

# Maintenance Annex Guidance

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



Transports  
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Canada



**THE MAINTENANCE ANNEX GUIDANCE (MAG) APPROVAL:**



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**Revision History**  
**Maintenance Annex Guidance**

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
Original	25.01.2012	Original Edition of the Maintenance Annex Guidance	02.02.2012
Rev 1	29.03.2014	Revised following implementation of Original	15.04.2014

## List of Changes at Rev1

This briefly lists the changes made to the MAG and associated Appendix at Rev1. Changes to formatting and minor editorial changes are either not presented or are listed as minor editorial changes. The changes or references to changes are underlined and shown in italics.

<b><u>Introduction</u></b>	<i>Minor changes added for clarification.</i>
<b><u>Section A :</u></b>	
<b>I General</b>	
<b>2.1</b>	<i>Minor editorial changes were made.</i>
<b>4. Joint Sectorial Committee on Maintenance (JSCM)</b>	<i>Paragraph 4.1: Minor editorial changes were made. Paragraph 4.5 added: <u>The JSCM may setup... comprised of representatives from both TCCA and EASA..</u></i>
<b>5. Revisions</b>	<i><u>These revisions become effective upon approval by the JSMC and shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified</u></i>
<b>II Cooperation in Quality Assurance and Standardisation Activities</b>	
<b>1.2 TCCA Involvement as Observers</b>	<i><u>Updated: Regulation (EC) No. 628/2013</u></i>
<b>1.3.1</b>	<i>Minor editorial changes were made.</i>
<b>1.4 EASA Verification of Annex B Specific Regulatory Requirements (Addition of 1.4, 1.4.1, 1.4.2 and 1.4.3)</b>	
<b>1.4.1</b>	<i><u>EASA monitors the NAA every 2 years</u></i>
<b>1.4.2</b>	<i><u>Form / report contained in Appendix 5 shall be used by EASA.</u></i>
<b>1.4.3</b>	<i><u>Defines number of files to be sampled at the NAA</u></i>
<b>2.2 Mode of Operation.</b>	<i><u>The mode of operation is defined. Paragraph a and b provide clarity for findings and observations and communications by SIS Team and TCCA.</u></i>
<b>2.5 The Selection of TCCA Regional Offices (RO) to be visited</b>	<i><u>Defines the use of methods to determine the Regions to be visited by SIS team</u></i>
<b>2.6 EASA SIS Procedures</b>	<i><u>Provides detail and clarity regarding the SIS visit and results of the visit.</u></i>
<b>2.7 Resolution of SIS Team Findings (2.7.1, 2.7.2, 2.7.3)</b>	<i><u>Provide detail and clarity regarding the SIS Team findings.</u></i>
<b>3. Surveillance Activities within TCCA</b>	
<b>3.3.1</b>	<i><u>The surveillance activities within TCCA has been better defined.</u></i>
<b>3.4 TCCA Verification of Annex B Specific Regulatory Requirements (ADDED 3.4, 3.4.1, 3.4.2 and 3.4.3)</b>	
<b>3.4.1</b>	<i><u>Details of the schedule of oversight by TCCA</u></i>
<b>3.4.2</b>	<i><u>Appendix 3 shall be used by TCCA.</u></i>

3.4.3	<i>Defines the number of files to be reviewed.</i>
4.2 Mode of Operation	<i>The mode of operation is defined. Paragraph a and b provide clarity for findings and observations and communications by SIS Team and EASA</i>
4.5 The Selection of NAA's to be visited	<i>Defines the use of methods to determine the NAAs to be visited by SIS team.</i>
4.6 TCCA SIS Procedures	<i>Provides detail and clarity regarding the SIS visit and results of the visit.</i>
4.7 Resolution of SIS Team Findings (4.7.1, 4.7.2, 4.7.3)	<i>Provide detail and clarity regarding the SIS Team findings.</i>
<b>III Definitions</b>	<i>Definitions have been added as follows: <u>Line Station</u> <u>Line Maintenance</u> <u>Technical Agent</u></i>
<b>V Appendices</b>	
APPENDIX 1: EASA and TCCA contacts	<i>Contact information for both TCCA and EASA has been updated.</i>
APPENDIX 3: EASA Visit Report TCCA Regional Office (Form 10 CAN)	<i>Minor editorial changes made</i>
APPENDIX 4: EASA Visit Report AMO (Form 8 CAN)	<i>Minor editorial changes were made.</i>
APPENDIX 5: TCCA/EASA Visit Report Member State NAA (Form 10 EU)	<i>Minor editorial changes were made.</i>
APPENDIX 6: TCCA Visit Report AMO (Form 8 EU)	<i>Minor editorial changes were made.</i>
<b>SECTION B: APPROVAL PROCESS FOR CANADIAN BASED APPROVED MAINTENANCE ORGANISATIONS</b>	
<b>Introduction</b>	<i>Minor changes added for clarification</i>
<b>I. Initial Approval Process</b>	<i>Procedural changes were made in every step of the approval process to better suit the requirements and needs of TCCA and EASA.</i>
<b>II. Continuation Process</b>	<i>Procedural changes were made in every step of the continuation process to better suit the requirements and needs of TCCA and EASA</i>
<b>III Amendment process</b>	<i>New to the MAG.</i>
<b>IV Suspension or Revocation</b>	<i>New to the MAG.</i>
<b>V Appendices</b>	
APPENDIX 1: EASA Supplement Contents	<i>Minor editorial changes were made. This section now refers directly to the Agreement.</i>
APPENDIX 2: EXAMPLE EASA SUPPLEMENT	
2. Amendment Procedure	<i>Minor editorial changes were made to procedures to ensure amendments are submitted correctly</i>
3. Introduction	<i>This section has been better defined to reflect understanding of the agreement.</i>

