



Transport  
Canada

Transports  
Canada



## SELECTION OF YOUR ACCOUNTABLE EXECUTIVE

*Reference: Canadian Aviation Regulation (CAR) 106.01 & 106.02*

Effective in 2005, holders of a flight training unit operating certificate, approved maintenance organization certificate, manufacturer certificate and air operator certificate, will be required to appoint an accountable executive. The accountable executive will be a single, identifiable person within each organization who will assume full responsibility for the organization's ongoing compliance with the CARs (ref CAR 106). It is imperative that the correct person is identified as the accountable executive, and that the individual understands and accepts the roles and responsibilities associated with that position. This is not intended to be a position title without accountability.

To assist organizations with the selection of their accountable executive, Appendices A and B provide a flow chart and series of questions respectively. Appendix A identifies several organizational structures that will lead to a corresponding accountable executive. Once this person is determined, the questions in Appendix B will confirm the selected person is the correct choice. All questions must receive a 'yes' answer for the candidate to be acceptable. Should any of the questions result in a 'no' answer, the selection process must start again with a new candidate. The organizational structures included in the Appendix are intended to cover the majority of situations that will be encountered. Should there be an organizational structure that does not result in the clear selection of an accountable executive, an appropriate candidate will be selected in consultation with Transport Canada.

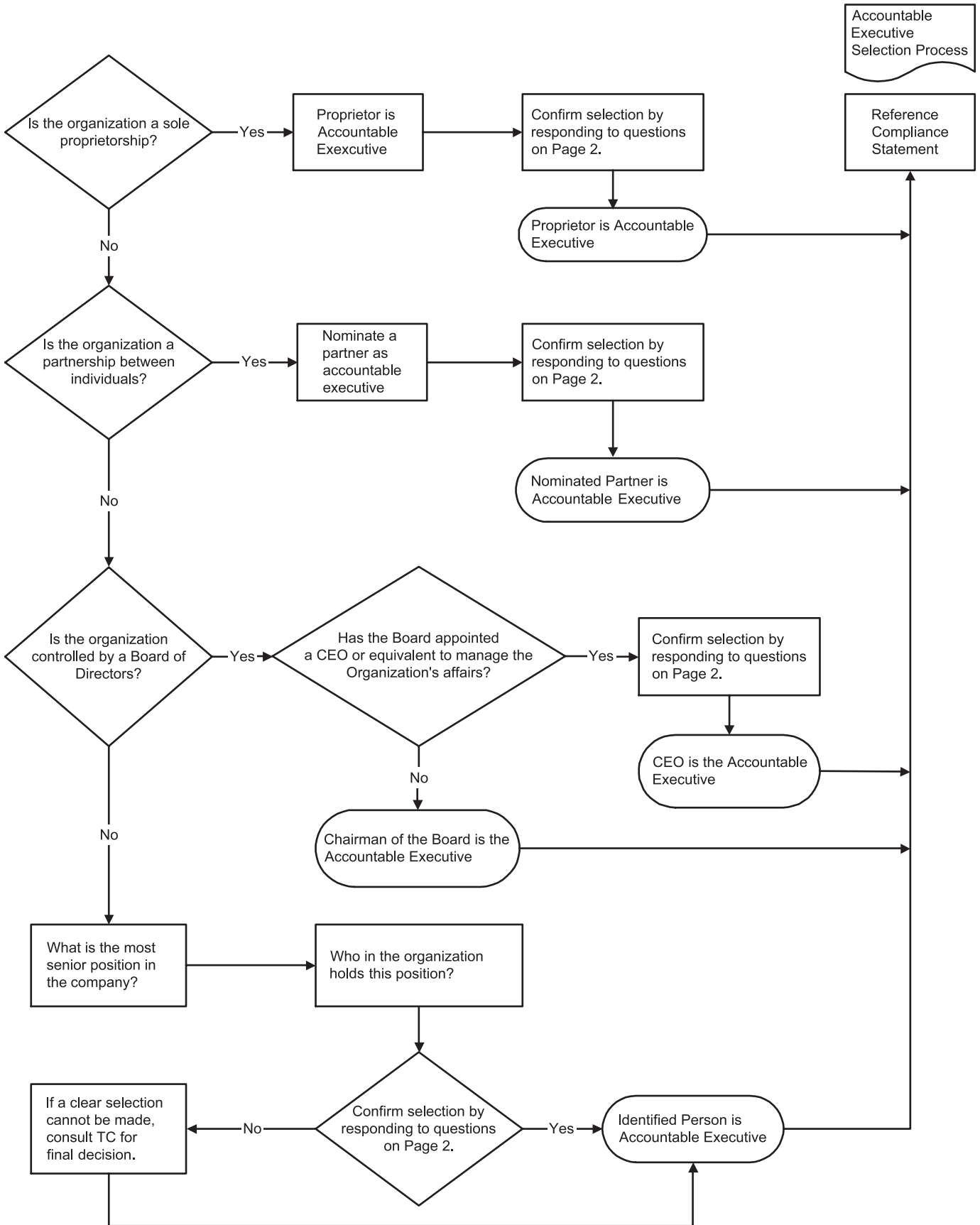
Organizations required per the above references, to name an Accountable Executive must, within 30-days of appointing the Accountable Executive:

- (a) complete the attached Compliance Statement or provide a similarly signed statement confirming that the Accountable Executive accepts the responsibilities of the position; and
- (b) submit the document to their principal operations or maintenance inspector as applicable.

