



Advisory Circular

Subject: Electronic Record-keeping Systems, Modeling Systems and Manuals

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1.0 Introduction

- (1) This Advisory Circular (AC) is provided for information and guidance purposes. It describes an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

1.1 Purpose

- (1) The purpose of this document is to provide guidance on the means by which a design approval document holder (DADH) may use electronic record-keeping to comply with the requirements for record-keeping and provision of manuals identified in Division VIII of Part V Subpart 21 of the Canadian Aviation Regulations (CARs).

1.2 Applicability

- (1) This document applies to Transport Canada Civil Aviation (TCCA) personnel and DADHs.

1.3 Description of changes

- (1) Not applicable.

2.0 References and requirements

2.1 Reference documents

- (1) It is intended that the following reference materials be used in conjunction with this document:
 - (a) *Aeronautics Act* (R.S., 1985, c. A-2);
 - (b) *Canada Evidence Act* (R.S.C., 1985, c. C-5);
 - (c) *Personal Information Protection and Electronic Documents Act* (S.C., 2000, c. 5);
 - (d) Part I, Subpart 3 of the *Canadian Aviation Regulations* (CARs) — Administration and Compliance; and
 - (e) Part V, Subpart 21 of the *Canadian Aviation Regulations* (CARs) — Approval of the Type Design or a Change to the Type Design of an Aeronautical Product.

2.2 Cancelled documents

- (1) Not applicable.

2.3 Definitions and abbreviations

- (1) The following **definitions** are used in this document:
 - (a) **Authentication:** means the method by which a system validates an authorized user's identity.
 - (b) **Computer Hardware:** means a computer and the associated physical equipment directly involved in the performance of communications or data processing functions.
 - (c) **Computer Software:** means written or printed data, such as programs, routines, and symbolic languages, essential to the operation of computers.

- (d) **Confidential Information:** means proprietary, confidential, and/or trade secret information owned by a design approval document holder or a third party that is contained, conveyed or embodied in, and includes Materials, Software, Software Documentation, and Data Files.
- (e) **Data Files:** means design approval document holder-supplied data files created by or to be used in conjunction with the software.
- (f) **Design Approval Document:** means a type certificate, a supplemental type certificate, a repair design approval, a part design approval or a Canadian Technical Standard Order (CAN-TSO) design approval (Ref: Section 521.01 of the CARs).
- (g) **Electronic Access Agreement:** means the Transport Canada prepared agreement that contains the terms and conditions under which a design approval document holder may use online access or other electronic means to provide access to technical manuals or retained data.
- (h) **Electronic Manual:** means a technical manual applicable to an aircraft or aeronautical product that is stored and retrieved electronically by a computer system rather than in the traditional hard copy form.
- (i) **Electronic Modeling System:** means a modeling system, 3D or otherwise, used to electronically generate, store and maintain certification data.
- (j) **Electronic Record-keeping System:** means a system of record processing in which records are entered, stored and retrieved electronically by a computer system rather than in the traditional hard copy form.
- (k) **Electronic Technology:** means electronic methods of interchange of information, or electronic methods of information access or storage.
- (l) **Materials:** means any written instruments, documentation, reports, analyses, guides, tutorials or other materials produced by a design approval document holder or provided to a design approval document holder by a third party, that contain, convey, or embody information related to aircraft or aeronautical products manufactured by or on behalf of the design approval document holder and that are stored and/or made available through use of an Electronic Record-keeping System or Electronic Manual.
- (m) **Minister:** means the Minister of Transport.
- (n) **Retained Data:** means the data required by Section 521.365 of the CARs to be retained by a design approval document holder. This includes the Type Design of the aeronautical product (as defined in Section 101.01 of the CARs) as required by Subparagraph 521.365(a)(i) of the CARs and the other articles of information pertaining to certification of the aeronautical product and sale and distribution of individual aeronautical products as specified by Subparagraphs 521.365(a)(ii) through (v) of the CARs.
- (o) **Site:** means a design approval document holder access-control network used to make materials available to Transport Canada.
- (p) **Storage or Access Procedure:** means a method by which a design approval document holder and Transport Canada will implement the use of information interchange or alternative methods of information storage in a particular manner.
- (q) **Written procedure:** means some manner of recording the agreed upon storage or access procedure to be used for electronic record-keeping or modeling, signed by both Transport Canada and the design approval document holder.