<b>4. Accountable Manager’s Commitment Statement</b>	<i>Paragraph 4: Minor editorial changes were made. Paragraph 5: Minor editorial changes were made.</i>
<b>5. Approval Basis and Limitation</b>	<i>Minor editorial changes were made.</i>
<b>6. Access by EASA and TCCA</b>	<i>Minor editorial changes were made.</i>
<b>7. Work Orders/Contracts</b>	<i>This section has been better defined to reflect understanding of the agreement</i>
<b>9. Release of Components After Maintenance</b>	<i>Added 4.5, 4.6 and 4.7 to this section.</i>
<b>12. Quality Monitoring System (QMS)</b>	<i>This section has been better defined to reflect the EASA Regulations. Product lines and company requirements for internal quality system is clarified.</i>
<b>14. Line Stations</b>	<i>Line station requirements a better defined.</i>
<b>15. Audit Programme</b>	<i>Deleted</i>
<b>SECTION C : Approval process for EU Based Maintenance Organizations</b>	
<b>Introduction</b>	<i>Minor editorial changes were made.</i>
<b>I. Initial Approval Process</b>	<i>Procedural changes were made in every step of the approval process to better suit the requirements and needs of TCCA and EASA</i>
<b>II. Continuation Process</b>	<i>Procedural changes were made in every step of the continuation process to better suit the requirements and needs of TCCA and EASA.</i>
<b>III Amendment process</b>	<i>New to the MAG.</i>
<b>IV Suspension or Revocation</b>	<i>New to the MAG.</i>
<b>V Appendices</b>	
<b>APPENDIX 1: TCCA Supplement Contents</b>	<i>Minor editorial changes were made. This section now refers directly to the Agreement.</i>
<b>APPENDIX 2 Example TCCA Supplement</b>	
<b>2. Amendment Procedure</b>	<i>Amended to include the need to submit changes to the document are submitted to the competent authority (NAA) for acceptance and approval prior to change implementation</i>
<b>3. Introduction</b>	<i>This section has been better defined to reflect our mutual understanding of the agreement</i>
<b>4.Accountable Manager’s Commitment Statement</b>	<i>Paragraph 4: Minor editorial changes were made. Paragraph 6 was removed Paragraph 9: Minor editorial changes were made</i>
<b>5. Approval Basis and Limitation</b>	<i>Minor editorial changes were made.</i>
<b>6. Access By EASA and TCCA</b>	<i>Minor editorial changes were made.</i>
<b>7. Work Orders/Contracts</b>	<i>This section has been better defined to reflect the agreement.</i>
<b>9.1.2 Used Components</b>	<i>Editorial changes were made. Clarified use of components from EU AMO.Added the triple release information.</i>
<b>12. Audit Programme</b>	<i>Former section brought to section 12. Reflects TCCA Regulations. Added 3 requirements to the quality system that when incorporated will result in equivalency between EASA and TCCA quality programs.</i>

<b>14. Line Stations</b>	<i>Added clarity to line stations requirements.</i>
<b>16. Technical Record</b>	<i>Deleted</i>
<b>17. Continuation of Approval</b>	<i>Deleted.</i>
<b>APPENDIX 3: Application form (TCCA Form 24-0093)</b>	<i>Updated to reflect amendments, contact information and fee structure.</i>

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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. The 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 civil aeronautical products under the jurisdiction of a European Union Member State and for a EASA Part-145 approved maintenance organisation located in the EU to maintain civil aeronautical products under the jurisdiction of Transport 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 standardization or quality control system.

***Section A:***  
***Authority Interaction***  
*(Not applicable to the Industry)*

# **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 to the 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 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)**

4.1 The JSCM, under the leadership of the TCCA's Director of Standards and EASA's Approvals and Standardisation Director shall meet at least 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. 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.

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

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

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

4.5 The JSCM may setup a Joint Sectorial Maintenance Group (JSMG) comprised of representatives from both TCCA and EASA in charge of the review of the implementation of the Agreement and propose revision of this MAG to the JSCM.

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

#### **5. Revisions**

The JSCM shall review this guidance as necessary. These revisions become effective upon approval by the JSCM and shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

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

### General

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.. TCCA and EASA may decide to conduct these visits on a scheduled or unscheduled 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. 628/2013. 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. 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.

#### 1.4 EASA Verification of Annex B Specific Regulatory Requirements

1.4.1 EASA monitors the NAAs of the Member States to ensure compliance with the terms of the Agreement namely the Specific Regulatory Requirements contained in Appendix B1 to Annex B. The audit schedule may not be synchronized with the EASA standardisation inspection schedule. Expected Visit frequency is normally once every 2 years.

