safe operation.

### **Civil Aeronautical Product**

Any civil aircraft, aircraft engine, or aircraft propeller, or sub-assembly, appliance, part, or component installed or to be installed thereon.

### **Competent Authority**

A government agency or entity that is designated as a Competent Authority by a Party for the purpose of this Agreement, that exercises a legal right to assess conformity of, to monitor and to control the use or sale of Civil Aeronautical Products or services within a Party's jurisdiction and that may take enforcement action to ensure that such products or services marketed within that Party's jurisdiction comply with applicable legal requirements.

**Note: In this MAG, EU Member State Competent Authority is referred as NAA, the acronym used within EU to designate the National Aviation Authorities.**

### **Component**

Any aircraft engine, aircraft propeller, part or appliance.

**Large Aircraft**

An aircraft classified as an aeroplane with a maximum take-off mass of more than 5700 Kg, or a multi-engined helicopter

**Maintenance**

The performance of inspection, overhaul, repair, preservation, or the replacement of parts, appliances, or components with the exception of pre-flight inspection of a Civil Aeronautical Product to assure the continued airworthiness of that product; and includes the embodiment of Modifications; but does not include the design of Repairs and Modifications.

**Modification**

A change affecting the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.

**Monitoring**

Periodic surveillance by a Competent Authority to determine continuing compliance with the appropriate applicable standards.

**NAA**

See **Competent Authority**

**Parties**

Collectively reference to European Union and Canada.

**Party**

For the purpose of the Agreement means either European Union or Canada

**Procedure for Maintenance**

Annex B of the Agreement on Civil Aviation Safety between the European Community and Canada.

**Repair Station**

See **Approved Maintenance Organisation**.

**Technical Agent**

For Canada, the Canadian organisation responsible for civil aviation and for European Union, the European Aviation Safety Agency.

## **IV Specific Regulatory Requirements**

Pursuant to this Agreement, the recognition by one Party of a maintenance organisation under the jurisdiction of the other Party, shall be based upon the maintenance organisation incorporating into its maintenance manual, a supplement that addresses the additional requirements stated herein.

The manual shall contain a statement of commitment signed by the current Accountable Manager (Executive) confirming that the organisation will comply with the manual and the supplement, and shall, at a minimum, include the information specified in the appropriate annex to this document.

The supplement shall be produced in English language and shall be approved by the authority having primary jurisdiction over the maintenance organization, on behalf of the other party.

## V Appendices

### Appendix 1: EASA and TCCA contacts

The designated offices for the technical implementation of this MAG are:

**For TCCA:**

Transport Canada Civil Aviation  
Operational Airworthiness  
Standards Branch  
Tower C, Place de Ville  
330 Sparks Street, 4th Floor  
Ottawa, ON, Canada K1A 0N8

e-mail: [EASA-TCCA@tc.gc.ca](mailto:EASA-TCCA@tc.gc.ca)

**For EASA:**

Standardisation Department  
International Standardisation  
EASA  
D-50679 Koeln  
Ottoplatz 1  
Germany

e-mail: [Int.Standardisation-CAN@easa.europa.eu](mailto:Int.Standardisation-CAN@easa.europa.eu)

## **Appendix 2: Technical contacts of Aviation Authorities:**

EASA:

[www.easa.europa.eu](http://www.easa.europa.eu)

E-mail: [foreign145@easa.europa.eu](mailto:foreign145@easa.europa.eu)

TCCA:

[www.tc.gc.ca/CivilAviation/menu.htm](http://www.tc.gc.ca/CivilAviation/menu.htm)

E-mail: [EASA-TCCA@tc.gc.ca](mailto:EASA-TCCA@tc.gc.ca)

### Appendix 3: EASA Visit Report TCCA Regional Office (RO) (SIS Form 10 CAN)

EASA VISIT REPORT TCCA Regional Office (RO)		
TCCA RO IDENTIFIER:	REGION:	VISIT DATE:
Maintenance Annex Guidance (MAG) The Agreed upon procedures the TCCA, EASA, and NAA must follow to comply with the Agreement.		
Compliance Check List-General Issues		
( N/R ) = applicable but not reviewed; ( N/A ) not applicable; ( <input checked="" type="checkbox"/> ) = In compliance; ( xy ) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section .		
Review TCCA RO AMO files to verify:		
1.	Records of findings and corrective action meet TCCA requirements.	
2.	Records are retained for a 3 year period.	
3.	Records show corrective actions have been made in accordance with agreed timeframes.	
4.	Proper enforcement has been taken in accordance with TCCA requirements.	
Review TCCA Inspector Training records: ( review several Inspectors records)		
5.	Have the inspectors completed training on the MAG?	
6.	Has the TCCA made the MAG guidance material available to the inspectors?	
7.	Interview inspectors to determine knowledge and experience in using the current guidance material.	
Frequency of TCCA Audits: (Review TCCA Audit schedule)		
8.	Does the schedule ensure each location has received TCCA surveillance within the two-year time frame specified in TCCA guidance?	
9.	Does the schedule accurately reflect the TCCA inspector's work load?	
10.	Is the schedule followed?	
Compliance Checklist with MAG Section B—Initial		
11.	Does the TCCA office receive and review an Initial application for completeness and correctness and retain this record on file?	

12.	Does the TCCA office provide an applicant with the guidance material and form 17?	
13.	Does the TCCA office review the Supplement IAW MAG Section B Appendix 1 and does the supplement contain:	
a.	List of a line stations and show that the Quality System covers the line station's authorisation?	
b.	The organisation holds appropriate ratings and authorisation for the line station?	
c.	Does the TCCA office retain a copy of the supplement?	
14.	Has the TCCA office carried out surveillance on the AMO and any line stations for compliance with CAR 571 and 573 and the Supplement conditions within the time specified in MAG? Is this surveillance recorded and any findings tracked and closed?	
15.	Has the TCCA office forwarded the Form 17 to EASA as required?	
16.	Has the TCCA office issued a letter to the AMO stating that the supplement is approved. This letter shall also specify the EASA approval number and the scope of work that may be performed?	
17.	Has the TCCA office added the fact that the AMO is EASA-approved and added the additional surveillance requirements to its oversight surveillance system and is the AMO profile correct (weblis)?	
<b>Compliance Checklist with MAG Section B—Continuation</b>		
18.	Does the TCCA office receive and review a continuation application for completeness and correctness and retain this record on file?	
19.	Has the TCCA satisfied itself that the supplement is still in compliance?	
20.	Has the TCCA carried out the oversight surveillance requirements including any line stations during the previous 2 year period and was the AMO in compliance with CAR 573 and the EASA supplement conditions? Is this surveillance recorded and any findings tracked and closed?	
21.	Has the TCCA forwarded the Form 17 as required?	
22.	Did the TCCA have reason to advise the EASA of any serious non- compliance?	
23.	Does the TCCA have the most recent continuation documentation on file?	
24.	Has the TCCA added the fact that the AMO has continued its EASA approval to the file and retained the additional surveillance requirements of their oversight surveillance system, and does the	

AMO profile show the correct continuation date?		
<b>Compliance Checklist with MAG Section B—Amendment to Approved Document(s).</b>		
25.	Where the facility accountable manager or company name has changed is this reflected in the supplement?	
26.	Has the TCCA carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
27.	Has the TCCA the most recent documentation i.e. Supplement on file?	
28.	Has the TCCA added the fact that the AMO has amended its EASA approval to the file?	
29.	Has the TCCA carried out enforcement procedures, and has the TCCA advised EASA of any enforcement that may impact the EASA approval?	
<b>Approved Maintenance Organisations Visited</b> (include a completed <b>EASA visit report AMO</b> for each organisation)		
	Name	EASA /TCCA approval number
1.		
2.		
3.		
4.		

Note: The number of organisations visited will be determined by the applicable SIS Team.

Findings Raised Against the TCCA office (non-compliance with MAG Section B)	Reference
1.	
2.	
3.	
4.	
5.	
Comments	

<b>Signatures</b>	Date of Signatures:
SIS TEAM ( EASA/NAA)	TCCA Coordinator
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
<b>NOTE: Signature by TCCA coordinators only means they have read the report. It does not constitute agreement, with findings and comments raised in this report</b>	

## Appendix 4: EASA Visit Report AMO (SIS Form 8 CAN)

EASA Visit Report AMO (CANADA LOCATED EASA PART-145 APPROVED MAINTENANCE ORGANISATION)	
<b>General Information</b>	
NAME OF ORGANISATION: DETAILS	VISIT DATE:
AMO/REPAIR STATION NO.: EASA TCCA	
STATUS AND REFERENCE OF ORGANISATION EXPOSITION/MANUAL:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS):	
TCCA inspector:	
SIZE OF ORGANISATION AND DESCRIPTION OF ACTIVITIES:	
DEPARTMENTS/SYSTEMS/ACTIVITIES SEEN:	
Compliance with Specific Regulatory Requirements and MAG	
( N/R ) = applicable but not reviewed; ( N/A ) not applicable; ( <input checked="" type="checkbox"/> ) = In compliance; ( x ) = if not in compliance, put consecutive numbering in the box and make finding in relevant section.	
1. .	Repair Station Holds valid CAR 573 approval.
2. .	The EASA Part-145 certifications do not exceed the scope and rating of the CAR 573 approval.

