

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



Transports
Canada

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THE MAINTENANCE ANNEX GUIDANCE (MAG) APPROVAL:



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THIS IS TO CERTIFY APPROVAL BY:

A handwritten signature in black ink, appearing to read 'Robert Sincennes', written over a horizontal line.

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Director Standards
Standards Branch
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Date: 6/11/2018

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Jesper Rasmussen
Flight Standards Director
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Date: 6/11/18

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.

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Introduction

This guidance, Maintenance Annex Guidance hereinafter referred to as the MAG, is sub-divided into three Sections; Section A: Competent Authority Interaction, Section B: Approval process for Canadian Approved Maintenance Organizations and Section C: Approval process for EU Maintenance Organizations. It details the actions required by TCCA, EASA, the competent National Aviation Authorities (NAA) and Applicants to be taken in order for a TCCA CAR 573 approved maintenance organization (AMO) to maintain civil aeronautical products under the jurisdiction of a European Union Member State. It also details the actions for an EASA Part-145 maintenance organization to maintain civil aeronautical products under the jurisdiction of Transport Canada. All in accordance with the Agreement on Civil Aviation Safety between the European Union and Canada hereinafter referred to as the Agreement.

TCCA and EASA have determined that the regulatory systems between EASA Part-145 and CAR Subparts 571 and 573 are sufficiently equivalent. This led to the establishment of Specific Regulatory Requirements listed in Appendix B1 to Annex B to the Agreement. Any maintenance organization of one Party that has been certified by a Competent Authority of that Party to perform maintenance functions shall be required to have a MAG supplement to its manual in order to comply with the Specific Regulatory Requirements. When it is satisfied that the MAG supplement meets the requirements set out in Appendix B1 to Annex B of the Agreement, the respective Competent Authority shall issue an approval attesting compliance with the applicable requirements. Ratings and limitations shall not exceed that contained in its own certificate.

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

The European Community requirements for maintenance are contained in the regulation (EC) No 2018/1139 of the European Parliament and of the Council-Commission Regulation (EC) No 1321/2014, 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 (GM).

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:
Competent Authority
Interaction

(Not applicable to the Industry)

I. General

1. Purpose

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

Note: National Aviation Authority (NAA) 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, Interpretations and Resolution of issues

3.1 Technical Consultations

The TCCA Director of Standards and the EASA Flight Standards Director 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/Resolution of issues

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 Flight Standards 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).

For the resolution of issues involving the acceptance of sub-bases and second sites that reside outside the territorial boundaries of the Competent Authority responsible for oversight of the Approved Maintenance Organization (AMO), a case by case review of acceptance by the Competent Authority's party to the agreement can be accomplished.

4. Joint Sectorial Committee on Maintenance (JSCM)

4.1 The JSCM, under the leadership of the TCCA's Director of Standards and EASA's Flight Standards 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 when directly affected by the meeting agenda items. At the discretion of the joint leadership, staff and representatives of other appropriate organizations 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 Sampling Inspection System (SIS) activities will be submitted to the JSCM. During the JSCM, each party shall present its plan for SIS for the next 12 month period.

4.4 The JSCM shall report to the Joint Committee the issues resulting from differences the JSCM 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. Any revisions become effective upon approval by the JSCM and shall be implemented, as applicable, 60 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 standardization activities and promote the participation in each other's inspections and audits. These activities may include sampling inspections at each other's approved maintenance organizations 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. Surveillance and Standardisation

1.1 Access to Reports

Competent Authority, EASA and TCCA will provide to each other, upon request, reports of standardization, internal quality system and surveillance with regards Annex B to the Agreement to the extent deemed necessary to ensure effective implementation.

1.2 Involvement as Observers

Technical Agents have the right to participate as an observer in each other's standardization, internal quality system and surveillance activities as a means of gaining confidence, standardization and cooperation. The Technical Agent's role is passive and as part of the Inspection Team the Technical Agent shall follow the appropriate working procedures and protocols.

1.3 Conduct of Inspections

Requests for participating in each other's activities must be agreed upon and coordinated through the JSCM.

1.4 Verification of Annex B Specific Regulatory Requirements

1.4.1 Each Competent Authority monitors the compliance with the terms of the Agreement namely the Specific Regulatory Requirements contained in Appendix B1 to Annex B. The audit schedule is determined by the Competent Authority.

1.4.2 During the verification of Annex B Specific Regulatory Requirements the reports contained in Appendix 3 and 4 of this MAG shall be used.

1.4.3 The number of files to be sampled should be proportional and statistically representative in relation to the number of maintenance organizations with an approved MAG supplement.

2. Sampling Inspection System in EU and Canada (SIS)

2.1 General

2.1.1 The TCCA Standards Branch and the EASA Flight Standards directorate need to ensure that the Agreement is being implemented in accordance with its terms.

2.1.2 In order to accomplish this they should establish a sampling visit schedule to conduct sampling inspections.

2.2 Objectives

2.2.1 The Sampling Inspection System (SIS) objective is to monitor the application of Annex B to the Agreement to ensure that the Annex is applied in a consistent manner.

2.2.2 It is also intended to assist the Competent Authority in understanding mutual obligations under the terms of the Agreement.

2.3 Mode of Operation

2.3.1 SIS Teams need to visit selected NAAs, TCCA regional offices (RO) and AMOs with approved MAG supplements on a regular basis.

2.3.2 When a SIS Team perceives compliance problems with the Agreement, this guidance or the application of maintenance standards, such problems are to be reported to the Competent Authority at the conclusion of the visit using the applicable Visit Report.

2.3.3 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 visiting Competent Authority should review the Visit Reports and request the host Competent Authority to take appropriate remedial actions in a timely manner. Findings can be raised at both the Competent Authority or visited AMO level.

- b) Observations should be communicated to the EASA Flight Standards Directorate SIS member or the TCCA Standards SIS member, as applicable, during the visit. The host Competent Authority will ensure the necessary follow up actions are taken in relation to the observation.