1.4.2 During EASA verification of Annex B Specific Regulatory Requirements of Member State NAAs the form / report contained in Appendix 5 shall be used by EASA.

1.4.3 The number of files to be sampled at the visited NAA should be proportional and statistically representative in relation to the number of AMOs holding a CAR 573 supplement approval in the EU Member State.

## **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 in accordance with the following:

a) Non-compliance findings with regards to Annex B Specific Regulatory Requirements

In this case 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. Findings can be raised at both the TCCA Regional Office and / or visited AMO.

b) Observations

In this case they 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.

### 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 Program

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.

## 2.5 The Selection of TCCA Regional Offices (RO) to be visited

The directorate responsible for standardisation will determine the SIS visit schedule using objective criteria and risk analysis. The following list is not exhaustive but may illustrate the main criteria used to select a region / Regional Office to visit.

(a) ROs that have large concentration of TCCA approved maintenance organisations may be used as an indication of business carried out in that area and a selection of approvals used to give a sample of that RO.

(b) Where EASA has received a number of reports of non-compliance in relation to organisations from a RO, this could indicate a problem and need for a visit.

(c) Previous EASA sampling inspections reports that indicate a particular RO may be of concern to EASA.

(d) The scope of individual approvals may be used to carry out a risk analysis and indicate where safety could be most at risk.

In addition a review of occurrences reported to EASA may be used as an indicator of potential problem areas. Occurrence reports may be drawn from the following areas and used to make a selection:

- EU Member States NAAs.
- Operators within the EU.
- Approved and unapproved organisations within the EC.
- Approved organisations within Canada

## 2.6 EASA SIS Procedures

SIS Teams normally visit Canada for one week. The EASA Manager responsible for Standardisation must liaise with TCCA national and regional coordinators to organize the visit schedule. TCCA will make every effort to cooperate with the SIS team.

At the start and end of each visit TCCA shall be briefed regarding the visit.

The SIS Team should complete an EASA Visit Report RO (Section A Appendix 3) in respect of each Regional Office visited and an EASA Visit Report AMO (Section A Appendix 4) in respect of each organisation visited. TCCA National or Regional Coordinator, as applicable, should also sign the EASA Visit Report RO to indicate that the report has been seen, adding any comment he/she wishes against each finding, and if necessary, disagreement with the non-compliance finding(s) and / or observations. Signature by TCCA National or Regional Coordinator only means that the findings have been seen.

The SIS Team may have cause with some organisations to raise non-compliance Level 1 findings as defined by EASA Part-145 Section B. In

this case, use the EASA Visit Report AMO to record the finding(s). The TCCA Regional Office must carry out the necessary follow up actions.

After each visit, the International Standardisation Coordinator must debrief the EASA Manager responsible for Standardisation.

## 2.7 Resolution of SIS Team Findings

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

2.7.2 The TCCA Regional Office must take action on all the EASA Visit Report AMO non-compliance findings raised following the visit. Action should be taken directly with the affected organisation. This may involve removing the organisation from the EASA list. EASA Approvals and Standardisation Directorate must be kept informed of the actions taken by TCCA.

2.7.3 Review general observations contained in EASA Visit Report with TCCA to consider possible corrective measures to ensure standards compatible with EASA Part-145. Follow-up will be accomplished by TCCA and reported to EASA for closure.

## 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.

### 3.4 TCCA Verification of Annex B Specific Regulatory Requirements

3.4.1 TCCA monitors the Regional offices to ensure compliance with the terms of the Agreement namely the Specific Regulatory Requirements contained in Appendix B1 to Annex B. The audit schedule may not be

synchronized with the TCCA inspection schedule. Expected Visit frequency is normally once every 2 years.

3.4.2 During TCCA verification of Annex B Specific Regulatory Requirements of the Regional Offices the form / report contained in Appendix 3 shall be used by TCCA.

3.4.3 The number of files to be sampled at the visited TCCA Regional Office should be proportional and statistically representative in relation to the number of AMOs holding an EASA supplement approval letter region.

#### **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 in accordance with the following:

- a) non-compliance findings with regards to Annex B Specific Regulatory Requirements.

In this case the TCCA HQ should review the TCCA Visit Reports and request EASA/NAA to take the appropriate remedial actions in a timely manner. Findings can be raised at both the EASA/NAA or visited AMO.

- b) Observations

In this case they must be communicated to the EASA Standardisation Directorate during the visit. The EASA Standardisation Directorate must ensure the necessary follow up actions are taken by the applicable NAA and / or AMO.

#### 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 Program

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.

#### 4.5 The Selection of NAA's to be visited

The TCCA Standards Branch will determine the SIS visit schedule using objective criteria and risk analysis. The following list is not exhaustive but may illustrate the main criteria used to select an EU Member State and NAA office to visit.

(a) NAA's that have large concentrations of EASA approved maintenance organisations may be used as an indication of business carried out in that area and a selection of approvals used to give a sample of that NAA.

(b) Where TCCA has received a number of reports of non-compliance in relation to organisations from an NAA, this could indicate a problem and need for a visit.

(c) Previous TCCA sampling inspections reports that indicate a particular NAA may be of concern to TCCA.

