

## Maintenance Annex Guidance

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



Transports  
Canada

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# The Maintenance Annex Guidance (MAG) Approval



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This is to certify approval by:

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Stacey Mason  
Director of Standards  
Standards Branch  
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Date: 2024 - 07 - 11

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Date: 2024 - 07 - 11

## **Revision History**

### **Maintenance Annex Guidance**

Revisions to this guidance shall be approved by the Joint Sectorial Committee on Maintenance and become effective upon signature of the revised document.

The revision description will further define key changes of the MAG.

<b>Revision</b>	<b>Date</b>	<b>Revision Description</b>	<b>Signed on</b>
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Rev 1	29.03.2014	Revised following implementation of original edition	15.04.2014
Rev 2	01.11.2018	To simplify Competent Authority interaction and separate aircraft and component organization procedures	06.11.2018
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# Definitions

## **Accountable Manager**

The Accountable Manager is normally intended to mean the Chief Executive Officer (CEO) of the organization, who by virtue of position has overall responsibility, including in particular financial responsibility for running the organization. When the Accountable Manager is not the CEO, they must have direct access to the CEO and have sufficient funds to allocate to maintenance. Within a TCCA Approved Maintenance Organization this individual is also referred as the Accountable Executive.

## **Approved Maintenance Organization (AMO)**

Means a natural person, a legal person or part of legal person entitled to maintain any aircraft and/or component for which it is approved.

## **Aircraft**

Any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface.

## **Aircraft AMO**

An AMO of which its scope of ratings allows for the performance and release of work on aircraft.

## **Approved MAG Supplement**

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

## **Civil Aeronautical Product**

Any civil aircraft, aircraft engine, or aircraft propeller, or sub-assembly, appliance, part, or component installed or to be installed thereon.

## **Competent Authority (CA)**

A government agency or entity that is designated as a Competent Authority by a Party for the purpose of the Agreement.

**Note:** TCCA, EASA and EU Member State National Aviation Authorities are Competent Authorities (CAs).

## **Component**

Any aircraft engine, aircraft propeller, part or appliance.

## **Component AMO**

An AMO of which its scope of ratings does not include the aircraft/airframe category. It does include all or some of the remaining categories other than aircraft/airframe based on their scope of ratings and limitations issued by EASA or TCCA.

## Line Maintenance

Line Maintenance should be understood as any maintenance that is carried out before flight to ensure that the aircraft is fit for the intended flight;

(a) Line Maintenance may include:

- Troubleshooting;
- Defect rectification;
- Component replacement with use of external test equipment if required. Component replacement may include components such as engines and propellers;
- Scheduled maintenance and/or checks including visual inspections that will detect obvious unsatisfactory conditions/discrepancies but do not require extensive in-depth inspection. It may also include internal structure, systems and power plant items which are visible through quick opening access panels/doors; and/or
- Minor repairs and modifications which do not require extensive disassembly and can be accomplished by simple means.

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

(c) Maintenance tasks falling outside these criteria are considered to be base maintenance.

(d) Aircraft maintained in accordance with 'progressive' type programmes should be individually assessed in relation to this paragraph. In principle, the decision to allow some 'progressive' checks to be carried out should be determined by the assessment that all tasks within the particular check can be carried out safely to the required standards at the designated line maintenance station.

(e) Where the organization uses facilities both inside and outside the territories of the Parties to the Agreement such as satellite facilities, sub-contractors, line stations etc., such facilities may be included in the approval without being identified on the approval certificate, subject to the Maintenance Policy Manual/Maintenance Organization Exposition identifying the facilities, and containing procedures to control such facilities, and the Competent Authority being satisfied that they form an integral part of the AMO.

**Note:** Line maintenance may not be performed outside of Canada or the EU, in countries where existing agreements or arrangements are in place with the Competent Authority for the performance or acceptance of maintenance.

## Line Station

Locations where line maintenance on aircraft belonging to one Competent Authority is performed with the approval of that Competent Authority, in the other Competent Authority's territory and are identified in the relevant approval/manual which are subject to the oversight by the approving Competent Authority.