NOTE: In this context Observation means any perceived non-compliance to EASA Part-145 standards or TCCA CAR 573 and 571 standards.

2.4 SIS Team Composition

2.4.1 Each SIS Team should consist of two experienced maintenance surveyors/inspectors.

2.4.2 EASA members can be selected from EASA staff with additional staff from NAAs, with the team leader being always from EASA.

2.4.3 TCCA members will be selected from the TCCA Standards Branch.

2.4.4 SIS teams may include a third maintenance surveyor/inspector undergoing team familiarisation.

2.4.5 The host Competent Authority may assign personnel to 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 surveyor/inspector (PMI) responsible for the particular organization visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organization, as required.

2.5 SIS Team Visit Program

2.5.1 SIS Teams will visit NAAs, TCCA Regional Offices (RO) and AMOs with approved MAG supplements at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The Authorities should determine a visit schedule and coordinate the visit with the host Competent Authority. The final dates of a specific visit should be provided to the host Competent Authority at least 2 months in advance. The host Competent Authority is expected to make every effort to both receive and cooperate with the SIS team.

2.5.2 The visiting Competent Authority 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 office:

- (a) Offices that have large concentration of organizations with approved MAG supplements 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 office.
- (b) Where the Competent Authority has received a number of reports of non-compliance in relation to organizations from an office, this could indicate a higher risk and need for a visit.
- (c) Previous sampling inspection reports that indicate a particular office may be of concern.
- (d) The scope of individual approvals may be used to carry out a risk analysis to indicate where safety could be most at risk.

2.5.3 Additionally a review of reported occurrences 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:

- (a) EU Member States NAAs.
- (b) Operators/Approved Organizations within the EU.
- (c) Operators/Approved organizations within Canada

2.6 SIS Procedures

2.6.1 SIS Teams normally visit for one week. The visiting Competent Authority must liaise with the host Competent Authority coordinators to organize the visit schedule.

2.6.2 At the start and end of each visit the host Competent Authority shall be briefed regarding the visit.

2.6.3 The SIS Team should complete a Visit Report Office (SIS form 10 in Appendix 3) in respect of each office visited and a Visit Report Organization (SIS form 8 in Appendix 4) in respect of each maintenance organization visited.

2.6.4 A member of the host Competent Authority or office visited as applicable, should also sign the Visit Reports to indicate that it 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 member of the host Competent Authority or office only means that the findings have been seen.

2.6.5 The SIS Team may have cause with some organizations to raise non-compliance findings. In this case, use the Visit Report Organization (SIS form 8) to record the finding(s). The Office must carry out the necessary follow up actions.

2.6.6 After each visit, responsible managers must be debriefed by the SIS team.

2.7 Resolution of SIS Team Findings

2.7.1 Remedial action for any SIS team reported on the Visit Report Office (SIS form 10) findings will be taken in a timely manner (expected 90 days).

2.7.2 The NAA or TCCA Regional Office (RO) as applicable must take action on the Visit Report Organization (SIS form 8) non-compliance findings.

2.7.3 Actions taken by EASA, NAAs and their regional offices (RO) and TCCA and their regional offices (RO) may be subject to review in the JSCM for follow up and closure. Reported general observations may be discussed at JSCM to ensure standards remain compatible.

III Technical Assistance

General

TCCA and EASA will consult each other on a case by case basis and make all the efforts to support each other in activities deemed to be covered by item 7 of Annex B. The Parties, where appropriate through their Competent Authorities, shall provide technical evaluation assistance to each other, upon request.

Types of assistance may include, but are not limited to, the following:

1. Monitoring and reporting regarding continued compliance with the requirements described in this Procedure by maintenance organisations under the jurisdiction of either Party;
2. Conduct of and reporting on investigations; and
3. Technical evaluation.

Component Rated Foreign AMO's

Request for technical assistance can include initial approval process for component rated foreign AMO's as well subsequent changes to the approval as described in the following paragraphs:

1- EASA requesting technical assistance to TCCA:

- a. The TCCA foreign AMO is located in a country that has not entered into a maintenance agreement with EASA **and**
- b. The TCCA foreign AMO does not hold an EASA foreign maintenance organization certificate in accordance with EASA part 145 **and**
- c. The TCCA foreign AMO is identified by the original equipment manufacturer (OEM) as a facility that must be used for maintenance of their product **or**
- d. The TCCA foreign AMO's is not identified by the OEM for the maintenance of their product and the service provided must not be available in the EU in addition to paragraph a) and b) above.

2- TCCA requesting technical assistance to EASA:

- a. The EASA foreign AMO is located in a country that has not entered into a maintenance agreement with TCCA **and**
- b. The EASA foreign AMO does not hold a TCCA foreign maintenance organization certificate in accordance with CAR 573 **and**
- c. The EASA foreign AMO is identified by the original equipment manufacturer (OEM) as a facility that must be used for maintenance of their product **or**

- d. The EASA foreign AMO's is not identified by the OEM for the maintenance of their product and the service provided must not be available in the Canada in addition to paragraph a) and b) above.

IV 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 responsibility, 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 Organization (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.

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.

Aircraft Rated AMO

In context to this MAG, is an AMO of which its scope of ratings are of the aircraft/airframe category. It can include all or part of the remaining categories based on their scope of ratings and limitations issued by EASA or TCCA.

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.

Approved MAG Supplement

The supplement to an AMOs approved manual as required by the Agreement on Civil Aviation Safety between Canada and the European Community and this MAG that is approved by a Competent Authority.

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,

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.

Component Rated AMO

In context to this MAG, is an AMO of which its scope of ratings do not include the aircraft/airframe category. It does include all or some of the remaining categories other than aircraft/airframe based on their scope of ratings and limitations issued by EASA or TCCA.

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.

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

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

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

(e) 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.

(f) Where the organization 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 organization 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 organization.

Note: Line maintenance may not be performed outside of the territorial boundaries of this agreement in countries where existing agreements or arrangements are in place with the Competent Authority for the performance or acceptance of maintenance.