3.	EASA and TCCA are allowed access to Repair Station to inspect for continued compliance with CAR 573 and Specific Regulatory Requirements.	
4.	The AMO cooperates with any regulatory investigation.	
5.	AMO accepts that investigation and certificate action may be taken.	
The supplement to the AMO Manual needs to include the following elements: (Verify that the AMO is applying the procedures correctly.)		
6.	Statement of Accountable Manager.	
7.	Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities and line stations.	
8.	Procedures for the release or approval for return to service that meet the requirements of EASA Part-145.A.50 for aircraft and the use of the Canadian Form One for aircraft components, and any other information required by the owner or operator as appropriate.	
9.	For airframe/aircraft rated facilities, procedures to ensure that the certificate of airworthiness and the Airworthiness Review certificate are valid prior to the issue of a release to service document.	
10.	Procedures to ensure that repairs and modifications as defined by EASA requirements are accomplished in accordance with data approved by EASA.	
11.	Procedures for reporting unairworthy conditions as required by EASA Part 145.A.60 on civil aeronautical products to the EASA, aircraft design organisation, and the customer or operator.	
12.	Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified EASA airworthiness directives and other notified mandatory instructions.	

Findings Debriefed to the Organisation; Findings Raised Formally by EASA	
Non-compliance with specific regulatory requirements/MAG	Reference to specific regulatory requirements/MAG
Findings to be raised with the equivalent Part 145 paragraph	Reference to Part 145
<b>Signatures</b>	Date of Signatures:
SIS TEAM ( EASA/NAA)	Coordinator TCCA
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
<p><b>NOTE: Signature by TCCA coordinators only means they have read the report. It does not constitute agreement with findings and comments raised in this report</b></p>	

## Appendix 5: TCCA Visit Report Member State NAA (SIS Form 10 EU)

TCCA VISIT REPORT Member State NAA		
NAA IDENTIFIER:	Office Visited:	VISIT DATE:
Maintenance Annex Guidance (MAG) The Agreed upon procedures the TCCA, EASA, and NAA must follow to comply with the Agreement.		
<b>Compliance Check List-General Issues</b>		
<p style="text-align: center;">*</p> <p>* ( N/R ) = applicable but not reviewed; ( N/A ) not applicable; ( <input checked="" type="checkbox"/> ) = In compliance; ( xy ) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section.</p>		
Review NAA Office Maintenance Organizations files to verify:		
1.	Records of findings and corrective action meet EASA requirements.	
2.	Records are retained for a 3 year period.	
3.	Records show corrective actions have been made in accordance with agreed timeframes.	
4.	Proper enforcement has been taken in accordance with EASA requirements.	
Review NAA Inspector Training records: ( review several Inspectors records)		
5.	Have the inspectors completed training on the MAG?	
6.	Has the NAA made the MAG guidance material available to the inspectors?	
7.	Interview inspectors to determine knowledge and experience in using the current guidance material.	
Frequency of NAA Audits: (Review NAA Audit schedule)		
8.	Does the schedule ensure each location has an NAA audit within the two-year time frame specified in EASA guidance?	
9.	Does the schedule accurately reflect the NAA inspector's work load?	
10	Is the schedule followed?	
<b>Compliance Checklist with MAG Section C—Initial</b>		

11.	Does the NAA office receive and review an Initial application for completeness and correctness and retain this record on file?	
12.	Does the NAA office provide an applicant with the guidance material and TCCA form 24-0093?	
13.	Does the NAA office review the Supplement IAW MAG Section B Appendix 1 and does the supplement contain:	
	a. List of a line stations and show that the Quality System covers the line station's authorisation?	
	b. The organisation holds appropriate ratings and authorisation for the line station?	
	c. Does the NAA office retain a copy of the supplement?	
14.	Has the NAA office carried out an audit on the AMO and any line stations for compliance with EASA Part 145 and the Supplement conditions within the time specified in MAG? Is this audit recorded and any findings tracked and closed?	
15.	Has the NAA office forwarded the TCCA Form 24-0093 to EASA as required?	
16.	Has the NAA office issued a letter to the AMO stating that the supplement is approved? This letter shall also specify the TCCA approval number and the scope of work that may be performed?	
17.	Has the NAA office added the fact that the AMO is TCCA-approved and added the additional audit requirements to its oversight audits system and is the AMO profile correct (weblis)?	
<b>Compliance Checklist with MAG Section C—Continuation</b>		
18.	Does the NAA office receive and review a continuation application for completeness and correctness and retain this record on file?	
19.	Has the NAA satisfied itself that the supplement is still in compliance?	
20.	Has the NAA carried out the oversight audit requirements including any line stations during the previous 2 year period and was the AMO in compliance with EASA Part 145 and the TCCA supplement conditions? Is this audit recorded and any findings tracked and closed?	
21.	Has the NAA forwarded the TCCA Form 24-0093 as required?	
22.	Did the NAA have reason to advise the EASA of any serious non- compliance?	
23.	Does the NAA have the most recent continuation documentation on file?	

24.	Has the NAA added the fact that the AMO has continued its TCCA approval to the file and retained the additional audit requirements of their oversight audits system, and does the AMO profile show the correct continuation date?	
<b>Compliance Checklist with MAG Section C — Amendment to Approved Document(s).</b>		
25.	Where the facility accountable manager or company name has changed is this reflected in the supplement?	
26.	Has the NAA carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
27.	Has the NAA the most recent documentation i.e. Canadian Supplement on file?	
28.	Has the NAA added the fact that the AMO has amended its TCCA approval to the file?	
29.	Has the NAA carried out enforcement procedures, and has the NAA advised EASA of any enforcement that may impact the TCCA approval?	
<b>Approved Maintenance Organisations Visited</b> (include a completed <b>TCCA visit report AMO</b> for each organisation)		
	Name	EASA /TCCA approval number
1.		
2.		
3.		
4.		

The number of organisations visited will be determined by the applicable SIS Team.

<b>Findings Raised Against the NAA office</b> (non-compliance with MAG Section C)	Reference
--------------------------------------------------------------------------------------	-----------

1.	
2.	
3.	
4.	
5.	
<b>Comments</b>	
<b>Signatures</b>	Date of Signatures:
TCCA SIS TEAM Lead	EASA Representative
Name:	Name:
Signature:	Signature:
	NAA Representative
	Name:
	Signature:
<p><b>NOTE: Signature by EASA and NAA representatives only means they have read the report. It does not constitute agreement, with findings and comments raised in this report</b></p>	

## Appendix 6: TCCA Visit Report AMO (SIS Form 8 EU)

TCCA Visit Report AMO (EU LOCATED CAR 573 APPROVED MAINTENANCE Organization)	
<b>General Information</b>	
NAME OF ORGANIZATION: DETAILS	VISIT DATE:
AMO/REPAIR STATION NO.: EASA TCCA	
STATUS AND REFERENCE OF ORGANISATION EXPOSITION/MANUAL:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS):	
EASA Representative: NAA HQ Representative:	
SIZE OF ORGANISATION AND DESCRIPTION OF ACTIVITIES:	
DEPARTMENTS/SYSTEMS/ACTIVITIES SEEN:	
Compliance with Specific Regulatory Requirements and MAG	
( N/R ) = applicable but not reviewed; ( N/A ) not applicable; ( <input checked="" type="checkbox"/> ) = In compliance; ( x ) = if not in compliance, put consecutive numbering in the box and make finding in relevant section.	
1. . Repair Station Holds valid Part 145 approval.	
2. . The CAR 573 scope of approval does not exceed the scope and	

	rating of the Part 145 approval.	
3.	EASA and TCCA are allowed access to Repair Station to inspect for continued compliance with EASA Part-145 and Specific Regulatory Requirements.	
4.	The AMO cooperates with any regulatory investigation.	
5.	AMO accepts that investigation and certificate action may be taken.	
The supplement to the AMO Manual needs to include the following elements: (Verify that the AMO is applying the procedures correctly.)		
6.	Statement of Accountable Manager.	
7.	Detailed procedures for the operation of an independent quality monitoring system including oversight of all multiple facilities and line stations.	
8.	Procedures for the release or approval for return to service that meet the requirements of EASA Part-145.A.50 for aircraft and the use of the EASA Form 1 for aircraft components, and any other information required by the owner or operator as appropriate.	
9.	N/A	
10.	Procedures to ensure that repairs and modifications as defined by TCCA requirements are accomplished in accordance with data approved by TCCA	
11.	Procedures for reporting unairworthy conditions as required by TCCA on civil aeronautical products to the TCCA, and the customer or operator.	
12.	Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified TCCA airworthiness directives and other notified mandatory instructions.	

