

**TECHNICAL ARRANGEMENT ON MAINTENANCE BETWEEN  
THE UNITED KINGDOM CIVIL AVIATION AUTHORITY  
AND TRANSPORT CANADA CIVIL AVIATION**

**THE UNITED KINGDOM CIVIL AVIATION AUTHORITY (UK CAA) AND  
TRANSPORT OF CANADA CIVIL AVIATION (TCCA), (collectively, the Authorities),**

**CONSIDERING** the “Technical Arrangement on Airworthiness between the Aviation Regulation Directorate, Transport Canada, and the Safety Services Group, United Kingdom Civil Aviation Authority” (the TA-A) signed on April 27, 1987, which provides for the basis to develop a Technical Arrangement with regard to aircraft maintenance,

**CONSIDERING** that they have conducted technical assessments and developed an understanding of each other’s regulations, standards and systems with regards to airworthiness approvals and maintenance certification of civil aeronautical products, approval and monitoring of maintenance organisations and approval of persons,

**CONSIDERING** that their respective national law, procedures and systems for the performance of maintenance are sufficiently comparable to permit the mutual acceptance of maintenance certification subject to the procedures described in this Technical Arrangement for Maintenance (TA-M).

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## 1. DEFINITIONS

For the purposes of this TA-M:

Aircraft Certification Authority (ACA) means the authorization issued by the Approved Maintenance Organisation to those individuals who have been assigned maintenance release privileges on an aircraft, in accordance with the procedures and conditions specified in the company's Maintenance Policy Manual or Maintenance Organisation Exposition (MOE).

"Aircraft" means 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.

"Approved Data" includes type certificates, supplemental type certificates, part design approvals, Canadian technical standard order (CAN-TSO) design approvals or repair design approvals as described in the applicable Technical Implementation Procedures.

"Approved Maintenance Organisation (AMO)" means a natural person or a legal person entitled to maintain any aircraft or component for which it is approved.

"CAR" means Canadian Aviation Regulations.

"Civil aeronautical product" means any civil aircraft, or aircraft engine, propeller, appliance, part or component to be installed thereon.

"Component Rated AMO" means an AMO of which scope of ratings and limitations approved by UK CAA or TCCA that includes civil aeronautical products other than the aircraft category.

"Maintenance" means the performance of inspection, overhaul, repair, preservation, and the replacement of parts, materials, appliances, or components of a product to assure the continued airworthiness of that product, including the performance of approved modifications.

"Monitoring" means the periodic surveillance by an Authority to determine continuing compliance with the appropriate standards.

"Overseeing Authority" means the civil aviation authority having jurisdiction over a maintenance organisation performing maintenance functions covered by this TA-M.

"Part 145" means an approval issued under Annex II to Regulation (EU) 1321/2014 for the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (Regulation 1321/2014) as applicable in UK law pursuant to the UK's European Union (Withdrawal) Act 2018.

“Principal Place of Business” means the head office or registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in Regulation 1321/2014 are exercised.

“Responsible Authority” means the civil aviation authority having legal responsibility for regulating and controlling civil aeronautical products.

“SCA” means shop certification authority. A Canadian AMO will issue this authority to those individuals who have been assigned maintenance release privileges on civil aeronautical products intended for installation on aircraft in accordance with the procedures and conditions found within the company’s Maintenance Policy Manual. This is synonymous with the term component certification authorization issued by a UK CAA AMO.

## **2. OBJECTIVE**

- (a) The objective of this TA-M is to outline the terms and conditions for the reciprocal acceptance and recognition by the Authorities of each other’s aviation safety program with regards to the performance and certification of aircraft maintenance.
- (b) Nothing in this TA-M is intended to create a binding legal agreement, or to supersede, prejudice or otherwise derogate from the respective laws and regulations, administrative practices or procedures, or administrative or adjudicative decision-making of the Authorities. This TA-M will not affect the rights and commitments of the Authorities under other international instruments.

## **3. RECOGNITION OF VALIDITY**

- (a) In order to avoid duplication of inspections and evaluations to the maximum extent, each Authority may give the same validity to:
  - (i) the other Authority’s inspection and evaluation findings for the approval of maintenance organisations as to its own inspection and evaluation findings; and
  - (ii) the other Authority’s system for the release to service of aircraft after maintenance as to its own release system.

#### **4. SUB-SECTIONS**

- (a) The Authorities understand that this TA-M is sub-divided into three Sections:
  - (i) Section A: outlines the authority interaction between UK CAA and TCCA;
  - (ii) Section B: outlines the steps necessary for a Part 145 AMO with its principle place of business located in UK to maintain aircraft under the regulatory control of TCCA;
  - (iii) Section C: outlines the steps necessary for a TCCA Canadian Aviation Regulation CAR 573 AMO located in Canada to maintain aircraft under the regulatory control of UK CAA.