3.0 Background

- (1) Section 521.365 of the CARs requires that the DADH establish and maintain a record-keeping system used to record the type design of an aeronautical product as well as records of certification tests, inspections, analyses, certification plans, data used to maintain the aeronautical product in an airworthy condition and initial distribution of approved aeronautical products.
 - (a) The DADH will, upon request, make available to the Minister the information maintained in the record-keeping system and notify the Minister if it no longer intends to make such information available for manufacture, modification, repair, installation or maintenance of the aeronautical product.
 - (b) Section 521.366 of the CARs states that no records entered in such a system shall be destroyed or disposed of without the written authorization of the Minister and that the DADH will inform the Minister in the event of accidental loss or destruction of the records.
 - (c) The record-keeping system can be in any format that is effective at storing and maintaining records, but use of electronic record-keeping systems or of electronic modeling systems to generate and maintain retained data and electronic records requires special consideration as described in this AC.
 - (d) Section 521.367 of the CARs requires that a DADH develop and maintain any manuals and supplements required by the certification basis of the aeronautical product and, on request, supply copies of the manuals to the Minister, at no charge, to support the operation of the product in service.
 - (e) Manuals and supplements are maintained by revising and updating them as warranted, which includes providing copies of the revisions and updates to the Minister and to owners and operators of the aircraft or aeronautical product to which the manuals apply.
 - (f) Manuals and supplements will be provided in a format agreed to by the Minister per Subsection 521.367(3) of the CARs. The Minister cannot agree to the use of any format that has attached to or embedded in it terms and conditions to which the Minister may not agree under law. Commercial websites and CD-ROMs/DVDs, in particular, most often contain unacceptable terms and conditions. For this reason, a separate written agreement that supersedes such terms and conditions may be developed between TCCA and a DADH who wishes to provide documents using an alternate format (such as electronic or digital distribution).

4.0 Electronic record-keeping and modeling systems

4.1 General procedures

- (1) The requirements set out in this section establish the general procedures to use when a DADH wishes to use electronic technology or an electronic modeling system to satisfy record-keeping requirements identified in Part V, Subpart 21 as well as Part I, Subpart 3 of the CARs.
- (2) DADHs planning to use an electronic record-keeping or an electronic modeling system will make the retained data available to TCCA upon request. Furthermore, the DADH will ensure that a copy of the records contained in the system(s) can be printed on paper and provided to TCCA per Section 103.04 of the CARs.
- (3) There is no requirement for the record-keeping system to be approved or accepted by TCCA nor is the format in which the retained data is made available mandated. However, it would greatly benefit both the DADH and TCCA to make the retained data available to TCCA in a format usable and agreed to by TCCA. As such, this section and the list below identifies procedures and

policies that represent best practices in facilitating the access to retained data while complying with the record-keeping requirements of the CARs.

- (a) The DADH should establish a written procedure for use of electronic technology which will comply with the regulations.
- (b) For record-keeping systems, the written procedure should address the elements of a record-keeping system identified in section 4.2 of this AC.
- (c) For electronic modeling systems, the written procedure should address the elements of a record-keeping system identified in section 4.2 of this AC as well as the elements of electronic modeling systems identified in 4.3 of this AC.
- (d) Both the written procedure for the electronic record-keeping or modeling system and those procedures required for updating and maintaining an online service that provides access to records generated by such systems may be included in existing instruments such as delegated organization procedures manuals, Safety Management System (SMS) documentation, system operator's manual, etc., and will be made available to each individual responsible for using the system.
- (e) Should the DADH wish to provide TCCA with access to records through use of an online system, signature of a separate Electronic Access Agreement may be required.
- (f) The DADH, National Aircraft Certification Technical Reference Centre and National Aircraft Certification Project Management will provide focal points to support implementation of electronic technology.
- (g) TCCA - Project Manager or Regional Engineer: assures the applicant/DADH supplies both the Declaration of Conformity and the Signed Undertaking to meet the obligations of a DADH as specified in Part V Subpart 21 of the CARs and ensures compliance is maintained.
- (h) TCCA - Head, Technical Reference Centre: provides guidance to Project Managers concerning electronic record-keeping and modeling systems, and access to electronic records for TCCA employees, including consulting with TCCA IM/IT specialists, TCCA signatories and design approval document holders.
- (i) DADH: coordinates the development of the process and written procedures for the electronic record-keeping or modeling system and is party with TCCA to any separate signed agreement required by TCCA concerning provision of access to manuals or retained data.