Line Station

Locations where line maintenance on aircraft is performed and are identified in the relevant Approval/Manual which are subject to the oversight by the Competent Authority.

Note: Line stations located in each other's 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. The Competent Authorities may review and agree to accept the use of line stations outside of the territorial boundaries of this agreement and in countries where existing agreements or arrangements are in place with the Competent Authority on a case by case basis.

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**

Office

For the EU it means an office of the NAA and for Transport Canada means a regional office (RO).

Parties

Collectively referenced as the European Union and Canada.

Party

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

Procedure for Maintenance

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

Second Site(s)

See Sub-base(s). It is a term used within the EU system to cover maintenance facilities other than line stations. It can include base maintenance, engine and component shops.

Sub-bases

A maintenance facility under the control of the AMO located in the AMOs principle origin/country of business as well as at other locations identified in the relevant manual which are subject to the oversight of the Competent Authority. Maintenance may not be performed outside of the territorial boundaries of this agreement in countries where existing agreements or arrangements are in place with the Competent Authority for the performance or acceptance of maintenance. The Competent Authorities may review and agree to accept the use of sub-bases outside of the territorial boundaries of this agreement on a case by case basis.

NOTE: The terms Second Site and Sub-base means the same. Second Site is used under the EU system (Section C) and the term Sub-base is used under the Canadian system (Section B).

Technical Agent

Means, for Canada, the Canadian organization responsible for civil aviation and for the European Community, the European Aviation Safety Agency (EASA).

V Specific Regulatory Requirements

Pursuant to this Agreement, the recognition by one Party of a maintenance organization under the jurisdiction of the other Party shall be based upon the maintenance organization incorporating into its relevant manual, a MAG 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 organization will comply with the manual and the MAG supplement, and shall, at a minimum, include the information specified in the appropriate annex to this document.

The supplement shall be produced in the English language and shall be approved by the Competent Authority having primary jurisdiction over the maintenance organization.

VI 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

For EASA:

EASA Flight Standards Directorate
Konrad-Adenauer-Ufer 3
D-50668 Cologne
Germany
E-mail: foreign145@easa.europa.eu

Appendix 2: Technical contacts of Aviation Authorities:

EASA:

www.easa.europa.eu

E-mail: foreign145@easa.europa.eu

TCCA:

www.tc.gc.ca/CivilAviation/menu.htm

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

Appendix 3: Visit Report Office (SIS Form 10 EU / CAN)

VISIT REPORT Office		
OFFICE IDENTIFIER:	LOCATION:	VISIT DATE:
Maintenance Annex Guidance (MAG) The Agreed upon procedures the TCCA, EASA, and NAA must follow to comply with the Agreement.		
Compliance Check List-General Issues		
(N/R) = applicable but not reviewed; (N/A) not applicable; (<input checked="" type="checkbox"/>) = In compliance; (x) = if not in compliance, put consecutive numbering in the box and make finding or comment in relevant section.		
Review Office Organization files to verify:		
1.	Records of findings and corrective action meet Competent Authority 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 Competent Authority requirements.	
Review Inspector/Surveyor Training records: (review several Inspectors records)		
5.	Have the Inspectors/Surveyor completed the mandatory training program?	
6.	Has the MAG guidance material been made available to the inspectors/surveyor?	
7.	Interview inspectors/surveyors to determine knowledge and experience in using the current guidance material.	
Frequency of Audits: (Review Audit schedule)		
8.	Does the schedule ensure each location has received surveillance as required by the Competent Authority?	
9.	Does the schedule accurately reflect the inspector's/surveyors work load?	
10.	Is the schedule followed?	
Compliance Checklist with MAG —Initial		
11.	Does the Office receive and review an Initial application for completeness and correctness and retain this record on file?	
12.	Does the Office provide an applicant with the guidance material?	

13.	Does the Office review the Supplement IAW MAG Section B / C 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 organization holds appropriate ratings and authorisation for the line station?	
	c. Does the Office retain a copy of the supplement?	
14.	Has the Office carried out surveillance on the Organization and any line stations for compliance with applicable regulations and the Supplement conditions? Is this surveillance recorded and findings managed in accordance with the applicable oversight program?	
15.	Reserved	N/A
16.	Has the Office issued a letter to the Organization stating that the supplement is approved?	
17.	Has the Office added the fact that the organization has an approved MAG supplements and included the additional surveillance requirements to its oversight surveillance system and is the Organization profile correct (web list and Office records)?	
Compliance Checklist with MAG— Amendment to Approved Document(s).		
18.	Where the facility accountable manager, company name or address has changed is this reflected in the supplement?	
19.	Has the Office carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	
20.	Has the Office received the most recent documentation i.e. Supplement on file?	
21.	Has the Office added the fact that the Organization has amended its approved MAG supplement to the file?	
22.	Has the Office carried out enforcement procedures? If yes, has the Competent Authority been advised of any enforcement that may impact the Organization's approval and products that may have been maintained?	
Organization Visited (include a completed visit report for each organization)		
	Name	Supplement approval date
1.		
2.		

3.		
4.		

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

Findings Raised Against Office (non-compliance with MAG)	Reference
1.	
2.	
3.	
Comments	

Signatures	Date of Signatures:
SIS TEAM	Competent Authority Coordinator
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
NOTE: Signature by Competent Authority coordinators only means they have read the report. It does not constitute agreement, with findings and comments raised in this report	

Appendix 4: Visit Report Organization (SIS Form 8 EU / CAN)

Visit Report Organization	
General Information	
NAME OF ORGANIZATION:	VISIT DATE:
AMO NO.:	
STATUS AND REFERENCE OF ORGANIZATION MPM/MOE AND SUPPLEMENT:	
SENIOR PERSON(S) SEEN (NAMES & POSITIONS):	
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.	Does the Organization hold a valid approval under the respective regulatory system (EASA / TCCA)?
2.	The certifications do not exceed the scope and rating of the approved MAG supplements.
3.	The Authorities are allowed access to the Organization to inspect for continued compliance with Specific Regulatory Requirements.