Findings Debriefed to the Organization; Findings Raised Formally by TCCA	
Non-compliance with specific regulatory requirements/MAG	Reference to MAG /Special Condition
Findings to be raised with the equivalent CAR 573 paragraph	Reference to CAR 573
<b>Signatures</b>	Date of Signatures:
TCCA SIS TEAM Leader	EASA Representative
Name:	Name:
Signature:	Signature:
	NAA Representative
	Name:
	Signature:
<p><b>NOTE: Signature by EASA and NAA representatives only means they have read the report. It does not constitute agreement with findings and comments raised in this report</b></p>	

# **Maintenance Annex Guidance**

BETWEEN THE  
European Aviation Safety Agency (EASA)  
And  
Transport Canada Civil Aviation (TCCA)

## Section B: Approval process for Canadian Based Approved Maintenance Organizations

# Introduction

This Guidance details how a TCCA Certificated CAR 573 Approved Maintenance Organisation (AMO) located in Canada may qualify to be approved in accordance with the Bilateral Agreement between the European Union and Canada to perform maintenance functions on aircraft registered in a European Union Member State, and components intended to be installed thereon.

## I. Initial Approval Process

### 1. TCCA actions

Upon receipt of a request for approval in accordance with this Agreement, TCCA shall send the applicant a copy of the MAG section B which includes an EASA Form 17 application and an example EASA Supplement.

### 2. Applicant actions

To apply for an EASA Part-145 Approval certificate under the provisions of the Agreement Annex B, an applicant AMO must:

- a) Be located in Canada and
- b) Hold a TCCA CAR 573 approval.

The applicant shall:

1. Complete the EASA Form 17.  
and
2. Establish an EASA Supplement to the Maintenance Policy Manual in accordance with the supplement guidance material (see Appendix 1).

The EASA Form 17 plus the proposed EASA Supplement shall be sent to the supervising TCCA region at least 90 days prior to the date initial approval is required.

**Note:** *The above documents shall not be sent to EASA by the applicant.*

### 3. TCCA actions

- a) TCCA shall forward a copy of the EASA Form 17 to EASA. EASA shall invoice the organisation based on the EASA Fees and Charges Regulation, as amended. The current EASA Fees and Charges

Regulation can be found at the EASA website at:  
[www.easa.europa.eu](http://www.easa.europa.eu)

- b) Once EASA has received the applicant's payment, it shall notify TCCA that the process can continue and identify (on the application Form 17) the EASA approval number to be used in the certification process.
- c) TCCA shall review the EASA Supplement for compliance with this agreement.
- d) Where the supplement is found satisfactory, TCCA shall issue a letter quoting the EASA approval number to the AMO and attesting that the EASA supplement is approved. This letter shall also specify the scope of the work that may be performed and any limitations.
- e) Once approved, the EASA supplement and the privileges associated with it shall remain in force until surrendered, suspended or cancelled by TCCA or EASA.
- f) TCCA will ensure that activities conducted in accordance with the supplement are audited as a discrete part of their oversight of the organization.
- g) TCCA shall inform EASA and publish the issuance of the approval including the EASA Approval reference number EASA.145.XXXX on its website:

[http://wwwapps.tc.gc.ca/saf-sec-sur/2/AO-OA/AO\\_OA.aspx?lang=eng](http://wwwapps.tc.gc.ca/saf-sec-sur/2/AO-OA/AO_OA.aspx?lang=eng)

#### **4. EASA action**

EASA will provide a link on its website to TCCA's website listing these approvals.

## **II. Continued Approval Process**

### **1. TCCA Action**

TCCA ensures every 24 months that the conditions for approval continue to be met.

Where the conditions are not met, TCCA shall take appropriate action and notify EASA.

### **2. Applicant actions**

- a) The applicant shall;

- (1) Complete the EASA Form 17, and
- (2) Check that the EASA Supplement reflects the AMO procedures and activities. Any changes shall require amendment of the EASA Supplement.

### **3. TCCA actions**

- a) When satisfied with the Form 17 application for the continuation and the EASA Supplement, TCCA shall forward the Form 17 to EASA.
- b) Where EASA has reason to recommend to TCCA not to continue the approval, EASA should immediately inform TCCA who will take appropriate action.

### **4. EASA actions**

EASA shall invoice the organisation based on the EASA Fees and Charges Regulation, as amended. The current EASA Fees and Charges Regulation can be found at the EASA website at: [www.easa.europa.eu](http://www.easa.europa.eu)

EASA shall notify TCCA that the approval can be continued.

The notification of continuation constitutes a valid approval. TCCA will inform the AMO of the revised continuation due date which shall be published at TCCA's website: [www.tc.gc.ca](http://www.tc.gc.ca)

In case the applicant fails to pay the applicable continuation fee EASA shall ask TCCA to suspend the EASA Part-145 approval.

In case the applicant fails to send the application paperwork in time for a continuation (later than 30 days after continuation due date), the approval cannot be continued, it shall be listed as invalid and a new application has to be sent.

### **5. Surrender of approval**

Where a company surrenders its approval, TCCA will remove the company from the list of approved companies on its website.

# III Appendices

## Appendix 1: EASA Supplement Contents

In accordance with this Agreement, each AMO authorized to maintain aircraft registered in an EU Member State or components intended for installation thereon, shall include in its Maintenance Policy Manual a supplement that contains the following information:

- (a) Procedures to ensure compliance with the customer's work order or contract, including notified applicable airworthiness directives and other notified mandatory instructions;
- (b) Procedures to ensure that the design data for any modifications or repairs has been approved as required in accordance with the applicable EASA regulations;
- (c) Procedures to ensure that major repairs and major modifications are reported in accordance with the applicable EASA regulations;

For EU customers, the "remarks block" and the appropriate "check off block", of the TCCA Authorized Release Certificate (Form One) shall specify that the work performed was done in accordance with EASA regulations.

- (d) Procedures to ensure that any parts installed comply with EASA requirements as follows:

**New parts** (other than standard parts) must be accompanied by a release document issued by the parts manufacturer, the holder of the production certificate for the higher assembly, or the aviation authority responsible for regulatory control of the manufacturer or production certificate holder.

New parts originating in the USA must be certified on an FAA form 8130-3. Where the parts are manufactured under a Parts Manufacturer Approval (PMA) they must comply with the EU/US certification bilateral agreement.

New standard parts must be accompanied by a conformity statement.

**Used parts** shall be accompanied by an appropriate maintenance release for the work performed and shall be issued:

- (i) Under EASA regulations (European EASA Form 1);
- (ii) In accordance with an agreement between EASA and the state in which the maintenance was performed (acceptable dual release in accordance with an approved EASA supplement); or

(iii) In accordance with the Canadian Aviation Regulations using TCCA Form One, issued as a maintenance release under the provisions of the Supplement.

Parts that cannot be confirmed as meeting (i), (ii), or (iii) shall not be eligible for installation in accordance with this supplement"

- (e) Procedures to ensure that the product is released in conformity with the applicable legislative and regulatory requirements, as follows:
- Components shall be released on a Canadian Form One
  - Aircraft will be released using a log book entry;
  - All releases will specify that the maintenance has been performed in accordance with EASA requirements making reference to the EASA approval number.
- (f) Procedures to ensure that the approved organization's quality assurance activities include a review of the work performed in accordance with the supplement
- (g) Procedures for reporting to the other party and to the customer any serious defects, or un-airworthy conditions, on civil aeronautical products in accordance with EC requirements, within 3 days of discovery.

The above information may appear directly in the supplement, or may be incorporated in the body of the manual, in which case the supplement shall provide appropriate references to the location of the information.