## **SECTION A: AUTHORITY INTERACTION**

### **1. BILATERAL ARRANGEMENT FOR THE PROMOTION OF AVIATION SAFETY**

The Authorities recommend that maintenance organisations and personnel maintaining aircraft under their respective jurisdictions be familiar with the TA-A and follow this TA-M.

### **2. AUTHORIZATION**

Unless they jointly decide otherwise, in writing, the Authorities will not issue approvals to maintenance organisations in the territory of the other Authority, except as provided in this TA-M.

### **3. COMMUNICATION AND INFORMATION**

#### **(a) Communication and Mutual Co-operation**

- (i) The Authorities will notify each other of proposed significant revisions to their relevant national laws and certification systems insofar as these revisions may have an impact on this TA-M.
- (ii) To the maximum extent practicable, the Authorities will offer each other an opportunity to comment on such revisions and will give due consideration to the comments. Accordingly, upon notice of such changes each Authority may request a meeting to review the need for amendment to this TA-M.

#### **(b) Information**

The Authorities will provide each other with information and assistance regarding maintenance or modifications of aircraft performed under this TA-M and circulate the publications they respectively develop to:

- (i) Inform the public of the terms of this TA-M, its appendices and any amendment thereto;
- (ii) outline the regulatory requirements and special conditions necessary for the maintenance organisations and personnel thereof to perform work under this TA-M.

#### 4. SCOPE

- (a) The Authorities understand that this TA-M applies to:
  - (i) The approval and monitoring of maintenance organisations;
  - (ii) the continuing airworthiness of in-service aircraft;
  - (iii) the reciprocal approval of civil aeronautical product maintenance for aircraft rated AMOs that meet the special conditions as defined in this TA-M;
  - (iv) the exchange of information regarding maintenance standards and maintenance certification systems;
  - (v) co-operation and assistance with respect to maintenance of aircraft; and
  - (vi) provisions for periodic evaluations, also described as Monitoring, of the working relationship between them.
  
- (b) The Authorities understand that:
  - (i) The acceptance of maintenance under this TA-M will only apply in respect of work performed by organisations which have their principle place of business within the territorial boundaries of the Overseeing Authority. Locations of additional facilities and line stations will be subject to monitoring by the Overseeing Authority;
  - (ii) an AMO approved by their Overseeing Authority will not perform maintenance or sign a maintenance release within the territorial boundaries of the other Authority's country, except when the AMO is approved by the same Authority as the State of Registry. This includes a maintenance release on a civil aeronautical product removed, maintained and re-installed on the same registered aircraft;
  - (iii) the territorial boundaries mentioned in 4(b) means, in relation to Canada, Canadian territory inclusive of its provinces and territories, and in relation to the UK, the territory of Great Britain and Northern Ireland; and

- (iv) the certification of maintenance performed on civil aeronautical products, other than complete aircraft, will be carried out in accordance with the requirements of the Part 145 and CAR (TCCA) 573, which are considered equivalent. The AMO will use a TCCA Form One or CAA Form 1 as applicable for the certification of maintenance performed on civil aeronautical products under the jurisdiction of the UK CAA or TCCA.

## 5. ACCOUNTABILITY

The Authorities designate the following as their offices for the technical implementation and coordination of this TA-M:

- (i) for the UK CAA:

Civil Aviation Authority  
Safety & Airspace Regulation Group Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR  
UK  
Telephone: +44 1293 573 848  
[FSTechnicalSupportTeam@caa.co.uk](mailto:FSTechnicalSupportTeam@caa.co.uk)

- (ii) for TCCA:

Standards Branch (AART)  
Transport Canada Civil Aviation  
330 Sparks Street  
Ottawa, ON., K1A 0N5  
Canada  
[EXTTCACNAVOP-EXTTCCAOPAIR@TC.GC.CA](mailto:EXTTCACNAVOP-EXTTCCAOPAIR@TC.GC.CA)

## 6. TECHNICAL CONSULTATIONS

The Authorities understand that:

- (i) The TCCA Director of Standards, the UK CAA Director of Safety and Airspace Regulation Group and their technical agents will discuss the technical implementation of this TA-M every 2 years or as jointly decided upon. Such discussions may also address the resolution of technical issues, continued improvements to the process, ongoing projects and changes in the organisations, any revisions to the

requirements, technical assistance requests and any other matters relevant to this TA-M; and

- (ii) the manner in which such discussions will be conducted (i.e. face-to-face, teleconference, etc.) depends on their respective resources as well as the significance of any outstanding issues. They may mutually decide upon more frequent discussions.