4.	The Organisation cooperates with any regulatory investigation.	
5.	The Organization accepts that investigation and certificate action may be taken.	
The supplement to the Organization Manual needs to include the following elements: (Verify that the Organization is applying the procedures correctly.)		
6.	Statement of Accountable Manager.	
7.	Reserved	N/A
8.	Procedures for the release or approval for return to service that meet the requirements of EASA Part-145.A.50 or CAR 571 (as applicable) for aircraft and the use of the Form One/Form 1(as applicable) for aircraft components, and any other information required by the owner or operator as appropriate.	
9.	Reserved	N/A
10.	Procedures to ensure that repairs and modifications as defined by the respective Competent Authority requirements are accomplished in accordance with data approved by the Competent Authority.	
11.	Procedures for reporting un-airworthy conditions on civil aeronautical products to the Competent Authority and the customer or operator.	
12.	Procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified airworthiness directives and other mandatory instructions.	

Findings Debriefed to the Organization; Findings Raised by the Competent Authority	
Non-compliance with specific regulatory requirements/MAG	Reference to specific regulatory requirements/MAG
Findings to be raised with the equivalent regulatory paragraph	Reference to Part 145 or the CARs as applicable
Signatures	Date of Signatures:
SIS TEAM	Competent Authority Coordinator
Name:	Name:
Signature:	Signature:
Name:	
Signature:	
NOTE: Signature by Competent Authority coordinators means they have read the report. It does not constitute agreement with findings and comments raised in this report	

Appendix 5: TCCA Supplement Approval Letter Template



City, Province

Area Code

Our file / Notre référence
Z5015-XXXXXXX
RDIMS #

Date

Details of addressee

Subject: Approval of a Maintenance Policy Manual (MPM) supplement

Dear Sir, or Madam,

Following a review of the elements contained in the referenced MPM supplement against the requirements of the current Agreement on Civil Aviation Safety between Canada and the European Union (EU), Transport Canada hereby confirms approval of your MPM supplement. Compliance with your MPM and this supplement allows for acceptance by the European Aviation Safety Agency (EASA) of maintenance performed on EU aeronautical products under the jurisdiction of EASA. This Approval does not exceed the scope of your current TCCA CAR 573 certificate.

INSERT AMO NAME HERE

EASA Part-145 Approval Reference number: EASA 145.XXXXX valid until dd/mm/yyyy

Your MPM supplement reference: INSERT SUPPLEMENT REVISION AND DATE HERE is hereby approved by Transport Canada.

You are reminded that you will be required to submit your next application for renewal in accordance with the MAG which is available on the TCCA web site at <http://www.tc.gc.ca/eng/civilaviation/standards/int-ta-menu-3674.htm>

Yours truly,

INSERT SIGNATURE HERE

For The Minister of Transport

PRINT INSPECTORS NAME HERE

INSERT CREDENTIALS (Inspector / Superintendent etc) HERE

The wordmark for Canada, with the letters "a", "d", and "a" in red and the other letters in black.

Appendix 6: EASA Supplement Approval Letter Template

Subject: EU / Canada Agreement - Approval of TCCA Supplement

Dear Sir or Madam,

1. Considering the maintenance procedures covered by Annex B to the Agreement between European Union (EU) and Canada on Civil Aviation Safety and MAG (Maintenance Annex Guidance), this is to inform you that [Organisation Name] TCCA Supplement [revision xx], dated [__/__/____] is hereby approved by [NAA].

2. The TCCA CAR 573 approval reference is:

[Organisation Name]

TCCA CAR 573 Approval Reference number: XXXX

Valid until: [--/--/----]

3. This supplement approval allows performing maintenance services on Canadian registered aeronautical products subject to compliance with EASA Part-145 requirements and the specific regulatory requirements as detailed in the Agreement Annex B Appendix B1 and the Maintenance Annex Guidance (MAG).

4. Please be reminded that TCCA scope of ratings and limitations must not exceed the ones specified in your Part 145 approval certificate.

5. You are reminded that you will be required to submit your next application for renewal 60 days prior your continuation date in accordance with MAG Section C which is available on the EASA web site at: <http://www.easa.europa.eu/documentlibrary/bilateral-agreements/eu-canada>.

Best Regards,

[NAME of NAA Responsible]
Position of NAA Responsible

Section B:
Approval process for CAR
573 Approved Maintenance
Organizations

Introduction

This MAG details how TCCA will implement Annex B of the Agreement between the European Union and Canada for CAR 573 Approved Maintenance Organizations. Section B is divided into two subsections; Subsection B1: Aircraft rated AMO's and Subsection B2: Component rated AMO's. The required supplement approval letter templates can be found in Section A, Appendix 5.

Subsection B1

I. Initial Approval Process for Aircraft Rated AMO's

1. TCCA actions

Upon receipt of a request for MAG supplement approval in accordance with Annex B of the Agreement, TCCA shall ensure that the applicant has access to the most current revision of the MAG.

2. Applicant actions

To apply for approval under the provisions of the Agreement, an applicant AMO must:

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

The applicant shall submit to the TCCA Regional Office (RO):

- a) A completed EASA Form 17 and
- b) A MAG Supplement to their Maintenance Policy Manual in accordance with the Example EASA MAG Supplement guidance material (see Appendix 1).

The EASA Form 17 and the proposed MAG 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) TCCA Regional office (RO) will review the submitted EASA Form 17 for completeness and legibility and send the form to TCCA Head Quarters (HQ).
- b) TCCA HQ shall forward a copy of the EASA Form 17 to EASA. EASA shall invoice the organization 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
- c) Once EASA has received the applicant's payment, it shall return the Form 17 to TCCA HQ indicating that the process can continue and identify (on the application Form 17) the EASA approval number to be used in the process.
- d) TCCA RO shall review the MAG Supplement for compliance with Appendix 1.
- e) Where the MAG supplement is found satisfactory, TCCA RO shall issue a letter to the AMO quoting the EASA approval and attesting that the MAG 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 MAG supplement and the privileges associated with it shall remain in force until surrendered, suspended or revoked by TCCA.