## Appendix 2: Example EASA Supplement

**EASA SUPPLEMENT REFERENCE NO. ....**

**TO CAR 573 AMO MAINTENANCE POLICY MANUAL REF .....**

**Company Name and Facility Address:**

**TCCA APPROVED MAINTENANCE ORGANISATION NUMBER**

**EASA Part 145 Approval Number:**

Compliance with the EASA approved Supplement together with the TCCA Approved Maintenance Policy Manual forms the basis of the EASA Part-145 Approval. This supplement forms part of the applicant's obligations for EASA Part-145 Approval as specified in the Maintenance Annex Guidance (MAG).

The Approved Maintenance Organisation (AMO) must always retain at its principal place of business a current copy of this EASA Supplement in English and provide it to the EASA upon request.

***The cover page of the EASA Supplement should include the intent of the above statement***

Note: This example EASA Supplement gives guidance on the subjects, which need to be addressed and translated into working procedures to ensure compliance with the Specific Regulatory Requirements. The supplement must therefore be customised to satisfy the specific approved maintenance organisation procedures.

## **A. INDEX**

### **1. LIST OF EFFECTIVE PAGES**

Self explanatory.

### **2. AMENDMENT PROCEDURE**

Self explanatory, but this paragraph should identify by title, who within the AMO is responsible for amendment action.

### **3. INTRODUCTION**

This paragraph should address why the supplement is necessary. EASA Part-145 is a European requirement similar to CAR 573.

The Bilateral Aviation Safety Agreement between Canada and the European Union and the Maintenance Annex Guidance specifies the basic differences between EASA Part-145 and TCCA CAR 573 and identifies these differences as Specific Regulatory Requirements.

A TCCA CAR 573 AMO can be EASA Part-145 approved when the CAR 573 AMO complies with the maintenance Specific Regulatory Requirements as detailed in this procedure and in addition to complying with CAR 573.

This supplement is therefore intended to identify the differences from CAR 573 that need to be taken into account.

### **4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT**

This paragraph represents the agreement by the Accountable Manager that the AMO will comply with the conditions specified in the Supplement.

The Accountable Manager is usually the AMO's Chief Executive Officer (CEO), Accountable Executive or President but can, in the largest organisation be the Vice President (Engineering) so long as he/she is on the corporate Board and has full financial authority.

An acceptable statement for this paragraph could be:

"This Supplement defines in conjunction with the TCCA Approved Maintenance Policy Manual Ref..... the organisation and procedures upon which the EASA Part 145 approval is based.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being progressed for any customer that operates under the EASA Part-145.

It is accepted that the organisation's procedures do not override the necessity of complying with any additional requirements formally published by EASA and notified to this organisation from time to time.

It is understood that an EASA Part 145 Approval will be issued on the basis of the existing Canadian CAR 573 approval and that TCCA will list this organisation as an acceptable source of maintenance for European products or components to be installed thereon, whilst the procedures are being followed and work standards are maintained.

It is further understood that EASA reserves the right to revoke the approval if EASA considers that procedures are not followed or standards are not upheld.

Signed by the Accountable Manager (Signature, printed name and date)  
For and on behalf of the AMO"

Please note that whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous EASA Part-145 Approval.

## **5. APPROVAL BASIS AND LIMITATION**

EASA Part-145 Approval is based upon compliance with CAR 573 except where varied by the conditions specified in the Agreement and associated MAG. The approval of maintenance is limited to the scope of work permitted under the current Certificate issued by TCCA to the AMO in accordance with CAR 573 for work carried out within Canada unless agreed otherwise on a case by case basis by the Agency.

## **6. ACCESS BY EASA AND TCCA**

Identify the fact that EASA staff should be allowed access to the repair station for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems. The paragraph should also specify that TCCA staff may access the repair station to investigate on behalf of the EASA.

## **7. WORK ORDERS / CONTRACTS**

The AMO should address the need for the AMO to ensure compliance with applicable EASA ADs by requesting the customer to identify and provide the relevant applicable ADs and by holding a copy of any such AD for 2 years after completion of the AD.

The customer remains responsible for specifying any AD compliance required during maintenance through the work order but the AMO should always remind the customer of the need

## **8. REPAIRS AND MODIFICATIONS**

The AMO should establish that the customer has obtained or is in the process of obtaining any necessary approvals from EASA. The AMO should request the operator to provide such written proof from EASA.

## **9. RELEASE OF COMPONENTS AFTER MAINTENANCE**

Release to service of components up to and including complete power plants should be carried out in accordance with CAR 571 except that paragraphs 7 and 8 of this supplement should be taken into account and the Authorised Release Certificate (TCCA Form One) should be issued.

A maintenance release made in accordance with this supplement constitutes a corporate release on behalf of the AMO as well as being a standard CAR 571.10 release.

For an EU customer the TCCA Form One should always include the EASA approval number in block 12 and specify any overhaul, repairs, modifications, Airworthiness Directives, replacement parts and quote the issue of the approved data used.

The supplement should contain a copy of a completed example of a TCCA Form One used by the AMO and instructions for completion by staff.

The instructions should include the information that:

The TCCA Form One document should be signed by a person authorised to return the component to service on behalf of the organisation. EASA requires a "corporate release" therefore a maintenance release made in accordance with this supplement constitutes a corporate release on behalf of the AMO as well as being a standard CAR 571.10 release. Block 14c must in all cases bear the TCCA number. Block 14d should include the personal identification of the individual signing.

Block 3 of the TCCA Form One Authorised Release Certificate should contain a unique number for each certificate for traceability purposes. (Not the TCCA Approval Number)

It is also an advantage from the point of view of company liability, in that the company knows exactly how many forms have been issued and the details of each release.

Block 11 of the form should show the status of the component e.g. repaired, overhauled etc.

Block 12 should contain details of the approved data used to perform the maintenance and reference to any ADs or SB's embodied during the maintenance e.g. overhauled in accordance with CMM xxx Section yy issue 3, AD xxx96 and SB xxx Rev x embodied. Full details held on work order XYZ.

Block 12 should also include the EASA Part-145 Approval number e.g. "EASA Approval No.: EASA.145.XXXX."

Block 14a of the TCCA Form one will display a checkmark in the "Other regulation specified in block 12" Check Box. In the case where the particular maintenance was only EASA approved and not TCCA approved the "CAR 571.10 Maintenance Release" checkbox should not be checked. Example: an EASA AD not approved by TCCA.

The organisation must retain a copy of each form issued.

The AMO should also identify in the MPM/roster those staff that are authorised to issue the TCCA Form One on behalf of the AMO.

Note: The supplement should include information regarding the acceptability of components authorised for use during maintenance, which should meet the intent of the following:

1. Component means any component part of an aircraft up to and including a complete powerplant and any operational or emergency equipment.

2. Only the following new and used components may be fitted during maintenance:

3. New Components

- 3.1 New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for fitment. The new component should be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document should clearly state that it is issued under the approval of the relevant NAA under whose regulatory control the OEM or PC holder works.
- 3.2 For USA OEMs and PC holders release should be on the FAA Form 8130-3 as a new part.
- 3.3 For all EU States OEMs and PC holders release should be in accordance with EASA Part-21 (EASA Form 1).
- 3.4 For Canadian OEMs and PC holders release should be on the TCCA Form One as a new part.

- 3.5 Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for fitment.
- 3.6 Production Manufacturing Approval (PMA) parts may only be accepted as detailed in EASA Part-21 or any EU/US bilateral agreement.

#### 4. Used Components

- 4.1 Used components should be traceable to maintenance organisations and repair stations approved by the Authority who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for fitment and be eligible for fitment as stated in the TC holders Parts Catalogue.
- 4.2 Used components from EASA approved USA repair stations should be accompanied by an FAA Form 8130-3 issued as a maintenance release (DUAL RELEASE).
- 4.3 Used components from a USA repair station not EASA approved should not be used even if accompanied by an FAA Form 8130-3
- 4.4 Used components from EASA Part-145 approved maintenance organisations should be accompanied by an EASA Form 1 issued as a maintenance release.
- 4.5 Used components from a Canadian AMO should be accompanied by a TCCA Form One issued as a maintenance release

### 10. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY

Whilst EC Operators' aircraft have indefinite C of A's, the C of A's validity period is verified by means of an "airworthiness review certificate" (ARC). The EC Operator or owner is responsible for ensuring the C of A remains valid but the repair station should ensure that the C of A is valid from the expiry date as detailed on the ARC before issue of a release to service. If the ARC has expired the customer should be informed before issue of a release to service.

This paragraph is only applicable to AMOs with airframe/aircraft rating.