**Maintenance**

The performance of inspection, overhaul, repair, preservation, or the replacement of parts, appliances, or components with the exception of pre-flight inspection of a civil aeronautical product to assure the continued airworthiness of that product; and includes the embodiment of modifications; but does not include the design of repairs and modifications.

**Modification**

A change affecting the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.

**Monitoring**

Periodic surveillance by a Competent Authority to determine continuing compliance with the appropriate applicable standards.

**Office**

For the EU it means an office of the CA and for Transport Canada it means a Regional Office (RO).

**Party**

Means either the European Union or Canada.

**Safety Management System (SMS)**

A systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures.

**Second Site(s)**

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

**Sub-base(s)**

A maintenance facility under the control of the AMO located in the AMO's principal origin/country of business as well as at other locations identified in the relevant manual which are subject to the oversight of the Competent Authority. Maintenance may not be performed outside of Canada or the EU, in countries where existing agreements or arrangements are in place with the Competent Authority for the performance or acceptance of maintenance.

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



# Introduction

The Maintenance Annex Guidance (MAG), is sub-divided into three sections;

Section A: Competent Authority Interaction

Section B: Approval Process for Canadian Approved Maintenance Organizations

Section C: Approval Process for EU Approved Maintenance Organizations

The MAG details the actions required by TCCA, EASA, the Competent Authorities (CAs), and applicants to be taken in order for a TCCA CAR 573 Approved Maintenance Organization (AMO) to maintain civil registered aircraft under the jurisdiction of a European Union Member State. It also details the actions for an EASA Part-145 AMO to maintain civil registered aircraft under the jurisdiction of Transport Canada. All in accordance with the agreement on Civil Aviation Safety between the European Union and Canada (the Agreement).

The Canadian requirements for maintenance are contained in Canadian Aviation Regulations (CAR) Part V – Airworthiness, Subparts 71 (Maintenance) and 73 (Approved Maintenance Organizations).

The European Union requirements for maintenance are contained in the regulation (EC) No 2018/1139 of the European Parliament and of the Council - Commission Regulation (EC) No 1321/2014, Annex II Part-145, as amended (EASA Part-145) and the respective EASA Acceptable Means of Compliance (AMC) and Guidance Material (GM).

TCCA and EASA have determined that the regulatory systems between EASA Part-145 and CAR Subparts 71 and 73 are sufficiently equivalent. This led to the establishment of specific regulatory requirements listed in Appendix B1 to Annex B of the Agreement. Any AMO of one Party that has been certified by a Competent Authority of that Party to perform maintenance functions shall be required to have a MAG Supplement to its manual in order to comply with the specific regulatory requirements. When it is satisfied that the MAG Supplement meets the requirements set out in Appendix B1 to Annex B of the Agreement, the respective Competent Authority shall issue an approval attesting compliance with the applicable requirements. Ratings and limitations shall not exceed that contained in its own certificate.

Under the leadership of the Joint Sectorial Committee on Maintenance, EASA and TCCA have agreed to organize, as appropriate, reciprocal participation in each other's internal standardization or quality control system.

# **Section A**

## **Competent Authority Interaction**

(Not applicable to Industry)

# I. General

## 1. Purpose

The purpose of this section of the MAG is to detail the interface procedures and activities between TCCA, the EASA and the CAs of the EU Member States required to implement Annex B of the Agreement.

## 2. Communications

Proposed significant revisions to the relevant laws, regulations, standards, acceptable means of compliance and guidance material which may affect the basis and the scope of this guidance should be notified in a manner consistent with Article 8 of the Agreement. Accordingly, upon notice of such changes TCCA or EASA may request a meeting to review the need for amendment to this MAG.

The list of contact points for the various technical aspects of the MAG, including communication of urgent issues is included in Appendix 1.

## 3. Training

In order to comply with the MAG and the requirements of Annex B to the Agreement, inspectors with oversight assignment of TCCA/EASA/EU Member CA AMOs and TCCA/EASA inspectors performing Sampling Inspection System (SIS) activity shall receive initial training (Agreement, Annexes, and MAG) and recurrent MAG training in case of changes to the MAG or in case of identified SIS implementation issues.