4.2 Elements of an electronic record-keeping system

- (1) **Security.** The electronic system will protect retained information and ensure that the information is not altered in an unauthorized way. A policy and management structure will be in place to control storage, retrieval and modifications to data including provisions limiting approval of technical data to authorized personnel, recording all signatures necessary to create and release data, and describing profiles and levels of access for each authorized user. A corresponding policy and management structure will exist to support the computer hardware and computer software that delivers the information.
- (2) **Preservation and Migration.** DADHs will ensure all electronic systems components are maintained to enable retrieval of archived records. Future changes in data storage methods and media may result in a need to replace existing computer hardware and/or computer software or a need to use another storage medium. Future systems will be able to retrieve archived technical data. Otherwise, the DADH will have to maintain the old system to ensure data availability.
 - (a) The specific version of any record or document referred to in Paragraph 521.365(a) of the CARs that was used to demonstrate the design of the aeronautical product complies with

the certification basis will be retained in the version that was used to establish compliance and is not to be altered in any way. It will be possible to make this version available for as long as the DADH remains the DADH for the aeronautical product. Subsequent versions may also be created, but the original will be retained in the form used to demonstrate conformity.

- (b) The record keeping standards or specifications to be used in establishing and maintaining the system should be described, including classification and long-term archiving and retrieving standards.
 - (c) Over time, computer hardware and computer software used to generate and preserve records will change. The DADH should have a migration policy and put in place procedures to ensure that records retained in the electronic record-keeping system can be moved across platforms and software versions as required without affecting the content of the records. This process may include:
 - (i) Ensuring that no unauthorized changes can be made;
 - (ii) Selecting storage media that minimize regeneration of errors or deterioration;
 - (iii) Hardware and software maintenance procedures;
 - (iv) Exercising, refreshing, or duplicating archived technical data at a frequency compatible with the storage life of the medium (i.e., before the storage medium deteriorates);
 - (v) Procedures for data retention or for transition to new hardware/software systems if current technology becomes obsolete;
 - (vi) Strategies for storing duplicate copies in physically separate archives to minimize the risk of data loss in the event of a fire or natural disaster;
 - (vii) The method by which data integrity is ensured and validated throughout the life-cycle of the product, including during software/hardware upgrades and migration access platforms to ensure that TCCA approved data is not altered; and,
 - (viii) Procedures to prevent accidental or unintended disposal of records during the entire life-cycle of the aeronautical product and to request Minister approval to dispose of records per Section 521.366 of the CARs.
- (3) **Procedures.** The DADH should incorporate procedures into the operator's manual or in the directions for the record-keeping system including the following:
- (a) Procedures for making required records available to TCCA in a format usable by TCCA at TCCA offices, which may involve
 - (i) Providing TCCA with remote access to the electronic record-keeping system;
 - (ii) Ensuring that the computer system used for electronic record-keeping is compatible with that used by TCCA;
 - (iii) Providing technical expertise in the form of an employee who can establish compatibility with TCCA's system; or
 - (iv) Ensuring that alternate forms of document delivery such as memory sticks and CD-ROM/DVD are usable by TCCA.
 - (b) Procedures for reviewing authentication protocols to ensure proper security is applied to the system;
 - (c) Procedures for auditing the electronic record-keeping system at a regular and feasible interval such as every 30 to 60 days to ensure the integrity of the system, either manually or through an automatic program executed by the electronic record-keeping system itself;

- (d) Procedures to ensure that records to be transferred with the aeronautical product to which they apply are in a format acceptable to and useable by the new owner/operator;
- (e) Procedures for how authorized persons other than those representing the DADH may have access to appropriate records;
- (f) Procedures ensuring any suppliers or partners contributing data are following data management procedures correctly;
- (g) Procedures and requirements for any training necessary for access to the record-keeping system at all security levels of access, including users at different authority levels and with different roles and access rights;
- (h) Procedures for recording authorizing approval and release signatures; and relating them to the approved data; and
- (i) Procedures ensuring printed copies of the records contained in the recording systems can be produced on paper and provided to the Minister on request (Ref. CAR 103.04).