## **7. SAMPLING INSPECTION SYSTEM IN THE UK AND CANADA**

The TCCA Standards Branch and the UK CAA will develop a system to monitor the application of this working arrangement (Monitoring) and further their mutual understanding of each other's systems.

## **8. NONCOMPLIANCE AND SAFETY ISSUES**

Each Authority will notify the other Authority of any major non-compliance with a regulation or a condition set forth in this TA-M that affects the ability of an AMO to comply with its terms. The Authority will send the notification to the representative of the other Authority identified in Section A, Subsection 5.

## **9. SUPPLEMENT REQUIREMENTS**

The Authorities understand that:

- (i) The supplement will satisfy the special conditions as stated in Sections B or C of this TA-M;
- (ii) the supplement and the privileges associated with it will remain in effect until renewed, surrendered, suspended or cancelled by either Authority;
- (iii) activities conducted in accordance with the supplement need to be part of their regulatory oversight and surveillance schedule of AMOs;
- (iv) the supplement will be produced in the English language; and
- (v) for AMOs that work on aircraft that are operated in commercial air services pursuant to Subpart 5 of Part VII of the CARs that do not have provisions for a Safety Management System (SMS) in their Maintenance Organisation Exposition (MOE) will develop such provisions and detail them in their supplement.

## **10. FUNDING**

- (a) The Authorities will not impose costs on each other for the activities they carry out in this TA-M.
- (b) The Authorities will charge a fee in accordance with their national policies to an AMO for the approval of their initial application and supplement.

## **11. NOTIFICATION OF INTERESTED PARTIES**

The Authorities understand that:

- (i) to advise potential UK clients, TCCA will make public on the TCCA website (<http://wwwapps.tc.gc.ca/saf-sec-sur/2/CAS-SAC/aooh.aspx?lang=eng>) a list of Canadian organisations recognized or approved under the terms of this TA-M, for maintenance of aircraft under the jurisdiction of the UK CAA, with the information of the scope of ratings and limitations;
- (ii) to advise potential Canadian clients, the UK CAA will make public on the UK CAA website (<https://www.caa.co.uk/Commercial-industry/Aircraft/Airworthiness/Organisation-and-maintenance-programme-approvals/List-of-approved-organisations/>) a list of UK organisations recognized or approved under the terms of this TA-M, for maintenance of aircraft under the jurisdiction of TCCA, with the information of the scope of ratings and limitations.

## **12. ENTRY INTO OPERATION**

- (a) The mutual understandings in this TA-M enter into effect on the later date of the signature of this document and the entry into operation of the referred to Working Arrangement for the promotion of aviation safety between TCCA Canada and the UKCAA.
- (b) The Authorities may amend this TA-M upon mutual consent in writing.

- (c) Either Authority may terminate this TA-M at any time by giving written notice to the other Authority. This TA-M will terminate 60 days following the date of receipt of such notice.
- (d) In the event that a line station of a maintenance organisation resides in a country other than Canada and the UK, the Authorities will determine acceptability on a case by case basis.

SIGNED in duplicate at Ottawa and London on this 26 day of March 2019, in the English language. The French version will be signed at a later date.

**FOR THE UNITED KINGDOM  
CIVIL AVIATION AUTHORITY**

**FOR TRANSPORT CANADA  
CIVIL AVIATION**



John McColl  
Head of Airworthiness  
Safety and Airspace Regulation Group  
Civil Aviation Authority



Nicholas Robinson  
Director General  
Civil Aviation

## **SECTION B: REQUIREMENTS FOR UK BASED AIRCRAFT RATED AMO'S**

### **1. INTRODUCTION**

The Authorities understand that this section details how a UK aircraft rated AMO will implement this TA-M. Compliance with the supplement together with the UK MOE forms the basis by which an AMO may exercise the maintenance privileges under this TA-M.

Component rated AMOs are reciprocally accepted between TCCA and the UK CAA to permit the acceptance of each other's maintenance certification.

### **2. TCCA RECOGNITION FOR THE APPROVAL OF UK BASED AIRCRAFT RATED AMO'S**

The Authorities understand that:

- (i) An AMO intending to perform maintenance on aircraft under the regulatory control of TCCA will:
  - (A) Send all applications for approval under this TA-M to the UK CAA in accordance with its published processes; and
  - (B) ensure that applications for approval are accompanied by a completed application form and a copy of the proposed supplement to their MOE. The supplement is expected to clearly demonstrate how the AMO intends to meet any special conditions stated in this TA-M. Appendix 1 of Section B provides guidance on how to compile such a supplement.
- (ii) The AMO:
  - (A) Will be inspected in accordance with the regulatory oversight and surveillance schedule as defined in Section A, subsection 8(iii); and
  - (B) may not be eligible for approval under this TA-M if any outstanding findings or enforcements actions are imposed against the AMO.