## 4. Technical Consultations, Interpretations and Resolution of Issues

### 4.1 Technical Consultations

The TCCA Director of Standards and the EASA Flight Standards Director agree to consult as necessary to provide input when requested on interpretations and technical issues. The frequency of these exchanges will depend upon the number and significance of the issues to be discussed.

### 4.2 Interpretations/Resolution of Issues

TCCA and EASA agree to address interpretations and resolve issues through consultation or any other mutually agreed-upon means. Every effort shall be made to resolve the issues at the lowest possible level.

Issues that cannot be satisfactorily resolved between the TCCA Director of Standards and EASA Flight Standards Director on an ad hoc basis shall be added to the agenda for the next formal Joint Sectorial Committee on Maintenance (JSCM) meeting for further consideration.

Issues that cannot be resolved by the JSCM must be forwarded to the Joint Committee for resolution (the Joint Committee is a joint executive level group responsible for effective functioning of the Agreement).

For the resolution of issues involving the acceptance of sub-bases and second sites that reside outside of Canada or the EU, a case-by-case review of acceptance by the parties to the Agreement can be accomplished.

Line stations located in each other's territory are not accepted under the Agreement (i.e. you cannot exercise the privileges received under the Agreement in the territory of the other party). EASA and TCCA may review and agree to accept the use of line stations outside of Canada and the EU on a case-by-case basis.

## **5. Joint Sectorial Committee on Maintenance (JSCM)**

The JSCM, under the leadership of the TCCA's Director of Standards and EASA's Flight Standards Director shall meet at least annually to ensure the effective functioning and implementation of Annex B to the Agreement by reviewing the progress on implementation issues and propose changes to this MAG when required. Meeting attendees should include the offices responsible for the technical coordination of this guidance and additional officials of TCCA, EASA, and the CAs as needed when directly affected by the meeting agenda items. At the discretion of the joint leadership, personnel and representatives of other appropriate organizations may be invited to participate.

The host is responsible for the meeting minutes and action items that are centrally tracked.

Significant audit findings, reports and recommendations resulting from standardization and SIS activities will be submitted to the JSCM. During meetings of the JSCM, TCCA and EASA shall present its plan for SIS oversight for the next 12-month period.

The JSCM shall report to the Joint Committee the issues resulting from differences the JSCM failed to resolve and shall ensure the implementation of any decisions reached by the Joint Committee.

The JSCM may set up a Joint Sectorial Maintenance Group (JSMG) comprised of representatives from both TCCA and EASA in charge of the review of the implementation of the Agreement and propose revision of this MAG to the JSCM.

The JSCM may sponsor subgroups to address specific technical issues and make recommendations for amendment to the Agreement or revisions to the MAG.

## **6. Revisions**

The JSCM shall review the MAG as necessary. Any revisions become effective upon approval by the JSCM and shall be implemented, as applicable, 60 days after the change has been published, unless otherwise specified.

# **II. Cooperation in Quality Assurance and Standardization Activities**

## **General**

In order to ensure the effective functioning and implementation of Annex B to the Agreement, continued understanding and compatibility of each other's maintenance systems should be promoted by TCCA and EASA.

To this end, TCCA and EASA shall consult and share information on quality assurance and standardization activities and promote the participation in each other's inspections and audits. These activities may include sampling inspections at each other's Approved Maintenance Organizations to ensure the Competent Authority is applying the procedures set forth in this MAG. TCCA and EASA may decide to conduct these visits on a scheduled or unscheduled basis.

## **1. Surveillance and Standardization**

### **1.1 Access to Reports**

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

### **1.2 Involvement as Observers**

TCCA and EASA have the right to participate as an observer in each other's standardization, internal quality system and surveillance activities as a means of gaining confidence, standardization and cooperation. Their role is passive, and as part of the inspection team they follow the appropriate working procedures and protocols.

### **1.3 Conduct of Inspections**

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

### **1.4 Verification of Annex B Specific Regulatory Requirements**

TCCA and EASA will monitor the compliance with the terms of the Agreement, namely the Specific Regulatory Requirements contained in Appendix B1 to Annex B. The audit schedule is determined by the TCCA and EASA.