(d) The scope of individual approvals may be used to carry out a risk analysis and indicate where safety could be most at risk.

In addition a review of occurrences reported to TCCA may be used as an indicator of potential problem areas. Occurrence reports may be drawn from the following areas and used to make a selection:

- EU Member States NAAs.
- Operators within the EU.
- Approved and unapproved organisations within the EC.
- Approved organisations within Canada.

#### 4.6 TCCA SIS Procedures

SIS Teams normally visit Europe for one week. The TCCA Manager responsible for Standardisation must liaise with EASA and the respective NAA's. EASA and the NAA's will make every effort to cooperate with the SIS team.

At the start and end of each visit, the EASA and NAA('s) shall be briefed regarding the visit.

The SIS Team should complete a TCCA Visit Report NAA (Section A Appendix 5) in respect of each NAA visited and an TCCA Visit Report AMO (Section A Appendix 6) in respect of each organisation visited.

The NAA, as applicable, should also sign the TCCA Visit Report NAA to indicate that the report has been seen, adding any comment he/she wishes against each finding, and if necessary, disagreement with the non-compliance finding(s) and / or observations. Signature by the NAA only means that the findings have been seen.

The SIS Team may have cause with some organisations to raise non-compliance Level 1 findings as defined by TCCA Section C. In this case, use the TCCA Visit Report AMO to record the finding(s). The NAA must carry out the necessary follow up actions.

After each visit, the SIS Team must debrief the TCCA Manager responsible for Standardisation.

#### 4.7 Resolution of SIS Team Findings

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

4.7.2 The NAA must take action on all the TCCA Visit Report AMO non-compliance findings Level 1 raised following the visit. Action should be taken directly with the affected organisation. This may involve removing

the organisation from the TCCA list. TCCA Standards Branch must be kept informed of the actions taken by EASA and respective NAA.

4.7.3 Review all observations contained in TCCA Visit Reports with EASA to consider possible corrective measures to ensure standards compatible with TCCA CAR 573. Follow up will be completed by EASA and reported to TCCA for closure.

## 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 Maintenance Organization 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-engine helicopter

**Line Station**

Accepted at locations that are identified in the relevant Approval/Manual and are subject to the oversight of a competent authority. Line stations located in each others territory are not accepted under the Agreement i.e. you cannot exercise the privileges received under the Agreement in the territory of the other party.

**Line maintenance**

Line Maintenance should be understood as any maintenance that is carried out before flight to ensure that the aircraft is fit for the intended flight.

(a) Line Maintenance may include:

- Trouble shooting.
- Defect rectification.
- Component replacement with use of external test equipment if required. Component replacement may include components such as engines and propellers.
- Scheduled maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in depth inspection. It may also include internal structure, systems and power plant items which are visible through quick opening access panels/doors.

(a) Minor repairs and modifications which do not require extensive disassembly and can be accomplished by simple means.

(b) For temporary or occasional cases (AD's, SB's) the Quality Manager may accept base maintenance tasks to be performed by a line maintenance organisation provided all requirements are fulfilled as defined by the competent authority.

(c) Maintenance tasks falling outside these criteria are considered to be Base Maintenance.

(d) Aircraft maintained in accordance with 'progressive' type programmes should be individually assessed in relation to this paragraph. In principle, the decision to allow some 'progressive' checks to be carried out should be determined by the assessment that all tasks within the particular check can be carried out safely to the required standards at the designated line maintenance station.

2. Where the organisation uses facilities both inside and outside the Member State such as satellite facilities, sub-contractors, line stations etc., such facilities may be included in the approval without being

identified on the approval certificate subject to the maintenance organisation exposition identifying the facilities and containing procedures to control such facilities and the competent authority being satisfied that they form an integral part of the approved maintenance organisation.

### **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, Transport Canada Civil Aviation and for European Union, the European Aviation Safety Agency.

## **IV Specific Regulatory Requirements**

### **General**

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

**For EASA:**

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

e-mail: [luis.pires@easa.europa.eu](mailto:luis.pires@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: [TCCA-EASA@tc.gc.ca](mailto:TCCA-EASA@tc.gc.ca)

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

<b>EASA VISIT REPORT TCCA Regional Office (RO)</b>		
<b>TCCA RO IDENTIFIER:</b>	<b>REGION:</b>	<b>VISIT DATE:</b>
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>		
( N/R ) = applicable but not reviewed; ( N/A ) not applicable; ( <input checked="" type="checkbox"/> <input 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 the mandatory TCCA training program?	
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?	
<b>Compliance Checklist with MAG Section B—Initial</b>		
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 findings managed in accordance with the applicable oversight program?	
15.	Has the TCCA regional office forwarded the Form 17 to TCCA HQ 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.



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

<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)**

<b>EASA Visit Report AMO</b> ( APPROVED MAINTENANCE ORGANISATION )					
<b>General Information</b>					
NAME OF ORGANISATION: DETAILS     AMO/REPAIR STATION NO.: EASA TCCA	VISIT DATE:				
STATUS AND REFERENCE OF ORGANISATION MPM and Supplement:					
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.					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">1. . Repair Station Holds valid CAR 573 approval.</td> <td style="width: 20%;"></td> </tr> <tr> <td style="padding: 5px;">2. . The EASA Part-145 certifications do not exceed the scope and rating of the CAR 573</td> <td></td> </tr> </table>		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	
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 un-airworthy 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.	