### **3. PERFORMANCE OF MAINTENANCE UNDER THIS TA-M**

The Authorities understand that:

- (i) An AMO with a supplement approved in accordance with this TA-M will be able to certify maintenance performed on aircraft under the regulatory control of TCCA. The maintenance performed will be within the AMOs scope of ratings and limitations approval issued by the UK CAA; and
- (ii) the certification of maintenance on aircraft pursuant to this TA-M will be accepted if:
  - (A) An AMO is recognized by TCCA based on the inspection and evaluation requirements of the UK CAA; and
  - (B) the certification of maintenance performed on aircraft will be carried out in accordance with the requirements of Part 145 and CAR 573 which are considered equivalent.

### **4. MAINTENANCE RELEASE**

- (i) The Authorities understand that: The AMO will ensure that personnel authorized for the signing of a return to service understands their commitments in accordance with the applicable regulations, this TA-M, and the TCCA Supplement; and
- (ii) any return to service for work completed on an aircraft will include the Part 145 AMO approval number.

### **5. INITIAL APPROVAL PROCESS**

The Authorities understand that:

- (i) UK CAA actions

Upon receipt of a request for TCCA Supplement approval in accordance with this TA-M, the UK CAA will ensure that the applicant has access to the latest revision of this TA-M.

(ii) AMO actions

To apply for approval under this TA-M, an AMO will:

- (A) Have its principal place business located in the UK and hold a Part 145 approval;
- (B) establish a TCCA Supplement to their MOE in accordance with the supplement guidance material in Section B, Appendix 1 of this TA-M; and
- (C) submit a request in a form and manner prescribed by the CAA and including a completed TCCA Form #XXXX and a draft TCCA Supplement at least 90 days prior to the expected approval date.

The above documents do not need to be sent to TCCA by the applicant.

(iii) UK CAA actions

- (A) The UK CAA will review the application form for completeness and legibility.
- (B) The UK CAA will review TCCA Supplement and the AMO for compliance in accordance with this TA-M.
- (C) Where the TCCA supplement and AMO is found satisfactory, the UK CAA will issue a letter to the AMO attesting that the TCCA supplement is approved. The letter will specify that the scope of ratings and limitations does not exceed that which is specified in the AMO certificate and scope of approval.
- (D) Once approved, the TCCA Supplement and associated privileges will remain in effect until surrendered, suspended or cancelled by the UK CAA.
- (E) The UK CAA will update the list of AMO's with an approved TCCA supplement and advise TCCA of any line stations used to support Canadian customers located outside of its territorial boundaries.

## **6. CONTINUATION PROCESS**

AMO responsibilities

The Authorities understand that in order to retain the privileges granted to the AMO under the TA-M the AMO:

- (i) Will continue to remain in compliance with its TCCA supplement; and
- (ii) will allow the UK CAA and TCCA unimpeded access to all facilities for oversight and surveillance purposes.

## **7. AMENDMENT PROCESS OF THE SUPPLEMENT**

The Authorities understand that:

- (i) AMO actions

The following changes to an AMO require the submission of a completed application form and the amended supplement to the UK CAA:

- (A) Change of address;
  - (B) change of Accountable Manager; and/or
  - (C) change of Organisation name.
- (ii) UK CAA actions
    - (A) The UK CAA will review the application form for completeness and legibility and the TCCA Supplement for compliance in accordance with this TA-M.
    - (B) The UK CAA will issue a new supplement approval letter to the AMO applicant when the supplement is found to be satisfactory. A new validity date will need to be included in the supplement approval letter.
    - (C) The UK CAA will amend the list of AMO's with approved TCCA supplements with the new validity date.

## **8. SUSPENSION**

The Authorities understand that:

- (i) Suspension of the UK CAA AMO Approval will automatically render the TCCA Supplement and its privileges invalid for the duration of the suspension. As a consequence of this suspension, the AMO will not be able to exercise the privileges of their TCCA supplement approval in accordance with this TA-M; and
- (ii) the UK CAA will immediately notify TCCA HQ of any activities related to the aforementioned certificate action.

## **9. REVOCATION**

The Authorities understand that:

- (i) Revocation of the UK CAA AMO Approval will automatically render the TCCA Supplement and its privileges invalid. As a consequence of this revocation, all privileges of their TCCA supplement approval will be permanently removed and will not be re-instated; and
- (ii) the UK CAA will immediately notify TCCA HQ of any activities related to the aforementioned certificate action.

## **APPENDIX 1: TCCA SUPPLEMENT TO THE APPROVED ORGANISATION EXPOSITION**

The Authorities understand that the TCCA Supplement forms the basis of approval by the UK CAA for maintenance carried out by the UK CAA aircraft rated AMO. The requirements of this TA-M are inclusive to the items listed below which are to be described in the AMO's TCCA Supplement.