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

The number of files to be sampled should be proportional and statistically representative in relation to the number of Approved Maintenance Organizations with an approved MAG Supplement.

## **2. Sampling Inspection System in EU and Canada**

### **2.1 General**

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

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

### **2.2 Objectives**

The SIS objective is to monitor the application of Annex B to the Agreement to ensure that the Annex is applied in a consistent manner.

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

### **2.3 Mode of Operation**

SIS Teams need to visit selected CAs and AMOs with EU/Canadian customers on a regular basis.

When a SIS Team perceives compliance problems with the Agreement, the MAG or the application of maintenance standards, such problems are to be reported to the host authority at the conclusion of the visit using the applicable Visit Report.

During the course of the visit, the SIS Team may have cause to raise findings and/or observations in accordance with the following:

- a) Non-compliance findings with regards to Annex B – Specific Regulatory Requirements. In this case the visiting SIS Team should review the Visit Reports and request the host authority to take appropriate remedial actions in a timely manner. Findings can be raised at both the Competent Authority or visited AMO level.
- b) Observations should be communicated by the SIS Team Lead to the EASA Flight Standards Directorate SIS member or the TCCA Standards SIS member, as applicable, during the visit. The host authority will ensure the necessary follow up actions are taken in relation to the observation.
- c) Any evidence gathered to support a finding, or an observation should be provided to the host authority in order to support any necessary follow up actions.

**Note:** In this context, finding means any perceived non-compliance to the MAG, and an observation means any perceived non-compliance to the EASA Part-145 standards or TCCA CAR 571 and 573.

### **2.4 SIS Team Composition**

Each SIS Team should consist of two experienced maintenance surveyors/inspectors. SIS Teams may include a third maintenance surveyor/inspector as an observer.

EASA members can be selected from EASA personnel with additional personnel from CAs of EU Member States, with the team leader being always from EASA. TCCA members will be selected from the TCCA Standards Branch.

The host authority may assign personnel to accompany the SIS Team during the visit to ensure that no misunderstandings arise in respect of perceived standards and interpretation

of maintenance regulations. The principal surveyor/inspector responsible for the particular organization visited should join the team for that visit in order to facilitate the on-site visit and provide background information about the organization, as required.

## **2.5 SIS Team Visit Program**

SIS Teams will visit CAs, TCCA Regional Offices and AMOs with EU/Canadian customers at a frequency to ensure that standards are being achieved and therefore the frequency may vary in light of experience. The Competent Authorities should determine a visit schedule and coordinate the visit with the host authority. The final dates of a specific visit should be provided to the host authority at least two (2) months in advance. The host authority is expected to make every effort to both receive and cooperate with the SIS Team.

The visiting authority will determine the SIS activity schedule using objective criteria and risk analysis. The following list is not exhaustive but may illustrate the main criteria used to select an office:

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

Additionally, a review of reported occurrences may be used as an indicator of potential problem areas. Occurrence reports may be drawn from the following areas and used to make a selection:

- (a) EU Member States CAs
- (b) Operators/Approved Maintenance Organizations within the EU
- (c) Operators/Approved Maintenance Organizations within Canada

## **2.6 SIS Procedures**

SIS Teams normally visit for one week. The visiting authority must liaise with the host authority coordinators to organize the visit schedule. At the start and end of each visit the host authority shall be briefed regarding the visit.

The SIS Team should complete Visit Report Office (Appendix 3, SIS Form 10) in respect of each office visited and a Visit Report Organization (Appendix 4, SIS Form 8) in respect of each AMO visited.

A member of the host authority or office visited as applicable, should also sign the Visit Reports to indicate that it has been seen, adding any comment they wish against each finding and/or observation, and if necessary, disagree. Signature by the member of the host authority or office only means that the finding and/or observation have been seen.

The SIS Team may have cause with some organizations to raise non-compliance findings and/or observations. In this case, use Visit Report Organization (SIS Form 8) to record the non-compliance. The office must carry out the necessary follow up actions.

After each visit, responsible managers of the host authority and AMO representatives must be debriefed by the SIS Team.

## **2.7 Resolution of SIS Team Findings**

Remedial action for any SIS Team finding reported on Visit Report Office (SIS Form 10) will be taken in a timely manner (expected 90 days).