### 11. RELEASE OF AIRCRAFT AFTER MAINTENANCE

Release to service of aircraft after maintenance shall be carried out in accordance with CAR 571 except that paragraphs 7, 8 and 10 of this EASA Supplement shall also be taken into account and specify the aircraft maintenance check plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used.

At the completion of maintenance the following certification should be made in the aircraft maintenance record.

Maintenance Release in Accordance with CAR 571.10:

"Certifies that " except as otherwise specified, the described maintenance has been performed in accordance with the applicable airworthiness requirements and in respect to that work the aircraft is ready for release to service."

The sub-clause "except as otherwise specified" is intended for use with two types of deviation as follows:

- (a) The case where not all of the required maintenance was carried out as agreed by the customer. The maintenance not carried out should be listed on the release.
- (b) The case where the particular maintenance was only EASA approved and not TCCA approved. Example: an EASA AD not approved by TCCA.

Where the EC Operator requires his/her own paperwork to be used and signed the following certification can be made:

Release to Service in accordance with EASA Part-145.A.50:

"Certifies that the work specified except as otherwise specified was carried out in accordance with EASA Part-145 and in respect to that work the aircraft is considered ready for release to service."

or "Release to Service in accordance with EASA Part-145.50."

## **12 QUALITY MONITORING SYSTEM (QMS)**

The primary objective of the QMS is to enable the organisation to satisfy itself that it can deliver a safe product and that it remains in compliance with CARs and the Specific Regulatory Requirements.

There are two elements to the QMS:

- (1) An independent audit system
- (2) A management/control and follow up system.

The independent audit system is a process of sample audits of all aspects of the AMO's ability to carry out all maintenance to the required standards. It represents an overview of the complete maintenance system and does not replace the need for mechanics to ensure that they carry out maintenance to the required standard nor does it replace any associated inspection/quality control system.

Independence should be established by ensuring that audits are not carried out by the personnel responsible for the function, procedure or product being audited. It is acceptable to use personnel from one section/department to audit the work and products of another section/department in accordance with a procedure under this paragraph which defines the audit programme.

The process of sample audits may be carried out once per year as a single exercise or subdivided over a year period in accordance with an audit programme. All applicable CAR 573 & 571 paragraphs and the Specific Regulatory Requirements of the MAG should be checked at least once per year against each primary product line.

AMOs with less than 10 people may contract the audit function to a person who is not employed by the repair station, but, in this case the audit of all applicable CAR 573 & 571 paragraphs and the Specific Regulatory Requirements of the MAG must be carried out twice per year.

A primary product line is any one aircraft or engine or avionic or mechanical product line where the systems and procedures are very similar throughout that product line.

The management control follow up system which must not be contracted to outside persons consists of a system to ensure that all findings/discrepancies resulting from the independent audit system are corrected in a timely manner and to enable the Accountable Manager to remain informed of the state of compliance and any safety issues. The Accountable Manager should hold routine meetings to check the progress on clearing outstanding findings/discrepancies except that in the larger repair stations such meetings may be delegated on a day to day basis to the Quality Manager as long as the Accountable Manager meets at least once per year with the senior staff involved to review the overall performance.

Where the AMO performs maintenance at associated Air Carrier line stations the system should describe how these are integrated into the system and should specify the need to audit each line station at least once per year.

Note that in the EASA Supplement each line station and the associated capability should be listed.

One example of the particular product line should be used as the basis of each audit except in the case of stores audits when a random selection of parts should

be used for the audit. It therefore follows that a repair station maintaining aircraft and engines and mechanical parts would need to carry out three audit sample checks each year with the particular product type changed each year. An example audit programme is attached.

A report should be raised for each audit carried out describing what was checked and any resulting findings/discrepancies. The report should be sent to the relevant department(s) for rectification action giving target rectification dates.

The relevant department(s) are required to rectify the findings/discrepancies and inform the quality department.

An example of an audit programme which can be applied in the aircraft hangars, engine workshops and component workshops is included at the end of this example supplement. It should be understood that not all subjects will apply in all cases and the example audit programme should be used as a starting basis after which it can be altered to fit the particular type of repair station.

A product should be selected in each hangar and each workshop and the example audit programme applied at least once per year (twice per year in the case of a repair station with less than 10 people and which chooses to contract the audit to an outside person) except that in the case of procedures which are common throughout the organisation the procedure need only be audited once per year if there are no problems.

### **13. REPORTING OF UNAIRWORTHY CONDITIONS**

When serious defects are found in EC operated aircraft or aircraft components then such fact must be reported to EASA and the customer within 3 days of discovery. When reporting to EASA the identity of the customer must be included to allow follow up action. The existing TCCA Service Difficulty Report (SDR) form should be used.

This paragraph should address this issue.

### **14. LINE STATIONS**

Each CAR 573 line station subject to the terms of this agreement and located in the territory of Canada should be listed giving its location and the basic maintenance capability at each location.

Any line station process or procedure that differs from the processes or procedures specified in the CAR 573 Maintenance Policy Manual needs to be specified in this Supplement. In addition the quality monitoring system must be extended to include the need to audit the listed line station locations.

**Note:** Line stations located outside of the territory of Canada must receive individual approval. Contact your RO in order to coordinate with TCCA HQ and EASA.

### **15. AUDIT PROGRAMME**

In addition to the relevant CAR 573 paragraphs, the audit programme must address the Specific Regulatory Requirements. One method highlighting the supplementary conditions is shown below. The example would need modifying to include the CARs.

### Example Audit Program, EASA Supplement

AUDIT SUBJECT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
EASA Supplement Para 4 Accountable Managers statement												
EASA Supplement Para 5 Scope of approval												
EASA Supplement Para 7 Airworthiness Directives												
EASA Supplement Para 8 EASA approved major repairs and alterations												
EASA Supplement Para 9 Component release on TCCA Form One												
EASA Supplement Para 10 Aircraft C of A validity												
EASA Supplement Para 11 Aircraft release/return to service												
EASA Supplement Para 12 Reporting defects to EASA and customer												
EASA Supplement Para 13 Quality System												
EASA Supplement Para 14 Stations												

Audit details are contained in the associated audit report

Table KEY: / = planned, X = performed

### Appendix 3: Application form (EASA Form 17)

European Aviation Safety Agency Canadian AMO application for initial / continuation of a Maintenance Approval in accordance with the Bilateral Agreement between the European Union and Canada on Civil Aviation Safety.		EASA Form 17  Page 1 of 2
<b>For the Applicant:</b>		
1. CAR 573 AMO name:	CAR 573 certificate number:	
2. Address of AMO:		
3. Mailing Address (if different from 2 above):		
4. Tel:	Fax:	E-Mail:
5. Please select the type of application and complete the section 6 of the Form 17 <div style="display: flex; justify-content: space-around;"> <span>a. Initial <input type="checkbox"/></span> <span>b. Continuation <input type="checkbox"/></span> </div> (in case of continuation) EASA Part 145 approval number: EASA.145._____		
6. Application:  <p>I wish to apply on behalf of this AMO for an approval to perform maintenance on European products in accordance with the Agreement concluded between the European Community and Canada on Civil Aviation Safety.</p> <p>I understand that a maintenance approval granted under the terms and conditions of the bilateral agreement between the European Union and Canada is subject to the fees described in the European Commission Regulation (CE) No 593/2007<sup>(1)</sup> and that failure to demonstrate continued compliance to Fees and Charges regulation may result in the invalidity of an initial application or in the suspension of an existing maintenance approval.</p> <p>I additionally understand that no technical investigation in relation with an initial application to a maintenance approval will be carried out until payment of applicable fees has been honoured<sup>(2)</sup>.</p> <p>Date:</p> <p>Name &amp; Signature of the AMO Accountable Executive:</p> <p><b>Note: This application form shall be addressed to the AMO's TCCA Principal Maintenance Inspector, together with documents supporting the application, and in particular the EASA Supplement to the AMO Maintenance Policy Manual.</b></p>		
<b>For TCCA:</b>  <b>Please forward this application to:</b>  Manager Applications and Certifications European Aviation Safety Agency Postfach 10 12 53 D-50452 Cologne Germany Fax: +49 221 89990 999 or 0049 221 89990 99 (Please use the standard international dialling code)		

8.

**For EASA:**

EASA hereby confirms that the applicant: TCCA AMO # \_\_\_\_\_, has paid the fees in relation with the above described application, and therefore EASA authorises the granting/continuation (strikethrough as required) by TCCA of the EASA Part 145 approval:

EASA.145.XXXX

to perform maintenance on European products once it has been satisfied compliance of the AMO to applicable regulatory requirements.