<b>Findings Debriefed to the Organisation; Findings Raised Formally by EASA</b>	
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:	
<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 5: TCCA Visit Report Member State NAA (SIS Form 10 EU)**

<b>TCCA VISIT REPORT Member State NAA</b>		
<b>NAA IDENTIFIER:</b>	<b>Office Visited:</b>	<b>VISIT DATE:</b>
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>		
*		
* ( N/R ) = applicable but not reviewed; ( N/A ) not applicable; ( <input type="checkbox"/> ) = In compliance; ( xy ) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section.		
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 the mandatory training program?		
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 TCCA HQ 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?	
<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 by TCCA</b> (include a completed <b>TCCA visit report AMO</b> for each organisation) or <b>NAA files reviewed by EASA during standardization visit</b> <b>Verification of specific regulatory requirements</b>		
	Name	EASA /TCCA approval number
1.		
2.		
3.		
4.		

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

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

<b>TCCA Visit Report AMO</b> (EASA PART-145 APPROVED MAINTENANCE ORGANIZATION)	
<b>General Information</b>	
NAME OF ORGANIZATION: DETAILS    AMO/REPAIR STATION NO.: EASA TCCA	VISIT DATE:
STATUS AND REFERENCE OF MAINTENANCE ORGANISATION EXPOSITION/SUPPLEMENT:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS):   EASA Representative: NAA HQ Representative:	
SIZE OF ORGANIZATION 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 CAR 571 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 un-airworthy 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.	

<b>Findings Debriefed to the Organization; Findings Raised Formally by TCCA</b>	
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>	

## **Section B:**

# **Approval process for Canadian Based Approved Maintenance Organisations**

# Introduction

This Guidance details how TCCA will implement the Bilateral Agreement and Annex B between the European Union and Canada for CAR 573 Maintenance Organizations located in Canada.

## I. Initial Approval Process

### 1. TCCA actions

Upon receipt of a request for supplement approval in accordance with this Agreement, TCCA shall ensure that the applicant has access to the most current revision of the MAG and the EASA Form 17.

### 2. Applicant actions

To apply for approval 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 their 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/EASA actions

- a) The TCCA regional office shall send the EASA Form 17 to TCCA HQ
- b) TCCA HQ 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)
- c) 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 process.
- d) TCCA shall review the EASA Supplement for compliance with Appendix 1.
- e) 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. The letter shall specify that the scope of ratings and limitations shall not exceed that which is specified in the organizations CAR 573 certificate and limitations record.

- f) Once approved, the EASA supplement and the privileges associated with it shall remain in force until surrendered, suspended or cancelled by TCCA or EASA.
- g) TCCA will ensure that activities conducted in accordance with the supplement are part of their oversight of the organization.
- h) TCCA shall forward a copy of the supplement approval letter to EASA.
- i) EASA will publish the list of Approved Maintenance Organizations located in Canada on its website:

## **II. Continuation 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 submit the following to TCCA;
  - (1) A Completed EASA Form 17 indicating continuation and/or change in Block 5 as required, and
  - (2) A current copy of their EASA MPM Supplement (only if the continuation is submitted together with a change)

### **3. TCCA/EASA actions**

- a) TCCA Regional office will review the submitted Form 17 for completeness and legibility.
- b) The TCCA Regional office will review the supplement for compliance to Appendix 1 (if submitted).
- c) The TCCA Regional office will issue a new supplement approval letter when the supplement is found acceptable (if submitted).
- d) The TCCA Regional office will forward the EASA Form 17 and Supplement approval letter (if issued) to TCCA HQ.
- e) The TCCA HQ will forward the completed Form 17 and supplement approval letter (if issued) to EASA .

### **4. EASA actions**

- a) 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). In accordance with EASA Fees and Charges Regulation the applicable fee will be invoiced on an annual basis.

- b) EASA shall notify TCCA if the applicant has failed to make the fee payment within 90 days from invoice date.
- c) If the applicant fails to pay the applicable continuation fee EASA shall ask TCCA to revoke the supplement approval letter.
- d) Where EASA has reason to recommend to TCCA not to continue the approval, EASA should immediately inform TCCA who will take appropriate action.
- e) Late Applications-The applicant is expected to apply 60 days prior to their continuation due date. TCCA will accept late applications up to 30 days beyond the due date. If the applicant fails to apply for continuation within the above specified time frame, their approval cannot be continued, it shall be rendered invalid and an initial application must be initiated by the applicant.

## **5. Surrender of approval**

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

## **III Amendment process**

### **1. Applicant actions**

- a) The following changes to an organisation require the submission of an EASA Form 17 and associated amended supplement to TCCA regional office:
  - (1) Change of Address.
  - (2) Change of Accountable Manager.
  - (3) Change of Organisation Name and/or Approval Number.