4.3 Elements of an electronic modeling system

- (1) DADHs using an electronic modeling system will ensure the electronic modeling system includes a data storage capacity that satisfies the requirements identified in Subpart 521 of the CARs and described in sections 4.1 and 4.2 of this AC.
- (2) In addition, DADHs using an electronic modeling system should follow and document the means used to meet the following guidelines in the written procedure:
 - (a) Demonstration that the electronic modeling system is compliant with regulatory requirements, including providing access to the data to TCCA;
 - (b) The means by which digital data integrity is assured throughout the life cycle of the aeronautical product;
 - (c) Identification of any means used to deliver or transfer digital design data to regulatory authorities, suppliers, partners, manufacturers and the methods to ensure retention of data integrity during such sharing;
 - (d) Demonstration of the criteria and conditions to accept and/or validate digital type design data; and to generate any associated materials and/or references in alternate formats during the certification process;
 - (e) Procedures by which supplier/partner digital data is validated and accepted by the electronic modeling system;
 - (f) The means by which the complete definition of the product is shown and recorded for inclusion in the TCCA Type Certificate Data Sheet or equivalent document;
 - (g) Demonstration that the electronic modeling system is equivalent to traditional 2-D formats in defining the final configuration of the product, including description of all finishes, welds and other required features usually captured in 2-D media and of how any features not captured in the 3-D model will be incorporated in the type design data;
 - (h) Description of the characteristics and elements of the digital design data that ensure compliance with Paragraph 521.365(a) of the CARs, including all necessary dimensions, tolerances, systems, subsystems, parts, equipment etc.;
 - (i) The means used to ensure that the electronic modeling system describes the product sufficiently to reproduce the product;
 - (j) The means used to ensure that manufacturing processes are based on the TCCA approved data, given that an electronic modeling system allows users to query the model

using a variety of design parameters, generating query responses that could result in non-conforming parts or over-dimensioning;

- (k) The means by which the electronic type design data will be used to support the continued airworthiness of the product, including its role in generating Instructions for Continued Airworthiness;
- (l) How amendments to the digital design will be identified, approved and maintained, including those related to Airworthiness Directives given that digital data will be controlled and will not be modified without triggering a modification, with any such modification itself required to be stored with all relevant data including nature of the modification, identification, date, access levels, etc.;
- (m) The means by which users will be able to determine the approval status of the digital type design data;
- (n) The means by which users will be able to distinguish TCCA approved data from other data and be able to identify the latest approved version of the data;
- (o) Procedures to make the TCCA approved data available to users, partners and clients, including for engineering, production and inspection purposes, given that the approved data is now in digital or 3-D format and will be delivered in the same format in which it was approved;
- (p) How the electronic approved data will be transferred to a new DADH in the transfer of a design approval document, or to TCCA in the event a design approval document is surrendered;
- (q) How users will be trained in use of the electronic modeling system; and
- (r) The specific data elements required in the data file, including :
 - (i) Company name and address;
 - (ii) Title of the data set;
 - (iii) Number of the data set;
 - (iv) Checking and audit indicators;
 - (v) Checking and audit dates;
 - (vi) Approval indicators/electronic signatures;
 - (vii) Approval dates;
 - (viii) User's name; and
 - (ix) Date user prepared, edited or updated record.

5.0 Requirements: electronic manuals

5.1 Acceptable electronic manuals

- (1) DADHs are required to provide manuals to TCCA as stipulated in Part V Subpart 21 of the CARs.
- (2) The manuals will be provided in a format that can be used by TCCA.
- (3) Manuals may be provided by electronic means, including CD-ROM, DVD, Internet-based systems or other electronic media, if agreed upon by TCCA. See section 6.0 of this AC for further details.
- (4) When a DADH wishes to meet the requirement to provide manuals by providing TCCA with access to electronic manuals using electronic technology such as a commercial online web based

system, commercial CD-ROMs, DVDs or USB keys, or an e-Room or Extranet environment containing terms and conditions of use, a separate written Electronic Access Agreement signed by both TCCA and the design approval document holder is required. See section 7.0 of this AC for further details.