The CA must take action on the Visit Report Organization (SIS Form 8) non-compliance findings and/or observations.

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



# III. Technical Assistance

## General

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

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

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

## **IV. Specific Regulatory Requirements**

Pursuant to the Agreement, the recognition by one Party of an aircraft AMO under the jurisdiction of the other Party shall be based upon the aircraft AMO incorporating into its relevant manual, a MAG Supplement that addresses the additional requirements stated herein.

The manual shall contain a statement of commitment signed by the current Accountable Manager/Executive confirming that the organization will comply with the manual and the MAG Supplement, and shall, at a minimum, include the information specified in the appropriate annex to this document.

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

# V. Appendices

## Appendix 1: TCCA and EASA Contacts

The designated offices for the technical implementation of this MAG are:

### For TCCA:

Transport Canada Civil Aviation  
Operational Airworthiness, Standards Branch  
Tower C, Place de Ville  
330 Sparks Street, 4<sup>th</sup> Floor  
Ottawa, ON K1A 0N8  
Canada

Email: [EASATCCAOpAir-AESATCACNavOp@tc.gc.ca](mailto:EASATCCAOpAir-AESATCACNavOp@tc.gc.ca)

### For EASA:

EASA Flight Standards Directorate  
Konrad-Adenauer-Ufer 3  
D-50668 Cologne  
Germany

Email: [foreign145@easa.europa.eu](mailto:foreign145@easa.europa.eu)

## Appendix 2: Technical Contacts of Aviation Authorities

### TCCA

[www.tc.gc.ca/CivilAviation/menu.htm](http://www.tc.gc.ca/CivilAviation/menu.htm)

Email: [EASATCCAOpAir-AESATCACNavOp@tc.gc.ca](mailto:EASATCCAOpAir-AESATCACNavOp@tc.gc.ca)

### EASA

[www.easa.europa.eu](http://www.easa.europa.eu)

Email: [foreign145@easa.europa.eu](mailto:foreign145@easa.europa.eu)

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

<b>Visit Report Office</b>		
<b>Office Identifier (CA):</b>	<b>Location:</b>	<b>Visit Date:</b>
<b>Competent Authority Personnel:</b>		
Name:	Position:	
Name:	Position:	
<b>Compliance Check List – General Issues</b>		
N/R – Applicable but not reviewed                      N/A – Not applicable <input checked="" type="checkbox"/> – In compliance X – If not in compliance, add consecutive numbering in the box and relevant section.		
<b>Review the Authority’s office files to verify:</b>		
1. Records of findings and/or observations, and corrective actions meet the EU Member State CA/TCCA requirements.	<input type="checkbox"/>	
2. Records are retained for a 3-year period.	<input type="checkbox"/>	
3. Records show corrective actions have been made in accordance with agreed time frames.	<input type="checkbox"/>	
4. Proper enforcement has been taken in accordance with the EU Member State CA/TCCA requirements.	<input type="checkbox"/>	
<b>Review Inspector/Surveyor Training Records: (review several records)</b>		
5. Have the inspectors/surveyors completed the mandatory training program?	<input type="checkbox"/>	
6. Has the MAG guidance material been made available to the inspectors/surveyors?	<input type="checkbox"/>	
7. Interview inspectors/surveyors to determine knowledge and experience in using the current guidance material.	<input type="checkbox"/>	
<b>Frequency of Audits: (review audit schedule)</b>		
8. Does the schedule ensure each location has received surveillance as required by the Competent Authority of the EU Member State/TCCA?	<input type="checkbox"/>	
9. Does the schedule accurately reflect the inspector’s/surveyor’s workload?	<input type="checkbox"/>	
10. Is the schedule followed?	<input type="checkbox"/>	
<b>Compliance Checklist with MAG – Initial</b>		
11. Does the office receive an initial application for completeness and correctness, and retain this record on file?	<input type="checkbox"/>	
12. Does the office provide an applicant with the guidance material?	<input type="checkbox"/>	
13. Does the office review the supplement in accordance with MAG Section B/C, Appendix 1?	<input type="checkbox"/>	
14. Does the office retain a copy of the supplement?	<input type="checkbox"/>	
15. Does the supplement;		
a. Indicate the organization holds appropriate ratings and authorization for the line station?	<input type="checkbox"/>	