### **2. TCCA actions**

- a) TCCA Regional office will review the submitted Form 17 for completeness and legibility.
- b) The TCCA Regional office will review the supplement for compliance to Appendix 1.
- c) The TCCA Regional office will issue a new supplement approval letter when the supplement is found acceptable.
- d) The TCCA Regional office will forward the EASA Form 17 and Supplement approval letter to TCCA HQ.
- e) The TCCA HQ will forward the completed Form 17 and supplement approval letter to EASA.

### **3. EASA Actions**

EASA will update the list of approved companies on its website.



## **IV Suspension or Revocation**

### **1. Suspension**

Suspension of the CAR 573 AMO certificate will automatically render the EASA Part 145 supplement approval letter invalid for the duration of the suspension. As a consequence of this suspension the AMO cannot exercise the privileges of their EASA Part 145 approval in accordance with the Agreement.

### **2. Revocation**

Revocation of the CAR 573 AMO certificate will automatically render the EASA Part 145 supplement approval letter invalid. As a consequence of this revocation all privileges of their EASA Part 145 approval are permanently removed and cannot be re-instated.

### **3. EASA Actions**

Where EASA has reason to request the TCCA to revoke the supplement approval letter, TCCA should take immediate action.

### **4. Communication**

Each party shall immediately notify the other party of any activities related to the aforementioned certificate action.

## **V Appendices**

### **Appendix 1: EASA Supplement Contents**

In accordance with the Agreement on Aviation Safety between the European Union and Canada, each AMO maintaining aircraft registered in an EU Member State or components intended for installation thereon, shall include in its Maintenance Policy Manual a supplement in accordance with Annex B Appendix B1.

## 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 by which an AMO can exercise the maintenance privileges under the Agreement.

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 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, the person within the AMO is responsible for amendment action. Procedures to ensure that revisions to the approved supplement are submitted to the appropriate authority (TCCA) for review and approval prior to change implementation.

## **3. INTRODUCTION**

A TCCA CAR 573 Approved Maintenance Organization can be EASA Part 145 approved when the CAR 573 Maintenance Organization complies with the maintenance specific regulatory requirements set forth in this supplement in addition to complying with TCCA CAR 573.

This supplement is therefore intended to identify the means to comply with the agreement when performing maintenance on EU registered aircraft or components intended for installation there on.

## **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, 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 is performed under the conditions of the EASA Part-145 supplement approval letter.

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 further understood that EASA reserves the right to suspend or revoke the approval if 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.

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

The EASA Part-145 supplement approval is based upon compliance with CAR 573 in addition to the specific regulatory requirements found 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.

## **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 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 a EU Member State 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 an EU Member State, a work order/contract defining the maintenance to be performed will be established between the organization and the EU 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 EU 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 xxxx96 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 with an EASA approved supplement should be accompanied by a TCCA Form One issued as a maintenance release (dual release)
- 4.6 Used components from a Canadian AMO that does not have an EASA approved supplement should not be used even if accompanied by a TCCA Form One
- 4.7 Used components that have been issued a triple release (i.e. certifying compliance with FAA, EASA, TCCA requirements) on an EASA Form 1 as a maintenance release are acceptable

## **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.

A Quality Assurance Program under CAR 573.09 is found to be equivalent to the EASA Part 145.A.65 Quality Assurance System when the following additional items are included.

- (1) The organisation must perform an internal audit within the first year of the EASA supplement approval
- (2) A product audit on one of the organisations main product lines must be performed on a yearly basis.
- (3) Except for the product audit referenced in (2) the internal audit cycle may be extended to 2 years

A product line audit means sample checking all the procedures and requirements associated with the specific product example to ensure that the end result is an airworthy product. A product line example for an aircraft rated AMO, would be a check process that is carried out for example an A check, 100 hour check, C check. Product line inspections will be carried out at each facility carrying out maintenance activities.

A product line example for an engine, avionics or component rated AMO would be conducted at each facility, work shop, base, carrying out maintenance activities.

An example of a product line for an avionics AMO could be the shop that performs maintenance on radios, for a component AMO could be the shop that performs maintenance on hydraulic pumps. If the component shop was performing maintenance on hydraulic pumps at two different facilities, they would be required to perform product line audits at both locations annually. The above principle applies to all primary product lines.

The quality department will include a list of each product line to be audited on an annual basis in their audit plan.

### **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 should be listed giving its location and the basic maintenance capability at each location. Line stations are accepted at locations that are identified in the relevant Approval/Manual and are subject to the oversight of TCCA. Line stations located in the EU Member states are not accepted under the Agreement i.e. you cannot exercise the privileges received under the Agreement in the EU member states.