- (5) Electronic technology used to deliver the electronic manuals will ensure that the manuals maintain the same, or better, accuracy, currency, completeness, availability and integrity as is provided by paper/microform-based systems. The electronic technology system will protect the information contained in the manual and ensure that the information cannot be altered in unauthorized ways.
- (6) Procedures will be established to ensure that the currency of the technical data is maintained regardless of the format in which it is presented, that any electronic technology system used to convey the manuals provides access to the version of each manual that is currently in effect, and that the revision number and date of each manual can be identified by the user.
- (7) Delivery of the manuals and design, hosting, maintenance and support for the electronic technology used to provide access to the electronic manuals, including provisions for outages and necessary alternative retrieval services, may be provided by sources independent of the DADH. However, the DADH cannot delegate and is still responsible for compliance with all regulatory requirements.
- (8) Modifications to computer hardware and software and the methods by which electronic manuals are stored or presented will change over time. When making changes to the way in which access to electronic manuals is provided, DADHs will ensure that the new method or format is still usable by TCCA or that alternate methods or formats exist that will allow the DADH to meet its regulatory requirements.

5.2 Elements of acceptable electronic manuals

- (1) To meet its obligations under Part V Subpart 21 of the CARs, the DADH needs to consider and address the following elements in connection with electronic manuals.
 - (a) **Storage and Retrieval.** Computer hardware and software systems will store and retrieve the technical data contained in the electronic manuals under conditions of normal operation and use. The system will not permit unauthorized modification of the data it contains.
 - (b) **Access to Manual.** Authorized DADH and TCCA representatives will be able to retrieve, view and print, the information in any electronic manual stored in the system.
 - (c) **Compatibility with TCCA.** TCCA can only agree to the provision of electronic manuals through use of electronic technology as long as any computer hardware or computer software used in connection with that electronic technology is compatible with existing TCCA technology architecture and software. Lack of compatibility does not relieve the DADH from the regulatory responsibility to provide manuals. If at any time the DADH's electronic technology is not compatible with TCCA's technology architecture and software, the DADH will need to use other methods to meet its obligations under the CARs.
 - (d) **Distribution of Manuals.** Procedures for distributing the electronic manuals and technical data may be similar to procedures used for distributing information contained in paper or microform manuals. DADHs may use their current distribution system to distribute electronic manuals that are contained in a physical package.
 - (e) **Alert System.** TCCA needs to be informed when changes are made to materials and manuals. For materials and electronic manuals contained on physical media, the distribution system referred to in paragraph 5.2(1)(d) of this AC suffices for this purpose.

For materials and electronic manuals made available through online access, the DADH will establish an alerting system, such as an automated e-mail system.

- (f) **Revisions to Manuals.** The DADH will establish procedures to maintain the manuals by ensuring that revisions (i.e. incremental, temporary or scheduled revisions) to the technical data contained in the manuals are prepared, verified and distributed or incorporated in a timely manner in order that manuals remain current and complete. Where required by the responsible regulatory authority, revisions to manuals, in any format, will be approved before distribution.
- (g) **Revision Control Procedure.** The DADH will establish procedures to audit the revision approval and publication process, including distribution of copies for approval to the responsible regulatory authority. Approval procedures will be agreed to by the approving regulatory authority. The revision control procedure should ensure that the contents of electronic resources are current, complete and accurate. Revision status lists, revision transmittal letters and revision displays or databases that identify the correct revision number and date for each manual should be prepared and made available to TCCA.
- (h) **Revision Identification.** Revisions to paper manuals are most commonly accompanied by a Revision Highlights page or a List of Affected Pages that identifies what changes were made at a specific revision. Most often there is also a separate List of Effective Pages (LEP) that identifies the revision status of each page in the manual. Each individual page of the manual usually contains the revision number and/or date to provide the user easy reference to determine when the page was last revised and to provide a means by which the user can compare the pages in the manual to the LEP. This same principle should be applied to electronic manuals. DADHs should prepare a table of revisions and a LEP and include them in the electronic manual to show when each page of the manual was revised. For manuals that do not use page numbers but rather a continuous flow of text, the table of revisions needs to indicate the revised chapter, section, subject, task or sub-task numbers of the manual in order to allow the user to identify what was changed by a particular revision; the displayed blocks of text of the manual itself will unambiguously identify the applicable chapter, section, subject, task or sub-task numbers and the current revision status.
- (i) **User Instruction.** The DADH will supply information that describes the use and operation of the electronic technology used to provide access to electronic manuals. This information will include instructions on using publications, reference information and system administration information. Such information can be provided in paper or in electronic forms that would include context sensitive help, online or system responses to specific end user queries, help desk support provided online or by telephone, instructions embedded in the system screens and other similar approaches.
- (j) **Training.** Where required by the complexity or unfamiliarity of the system, the DADH will provide TCCA with training in a manner to be agreed upon with TCCA. At a minimum, such training will be provided to the TCCA account administrator. TCCA will develop a training program to meet the needs of its end users. The training will include instruction in security awareness, the nature of confidential information and its proper use by TCCA employees, and any policies or procedures required by the system and allowed by the Electronic Access Agreement. Training methods may include, but not be limited to, classroom, one-on-one or e-learning sessions, and written user guides and instructions.
- (k) **Functionality.** The electronic technology system should allow users to retrieve the technical data from any electronic manual in the system.
 - (i) The electronic technology should enable users to access, navigate and retrieve applicable information at a computer workstation, which may involve either stand alone or networked environments or both.