b. List line stations, and show that the Quality System covers the line station authorizations?	<input type="checkbox"/>	
16. Has the office carried out surveillance on the organization and any line stations for compliance with applicable regulations and the supplement conditions? Is this surveillance recorded and findings and/or observations managed in accordance with the applicable oversight program?	<input type="checkbox"/>	
17. Has the office issued a letter to the organization stating that the MAG Supplement is approved?	<input type="checkbox"/>	
18. Has the office added the fact that the organization has an approved MAG Supplement, and included the additional surveillance requirements to its oversight surveillance system, and is the organization profile correct (website and office records)?	<input type="checkbox"/>	
<b>Compliance Checklist with MAG – Amendment to Approved Document(s)</b>		
19. Where the organization’s Accountable Manager/Executive, company name or address has changed, has this been reflected in the supplement?	<input type="checkbox"/>	
20. Has the office carried out any audit required by the amendment? Is this audit recorded and any findings tracked and closed?	<input type="checkbox"/>	
21. Has the office received the most recent documentation (E.g., supplement on file)?	<input type="checkbox"/>	
22. Has the office added the fact that the organization has amended its approved MAG Supplement to the file?	<input type="checkbox"/>	
23. Has the office carried out enforcement procedures? If yes, has the EU Member State CA/TCCA been advised of any enforcement that may impact the organization’s approval and products that may have been maintained?	<input type="checkbox"/>	
<b>Organization’s Visited</b> (Include a completed <b>visit report</b> for each organization)		
<b>Name</b>	<b>Approval Number</b>	<b>Supplement Rev./Date</b>
1.		
2.		
3.		
4.		

<b>Findings raised against the Office</b> (non-compliance with MAG)		<b>Reference</b>
1.		
2.		
3.		
4.		
5.		
<b>Observations raised against the Office</b>		<b>Reference</b>
1.		
2.		
3.		
4.		
5.		
<b>Comments</b>		

**Signature Section**

<b>SIS Team</b>		<b>EASA/TCCA Coordinators</b>	
Name:		Name:	
Signature:		Signature:	
Name:		Name:	
Signature:		Signature:	
<b>Date of Signatures:</b>			

**Note:** Signature by EASA/TCCA Coordinators indicates they have read the report, it does not constitute agreement with findings and/or observations, and comments raised in this report.

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

## Visit Report Organization

### General Information

Name of Organization: \_\_\_\_\_ Visit Date: \_\_\_\_\_

AMO Approval No(s): \_\_\_\_\_ Approval Expiry Date: \_\_\_\_\_

Principal Inspector(s): \_\_\_\_\_

### Status/Reference of Organization's Manuals:

MOE/MPM: \_\_\_\_\_

TCCA/EASA Supplement: \_\_\_\_\_

### Senior Person(s) seen:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

### Size of Organization and Description of Activities:


### Departments/Systems/Activities Seen:


### Compliance with Specific Regulatory Requirements and MAG

N/R – Applicable but not reviewed                      N/A – Not applicable                       – In compliance

X – If not in compliance, add consecutive numbering in the box and relevant section.

1. Does the organization hold a valid approval under the respective regulatory system (EASA/TCCA)?	<input type="checkbox"/>	
2. Does the certification exceed the scope and rating of the approved MAG Supplement?	<input type="checkbox"/>	
3. Are the Authorities allowed access to the organization to inspect for continued compliance with specific regulatory requirements?	<input type="checkbox"/>	
4. Does the organization cooperate with any regulatory investigation?	<input type="checkbox"/>	
5. Does the organization accept that investigation and certificate action may be taken?	<input type="checkbox"/>	



The supplement to the organization's manual must include the following elements: (verify that the organization is applying the procedures correctly)