Organizations are hereby authorized to amend their Flight Operations Manual, Maintenance Control/Policy Manual or Quality Program Manual to incorporate the name of the Accountable Executive. This amendment does not require Transport Canada approval. The nomination of the Accountable Executive will be validated during the next inspection, regulatory audit or safety management system assessment. Inserting a copy of this document into your approved manual constitutes an acceptable means of compliance with this requirement.

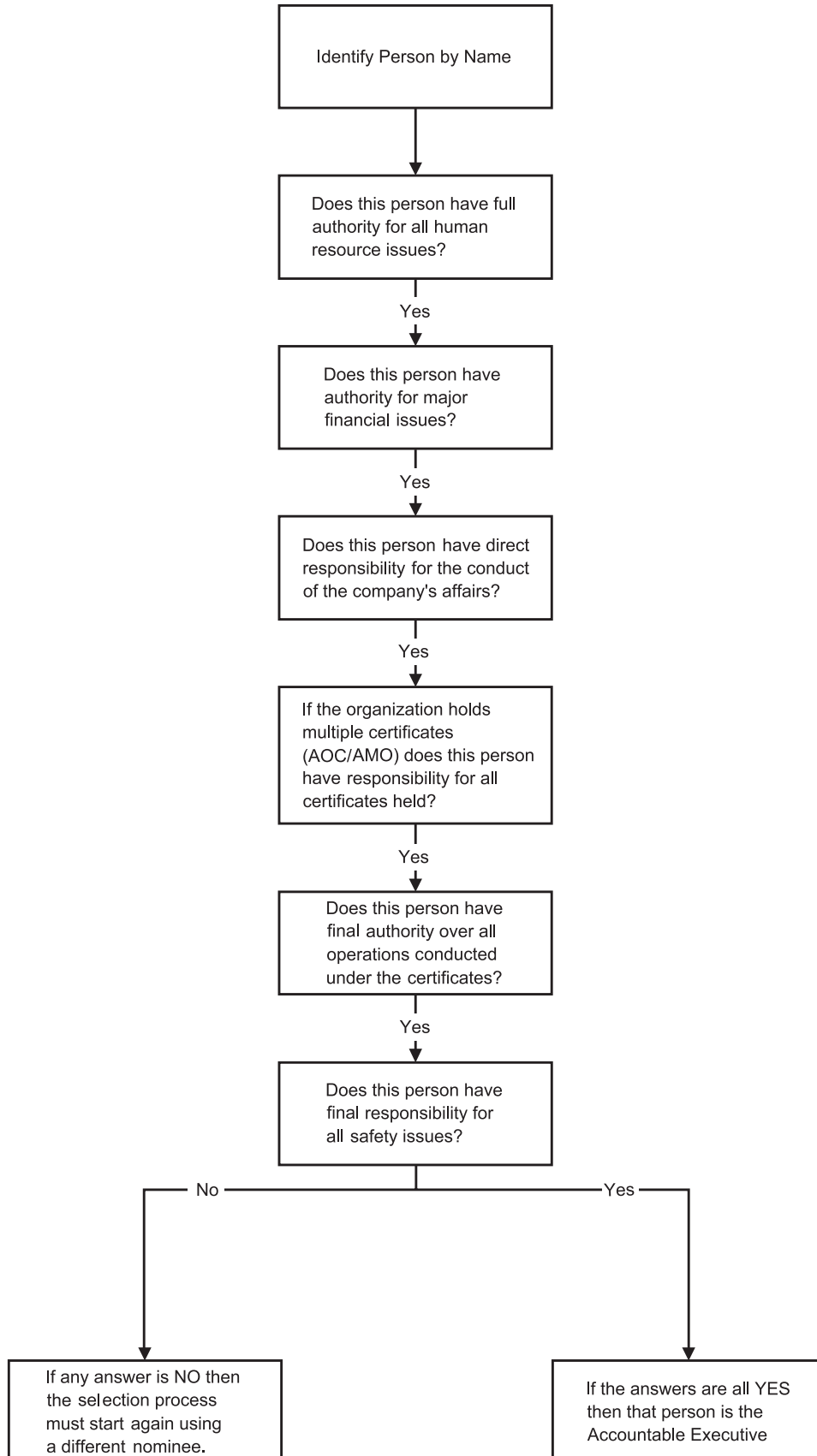
# APPENDIX A

## ACCOUNTABLE EXECUTIVE SELECTION FLOW CHART



# APPENDIX B

## ACCOUNTABLE EXECUTIVE SELECTION QUESTION LIST



# COMPLIANCE STATEMENT

I, \_\_\_\_\_, Certificate Holder for  
\_\_\_\_\_, hereby appoint  
\_\_\_\_\_ as Accountable Executive

I, \_\_\_\_\_ (name)  
\_\_\_\_\_ (position title)  
\_\_\_\_\_ (signature)

accept the responsibilities of this position for

\_\_\_\_\_ (name on certificate)

for the following certificates:

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Flight Training Unit              | <input type="checkbox"/> Manufacturer |
| <input type="checkbox"/> Approved Maintenance Organization | <input type="checkbox"/> Air Operator |