- (ii) The content of an electronic manual will be clearly identifiable and viewable by the user. This material will easily correlate to corresponding information in a printed version of the manual.
 - (iii) Requested information will be displayed on a computer screen or comparable device. If connected to a paper printer, the system will be able to print any information contained in an electronic manual.
- (l) **Content and Form.** Information in an electronic manual may be displayed or printed in a format different from its paper counterpart, including differences in page number and size and the amount of a page a user elects to view, but the information will be identical regardless of format. For this reason, DADHs will ensure that the information displayed or printed can be traced to the correct revision level of the approved manual. The following elements should be identifiable from the displayed or printed information to provide this traceability:
- (i) The manual title;
 - (ii) The applicable aircraft or aeronautical product make and model;
 - (iii) The effective date and revision of the data being displayed;
 - (iv) The page number if one is used in the electronic manual; and
 - (v) The specific chapters, sections, or paragraphs of the manual that are being viewed.

6.0 Agreement to use electronic manuals or retained data

- (1) There is no regulation mandating the format of manuals or retained data, nor is a format required to be approved by TCCA. However, as a best practice, DADHs wishing to use electronic manuals or electronic records for retained data to meet their regulatory requirements should seek agreement from TCCA on an acceptable format. In general, electronic manuals and retained data delivered through electronic media are acceptable as long as the software and system used by the media are compatible with TCCA computers, the software meets TCCA's requirements, and there are no terms and conditions attached to the use of the electronic technology that are unacceptable to TCCA.
- (2) In the case of online systems or any electronic technologies containing or attached to terms and conditions unacceptable to TCCA, a written agreement that defines the use of that system will be agreed between the DADH and TCCA.

7.0 Written agreements for electronic technologies containing or attached to terms and conditions

- (1) A written agreement will be developed whenever a DADH requests permission to use any electronic technology containing or attached to terms and conditions to meet the obligation to provide manuals or access to retained data under Part V, Subpart 21 of the CARs. The electronic technologies most commonly proposed for use by DADHs are commercial electronic media such as CD-ROM, DVD or USB keys, or a commercial online secure site. Because some of these electronic technologies may have commercial terms and conditions of use attached to them that are not suitable for or acceptable by regulatory authorities, a written agreement is necessary to provide a record of the terms under which TCCA allows a DADH to meet its obligations through use of such electronic technologies.
- (2) The following steps will enable a design approval document holder to provide electronic manuals to TCCA using electronic technology.

- (a) The DADH will express to TCCA the wish to use electronic technology to meet the regulatory obligation to provide manuals to the Minister.
- (b) TCCA will provide the DADH an Electronic Access Agreement that contains the terms and conditions governing use of electronic technology.
- (c) Focal personnel at TCCA and the design approval document holder will discuss any specific computer or software requirements involved with the proposed electronic technology system, including functionality and assessment of the impact of the system on existing TCCA technology architecture.
- (d) System testing will be performed to ensure the electronic technology works correctly and meets TCCAs needs.
- (e) The Electronic Access Agreement will be signed by the DADH and by TCCA.
- (f) Implementation will be carried out for TCCA personnel who require access.
- (g) The electronic technology system will be evaluated on an ongoing basis by TCCA and the DADH and improvements instituted as needed and as allowed within the written agreement.

8.0 Information management

- (1) Not applicable.

9.0 Document history

- (1) Not applicable.

10.0 Contact us

For more information, please contact:

Chief, Aircraft Certification Standards (AARTC)

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