6. Is there a statement for the Accountable Manager/Executive?	<input type="checkbox"/>	
7. Are there procedures for the release or approval for return to service that meet the requirements of EASA Part-145.A.50 or CAR 571 (as applicable) for aircraft and the acceptance of the Form One/Form 1 (as applicable) for aircraft components, and any other information required by the owner or operator as appropriate?	<input type="checkbox"/>	
8. Are there procedures to ensure that repairs and modifications as defined by the respective EU Member State CA/TCCA requirements are accomplished in accordance with data approved by the Competent Authority?	<input type="checkbox"/>	
9. Are there procedures for reporting un-airworthy conditions on civil aeronautical products to the EU Member State CA/TCCA and the customer or operator?	<input type="checkbox"/>	
10. Are there procedures to ensure completeness of, and compliance with, the customer or operator work order or contract including notified airworthiness directives and other mandatory instructions?	<input type="checkbox"/>	

<b>Findings and/or observations raised by the Competent Authority</b>	
Finding for a non-compliance with specific regulatory requirement/MAG	Reference to specific regulatory requirements/MAG
1.	
2.	
3.	
4.	
EASA/TCCA Observations	Reference to Part-145/CARs
1.	
2.	
3.	
4.	
EASA/TCCA responses to the EASA/TCCA Observations	Reference to the Part-145/CARs
1.	
2.	
3.	
4.	

**Signature Section**

SIS Team	EASA/TCCA Coordinators
Name:	Name:
Signature:	Signature:
Name:	Name:
Signature:	Signature:
<b>Date of Signatures:</b>	

**Note:** Signature by EASA/TCCA Coordinators indicates they have read the report, it does not constitute agreement with findings and/or observations, and comments raised in this report.

## Appendix 5: Template – TCCA Supplement Approval Letter



Transport  
Canada

Transports  
Canada



Transport Canada Civil Aviation  
[Address of Regional Office]  
[City, Province XXX XXX]  
Canada

**Company File**  
5015 – XXXX  
**AMO Number**  
XX – XX

YYYY-MM-DD

[Accountable Executive]  
[Organization's Name & Address]  
[City, Province XXX XXX]  
Canada

### Approval of a Maintenance Policy Manual (MPM) Supplement – EASA – Aircraft Rated

Dear [Accountable Executive],

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

#### Insert AMO Name Here

EASA Part-145 Approval Number: EASA 145.XXXX valid until YYYY-MM-DD.

Your MPM Supplement dated YYYY-MM-DD at Revision XX is approved by Transport Canada.

You are reminded that you will be required to submit your next application for continuation in accordance with the Maintenance Annex Guidance (MAG) which is available on the Transport Canada website at:

<http://www.tc.gc.ca/eng/civilaviation/standards/int-ta-menu-3674.htm>

Best regards,  
[Name of the Inspector]

[Insert Signature]

[Add Credentials]

## Appendix 6: Template – EASA Supplement Approval Letter

[CA Letterhead]

[YYYY-MM-DD]

[Accountable Manager]  
[Organisation's Name & Address]  
[Country]

### Subject: EU / Canada Agreement – Approval of TCCA Supplement

Dear Sir/Madam,

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

The TCCA CAR 573 approval reference is:

#### [Organisation Name]

TCCA CAR 573 Approval Number: XXXX-XX  
Valid until: [YYYY-MM-DD]

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

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

You are reminded that you will be required to submit your next application for continuation 60 days prior to your continuation date in accordance with MAG, Section C which is available on the EASA website at:

<http://www.easa.europa.eu/document-library/bilateral-agreements/eu-canada>

Best regards,

[Name & Position of CA Responsible]

## **Section B**

# Approval Process for Canadian Approved Maintenance Organizations

# Introduction

This section details how TCCA will implement Annex B of the Agreement for CAR 573 Approved Maintenance Organizations and how a TCCA aircraft AMO will implement this MAG. 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 MAG. The required supplement approval letter template can be found in Section A, Appendix 5.

Component AMOs are reciprocally accepted between EASA and TCCA to permit the acceptance of each other's maintenance certification. An EASA Form 1 and a TCCA Form One are reciprocally accepted.

With respect to major modifications and major repairs to EU customer components, component AMOs shall ensure that the EU customer has obtained the approval of the responsible Competent Authority and shall ensure that the EU customer has provided the required data to support the major modification and/or major repair, in accordance with applicable EASA-TCCA TIP provisions.