Name:

Date:

**Please forward this acknowledgement to:**

Transport Canada Civil Aviation  
Operational Airworthiness  
Standards Branch  
Tower C, Place de Ville  
330 Sparks Street, 4th Floor  
Ottawa, ON, Canada K1A 0N8

e-mail: EASA-TCCA@tc.gc.ca

9.

**To be filled by EASA in case of non-compliance**

EASA hereby informs TCCA that the applicant has failed to demonstrate compliance with the fees and charges and that the application/ continuation of the EASA Approval is rendered invalid.

(This information is to be forwarded to Transport Canada at the above mentioned address)

Name

Date:

**Note -information on fees and charges**

1. For information regarding the current fees and charges please refer to the EASA fees and charges regulation which can be found on the EASA web site [www.easa.europa.eu](http://www.easa.europa.eu)
2. Upon receipt of an application form 17, EASA will address to the applicant an invoice containing details related to payment methods.

# **IMPLEMENTATION PROCEDURES FOR MAINTENANCE**

BETWEEN THE  
European Aviation Safety Agency (EASA)  
and  
Transport Canada Civil Aviation (TCCA)

## Section C: Approval process for EU Based Maintenance Organizations

# Introduction

This Guidance details how a EASA Part 145 Approved Maintenance Organisation (AMO) located in a European Union Member State may qualify to be approved in accordance with the Agreement between the European Union and Canada to perform maintenance on aircraft registered in Canada, and components intended to be installed thereon.

## I Initial Approval Process

### 1 NAA Action

Upon receipt of a request for approval in accordance with this Agreement, NAA shall send the applicant a copy of the MAG section C which includes the TCCA Application Form 24-0093 in Appendix 1 and an example TCCA Supplement.

### 2. Applicant Action

To apply for TCCA CAR 573 Approval certificate under the provisions of the Agreement Annex B, an applicant AMO must:

- a) Be located in the one of the EU Member States and
- b) Have an EASA Part-145 approval.

The applicant shall:

- 1. Complete the TCCA Application Form 24-0093.  
and
- 2. Establish a TCCA Supplement to the Maintenance Organisation Exposition in accordance with the supplement guidance material (see Appendix 1).

The TCCA Application Form 24-0093 plus the proposed TCCA Supplement should be sent to the NAA at least 90 days prior to the date initial approval is required.

**Note:** *The above documents shall not be sent to TCCA by the applicant.*

### 3. NAA Guidance for Initial Approval

- a) The NAA shall review the TCCA Supplement for compliance with the Agreement Annex B Specific Regulatory Requirements;

- b) The NAA shall forward a copy of the application Form to TCCA. TCCA shall invoice the organisation based on the TCCA Schedule of Charges, as amended. The current TCCA Schedule of Charges can be found on the TCCA website at: [http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part1-104-1001.htm#104\\_01](http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part1-104-1001.htm#104_01)
- c) Once TCCA has received the applicant's payment, it shall notify the NAA that the process can continue and identify the TCCA approval number to be used in the certification process.
- d) Where the supplement is found satisfactory, the NAA shall issue a letter attesting that the TCCA supplement is approved. This letter shall also specify the TCCA approval number, the scope of the work that may be performed and any limitations.
- e) Once approved, the TCCA supplement and the privileges associated with it shall remain in force until surrendered, suspended or cancelled by the NAA.
- f) The NAA will undertake to ensure that activities conducted in accordance with the supplement are audited as a discrete part of their oversight of the organization.
- g) The NAA shall inform TCCA and EASA of the issuance of the approval. EASA in turn will publish the approval on the EASA website: [www.easa.europa.eu](http://www.easa.europa.eu)

#### **4. TCCA action**

TCCA will provide a link on its website to EASA's website listing these approvals.

## **II Continued Approval Process**

### **1. NAA Actions**

The NAA ensures every 24 months that the conditions for approval continue to be met.

Where the conditions are not met, the NAA shall take appropriate action and notify TCCA with copy to EASA Standardisation Department.

### **2. Applicant Actions**

- a) The applicant shall;
  - (1) Complete the TCCA Application Form 24-0093, and

- (2) Check that the TCCA Supplement reflects the AMO procedures and activities. Any changes shall require amendment of the TCCA Supplement.

### **3. NAA actions**

- a) When satisfied with the 24-0093 application for the continuation and the TCCA Supplement, NAA shall forward the 24-0093 application to TCCA.
- b) Where TCCA has reason to recommend to the NAA not to continue the approval, TCCA should immediately inform the NAA who will take appropriate action and copy EASA

### **4. TCCA actions**

TCCA shall invoice the organisation based on the current TCCA Schedule of Charges. The current TCCA Schedule of Charges can be found at TCCA website at: [www.tc.gc.ca](http://www.tc.gc.ca)

TCCA shall notify NAA that the approval can be continued.

The notification of continuation (24-0093) constitutes a valid approval. NAA will inform the AMO, copy to EASA, of the revised continuation due date which shall be published at EASA's website: [www.easa.europa.eu](http://www.easa.europa.eu)

In case the applicant fails to send the application paperwork in time for a continuation (later than 30 days after continuation due date) the approval cannot be continued, it shall be listed as invalid and a new application has to be sent.

In case the applicant fails to pay the applicable continuation fee TCCA shall ask the NAA to suspend the CAR 573 approval.

### **5. Surrender of approval**

Where a company surrenders its approval according to the Agreement, EASA – upon information from the NAA - will remove the company from the list of approved companies on its website [www.easa.europa.eu](http://www.easa.europa.eu)

### III Appendices

#### Appendix 1: TCCA Supplement contents

In accordance with this Agreement, each European AMO that is authorized to maintain aircraft registered in Canada or to maintain components intended for installation thereon, shall include in its Maintenance Organisation Exposition a supplement that contains the following information:

- a) Procedures to ensure compliance with the customer's work order or contract, including notified applicable airworthiness directives and other notified mandatory instructions;
- b) Procedures to ensure that the design data for any modifications or repairs has been approved as required in accordance with applicable Canadian regulations
- c) Procedures to ensure that major repairs and major modifications are reported in accordance with the applicable Canadian regulations
- d) Procedures to ensure that any parts installed comply with Canadian regulations as follows:

**New parts** (other than standard parts) must be accompanied by a release document issued by the parts manufacturer, the holder of the production certificate for the higher assembly, or the aviation authority responsible for regulatory control of the manufacturer or production certificate holder.

New parts originating in the USA must be certified on an FAA form 8130-3 Where the parts are manufactured under a Parts Manufacturer Approval (PMA) they must comply with the Canadian/US bilateral agreement dated June 12, 2000"

**Used parts** shall be accompanied by an appropriate maintenance release for the work performed, issued;

(i) Under TCCA regulations (TCCA Form One);

(ii) In accordance with an agreement between TCCA and the state in which the maintenance was performed; or

(iii) In accordance with the EU Regulations using EASA Form 1, issued as a maintenance release under the provisions of the Supplement.

Parts that cannot be confirmed as meeting (i) (ii) or (iii) shall not be eligible for installation in accordance with this supplement"

e) Procedures to ensure that the product is released in conformity with the applicable legislative and regulatory requirements, as follows:

- Components shall be released on an EASA Form 1
- Aircraft shall be released using a log book entry;
- All releases will specify that the maintenance has been performed in accordance with Canadian requirements and will contain the TCCA approval number.

f) Procedures to ensure that the approved organization's quality assurance activities include a review of the work performed in accordance with the supplement

g) Procedures for reporting to the other party and to the customer any serious defects or unairworthy conditions on civil aeronautical products in accordance with Canadian requirements within 3 days of discovery.

The above information may appear directly in the supplement, or may be incorporated in the body of the manual, in which case the supplement shall provide appropriate references to the location of the information.

## Appendix 2: Example TCCA Supplement

### **TCCA SUPPLEMENT to Part 145 Maintenance Organization Exposition**

**Company Name and Facility Address:**

.....

**TCCA Approved Maintenance Organisation Number: .....**

**EASA Part 145 Approval Number: .....**

Compliance with the TCCA approved Supplement together with the EASA Part 145 Maintenance Organization Exposition forms the basis of the TCCA CAR 573 Approval. This supplement forms part of the applicant's obligations for CAR 573 Approval as specified in the Maintenance Annex Guidance (MAG).

The National Aviation Authority (NAA) may require the TCCA supplement to be submitted in duplicate: one in English for TCCA sampling, the second in the national language for NAA review. In either case, the Approved Maintenance Organisation (AMO) must always retain at its principal place of business a current copy of this TCCA Supplement in English and provide it to the TCCA upon request.