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

h) TCCA RO shall forward a copy of the supplement approval letter to TCCA HQ.

i) TCCA HQ shall forward a copy of the MAG supplement approval letter to EASA.

j) TCCA will publish the list of Approved Maintenance Organizations that have an approved MAG supplement on its website.

II. Continuation Process for Aircraft Rated AMO's

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

The applicant shall submit the following to TCCA RO;

- a) A completed EASA Form 17 indicating continuation, and
- b) A current copy of their MAG supplement (only if the continuation is submitted together with a change)

3. TCCA actions

- a) The TCCA RO will review the submitted EASA Form 17 for completeness and legibility.
- b) The TCCA RO will review the MAG supplement for compliance to Appendix 1 (if submitted).
- c) The TCCA RO will issue a new supplement approval letter detailing the new expiry date.
- d) The TCCA RO will forward the EASA Form 17 to TCCA HQ.
- e) The TCCA HQ will forward the completed Form 17 to EASA.
- f) The TCCA HQ will forward a copy of the supplement approval letter to EASA.
- g) TCCA will update the list of Approved Maintenance Organizations on its website.

4. EASA actions

- a) EASA shall invoice the organization 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. 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.

5. Late Applications

The applicant is expected to apply 60 days prior to their continuation 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, TCCA HQ will remove the company from the list of Approved Maintenance Organizations on its website.

III. Amendment process for Aircraft Rated AMO's

1. Applicant actions

The following changes to an organization require the submission of an EASA Form 17 and amended MAG supplement to the TCCA RO:

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

2. TCCA actions

- a) TCCA RO will review the submitted EASA Form 17 for completeness and legibility.
- b) The TCCA RO will review the MAG supplement for compliance to Appendix 1.
- c) The TCCA RO will issue a new supplement approval letter when the MAG supplement is found acceptable and update the TCCA website accordingly.
- d) The TCCA RO will send a copy of the supplement approval letter to TCCA HQ.
- e) The TCCA HQ will forward a copy of the supplement approval letter to EASA.

IV. Suspension or Revocation

1. Suspension

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

2. Revocation

Revocation of the CAR 573 AMO certificate will automatically render the approved MAG supplement 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.

Subsection B2

I. Initial Approval Process for Component Rated AMO's

Note: In the context of this agreement, when the component rated AMO's certificate includes an aircraft rating, they must apply as an aircraft rated AMO under Subsection B1.

1. TCCA Actions

Upon receipt of a request for MAG supplement approval in accordance with Annex B of the Agreement, TCCA shall ensure that the applicant has access to the most current revision of the MAG.

2. Applicant Actions

To apply for approval under the provisions of the Agreement, an applicant AMO must:

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

The applicant shall submit to TCCA RO:

- a) A completed EASA Form 17 and;
- b) A MAG Supplement to their Maintenance Policy Manual in accordance with the Example EASA MAG Supplement guidance material (see Appendix 1).

The EASA Form 17 and the proposed MAG Supplement shall be sent to the respective TCCA RO 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) TCCA RO will review the submitted EASA Form 17 for completeness and legibility and send the form to TCCA HQ.
- b) TCCA HQ shall forward a copy of the EASA Form 17 to EASA. EASA shall invoice the organization 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
- c) Once EASA has received the applicant's payment, it shall return the Form 17 to TCCA HQ indicating that the process can continue and identify (on the application Form 17) the EASA approval number to be used in the process.
- d) TCCA RO shall review the MAG Supplement for compliance with Appendix 1.

- e) Where the MAG supplement is found satisfactory, TCCA RO shall issue a letter to the AMO quoting the EASA approval number and attesting that the MAG 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 MAG supplement and the privileges associated with it shall remain in force until surrendered, suspended or revoked by TCCA.
- g) TCCA will ensure that activities conducted in accordance with the supplement are part of their oversight of the organization.
- h) TCCA RO shall provide a copy of the supplement approval letter to TCCA HQ.
- i) TCCA HQ shall forward a copy of the supplement approval letter to EASA.
- j) TCCA will publish the list of Approved Maintenance Organizations that have an approved MAG supplement on its website.

4. Surrender of approval

Where a company surrenders its approval, TCCA will remove the company from the list of Approved Maintenance Organizations on its website.

II. Continuation for Component Rated AMO's

For component rated AMOs there is no need for continuation because the supplement approval letter remains in effect until surrendered, suspended or revoked.

III. Amendment process for Component Rated AMO's

1. Applicant Actions

The following changes to an organization require the submission of an EASA Form 17 and amended supplement to TCCA HQ or RO as applicable:

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

2. TCCA Actions

- a) TCCA RO will review the submitted Form 17 for completeness and legibility.
- b) The TCCA RO will review the MAG supplement for compliance to Appendix 1.
- c) The TCCA RO will issue a new supplement approval letter when the MAG supplement is found acceptable and update the TCCA website accordingly.
- d) The TCCA RO will send a copy of the EASA Form 17 and supplement approval letter to TCCA HQ.
- e) The TCCA HQ will forward a copy of the EASA supplement approval letter to EASA.

IV. Suspension or Revocation

1. Suspension

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

2. Revocation

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

3. EASA Actions

Where EASA has reason to request 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: Approved MAG 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 of the Agreement. An example of the MAG supplement is provided below.

MAG SUPPLEMENT DATE

TO CAR 573 AMO MAINTENANCE POLICY MANUAL REF

Company Name and Facility Address:

TCCA APPROVED MAINTENANCE ORGANIZATION NUMBER:

EASA Part 145 Approval Number:

Compliance with the MAG 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 Organization (AMO) must always retain at its principal place of business a current copy of this approved MAG Supplement in English and provide it to EASA upon request.