- (i) The current Accountable Manager will ensure personnel of the AMO will comply with the policies and procedures contained therein relating to the maintenance service requirements under this TA-M. A statement signed by the current Accountable Manager will be included in the supplement.
- (ii) The AMO will confirm that TCCA has access to the organisation to perform oversight and surveillance as requested.
- (iii) The AMO will perform all work in accordance with the procedure described in their UK CAA approved MOE and TCCA Supplement.
- (iv) All work performed will be within the scope of the ratings and limitations of the AMOs certificate of approval.
- (v) The AMO will establish or identify SMS procedures in accordance with Section A, paragraph 8(v) that are compliant to ICAO standards and meeting the provisions of CAR Part V subpart 73 Division II.
- (vi) Any major repairs or major modifications carried out shall be reported to TCCA in accordance with CAR 571.12. The AMO will ensure that major repairs and major modifications, as determined by CAR 571.06, are incorporated only when in receipt of the appropriate approvals from TCCA via the Canadian customer.
- (vii) The AMO may subcontract work to other unapproved organisations provided that such organisations are under the control of the AMO and the AMO certifies the required return to service.
- (viii) The AMO may contract work to other organisations within the UK when working under their own approved Part 145 MOE and their TCCA supplement or other organisations outside the UK, that are approved by TCCA or otherwise acceptable to TCCA under the terms of an existing TA-M or a bi-lateral maintenance instrument.

- (ix) The AMO will obtain a detailed and clear work order or contract from the customer which will specify the inspections, repairs, modifications, overhauls, Airworthiness Directives (AD) and parts replacement to be carried out.

The Canadian customer remains responsible for specifying any AD compliance required during maintenance through the work order but the AMO should advise the customer of the need of any AD requirements. The AMO will retain a copy of each work order accompanied by all attached supplementary forms and parts certifications for a period of 3 years.

- (x) All work performed will be within the AMOs facility and organisations described in their UK CAA approved MOE.
- (xi) The AMO will report to TCCA, in accordance with CAR 521 Division IX of Subpart 21 of Part, any reportable service difficulty related to an aeronautical product being maintained. The report will be submitted within 72 hours after the discovery of any failure, defect or malfunction that affects the safety of the aircraft, its occupants or anyone else. The TCCA SDR Form 24-0038 may be used for this purpose. Reporting can be made using the following web-link address:  
[https://wwwapps.tc.gc.ca/Saf-Sec-Sur/2/cawis-swimn/wsdrs\\_h.aspx](https://wwwapps.tc.gc.ca/Saf-Sec-Sur/2/cawis-swimn/wsdrs_h.aspx)
- (xi) Installation of new and used components.

## NEW COMPONENTS

New components are expected to 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 is expected to be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document is expected to clearly state that it is issued under the approval of the relevant National Aviation Authority (NAA) under whose regulatory control the OEM or PC holder works. The new components listed below are eligible for installation on Aircraft/Component under the jurisdiction of TCCA.

- (a) New components from a UK or EU Member State 'OEM and PC holder released in accordance with EASA Part-21 (EASA Form 1 or UK CAA 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 Components obtained from a manufacturer holding a type design recognized in Canada and certified in accordance with the laws of the state of manufacture.
- (d) New Components, obtained from a manufacturer under the jurisdiction of an NAA other than Canada or an EU member state, certified pursuant to an agreement with Canada.
- (e) For any new components not covered by the provisions above, refer to TCCA Advisory Circular (AC) 571-024 for acceptability.
- (f) Standard parts are exempt from the forgoing provisions, except that such parts are expected to be accompanied by a conformity statement and be in a satisfactory condition for installation.

## USED COMPONENTS

Used components are expected to be traceable to a maintenance organisation approved by TCCA who certified the previous maintenance and/or in the case of life limited parts certified the life used. The used components are expected to be in a satisfactory condition for installation and be eligible for installation as stated in the TC holder's Parts Catalogue. The used components listed below are eligible for installation on Aircraft 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 or (UK) Part-145 or approved maintenance organisations holding a valid TCCA CAR 573 approval, if required, when accompanied by an EASA or UK CAA Form 1 issued as a maintenance release.
- (c) Used Components, accompanied by a valid authorized release certificate issued by a maintenance organisation under the jurisdiction of a NAA other than TCCA certified pursuant to an agreement with Canada.
- (d) Used components from an EU AMO that does not have a TCCA approved supplement will not be used even if accompanied by an EASA Form 1.
- (e) Used components that have been issued a multiple release (i.e. certifying compliance with UK, FAA, EASA, TCCA requirements) on a Form 1 as a maintenance release are acceptable.