Note 1: The cover page of the EASA Supplement should include the intent of the above statement

Note 2: This example TCCA Supplement gives guidance on the subjects, which need to be addressed and translated into working procedures to ensure compliance with the Specific Regulatory Requirements. The supplement must therefore be customised to satisfy the specific approved maintenance organisation procedures.

## **Table of content**

*Self explanatory. No example provided.*

### **1. LIST OF EFFECTIVE PAGES**

*Self explanatory. No example provided.*

### **2. AMENDMENT PROCEDURE**

Self explanatory, but this paragraph should identify by title, who within the Maintenance Organization is responsible for amendment action.

### **3. INTRODUCTION**

This paragraph should address why the supplement is necessary.

*The following is an example of acceptable wording to satisfy the intent of this paragraph:*

Subpart 73 of part V of the Canadian Aviation Regulations (CAR 573) is a Canadian requirement similar to EASA Part-145. The Bilateral Aviation Safety Agreement between Canada and the European Union and the Maintenance Annex Guidance specifies the basic differences between TCCA CAR 573 and EASA Part-145 and identifies these differences as specific regulatory requirements.

An EASA Part-145 Maintenance Organization can be TCCA CAR 573 approved when the EASA Part-145 Maintenance Organization complies with the maintenance specific regulatory requirements as detailed in this procedure and in addition to complying with EASA Part 145.

This supplement is therefore intended to identify the differences from EASA Part 145 when performing maintenance in accordance with this supplement.

### **4. ACCOUNTABLE MANAGER'S COMMITMENT STATEMENT**

This paragraph represents the agreement by the Accountable Manager that the Maintenance Organization will comply with the conditions specified in the Supplement. The Accountable Manager is usually the AMO's Chief Executive Officer (CEO), Accountable Executive or President but can, in the largest organisation be the Vice President (Engineering) so long as he/she is on the corporate Board and has full financial authority.

*An acceptable statement for this paragraph could be:*

This Supplement defines in conjunction with the EASA Part 145 Maintenance Organization Exposition REF ..... the organisation and procedures upon which the TCCA CAR 573 approval is based.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance work/orders are being processed for any aeronautical product under the jurisdiction of TCCA or parts intended to be installed thereon.

It is accepted that the organisation's procedures do not override the necessity of complying with any additional requirements formally published by TCCA and notified to this organisation from time to time.

It is understood that a CAR 573 Approval will be issued on the basis of the existing EASA Part 145 approval and that EASA will list this organisation as an acceptable source of maintenance for Canadian products or components to be installed thereon, whilst the procedures are being followed and work standards are maintained.

It is further understood that TCCA reserves the right to revoke the approval if TCCA considers that procedures are not followed or standards are not upheld.

Signed by the Accountable Manager (Signature, printed name and date)  
For and on behalf of the AMO"

Note: when the Accountable Manager is replaced, the new Accountable Manager must sign the statement to ensure continuous CAR 573 Approval.

## **5. APPROVAL BASIS, SCOPE AND LIMITATION**

This paragraph must address the approval, basis, scope and limitation of the respective Maintenance Organization.

*An acceptable statement for this paragraph could be:*

TCCA CAR 573 Approval is based upon compliance with EASA Part 145 except where varied by the conditions specified in the Agreement and associated MAG.

The approval of maintenance is limited to the scope of work permitted under the current Certificate issued by EASA to the Maintenance Organization in accordance with Part 145 for work carried out within the European Union unless agreed otherwise on a case by case basis by the Technical Agents of the Parties to the Agreement.

## **6. ACCESS BY EASA AND TCCA**

This paragraph must identify the fact that TCCA staff should be allowed access to the Maintenance Organization for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems. The paragraph should also specify that TCCA staff may access the repair station to investigate on behalf of the EASA or the supervising NAA.

*An acceptable statement for this paragraph could be:*

TCCA staff will be allowed access to the maintenance facilities for the purpose of showing compliance with the procedures and standards as set forth in the MOE and this TCCA Supplement and also for investigation of specific cases. In the case of a serious non-compliance with regulations or established standards *Company name.....* accepts that it may be subject to TCCA enforcement action to maintain its approved status with TCCA. It is also acceptable that the supervising NAA may perform such investigation on behalf of TCCA.

## **7. WORK ORDERS/CONTRACTS**

The organization must ensure that work orders/contracts are in place to define the maintenance to be accomplished on the Aircrafts/Components under the jurisdiction of TCCA and that this contract is understood and agreed by both parties.

An acceptable statement for this paragraph could be:

Prior to undertaking work on Aircrafts/Components under the jurisdiction of TCCA, a work order/contract defining the maintenance to be performed will be established between the organization and the Canadian customer. The work order/contract will specify the inspections, repairs, modification, overhauls to be accomplished, the airworthiness directives to be complied with and components to be replaced.

The Canadian customer remains responsible for specifying any AD compliance required during maintenance through the work order but the AMO should always remind the customer of the need.

## **8. MAJOR REPAIRS AND MODIFICATIONS**

This paragraph should specify that the Canadian customer must obtain or establish the process to obtain TCCA approvals prior to the incorporation of major repairs and major modifications and that the Civil Aviation Regulation's definition of "Major repair or Modification" is to be used.

*An acceptable statement for this paragraph could be:*

For purposes of defining 'major modification or major repair' CAR 101.01 will be used for Canadian products. This Part-145 Maintenance Organization will ensure that major repairs and major modifications are incorporated only when in receipt of appropriate approvals from TCCA through the Canadian customer.

## **9. RELEASE OF COMPONENTS AFTER MAINTENANCE**

The Maintenance Release of Aircrafts/Components Other Than Complete Aircraft is to be conducted in accordance with the requirements of EASA Part 145 and the additional requirements specified in appendix B1 of the Agreement and explained further in the Maintenance Annexe Guidance (MAG). An Authorised Release Certificate (EASA Form 1) is to be issued. This paragraph should specify the actions needed to ensure that the maintenance release is recognized as a valid CAR 571.10 maintenance release by the Canadian Customer and regulatory body.

The supplement should contain a copy of a completed example of an EASA Form 1 used by the AMO and instructions for completion by staff.

*An acceptable statement for this paragraph could be:*

Release to service of components maintained in accordance with this supplement will be carried out in accordance with EASA Part145 and the additional requirements specified in appendix B1 of the agreement, paragraphs 7 and 8 of this supplement will be taken into account. An Authorised Release Certificate (EASA Form 1) is to be issued.

A maintenance release made in accordance with this supplement constitutes a corporate release on behalf of the Maintenance Organization as well as being a CAR 571.10 release.

Block 12 of the EASA Form 1 will specify any overhaul, repairs, modifications, Airworthiness Directives, Service Bulletins, replacement parts and quote the issue of the approved data used. In the case where not all of the required maintenance was carried out as agreed by the customer, the maintenance not carried out should be listed in Block 12.

Block 12 will include the TCCA Approval number e.g. "TCCA Approval No.: 8XX-XX"

Block 14a of the EASA Form 1 will display a checkmark in the "Other regulation specified in block 12" Check Box. In the case where the particular maintenance was only TCCA approved and not

EASA approved the "Part-145.A.50 Release to Service" checkbox should not be checked. Example: a TCCA AD not approved by EASA.

The EASA Form 1 document will be signed by a person authorised to return the component to service on behalf of ...company name.

## **9.1 Component eligibility for installation**

The supplement should include information regarding the acceptability of components authorised for use during maintenance.

*An acceptable statement for this paragraph could be:*

Only the following new and used components may be fitted during maintenance:

### **9.1.1 New Components**

New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for fitment. The new component should be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document should clearly state that it is issued under the approval of the relevant NAA under whose regulatory control the OEM or PC holder works. The following new components are eligible for installation on Aircraft/Component under the jurisdiction of TCCA:

- a) New components from USA OEMs, PC holders and Part Manufacturing Approval (PMA) holders accompanied by a FAA Form 8130-3 or a Certificate of Conformity (CofC) as a new part.
- b) New components from all EU States OEMs and PC holders released in accordance with EASA Part-21 (EASA Form 1).
- c) New components from Canadian OEMs and PC holders accompanied by a TCCA Form One as a new part.
- d) New Component obtained from a manufacturer holding a type design recognized in Canada and the part is certified in accordance with the laws of the state of manufacture
- e) New Component, obtained from a manufacturer under the jurisdiction of a NAA other than Canada or an EU member state, certified pursuant to an agreement with Canada, which agreement provides for the acceptance of export airworthiness certification;
- f) Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for fitment.