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

<p><b>European Aviation Safety Agency</b>  <b>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.</b></p>	<p>EASA Form 17                  Page 1 of 2</p>
<p><b>For the Applicant:</b></p>	
<p>1. CAR 573 AMO name: _____ CAR 573 certificate number: _____</p>	
<p>2. Address of AMO: _____</p>	
<p>3. Mailing Address (if different from 2 above): _____</p>	
<p>4. Tel: _____ Fax: _____ Main Contact E-mail: _____</p>	
<p>3. Please select the type of application and complete the section 6 of the Form 17</p> <p style="text-align: center;">                 a. Initial <input type="checkbox"/>    b. Continuation <input type="checkbox"/>    c. Change <input type="checkbox"/> </p> <p>(in case of continuation and or change) EASA Part 145 approval number: EASA.145._____</p>	
<p>6. Application:</p> <p>I wish to apply on behalf of this AMO for an approval to perform maintenance on EU products in accordance with the Agreement concluded between the European Union 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 revocation 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>	
<p><b>For TCCA Inspector:</b> Please process this application in accordance with SI 573-002</p>	
<p><b>European Aviation Safety Agency</b>  <b>Canadian AMO application for initial / continuation of a Maintenance Approval in accordance with the Bilateral Agreement between the European Community and Canada on Civil Aviation Safety.</b></p>	<p>EASA Form 17                  Page 2 of 2</p>

**For EASA:**

**8a.Initial Application**

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 by TCCA of the EASA Part 145 approval:

EASA.145.XXXX

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

**8b.Continuation/Change**

EASA hereby grants continuation/accepts the change (strike through as required) submitted by TCCA AMO # \_\_\_\_\_ / EASA.145.XXXX.

Name:

Date:

**Please forward this acknowledgement to:**

Transport Canada Civil Aviation  
Operational Airworthiness  
Standards Branch

e-mail: TCCA-EASA@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 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 for initial approval, EASA will address to the applicant an invoice containing details related to payment methods.
3. For continuation of EASA approval, EASA will invoice the applicant on an annual basis.

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

# Introduction

This Guidance details how EASA and NAA's will implement the Bilateral Agreement and Annex B between the European Union and Canada for EASA Part 145 Approved Maintenance Organisations located in the European Union.

## I Initial Approval Process

### 1 NAA Action

Upon receipt of a request for supplement approval in accordance with this Agreement, NAA shall ensure that the applicant has access to the most current revision of the MAG and the TCCA Application Form 24-0093.

### 2. Applicant Action

To apply for approval 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) Hold an EASA Part-145 approval.

The applicant shall:

- a) Complete the TCCA Application Form 24-0093 and
- b) 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/TCCA Actions

- a) The NAA shall send the TCCA Form 24-0093 to TCCA HQ.
- b) TCCA shall invoice the organization based on the current Fee Regulations which can be found in Canadian Aviation Regulation Part 1, Sub Part 4.
- c) Once TCCA has received the applicant's payment, it shall notify the NAA that the process can continue and identify (on the TCCA Form 24-0093) the TCCA approval number to be used in the process.
- d) The NAA shall review the TCCA Supplement for compliance with Appendix 1.
- e) Where the supplement is found satisfactory, the NAA shall issue a letter quoting the TCCA Approval Number to the AMO and attesting that the TCCA supplement is approved. The letter shall specify that the scope of ratings and limitations shall not exceed that which is specified in the organisations Part

145 certificate and scope of approval.f) Once approved, the TCCA supplement and the privileges associated with it shall remain in force until surrendered, suspended or cancelled by the NAA or TCCA.

g) The NAA will ensure that activities conducted in accordance with the supplement are part of their oversight of the organization.

h) The NAA shall forward a copy of the supplement approval letter to TCCA.

i) TCCA in turn will publish the approval on the TCCA website:

## **II Continuation 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**

The applicant shall submit the following to the NAA;

- (1) A completed the TCCA Application Form 24-0093 indicating continuation and/or change in Block 5 as required, and
- (2) A current copy of their EASA MOE supplement (only if the continuation is submitted together with a change).

### **3. NAA/TCCA actions**

- a) The NAA will review the submitted TCCA Form 24-0093 for completeness and legibility.
- b) The NAA will review the supplement for compliance to Appendix 1 (if submitted).
- c) The NAA will issue a new supplement approval letter when the supplement is found acceptable (if submitted).
- d) The NAA will forward the TCCA Form 24-0093 and Supplement approval letter (if issued) to TCCA HQ.

### **4. TCCA actions**

- a) TCCA shall invoice the organization based on the current Fee Regulations which can be found in Canadian Aviation Regulation Part I, Subpart 4. The applicable CAR 104 fee will be invoiced upon application for continuation.
- b) TCCA shall notify the NAA if the applicant has failed to make the fee payment within 90 days from invoice date.
- c) If the applicant fails to pay the applicable continuation fee TCCA shall ask NAA to revoke the supplement approval letter.

d) Where TCCA has reason to recommend to NAA not to continue the approval, TCCA should immediately inform EASA Standardisation department and the NAA who will take appropriate action.

## **5. Late Applications**

The applicant is expected to apply 60 days prior to their continuation due date. The NAA will accept late applications up to 30 days beyond the due date.

If the applicant fails to apply for continuation within the above specified time frame, their approval cannot be continued, it shall be rendered invalid and an initial application must be initiated by the applicant.

## **6. Surrender of approval**

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

# **III Amendment process**

## **1. Applicant actions**

The following changes to an organisation require the submission of a TCCA Form 24-0093 and associated amended supplement to the NAA:

- (1) Change of Address.
- (2) Change of Accountable Manager.
- (3) Change of Organisation Name and/or Approval Number.