For any used components not covered by the provisions above, refer to TCCA Advisory Circular (AC) 571-024 for acceptability.

Authorized personnel who certify a return to service for an aircraft will include the following information in the Aircraft Flight Logbook in accordance with CAR 571:

- (i) The statement: "The described maintenance has been performed in accordance with the applicable airworthiness requirements.";
- (ii) a brief description of the work performed;
- (iii) identification of the approved organisation;
- (iv) the name of the signatory or a means to identify the signatory;
- (v) product identification and date.

**1: For Applicant:**

UK AMO name: \_\_\_\_\_

UK CAA approval number: \_\_\_\_\_

Address of AMO: \_\_\_\_\_

Mailing Address:  
(if different than above): \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Main Contact E-mail: \_\_\_\_\_

**2: For Applicant:**

Please select the type of application and complete section 3 of the Form.

Initial       Amendment       a. Changes of Address

b. Change of Accountable manager

c. Change of organisation name

TCCA CAR 573 AMO number: \_\_\_\_\_

(as applicable only for amendment of a TCCA supplement. n/a if initial)

**3: Application:**

I wish to apply on behalf of this UK AMO for approval to perform maintenance on aircraft in accordance with this TA-M formulated between the UK and Canada on Civil Aviation Safety.

I additionally understand that a maintenance approval granted under the terms and conditions of this TA-M formulated between the UK and Canada on Civil Aviation Safety is subject to the fees as described in section B.

Failure to submit the applicable fees may result in the cancellation or suspension of the application.

Date: \_\_\_\_\_ (month/day/year)

Signature of the Accountable Executive: \_\_\_\_\_

Print Name in block letters: \_\_\_\_\_

**Note:** This application form is to be addressed to the AMO's UK CAA regional office, together with documents supporting the application, and in particular the TCCA Supplement to the AMO's MOE.

**4: For Applicant:**

- **Please forward this application together with the TCCA Supplement to your UK CAA Regional Office.**
- **Do not send any documents to TCCA.**
- **The application must be sent at least 90 days prior to the date initial approval is required.**

**5-1: For UK CAA Regional Office:**

**Initial Application**

UK CAA hereby confirms that the applicant, UK # \_\_\_\_\_, has compiled a TCCA Supplement that meets the requirements in accordance with the TA-M.

The privilege in accordance with this TA-M is valid to \_\_\_\_\_ [Date].

UK CAA Representative: \_\_\_\_\_

Date: \_\_\_\_\_ (Month/Day/Year)

Print Name in block letters: \_\_\_\_\_

**Send to TCCA Headquarters**

**5-2: For UK CAA Regional Office:**

**Amendment Application**

UK CAA hereby confirms that the applicant, UK # \_\_\_\_\_, has compiled a TCCA Supplement that meets the requirements in accordance with the TA-M.

The privilege in accordance with the TA-M is valid to the date specified on the initial or amended approval.

UK CAA Representative: \_\_\_\_\_

Date: \_\_\_\_\_ (Month/Day/Year)

Print Name in block letters: \_\_\_\_\_

**Send to TCCA Headquarters and include the Supplement Approval Letter**

## **SECTION C: REQUIREMENTS FOR CANADIAN BASED AIRCRAFT RATED AMO'S**

### **1. INTRODUCTION**

The Authorities understand that this section details how a TCCA aircraft rated AMO will implement this TA-M. Compliance with the supplement together with the TCCA approved Maintenance Policy Manual (MPM) forms the basis by which an AMO may exercise the maintenance privileges under this TA-M.

Component rated AMOs are reciprocally accepted between TCCA and the UK Civil Aviation Authority to permit the acceptance of each other's maintenance certification.

### **2. UK CAA RECOGNITION FOR THE APPROVAL OF CANADIAN BASED AIRCRAFT RATED AMO'S**

The Authorities understand that:

- (i) An AMO intending to perform maintenance on aircraft under regulatory control of the UK CAA will:
  - (A) Send all applications for approval under this TA-M to the TCCA regional office in charge of the AMO; and
  - (B) ensure that applications for approval are accompanied by a completed UK CAA Form # **xx-xxxx** and a copy of the proposed supplement to their MPM. The supplement is expected to clearly demonstrate how the AMO will meet any special conditions stated in this TA-M. Appendix 1 of Section C provides guidance on how to compile such a supplement.
- (ii) The AMO:
  - (A) Will be inspected in accordance with the regulatory oversight and surveillance schedule as defined in Section A, subsection 8(iii); and
  - (B) may not be eligible for approval under this TA-M if any outstanding findings or enforcements actions are imposed against the AMO.