### **9.1.2 Used Components**

Used components should be traceable to a maintenance organisation approved by TCCA who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used component should be in a satisfactory condition for fitment and be eligible for fitment as stated in the TC holders Parts Catalogue. The following used components are eligible for installation on Aircraft/Component under the jurisdiction of TCCA:

- a) Used components from a FAA repair stations located in one of the 50 States, the District of Columbia and Puerto Rico accompanied by an FAA Form 8130-3 issued as a maintenance release. Used components from a FAA repair station located outside of the USA territorial

boundaries are not eligible for installation on Aircraft/Component under the jurisdiction of TCCA.

- b) Used components from a Canadian AMO should be accompanied by a TCCA Form One issued as a maintenance release.
- c) Used components from EASA Part-145 approved maintenance organisations holding a valid TCCA CAR 573 approval when accompanied by an EASA Form 1 issued as a maintenance release, the TCCA approval number shall be visible in block 12 of the EASA Form 1.
- d) Used components from EASA Part-145 approved maintenance organisations accompanied by an EASA Form 1 issued as a maintenance release. In this case ...*Company Name*...shall review the work previously performed on the used component in order to confirm that the maintenance data, as well as the repair and modification data as defined in chapter 8 of this Canadian Supplement, is acceptable under TCCA regulations and that all Airworthiness Directives required by TCCA regulations have been complied with.
- e) Used Component, accompanied by a valid authorized release certificate issued by a maintenance organization under the jurisdiction of a NAA other than Canada or an EU member state, certified pursuant to an agreement with Canada, which agreement provides for the acceptance of export airworthiness certification;

## **10. CERTIFICATE OF AIRWORTHINESS (C of A) VALIDITY**

*Not Applicable, TCCA does not require a CofA validation of the by the Approved Maintenance Organization.*

## **11. RELEASE OF AIRCRAFT AFTER MAINTENANCE**

The release of aircraft after maintenance is to be conducted in accordance with the requirements of EASA Part 145 and the additional requirements specified in appendix B1 of the agreement and explained further in the Maintenance Annexe Guidance (MAG).

*An acceptable statement for this paragraph could be:*

Release to service of aircraft after maintenance shall be carried out in accordance with EASA Part 145 except that paragraphs 7 and 8 of this TCCA Supplement shall also be taken into account and specify the aircraft maintenance plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used. At the completion of maintenance the following maintenance release statement will be made in the aircraft maintenance record.

Maintenance Release in Accordance with EASA Part 145:

"Certifies that except as otherwise specified the work described was carried out in accordance with EASA Regulations and in respect to that work the aircraft is ready for release to service."

The sub-clause "except as otherwise specified" is intended for use with two types of deviation as follows:

(a) The case where not all of the required maintenance was carried out as agreed by the customer. The maintenance not carried out will be listed on the release.

(b) The case where the particular maintenance was only TCCA approved and not EASA approved. Example: a TCCA AD not approved by EASA.

The TCCA issued maintenance organization approval number will be entered into the technical record anytime a maintenance release for an aircraft is made.

### **11.1 Component eligibility for installation**

The requirements regarding New and Used components eligibility for installation on Canadian Registered Aircrafts are defined in section 9.1 of this Canadian supplement.

### **12. RESERVED**

Reserved.

### **13. REPORTING OF UNAIRWORTHY CONDITIONS**

This paragraph must address the procedures for reporting an unairworthy Canadian registered aircraft or aeronautical product.

*An acceptable statement for this paragraph could be:*

When any Canadian registered aircraft or aeronautical product under the jurisdiction of TCCA is found to be unairworthy, it must be reported to the Canadian customer by the fastest means available. The Canadian Customer will advise Transport Canada as required by the CAR's and the SDR reporting system.

### **14. LINE STATIONS**

Each EASA Part 145 line station subject to the terms of this agreement and located in the EU territory should be listed giving its location and the basic maintenance capability at each location.

Any line station process or procedure that differs from the processes or procedures specified in the MOE needs to be specified in this Supplement. In addition the quality monitoring system must be extended to include the need to audit the listed line station locations.

**Note:** Line stations located outside of the EU territory must receive individual approval. Contact your NAA in order to coordinate with EASA and TCCA.

### **15. AUDIT PROGRAMME**

In addition to the relevant EASA Part 145 paragraphs, the audit programme must address the Specific Regulatory Requirements. This paragraph must explain how the company intend to extend its internal audit program to the activities covered by this supplement and how the findings generated by the audit program will be addressed and closed.

The intent of this paragraph is for the maintenance organization to demonstrate how its existing Quality Monitoring System (QMS) will be extended to the activities conducted under the CAR 573 Approval. It is acceptable to provide references to the relevant MOE sections and audits forms as long as copies of these documents are made available to the NAA.

### **16. TECHNICAL RECORD**

This paragraph must address the procedure to ensure compliance with the customer's work order or contract.

*An acceptable statement for this paragraph could be:*

The Part-145 organization is required to provide to the Canadian customer maintenance releases and records for the maintenance performed in accordance with the work order/maintenance contracts. The Part-145 organization must retain a copy of those detailed records for a period of three years from the date performed.

## **17. CONTINUATION OF APPROVAL**

This paragraph must address the procedures for continued approval process.

*An acceptable statement for this paragraph could be:*

The certificate holder will apply for the continuation of its approval every 24 months by checking that the TCCA Supplement reflects the AMO procedures and activities and submitting, to the NAA office responsible for the regulatory oversight of its operation, a copy of the Canadian supplement and a completed TCCA Application Form 24-0093 in duplicate 90 days before the continuation date specified on the approval letter. Further instructions regarding the renewal process will be provided by the NAA office.

### Appendix 3: Application Form (Transport Canada Form 24-0093)

Transport Canada Form 24-0093 European Maintenance Organisation (MO) application for initial / continuation of a Maintenance Approval in accordance with the Bilateral Agreement between the European Union and Canada on Civil Aviation Safety.	Page 1/2
<b>For the Applicant:</b>	
1. EASA Part 145 MO name: _____ EASA Part 145 certificate number: _____	
2. Address of MO: _____	
3. Mailing Address (if different from 2 above): _____	
4. Tel: _____	Fax: _____ E-Mail: _____
5. Please select the type of application and complete the section 6 of the Form a. Initial <input type="checkbox"/> b. Continuation <input type="checkbox"/>	
6. Application:  I wish to apply on behalf of this MO for an approval to perform maintenance on Canadian products in accordance with the Agreement concluded between the European Union and Canada on Civil Aviation Safety.  I understand that a maintenance approval granted under the terms and conditions of the bilateral agreement between the European Union and Canada is subject to the charges described in the CAR 104 <sup>1</sup> and that failure to submit the applicable charge may result in the suspension or cancellation of an existing maintenance approval.  I additionally understand that no technical investigation in relation with an initial application to a maintenance approval will be carried out until payment of applicable charge has been submitted. <sup>2</sup>  Date: _____  Name & Signature of the MO Accountable Executive: _____  <u>Note:</u> This application form is to be addressed to the MO's NAA Surveyor, together with documents supporting the application, and in particular the EASA Supplement to the AMO Maintenance Policy Manual.	
Member State NAA Action: <b>Please forward this application to:</b> Transport Canada Civil Aviation Operational Airworthiness (AARTM) Tower C, Place de Ville 330 Sparks Street, 4th Floor Ottawa, ON, Canada K1A 0N8 e-mail: EASA-TCCA@tc.gc.ca	

<sup>1</sup> For information regarding the current fees and charges please refer to the EASA fees and charges regulation which can be found on the TCCA web site  
<http://tcinfo/CivilAviation/Regserv/Affairs/cars/Part1/Subpart4.htm>

<sup>2</sup> Upon receipt of an application form TCCA will address to the applicant an invoice containing details related to payment methods.

8.

**To be filled by TCCA:**

TCCA hereby confirms that the applicant: EASA Approval Number \_\_\_\_\_,

has paid the charge in relation with the above described application, and therefore TCCA authorises the granting / continuation (strike through as required ) by the NAA of the CAR 573, Approval # \_\_\_\_\_ to perform maintenance on Canadian products once it has been satisfied compliance of the AMO to applicable regulatory requirements.

Name:

Date:

**Please forward this acknowledgement to:**  
The Applicable EU Member State NAA

9.

**To be filled by TCCA in case of non-compliance**

TCCA hereby informs the applicable NAA that the applicant has failed to submit the applicable charge and that the application / continuation of the TCCA Approval is rendered invalid.

(This information is to be forwarded to EASA)

Name

Date: