



AAR Aircraft Services - Rockford

6150 Cessna Drive
Rockford, IL 61109

TCCA SUPPLEMENT

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Approved: 

Date: 3-10-17

Director of Quality

VICTOR C.

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 Date: 2017.03.02 09:17:02 -06'00'

Accepted: LIBERATORE

Date: _____

FAA

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REVISION HIGHLIGHTS

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TCCA SUPPLEMENT

CANADIAN SUPPLEMENT TO FAA FAR PART-145 REPAIR STATION QUALITY MANUAL FOR

AAR AIRCRAFT SERVICES – ROCKFORD (AAR-ASR)

6150 Cessna Drive

Rockford Illinois, 61109

CRS# 4A9R752C

1. INTRODUCTION

- 1.1. This supplement is prepared in accordance with FAA Advisory Circular 43-10C. This supplement shall be referenced at all times when maintenance, preventive maintenance, or alterations/modifications are completed on Canadian registered aircraft.
- 1.2. All maintenance completed by AAR-ASR on Canadian registered aircraft is completed in accordance with the latest revision of the manufacturer's maintenance manual, other data approved by the FAA, and/or the Special Conditions set forth in this Supplement, as required by the MIP.
- 1.3. To be able to perform maintenance, preventive maintenance, and alterations/modifications on Canadian aeronautical products, AAR-ASR will meet the applicable requirements contained in CAR 571 and CAR 573.
- 1.4. This supplement contains procedures unique to the Canadian aeronautical products, specific training requirements, and reporting requirements.
- 1.5. AAR-ASR maintains the standards set forth in the Repair Station Quality Control Manual (RSQM) and requirements of the MIP for Canadian registered aircraft.

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2. SUPPLEMENT REVISION, CONTROL, AND NOTIFICATION

- 2.1. In efforts to maintain a paperless documentation system, the AAR-ASR TCCA Supplement will be maintained electronically. Only the signed List of Effective Pages (LEP) will be kept in paper form. The Director of Quality controls the electronic files and LEP.
- 2.2. TCCA Supplement Manual Change Request
 - 2.2.1. Any AAR-ASR employee can request a revision to the AAR-ASR TCCA Supplement by:
 - a) Submitting a Change Request AAR-ASR Form CR-001.
 - b) Following the Change Request Process in this Section.
- 2.3. Manual Revision
 - 2.3.1. Each new revision of the AAR-ASR TCCA Supplement will be reviewed by the Director of Quality, Manager of Quality Assurance, or their designees prior to internal approval and submission to the FAA for final review and acceptance.
 - 2.3.2. The Manager of Quality Assurance will be responsible that the AAR-ASR TCCA Supplement and content is maintained, updated, current at all times, and distributed to all required AAR-ASR personnel.
 - 2.3.3. Through the AAR-ASR information system security procedures, only the Director of Quality, Manager of Quality Assurance, or designees may make changes to the TCCA Supplement. All other employees have read-only access.
- 2.4. Responsibility for Submission of Revision(s)
 - 2.4.1. The Director of Quality or his / her designee will have the responsibility and authority for the submission to the FAA of any revision(s) to the AAR-ASR TCCA Supplement.
 - 2.4.2. He or she will sign the List of Effective Pages indicating approval of the changes made.
- 2.5. FAA – Review and Acceptance
 - 2.5.1. An electronic copy of the TCCA Supplement will be sent by mail or electronic format for coordination and acceptance by the FAA Flight Standards District Office (FSDO) DuPage, Illinois.
 - 2.5.2. The FAA FSDO shall indicate acceptance of the supplement and its revisions by printing a copy of the List of Effective Pages and returning the signed document to AAR-ASR.
 - 2.5.3. The FAA reserves the right to reject or return for further review any revision(s) submitted. If manual / revision(s) submitted to the FAA FSDO are found to be unacceptable, the Director of Quality or his / her designee will coordinate with the FAA to review, make the necessary changes and resubmit the manual revision(s) to the FAA FSDO for acceptance of manual revision(s).

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PROCEDURES (Continued)

2.6. Revision Notification

Once a revision to the TCCA Supplement has been FAA-accepted, the Technical Publications Administrator will:

- 2.6.1. Update the revised List of Effective pages to indicate acceptance before insertion into the master copy.
- 2.6.2. Insert completed electronic document into the applicable (Electronic/Online) folder for the applicable location for Publication.
- 2.6.3. Make the revised manual available electronically and send a message to the appropriate personnel via the QAM system, emails and/or departmental crew briefings.

2.7. Identification Methods – Changes / Revision

2.7.1. AAR-ASR TCCA Supplement revision(s) will be identified by using the following methods:

- a) The Revision Highlights page will indicate a revision and explain the changes.
- b) Revision Level and Date Issued Blocks in each page header will also indicate a procedure has been revised.
- c) A line in the left hand margin of the page will also indicate a revision to a paragraph, line, step, or item.

2.8. Change Request Process

To initiate/propose a change to the AAR-ASR TCCA Supplement an AAR-ASR Form CR-2008 change request will be completed and the following procedure will be followed:

2.8.1. Originator (any AAR-ASR Employee) will:

- a) Obtain a current electronic or paper copy of the applicable procedure to be revised.
- b) Mark the copy "Preliminary" (Right Hand Top Corner).
- c) Review and indicate what changes you want made to the document as follows:
 - i) For words you want Deleted – **Make them Bold** and ~~strikethrough~~.
 - ii) For words you want Added – **Make them Bold** and underline.
- d) Send "Preliminary" copy along with the change request AAR-ASR Form CR-2008 to the Manager of Quality Assurance.

2.8.2. The Manager of Quality Assurance will:

- a) Review Revision Request and proposed procedure changes to ensure there are no conflicts or inconsistencies with regulatory requirements or other company policies.
- b) If the requested changes are acceptable, determine which departments are affected by the requested change and mark the adjacent checkbox in the Department/Review/Approval Section. Forward the Change Request to the Responsible/Authorized persons checked in the Department/Review/Approval Section.
- c) If the requested changes are not acceptable, return the form back to the originator's manager.

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PROCEDURES (Continued)

2.8.3. Responsible / Authorized Person(s) will:

- a) Review the proposed changes to ensure there are no conflicts or inconsistencies with regulatory or other company policies.
- b) If the requested changes are acceptable, sign the Change Request Form (Department Review/ Approval Section) and forward to:
 - i) Other Responsible/Authorized persons checked in the (Department Review/Approval Section).
 - ii) Last person to sign will forward marked up copy to Quality Assurance Department for review and approval process.
- c) If the requested changes are not acceptable, return the form back to the Quality Assurance Department.

2.8.4. Quality Assurance Department will:

- a) Make any required changes based on mark ups.
- b) Forward to the DIRECTOR of Quality for final approval signature per paragraph 2.4 and submission to the FAA per paragraph 2.5.

2.9. Annual TCCA Supplement Review

The DIRECTOR of Quality will ensure the supplement is reviewed on an annual basis by notifying the Manager of Quality Assurance that the supplement will be reviewed for content and accuracy, and provide a response due date. Reviews will be documented utilizing the APRISe system and initiating and tracking an event.

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3. SPECIAL CONDITIONS APPLICABLE TO COMPLY WITH THE FAA/TCCA MAINTENANCE IMPLEMENTATION PROCEDURES (MIP)

- 3.1. Only Federal Aviation Administration (FAA) or Transport Canada Civil Aviation (TCCA) approved or acceptable parts or components, as applicable, are used to perform maintenance, preventive maintenance, or alterations/modifications to Canadian aeronautical products. (reference RSQM section QC2-008 subsection "Receiving Inspection")
- 3.2. Maintenance, preventive maintenance, and alterations/modifications will be performed in accordance with current instructions for continued airworthiness or manufacturers' recommendations that will return the aeronautical product to its original or properly altered condition. (reference RSQM section QC2-001.
- 3.3. Maintenance and alterations/modifications will be certified by an approval for return to service or a maintenance release that meets the requirements of 14 CFR part 43, sections 43.9 and 43.11 or Canadian Aviation Regulation (CAR) 571.10, as applicable, for aircraft and the use of the FAA Form 8130-3 or TCCA Authorized Release Certificate for aircraft components, and any other information required by the owner or operator, as appropriate. For the purposes of compliance with this supplement, the requirements of 14 CFR part 43, sections 43.9, 43.11, and CAR 571.10 are considered equivalent. (reference paragraphs 13 and 14 of this supplement, RSQM section QC2-001 4.9, subsection "Maintenance Release", and section 4.7 subsection "Final Inspection")
- 3.4. Where maintenance or alterations/modifications are performed by a maintenance organization, the maintenance organization must hold a valid FAA repair station certificate issued in accordance with the most current 14 CFR part 145 issued as a final rule. (reference AAR-ASR Air Agency Certificate 4A9R752C)
- 3.5. Major repairs or major alterations/modifications performed on a Canadian aircraft will be recorded on FAA Form 337 or in accordance with Standard 571, [appendix L](#), and a copy provided to the owner/operator of the aircraft. (reference paragraph 11 of this supplement, RSQM section QC2-001 subsection "Approval for Return to Service" and section QC2-007 "Major Repairs and Alterations Process")
- 3.6. Any serious defects or unairworthy conditions on civil aeronautical products will be reported to the TCCA, as applicable. (reference paragraph 12 of this supplement and RSQM section QC2-005 subsection "Reporting Malfunctions, Defects, and Service Difficulty Reports")
- 3.7. AAR-ASR will submit reports of any suspected unapproved parts found on Canadian aeronautical products to the air operator concerned, for reporting to Transport Canada in accordance with the operator's approved procedures. (reference RSQM section QC2-008 subsection "Suspected Unapproved Parts")

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4. TCCA SPECIAL CONDITIONS APPLICABLE TO AAR-ASR

- 4.1. The TCCA agrees that an FAA-certificated repair station may perform maintenance, preventive maintenance, and alterations/modifications (with the exception of annual inspections) on a civil aeronautical product under the regulatory control of the TCCA and approve that product for return to service if the repair station complies with the following special conditions:
 - 4.1.1. All repairs and alterations/modifications as defined by TCCA requirements will be accomplished in accordance with data approved by or acceptable to the TCCA. (reference RSQM section "Repair Station Operation" and QC2-007 "Major Repairs and Alterations Process")
 - 4.1.2. In the case of work performed by a repair station, the work will not exceed the scope of the ratings and limitations contained in the 14 CFR part 145 certificate and authorized functions listed on the repair station Capabilities List or Operations Specifications. (reference RSQM section "Repair Station Operation" and section III "Capability List")
 - 4.1.3. In the case of maintenance or alterations/modifications performed on aircraft operated in commercial air service pursuant to Part VII of the CAR's, AAR-ASR will meet the additional requirements specified in [paragraphs 5 and 6](#) of this supplement.

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5. PERFORMING MAINTENANCE, PREVENTIVE MAINTENANCE, OR ALTERATIONS/MODIFICATIONS ON AIRCRAFT OPERATED IN COMMERCIAL AIR SERVICE UNDER PART VII OF THE CARs

- 5.1. In addition to the other requirements specified in this supplement, when performing maintenance, preventive maintenance, or alterations/modifications on aircraft operating in commercial air service under CAR Part VII AAR-ASR will follow the:
- 5.1.1. Procedures to ensure compliance with the air operator's work order or contract, including notified TCCA airworthiness directives and other notified mandatory instructions contained in TCCA-approved air carriers' manuals (reference [paragraphs 8, 9, & 10](#) of this supplement and RSQM section "Repair Station Operation");
 - 5.1.2. Procedures to ensure that all current Airworthiness Directives published by the TCCA that are applicable to the work being performed are available to maintenance personnel (reference [paragraphs 8, & 9](#) of this supplement and RSQM section "Repair Station Operation");
 - 5.1.3. Procedures to ensure that major repairs and major alterations/modifications as defined in CAR Part I are accomplished in accordance with data approved by the TCCA (reference [paragraph 11](#) of this supplement and RSQM section QC2-007 "Major Repairs & Alterations Process");
 - 5.1.4. Procedures to ensure major repairs or major alterations/modifications performed on a Canadian aircraft are recorded on [FAA Form 337](#) or in accordance with CAR Standard 571, appendix, L, and a copy provided to the owner/operator of the aircraft (reference [paragraph 11](#) of this supplement and RSQM section QC2-007 "Major Repairs & Alterations Process");
 - 5.1.5. Procedures for the reporting to the TCCA any serious defects or unairworthy conditions on civil aeronautical products (reference [paragraph 12](#) of this supplement);
 - 5.1.6. Procedures to ensure compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness, and for handling deviations (reference [paragraph 8](#) of this supplement); and
 - 5.1.7. training program to ensure each employee assigned to perform maintenance, preventive maintenance, or alterations/modifications are capable of performing the assigned task, and that each person who approves an aircraft for return to service following maintenance or alterations/modifications has been trained on the aircraft type. Records of such training will be retained for a minimum of 2 years (reference AAR-ASR Training Program Manual).

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6. AAR-ASR's AUTHORIZATION TO MAINTAIN CANADIAN AIRCRAFT OPERATED IN COMMERCIAL AIR TRANSPORT

- 6.1. AAR-ASR will continue to comply with [14 CFR part 145](#) and these special conditions. (reference RSQM section "Repair Station Operation")
- 6.2. AAR-ASR will allow the TCCA, or the FAA on behalf of the TCCA, to inspect it for continued compliance with 14 CFR Part 145 and these special conditions and to make its manual and the supplement required by these special conditions available for inspection. (reference [paragraph 7](#) of this supplement)
- 6.3. Investigations and enforcement by the TCCA may be undertaken in accordance with TCCA rules and directives.
- 6.4. AAR-ASR will cooperate with any investigation or enforcement action.
- 6.5. An FAA-certificated repair station that does not cooperate with a TCCA investigation will not continue to be recognized by the TCCA under the BASA and MIP.

7. ACCESS BY TCCA AND THE FAA

- 7.1. TCCA and the FAA will be allowed access to AAR-ASR facilities and documents to verify compliance with procedures and standards and to investigate specific problems. Furthermore, the FAA staff shall be allowed access to ascertain compliance and investigate problems on behalf of TCCA.

8. CUSTOMER WORK ORDERS AND INSTRUCTIONS

- 8.1. The customer's work order (Purchase Order, Repair Order, Proposal, or other contractual documents) shall clearly define the work scope to include all maintenance, preventive maintenance, and alterations/modifications to be accomplished by AAR-ASR. (reference RSQM section "Repair Station Operation")
- 8.2. Maintenance, preventive maintenance, and alterations/modifications will be performed in accordance with the manufacturer's maintenance manuals or instructions for continued airworthiness. The customer's work order shall state the source of the applicable data, i.e., manufacturer or Air Carrier, used to perform the requested maintenance along with any other requirements of its program or Maintenance Manual. (reference RSQM section "Repair Station Operation")
- 8.3. If there are any questions about the interpretation of a work order or other work instructions, clarification shall be obtained from the customer before work begins. In general, work orders should specify the inspections, repairs, alterations/modifications, overhaul, Airworthiness Directives, and parts replacements that must be carried out. The Project Manager assigned to the project shall be the primary customer contact and shall assure that all customer instructions are understood.
- 8.4. Maintenance performed by AAR-ASR for foreign operators is complicated by the fact that there may be occasions when non-FAA maintenance requirements, such as a foreign Airworthiness Directives, are not known to AAR-ASR. This may occur because the information is not included in that routinely reviewed by AAR-ASR. Consequently, the customer is responsible to provide explicit instructions for all work subject to the procedures and requirements of this supplement.

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9. APPROVED DESIGN ENGINEERING DATA

- 9.1. Approved design engineering data is either:
 - 9.1.1. Approved by the National Aviation Authority (equivalent of the FAA) of the Type Certificate holder (typically the original equipment manufacturer), or
 - 9.1.2. Data supplied by the customer and approved by the appropriate TCCA National Aviation Authority.

If there are any questions concerning the approval status of design engineering data to be used by AAR-ASR, the customer shall provide clarification prior to the initiation of the work requiring such data.

10. AIRWORTHINESS DIRECTIVES

- 10.1. TCCA authorities either issue their own Airworthiness Directives or accept FAA directives and issue additional directives.
- 10.2. AAR-ASR shall determine from the customer what Airworthiness Directives the customer requires to be followed in the work to be performed. This information, if applicable, will be a part of the work order or other instructions. In some cases, it will be necessary for the customer to supply the information necessary to incorporate Airworthiness Directive requirements.

11. MAJOR REPAIRS AND MAJOR ALTERATIONS/MODIFICATIONS

- 11.1. Major repairs and major alterations/modifications will be accomplished using data approved by the TCCA.
- 11.2. The approval of major repairs and major alterations/modifications will involve TCCA authorities. Therefore, it is essential for the customer to ensure that the appropriate TCCA authority has provided any required approvals. AAR-ASR shall establish that the customer has obtained the necessary approvals or has initiated action to do so before AAR-ASR begins any work.
- 11.3. The accomplishment of major repairs and major alterations/modifications will be recorded on [FAA Form 337](#) or in accordance with CAR Stand 571, [appendix L](#). A copy of the completed [FAA Form 337](#) will be provided to the owner/operator of the aircraft per their instructions.

12. REPORTING OF UNAIRWORTHY CONDITIONS

- 12.1. When serious defects are found on TCCA regulated aircraft or components AAR-ASR will notify the customer who will be responsible for making the necessary reports to the TCCA as applicable.

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13. RELEASE OF COMPONENTS AFTER MAINTENANCE

- 13.1. Release to service of components shall be in accordance with [14 CFR section 43.9](#). At the completion of maintenance, AAR-ASR will issue [FAA Form 8130-3](#) as required. Reference current revision of [FAA order 8130.21](#) for detailed instructions for completing [FAA Form 8130-3](#).
- 13.2. If there are any questions concerning the approval status of parts or components to be used by AAR-ASR, the customer shall provide clarification prior to the initiation of the work requiring such parts or components.

14. RELEASE OF AIRCRAFT AFTER MAINTENANCE

- 14.1. Release to service of aircraft shall be carried out in accordance with [14 CFR section 43.9](#) and/or [section 43.11](#).
- 14.2. In all cases, AAR-ASR will issue the certification when all required maintenance has been carried out except that if it was not possible to complete all maintenance then such details will be endorsed on the Release to Service document and the customer informed.

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DEFINITIONS

For the purposes of this supplement (and notwithstanding definitions contained in 14 CFR or the CARs), the following definitions apply:

ABBREVIATION / TERM / ACRONYM	DEFINITION
ACA	Aircraft Certification Authority issued by an AMO under CAR 573.
Alteration or Modification	Making a change to the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product. (Typically the term Modification is used by the TCCA while Alteration is used by the FAA)
CAR	Canadian Aviation Regulations.
CFR	Code of Federal Regulations, specifically in Title 14 of the Code of Federal Regulations, parts 1 through 199.
Civil Aeronautical Product	Any civil aircraft, aircraft engine, or propeller or subassembly, appliance, material, part, or component to be installed thereon.
Compliance with 14 CFR part 43	Compliance with the latest issue of CAR 571 and the FAA special conditions as set forth in this supplement and associated TCCA guidance material, as applicable.
Compliance with 14 CFR part 145	In the case of a Canadian organization, compliance with the latest issue of CAR 573 and the FAA special conditions as set forth in this supplement and associated TCCA guidance material as applicable when maintenance, preventive maintenance, or alterations/modifications are performed in Canada.
Compliance with CAR 571	Compliance with the latest issue of 14 CFR part 43 and the TCCA special conditions as set forth in this supplement, recognizing that advisory circulars (AC) provide additional guidance in this area.
Compliance with CAR 573	In the case of a part 145 repair station, compliance with the latest issue of 14 CFR part 145 and the TCCA special conditions as set forth in this supplement when maintenance, preventive maintenance, or alterations/modifications are performed in the United States, recognizing that AC's provide additional guidance in this area.
Data Approved by the FAA	Data that is approved by the Administrator or the Administrator's designated representative.
Data Approved by the TCCA	Data that is approved by the TCCA or by a person or organization delegated or approved by the TCCA for that purpose.
FAA Acceptable	Data that is acceptable to the Administrator, such as service information recommended by a type certificate (TC) holder, or industry standard data that supports eligibility of installation of standard parts (such as bolts and nuts) conforming to established industry or U.S. specifications.
FAA-Certificated Airman	An individual issued a mechanic certificate or repairman certificate by the FAA, under 14 CFR part 65.
Maintenance	The performance of inspection, overhaul, repair, preservation, and the replacement of parts, materials, appliances, or components of a civil aeronautical product to ensure the continued airworthiness of that product, excluding alterations or modifications.
MPM	Maintenance Policy Manual approved by TCCA for an AMO.
Preventive Maintenance	Simple or minor preservation, operations and the replacement of small standard parts not involving complex assembly operations.
RCA	Restricted Certification Authority issued by TCCA under CAR 571.11.
Required Inspection Items (RII)	The items of maintenance and alterations/modifications that must be inspected by a person other than the one who performed the work. These items include at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used.
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Appendix 1: Reference Documents

- FAA/TCCA Maintenance Implementation Procedures (MIP)
- Title 14 of the Code Of Federal Regulations (14 CFR)
 - ➔ Part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration
 - ➔ Part 65, Certification: Airman Other Than Flight Crewmembers
 - ➔ Part 121, Operating Requirements: Domestic, Flag, and Supplemental Operations
 - ➔ Part 135, Operating Requirements: Commuter and On Demand Operations and Rules Governing Persons On Board Such Aircraft
 - ➔ Part 145, Repair Stations
- Advisory Circulars
 - ➔ AC 43-10 United States – Canadian Bilateral Aviation Safety Agreement Maintenance Implementation Procedures
 - ➔ AC 145-9 Guide for Developing and Evaluating Repair Station and Quality Control Manuals
- FAA Orders
 - ➔ 8000.85, FAA Program for the Establishment of a MIP Under the Provisions of a BASA
 - ➔ 8110.53, Reciprocal Acceptance of Repair Design Data Approvals Between FAA and TCCA
 - ➔ 8900.1, Flight Standards Information Management System
- Canadian Publications
 - ➔ CAR Part IV – Personnel Licensing and Training
 - ➔ CAR Part V – Airworthiness
 - ➔ CAR Part VII – Commercial Air Services
 - ➔ Standard 571 of the CAR – Maintenance
 - ➔ Standard 573 of the CAR – Approved Maintenance Organizations
 - ➔ AC 571-002 Canada and United States Bilateral Aviation Safety Agreement Maintenance Implementation Procedures