The cover page of the MAG Supplement should include the intent of the above statement

Note: This example MAG 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 MAG supplement must therefore be customised to satisfy the specific approved maintenance organization procedures as defined in the following paragraphs.

1. LIST OF EFFECTIVE PAGES

Self-explanatory. No example provided

2. AMENDMENT PROCEDURE

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 Competent Authority (TCCA) for review and approval prior to change implementation.

3. INTRODUCTION

An acceptable statement for this paragraph could be:

A TCCA CAR 573 Approved Maintenance Organization will meet the requirements of the Agreement on Civil Aviation Safety between Canada and the European Community when the CAR 573 Maintenance Organization complies with the maintenance specific regulatory requirements set forth in this MAG supplement in addition to complying with TCCA CAR 573.

This MAG 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 MAG Supplement.

An acceptable statement for this paragraph could be:

"This MAG Supplement defines in conjunction with the TCCA Approved Maintenance Policy Manual, the organization and its procedures.

These procedures are approved by the undersigned, and must be adhered to, as applicable, when maintenance is performed under the conditions of the approved MAG supplement.

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

This paragraph should address the approval basis and limitation of the respective Maintenance Organization.

The approved MAG supplement 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 unless agreed otherwise on a case by case basis by the Technical Agents of the Parties to the Agreement.

6. ACCESS BY AUTHORITIES

This paragraph should identify the fact that EASA staff should be allowed access to the AMO 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 AMO to investigate on behalf of the EASA.

7. WORK ORDERS / CONTRACTS

The organization should ensure that work orders/contracts are in place to define the maintenance to be accomplished on the Aircrafts/Components under the jurisdiction of an 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

This paragraph should define how the AMO will 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

This paragraph should define how the 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 Authorized 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 organization. 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.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 organization 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:

9.1 Component eligibility for installation

This paragraph should include information regarding the acceptability of components authorised for use 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.

- a) For all EU Member States OEMs and PC holders release should be in accordance with EASA Part-21 (EASA Form 1) as a new part.
- b) For Canadian OEMs and PC holders release should be on the TCCA Form One as a new part.
- c) For new components outside the context of this agreement refer to the EASA Matrix at the following web address:

https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final_FS1.1%2B1.4.pdf

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

9.1.2 Used Components

Used components should be traceable to maintenance organisations and repair stations approved by the Competent 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. The following used components are eligible for installation on Aircraft/Component under the jurisdiction of EASA:

- a) Used components from EASA Part-145 maintenance organisations should be accompanied by an EASA Form 1 issued as a maintenance release.
- b) Used components from a Canadian AMO with an approved MAG supplement should be accompanied by a TCCA Form One issued as a maintenance release. EASA approval number shall be visible in block 12 of the TCCA Form One. (dual release)
- c) Used components from a Canadian AMO that does not have an approved MAG supplement should not be used even if accompanied by a TCCA Form One.
- d) For used components outside the context of the agreement refer to the EASA Matrix at the following web address:
https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final_FS1.1%2B1.4.pdf
- e) 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. RELEASE OF AIRCRAFT AFTER MAINTENANCE

This paragraph should explain how the release to service of aircraft after maintenance shall be carried out in accordance with CAR 571 except that paragraphs 7 and 8 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/EASA Part 145.A.50:

"Certifies that except as otherwise specified, the described maintenance has been performed in accordance with the applicable airworthiness requirements and the approved MAG supplement and in respect to that work the aircraft is ready for release to service." or in case of EU operators with pre-printed release statements "Release to Service in accordance with EASA Part-145.50." is also acceptable.

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.

11. REPORTING OF UNAIRWORTHY CONDITIONS

This paragraph should address the procedures for the reporting of serious defects of the aircraft or aeronautical products.

An acceptable statement for this paragraph could be:

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 may be used or the EASA online reporting system which can be found at <http://www.aviationreporting.eu/>

12. LINE STATIONS

This paragraph should explain how each line station subject to the terms of this agreement is to 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 and line stations outside of the territorial boundaries of this agreement in countries where existing agreements or arrangements are in place with the Competent Authority are not accepted under the Agreement i.e. you cannot exercise the privileges received under this Agreement in the EU member states or in countries where existing agreements or arrangements are in place between the Competent Authorities, unless agreed otherwise on a case by case basis by the Technical Agents of the Parties to this Agreement.

Appendix 2: Application form (EASA Form 17)

European Aviation Safety Agency Canadian AMO application for initial / continuation of a Maintenance Approval in accordance with the Bilateral Agreement between the European Union and Canada on Civil Aviation Safety.	EASA Form 17 Page 1 of 2
<p> For the Applicant: Aircraft Rated: <input type="checkbox"/> Component Rated: <input type="checkbox"/> </p> <p style="margin-left: 40px;"> Note: In the context of this agreement, when the component rated AMO's Certificate includes an aircraft rating, they must apply as an aircraft rated AMO </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> 5. 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⁽¹⁾ 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 ⁽²⁾. </p> <p> Date: _____ </p> <p> Name & Signature of the AMO Accountable Executive: _____ </p> <p> 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. </p>	
For TCCA Inspector: Please process this application in accordance with SI 573-002	

For EASA:

7. 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.

Name:

Date:

Please forward this acknowledgement to:

Transport Canada Civil Aviation
Operational Airworthiness
Standards Branch
e-mail: TCCA-EASA@tc.gc.ca

8.

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
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 EASA
Part-145 Approved
Maintenance Organizations

Introduction

This MAG details how EASA and the NAA's will implement Annex B of the Agreement between the European Union and Canada for EASA Part-145 Approved Maintenance Organizations. Section C is divided into two subsections; Subsection C1: Aircraft rated AMO's and Subsection C2: Component rated AMO's. The required supplement approval letter templates can be found in Section A, Appendix 6.

Subsection C1

I. Initial Approval Process Aircraft Rated AMO's

1. NAA Actions

Upon receipt of a request for MAG supplement approval in accordance with Annex B of the Agreement, the NAA shall ensure that the applicant has access to the most current revision of the MAG.

2. Applicant Actions

To apply for approval under the provisions of the Agreement, 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 submit to their respective NAA:

- a) A completed TCCA Form 24-0093 and
- b) A MAG Supplement to the Maintenance Organization Exposition in accordance with the Example TCCA MAG Supplement guidance material (see Appendix 1).

The TCCA Form 24-0093 and the proposed MAG Supplement shall be sent to the respective 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. EASA/NAA/TCCA Actions

- a) The NAA will review the submitted TCCA Form 24-0093 for completeness and legibility and send the form to TCCA HQ.
- b) TCCA HQ 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 HQ has received the applicant's payment, it shall notify the NAA that the process can continue and identify on the application Form 24-0093 the TCCA approval number to be used in the process.
- d) The NAA shall review the MAG Supplement for compliance with Appendix 1.

- e) Where the MAG supplement is found satisfactory, the NAA shall issue a letter to the AMO quoting the TCCA Approval Number and attesting that the MAG supplement is approved. The letter shall specify that the scope of ratings and limitations shall not exceed that which is specified in the organizations Part 145 certificate and scope of approval.
- f) Once approved, the MAG supplement and the privileges associated with it shall remain in force until surrendered, suspended or revoked by the NAA.
- g) The NAA will ensure that activities conducted in accordance with the MAG supplement are part of their oversight of the organization.
- h) The NAA shall forward a copy of the MAG supplement approval letter to EASA and TCCA HQ.
- i) EASA will publish the list of Approved Maintenance Organizations on its website.

II. Continuation Process for Aircraft Rated AMO's

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 HQ with copy to EASA Flight Standards Directorate.

2. Applicant Actions

The applicant shall submit the following to the NAA;

- a) A completed TCCA Form 24-0093 indicating continuation and
- b) A current copy of their MAG supplement (only if the continuation is submitted together with a change).

3. EASA/NAA Actions

- a) The NAA will review the submitted TCCA Form 24-0093 for completeness and legibility and send the form to TCCA HQ.
- b) The NAA will review the MAG supplement for compliance to Appendix 1 (if submitted).
- c) The NAA will issue a new supplement approval letter detailing the new expiry date.
- d) The NAA will forward the completed Form 24-0093 to EASA and TCCA HQ.
- e) The NAA will forward the supplement approval letter to EASA and TCCA HQ.
- f) EASA will update the list of Approved Maintenance Organizations on its website.

4. TCCA Actions

- a) TCCA HQ shall invoice the organization based on the current Fee Regulations which can be found in Canadian Aviation Regulation Part I, Subpart 4.
- b) TCCA HQ 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 HQ shall ask the NAA to revoke the supplement approval letter.

d) Where TCCA has reason to recommend to the NAA not to continue the approval, TCCA should immediately inform EASA Flight Standards Directorate 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. 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, EASA will remove the company from the list of Approved Maintenance Organizations on its website.

III. Amendment process for Aircraft Rated AMO's

1. Applicant Actions

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

- (1) Change of Address.
- (2) Change of Accountable Manager.
- (3) Change of Organization 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 MAG supplement for compliance to Appendix 1.
- c) The NAA will issue a new supplement approval letter when the MAG supplement is found acceptable.
- d) The NAA will send the completed TCCA Form 24-0093 to EASA and TCCA HQ.
- e) The NAA will forward a copy of the supplement approval letter to EASA and TCCA HQ.

3. EASA Actions

EASA will update the list of Approved Maintenance Organizations on its website.

IV. Suspension or Revocation

1. Suspension

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

2. Revocation

Revocation of the EASA Part 145 Approval will automatically render the approved MAG supplement invalid. As a consequence of this revocation all privileges of their approval in accordance with the Agreement 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 Flight Standards Directorate.

4. Communication

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

Subsection C2

I. Initial Approval Process for Component Rated AMO's

Note: In the context of this agreement, when the component rated AMO's certificate includes an aircraft rating, they must apply as an aircraft rated AMO under Subsection C1.

1. NAAs Actions

Upon receipt of a request for MAG supplement approval in accordance with Annex B of the Agreement, the NAA's shall ensure that the applicant has access to the most current revision of the MAG.

2. Applicant Actions

To apply for approval under the provisions of the Agreement, an applicant AMO must:

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

The applicant shall submit to their respective NAA:

- a) A completed TCCA Form 24-0093 and
- b) A MAG Supplement to their Maintenance Organization Exposition in accordance with the Example TCCA MAG Supplement guidance material (see Appendix 1).

The TCCA Form 24-0093 and the proposed MAG Supplement shall be sent to the respective 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 applicable NAA will review the submitted TCCA Form 24-0093 for completeness and legibility and send the Form to TCCA HQ.
- b) TCCA HQ 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 HQ 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 MAG Supplement for compliance with Appendix 1.
- e) Where the MAG supplement is found satisfactory, the NAA shall issue a letter to the AMO quoting the TCCA approval number and attesting that the MAG supplement is approved. The letter shall specify that the scope of ratings and limitations shall not exceed that which is specified in the organizations Part 145 certificate and limitations record.
- f) Once approved, the MAG supplement and the privileges associated with it shall remain in force until surrendered, suspended or revoked by the NAA.
- g) The NAA will ensure that activities conducted in accordance with the MAG supplement are part of their oversight of the organization.
- h) The NAA will forward a copy of the supplement approval letter to EASA and TCCA HQ.
- i) EASA will publish the list of Approved Maintenance Organizations on its website.

4. Surrender of approval

Where a company surrenders its approval, EASA will remove the company from the list of Approved Maintenance Organizations on its website.

II. Continuation for Component Rated AMO's

For component rated AMOs there is no need for continuation because the approval letter remains in effect until surrendered, suspended or revoked.

III. Amendment process for Component Rated AMO's

1. Applicant Actions

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

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

2. NAA Actions

- a) The NAA will review the submitted 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 and forward this to EASA and TCCA HQ.

3. EASA Actions

- a) EASA will update the website accordingly.

IV. Suspension or Revocation

1. Suspension

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

2. Revocation

Revocation of the EASA Part 145 Approval will automatically render the approved MAG supplement invalid. As a consequence of this revocation all privileges of their MAG supplement 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 Flight Standards Directorate.

4. Communication

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

V Appendices

Appendix 1: Approved MAG 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 Organizations Exposition a supplement in accordance with Annex B Appendix B1 of the Agreement. An example of the MAG supplement is provided below.

MAG SUPPLEMENT to Part 145 Maintenance Organization Exposition

Company Name and Facility Address:

TCCA Approved Maintenance Organization Number:

EASA Part 145 Approval Number:

Compliance with the approved MAG Supplement together with the EASA Approved MOE forms the basis by which an MO can exercise the maintenance privileges under the Agreement.

The Approved Maintenance Organization (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 MAG Supplement should include the intent of the above statement

Note: This example MAG 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 MAG supplement must therefore be customised to satisfy the specific approved maintenance organization procedures as defined in the following paragraphs.

Table of content

Self-explanatory. No example provided.

1. LIST OF EFFECTIVE PAGES

Self-explanatory. No example provided.

2. AMENDMENT PROCEDURE

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 acceptable statement for this paragraph could be:

An EASA Part-145 Maintenance Organization can be approved in accordance with the requirements of the Agreement on Civil Aviation Safety between Canada and the European Union when the Part-145 Maintenance Organization complies with the maintenance specific regulatory requirements set forth in this MAG supplement in addition to complying with EASA Part-145.

This MAG 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 organization 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 organization 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 MAG supplement.

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

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 should address the approval basis, scope and limitation of the respective Maintenance Organization.

The approved MAG supplement is based upon compliance with EASA Part 145 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 EASA to the Approved Maintenance Organization in accordance with Part 145 unless agreed otherwise on a case by case basis by the Technical Agents of the Parties to the Agreement.

6. ACCESS BY AUTHORITIES

This paragraph should 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 should 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

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

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

An acceptable statement for this paragraph could be:

Release to service of components maintained in accordance with this supplement will be carried out in accordance with EASA 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

This paragraph 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 all EU Member States OEMs and PC holders released in accordance with EASA Part-21 (EASA Form 1) as a new part.
- b) New components from Canadian OEMs and PC holders accompanied by a TCCA Form One as a new part.
- c) 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
- d) 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.
- e) For new components outside the jurisdiction of the agreement refer to TCCA Advisory Circular (AC) 571-024.
- 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 organisations 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 Canadian AMO should be accompanied by a TCCA Form One issued as a maintenance release.
- b) 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.(dual release)
- c) 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;
- d) Used components from an EU AMO that does not have an TCCA approved supplement should not be used even if accompanied by a EASA Form 1.
- e) 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.
- f) For used components outside the jurisdiction of this agreement refer TCCA Advisory Circular AC 571-024.

10. RELEASE OF AIRCRAFT AFTER MAINTENANCE

This paragraph should explain how 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.A.50 / CAR 571.10:

"Certifies that except as otherwise specified, the described maintenance has been performed in accordance with the applicable airworthiness requirements and the approved MAG supplement 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. REPORTING OF UNAIRWORTHY CONDITIONS

This paragraph should address the procedures for the reporting of failures, malfunctions or defects that affected or was likely to affect the safety of the aircraft or aeronautical product.

An acceptable statement for this paragraph could be:

When any Canadian registered aircraft or aeronautical products under the jurisdiction of TCCA have failed, malfunctioned or became defective in such a manner as to affect or would have likely affected the safety of the aircraft, it must be reported to the Canadian customer within 3 days of discovery. It is intended that the Canadian Customer will advise Transport Canada as required by the CAR's and the SDR reporting system.

12. LINE STATIONS

This paragraph should explain how each EASA Part 145 line station subject to the terms of this agreement is to 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 and line stations outside of the territorial boundaries of this agreement in countries where existing agreements or arrangements are in place with the Competent Authority are not accepted under the Agreement i.e. you cannot exercise the privileges received under the Agreement in Canada or in countries where existing agreements or arrangements are in place between the Competent Authorities, unless agreed otherwise on a case by case basis by the Technical Agents of the Parties to this Agreement.

Appendix 2: Application Form (Transport Canada Form 24-0093)

Transport Canada Form 24-0093 European Maintenance Organization (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>For the Applicant: : Aircraft Rated: <input type="checkbox"/> Component Rated: <input type="checkbox"/></p> <p style="margin-left: 40px;">Note: In the context of this agreement, when the component rated AMO's Certificate includes an aircraft rating, they must apply as an aircraft rated AMO</p> <p>1. EASA Part 145 MO name: _____ EASA Part 145 certificate number: _____</p> <p>2. Address of MO: _____</p> <p>3. Mailing Address (if different from 2 above): _____</p> <p>4. Tel: _____ Fax: _____ Main Contact E-mail: _____</p> <hr/> <p>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"/></p> <p>(in case of continuation and or change) TCCA CAR 573 AMO number: _____</p> <hr/> <p>6. Application:</p> <p>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.</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 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.</p> <p>(Note processing of this application may incur additional fees from your NAA)</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 charge has been submitted Date: _____</p> <p>Name & Signature of the MO Accountable Executive: _____</p> <p>Note: 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> <hr/> <p style="text-align: center;">Member State NAA Action:</p> <p style="text-align: center;">Please forward this application together with the TCCA supplement approval letter to:</p> <p style="text-align: center;">Transport Canada Civil Aviation Operational Airworthiness (AARTM) e-mail: TCCA-EASA@tc.gc.ca</p>	

For TCCA:

7. 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.

Name:

Date:

Please forward this acknowledgement to:
The applicable EU Member State NAA

8.

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
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.