## **2. NAA actions**

- a) The NAA will review the submitted TCCA Form 24-0093 for completeness and legibility.
- b) The NAA will review the supplement for compliance to Appendix 1.
- c) The NAA will issue a new supplement approval letter when the supplement is found acceptable.
- d) The NAA will forward the TCCA Form 24-0093 and Supplement approval letter to TCCA HQ.

## **3. TCCA Actions**

TCCA will update the list of approved companies on its website.

## **IV Suspension or Revocation**

### **1. Suspension**

Suspension of the EASA Part 145 Approval will automatically render the Canadian CAR 573 supplement approval letter invalid for the duration of the suspension. As a consequence of this suspension the AMO cannot exercise the privileges of their CAR 573 approval in accordance with the Agreement.

### **2. Revocation**

Revocation of the EASA Part 145 Approval will automatically render the Canadian CAR 573 supplement approval letter invalid. As a consequence of this revocation the AMO all privileges of their CAR 573 approval are permanently removed and cannot be re-instated.

### **3. TCCA Actions**

Where TCCA has reason to request the NAA to revoke the supplement approval letter, the NAA should take immediate action and inform EASA Standardisation department.

### **4. Communication**

Each party shall immediately notify the other party of any activities related to the aforementioned certificate action.

## **V Appendices**

### **Appendix 1: TCCA Supplement Contents**

In accordance with the Agreement on Aviation Safety between the European Union and Canada, each AMO maintaining aircraft registered in Canada or components intended for installation thereon, shall include in its Maintenance Organisations Exposition a supplement in accordance with Annex B Appendix B1.



## 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 Approved MOE forms the basis by which an AMO can exercise the maintenance privileges under the Agreement.

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 TCCA upon request.

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

Note: 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. It should also ensure that changes to the document are submitted to the competent authority (NAA) for acceptance and approval prior to change implementation.

### **3. INTRODUCTION**

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 set forth in this supplement in addition to complying with EASA Part 145.

This supplement is therefore intended to identify the means to comply with the agreement when performing maintenance on Canadian registered aircraft or components intended for installation there on.

### **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 EASA Approved MOE, 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 is performed under the conditions of the TCCA supplement approval letter.

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 further understood that TCCA reserves the right to suspend or revoke the approval if 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.

## **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 Annex 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 Part 145 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 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;

- e) Used components from a EU AMO that does not have an TCCA approved supplement should not be used even if accompanied by a EASA Form 1
- f) Used components that have been issued a triple release (i.e. certifying compliance with FAA, EASA, TCCA requirements) on an EASA Form 1 as a maintenance release are acceptable

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

*Not Applicable.*

## **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. AUDIT PROGRAM**

The primary objective of the Quality Assurance System is to enable the organisation to satisfy itself that it can deliver a safe product and that it remains in compliance with EASA Part 145 and the Specific Regulatory Requirements.

A Quality Assurance System under EASA Part 145.A.65 is found to be equivalent to the TCCA CAR 573.09 Quality Assurance Program when the following additional items are included.

- (1) The organisation must perform an internal audit within the first year of the TCCA supplement approval

(2) A product audit on one of the organisations main product lines must be performed on a yearly basis.

(3) Except for the product audit referenced in (2) the internal audit cycle may be extended to 2 years

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

This paragraph must address the procedures for reporting an un-airworthy 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 un-airworthy, 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 should be listed giving its location and the basic maintenance capability at each location.

Line stations are accepted at locations that are identified in the relevant Approval/Manual and are subject to the oversight of the Competent Authority. Line stations located in Canada are not accepted under the Agreement i.e. you cannot exercise the privileges received under the Agreement in Canada.

**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
<p style="text-align: center;"><b>For the Applicant:</b></p> 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: _____ Main Contact 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"/> c. Change <input type="checkbox"/> (in case of continuation and or change) TCCA CAR 573 AMO number: _____	
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 and that failure to submit the applicable charge may result in the suspension or cancellation of an existing maintenance approval.  (Note processing of this application may incur additional fees from your NAA)  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 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.	
<p style="text-align: center;">Member State NAA Action:</p> <p><b>Please forward this application together with the TCCA supplement approval letter to:</b></p> <p style="text-align: center;">Transport Canada Civil Aviation                  Operational Airworthiness (AARTM)                  e-mail: TCCA-EASA@tc.gc.ca</p>	



**For TCCA:**

**8a. Initial Application**

TCCA hereby confirms that the applicant: EASA Part 145 # \_\_\_\_\_, has paid the fees in  
relation with the above described application, and therefore TCCA authorises the granting by the  
competent authority of the TCCA CAR 573 approval:

\_\_\_\_\_

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

**8b. Continuation/Change**

TCCA hereby grants continuation/accepts the change (strike through as required) submitted by  
EASA Part 145 \_\_\_\_\_ / TCCA CAR 573 XXX-XXX.

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

(This information is to be forwarded to the competent authority at the above mentioned address)

Name

Date:

**Note on fees and charges**

1. For information regarding the current fees and charges please refer to the TCCA fees and  
charges regulation which can be found on the TCCA web site: [www.tc.gc.ca](http://www.tc.gc.ca)
2. Upon receipt of an application Form 24-0093 for initial approval, TCCA will address to the  
applicant an invoice containing details related to payment methods.
3. For continuation of TCCA approval, TCCA will invoice the applicant every two years.