### **3. PERFORMANCE OF MAINTENANCE UNDER THIS TA-M**

The Authorities understand that:

- (i) An AMO with a supplement approved in accordance with this TA-M will be able to certify maintenance performed on aircraft under the regulatory control of the UK CAA. The maintenance performed will be within the scope of the AMOs ratings and limitations approval issued by TCCA; and
- (ii) the certification of maintenance on aircraft pursuant to this TA-M will be accepted if:
  - (A) An AMO is recognized by the UK CAA based on the inspection and evaluation requirements of TCCA; and
  - (B) the certification of maintenance performed on aircraft will be carried out in accordance with the requirements of Part 145 and CAR 573 which are considered equivalent.

### **4. MAINTENANCE RELEASE**

The Authorities understand that:

- (i) The AMO will ensure that personnel authorized for the signing of a maintenance release understands their commitments in accordance with the applicable regulations, this TA-M, and the UK CAA Supplement.
- (ii) Any maintenance release for work completed on an aircraft will include the TCCA CAR 573 approval number.

### **5. INITIAL APPROVAL PROCESS**

The Authorities understand that:

- (i) TCCA Actions

Upon receipt of a request for UK CAA Supplement approval in accordance with this TA-M, TCCA will provide each applicant with access to the latest revision of this TA-M.

(ii) AMO Actions

To apply for approval under this TA-M, an AMO will:

- (A) Be located in Canada and hold a CAR 573 approval;
- (B) establish a UK CAA Supplement to their MPM in accordance with the supplement guidance material of Section C, Appendix 1 of this TA-M; and
- (C) submit a request in a form and manner prescribed by TCCA and include a completed UK CAA Form # xx- and a draft UK CAA Supplement at least 90 days prior to the expected approval date;

The above documents are not intended to be sent to the UK CAA by the applicant.

(iii) TCCA actions

- (A) TCCA will review the application form for completeness and legibility.
- (B) TCCA will review the UK CAA Supplement and the AMO for compliance in accordance with this TA-M.
- (C) Where the UK CAA Supplement and AMO is found satisfactory, TCCA will issue a letter to the AMO attesting that the UK CAA supplement is approved. The letter will specify that the scope of ratings and limitations will not exceed that which is specified in the AMO certificate and scope of approval.
- (D) Once approved, the UK CAA Supplement and associated privileges will remain in effect until surrendered, suspended or cancelled by TCCA.
- (E) TCCA will update the list of AMO's with an approved UK CAA supplement and advise the UK CAA of any line stations used to support UK customers located outside of its territorial boundaries.

## **6. CONTINUATION PROCESS**

The Authorities understand that:

AMO responsibilities

In order to retain the privileges granted to the AMO under the TA-M the AMO:

- (i) Will continue to remain in compliance with its UK CAA supplement; and
- (ii) allow TCCA and the UK CAA unimpeded access to all facilities for oversight and surveillance purposes.

## **7. AMENDMENT PROCESS OF THE SUPPLEMENT**

The Authorities understand that:

- (i) AMO actions

The following changes to an aircraft rated AMO require the submission of a completed application form and the amended supplement to TCCA:

- (A) Change of address;
- (B) change of Accountable Manager; and/or
- (C) change of Organization name.

- (ii) TCCA Actions

- (A) TCCA will review the application form for completeness and legibility and the UK CAA Supplement for compliance in accordance with this TA-M.
- (B) TCCA will issue a new supplement approval letter to the AMO applicant when the supplement is found satisfactory. A new validity date will need to be included in the supplement approval letter.
- (C) TCCA will amend the list of AMO's with approved UK CAA supplements with the new validity date.

## **8. SUSPENSION**

The Authorities understand that:

- (i) Suspension of the TCCA AMO Approval will automatically render the UK CAA Supplement and its privileges invalid for the duration of the suspension. As a consequence of this suspension, the AMO will not be able to exercise the privileges of their UK CAA supplement approval in accordance with this TA-M; and
- (ii) TCCA HQ will immediately notify UK CAA HQ of any activities related to the aforementioned certificate action.

## **9. REVOCATION**

The Authorities understand that:

- (i) Revocation of the TCCA AMO Approval will automatically render the UK CAA Supplement and its privileges invalid. As a consequence of this revocation, all privileges of their UK CAA supplement approval will be permanently removed and will not be re-instated; and
- (ii) TCCA HQ will immediately notify UK CAA HQ of any activities related to the aforementioned certificate action.

## APPENDIX 1: UK CAA SUPPLEMENT TO THE MAINTENANCE POLICY MANUAL

The Authorities understand that the UK CAA Supplement forms the basis of approval by TCCA for maintenance carried out by a TCCA aircraft rated AMO. The requirements of this arrangement are inclusive to the items listed below which are expected to be described in the AMO's UK CAA Supplement.

- (i) The current Accountable Manager will ensure personnel of the AMO comply with the policies and procedures contained therein relating to the maintenance services requirements under this TA-M. A statement signed by the current Accountable Manager will be included in the supplement.
- (ii) The AMO will confirm that UK CAA has access to the organisation to perform oversight and surveillance as requested.
- (iii) The AMO will perform all work in accordance with the procedure described in their TCCA approved MPM and UK CAA Supplement.
- (iv) All work performed will be within the scope of the ratings and limitations of the AMOs certificate of approval.
- (v) The AMO will establish or identify the SMS procedures in accordance with Section A, paragraph 8(v) that are compliant to ICAO standards and meeting the provisions of CAR Part V subpart 73 Division II.
- (vi) The AMO will ensure that major repairs and major modifications, as determined by Part 21, are incorporated only when in receipt of the appropriate approvals from the UK CAA via the UK customer.
- (vii) The AMO may subcontract work to other unapproved organizations provided that such organizations are under the control of the AMO and the AMO certifies the required return to service.
- (viii) The AMO may contract work to other organizations within Canada when working under their own approved CAR 573 MPM or other organizations outside Canada, that are approved by the UK CAA or otherwise acceptable to the UK CAA under the terms of an existing TA-M or bilateral maintenance agreement.

- (ix) The AMO will obtain a detailed and clear work order or contract from the customer which will specify the inspections, repairs, modifications, overhauls, Airworthiness Directives and parts replacement to be carried out. The UK customer remains responsible for specifying any AD compliance required during maintenance through the work order but the AMO is expected to advise the customer of the need of any AD requirements.
- (x) The AMO will retain a copy of each work order accompanied by all attached supplementary forms and parts certifications for a period of 3 years.
- (xi) All work performed will be within the AMOs facility and organisations described in their TCCA approved MPM.
- (xii) The AMO will report to the UK CAA the following un-airworthy condition in respect of aircraft under regulatory control of the UK CAA within 72 hours after any defect or malfunction is discovered. The e-mail address is specified in Section A, paragraph 5.
- (xiii) Installation of new and used components.

## NEW COMPONENTS

New components are expected to 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 is expected to be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document is expected to clearly state that it is issued under the approval of the relevant National Aviation Authority (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 the UK CAA:

- (a) New components from a UK or EU Member State 'OEM and PC holder released in accordance with EASA Part-21 (EASA Form 1 or CAA 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 Components obtained from a manufacturer holding a type design recognized in the UK and certified in accordance with the laws of the state of manufacture.
- (d) New Components, obtained from a manufacturer under the jurisdiction of an NAA other than Canada or an EU member state, certified pursuant to an agreement with the UK CAA.
- (e) For any new components not covered by the provisions above, refer to UK CAA guidance for acceptability contained in Part M subpart E and 145.A.42.
- (f) Standard parts are exempt from the forgoing provisions, except that such parts are expected to be accompanied by a conformity statement and be in a satisfactory condition for installation.

## USED COMPONENTS

Used components are expected to be traceable to a maintenance organisation approved by the UK CAA who certified the previous maintenance and/or in the case of life limited parts certified the life used.

The used component is expected to be in a satisfactory condition for installation and be eligible for installation as stated in the TC holder's Parts Catalogue. The following used components are eligible for installation on Aircraft under the jurisdiction of the UK CAA.

- (a) Used components from a UK AMO are to be accompanied by a UK CAA Form 1 issued as a maintenance release.
- (b) Used components from a TCCA approved maintenance organisation holding a valid TCCA CAR 573 approval, if required, when accompanied by a TCCA Form One issued as a maintenance release.
- (c) Used Components, accompanied by a valid authorized release certificate issued by a maintenance organization under the jurisdiction of a NAA other than the UK CAA certified pursuant to an agreement with the UK.
- (d) Used components from an EU AMO that does not have a UK CAA approved supplement should not be used even if accompanied by a Form 1.
- (e) Used components that have been issued a multiple release (i.e. certifying compliance with UK, FAA, EASA, TCCA requirements) on a Form 1 as a maintenance release are acceptable.

For any used components not covered by the provisions above, refer to UK CAA guidance for acceptability contained in Part M subpart E and 145.A.42.

- (xiv) Authorized personnel who certify a return to service for an aircraft will include the Individuals who have ACA will include the following information in the Aircraft Flight Logbook in accordance with UK Part M.A.801:
  - (i) The statement: "The described maintenance has been performed in accordance with the applicable airworthiness requirements.";
  - (ii) a brief description of the work performed including the date such maintenance was carried out;
  - (iii) identification of the approved organisation;

- (iv) the name of the signatory or a means to identify the signatory;
- (v) product identification and date; and
- (vi) any limitations to airworthiness or operations.

*UK Form # xx-xxxx to be added here:*