## I. Initial Approval Process for Aircraft AMOs

### 1. TCCA Actions

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

### 2. Applicant Actions

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

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

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

- a) A completed EASA Form 17; and
- b) A MAG Supplement to their Maintenance Policy Manual developed based on the requirements contained in Section B, Appendix 1. The applicant's supplement shall clearly identify the actual working procedures of the organization as they relate to the Appendix requirements.

**Note:** Simply submitting a copy of the Section B, Appendix 1, does not meet the intent of paragraph b) above.

The EASA Form 17 and the proposed MAG Supplement shall be sent to the supervising TCCA RO at least **90 days** prior to the date initial approval is required.

**Note:** The above documents shall not be sent to EASA by the applicant.

### 3. TCCA/EASA Actions

- a) The RO will review the submitted EASA Form 17 for completeness and legibility and send the form to TCCA Headquarters (HQ).
- b) TCCA HQ shall forward a copy of the EASA Form 17 to EASA. EASA shall invoice the organization based on the EASA Fees and Charges Regulation, as amended. The current EASA Fees and Charges Regulation can be found on the EASA website at: [www.easa.europa.eu](http://www.easa.europa.eu).
- c) Once EASA has received the applicant's payment, they shall return the EASA Form 17 to TCCA HQ indicating that the process can continue and identify, using EASA Form 17, the EASA approval number to be used in the process.
- d) The TCCA RO shall review the MAG Supplement for compliance with Appendix 1.
- e) Where the MAG Supplement is found satisfactory, TCCA RO shall issue a supplement approval letter to the AMO indicating the EASA approval number, expiry date, and attesting that the MAG Supplement is approved. The letter shall specify that the scope of ratings and limitations shall not exceed that which is specified in the organizations CAR 573 certificate and limitations record.
- f) TCCA will ensure that oversight of the AMO includes MAG Supplement activities that are conducted in accordance with the MAG Supplement.
- g) The TCCA RO shall forward a copy of the supplement approval letter to TCCA HQ.
- h) TCCA HQ shall forward a copy of the supplement approval letter to EASA.
- i) The TCCA RO will update the Approved Maintenance Organization's profile on its website.
- j) Once approved, the MAG Supplement and the privileges associated with it shall remain in force until surrendered, suspended, or revoked by TCCA.

### 4. TCCA/EASA Actions for Line Stations located outside of Canada

- a) TCCA will review the formal request from the applicant AMO to extend their EASA approval to a location outside of Canada. The request shall contain the following information:
  - i. Documentation from the EU customer that supports the work to be performed at a location outside of Canada;
  - ii. Proof that the line maintenance activities offered are not provided by any other EU approved AMO at those locations; and
  - iii. A revision to the MPM Supplement with the locations and their scope clearly identified in a specific paragraph as non-Canadian locations, which will be subject to acceptance from EASA and coordinated by TCCA, who will include such line stations in their regular oversight program.

## II. Continuation Process for Aircraft AMOs

### 1. TCCA Actions

TCCA ensures every 24 months that the conditions for approval continue to be met. Where the conditions are not met, TCCA shall take appropriate action and notify EASA.

### 2. Applicant Actions

The applicant shall submit the following to TCCA RO:

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

### 3. TCCA Actions

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

### 4. EASA Actions

- a) EASA shall invoice the organization based on the EASA [Fees and Charges Regulation](#), as amended. The current EASA Fees and Charges Regulation can be found on the EASA website at [www.easa.europa.eu/en](http://www.easa.europa.eu/en).
- b) EASA shall notify TCCA if the applicant has failed to make the fee payment within 90 days from invoice date.
- c) If the applicant fails to pay the applicable continuation fee, EASA shall ask TCCA to revoke the supplement approval letter.
- d) Where EASA has reason to recommend to TCCA not to continue the approval, EASA should immediately inform TCCA who will take appropriate action.

### 5. Late Applications

The applicant is expected to apply **60 days** (minimum) prior to their continuation due date. If the applicant fails to apply for continuation within the above specified time frame, their approval cannot be continued, it shall be rendered invalid, and an initial application must be initiated by the applicant.

### 6. Surrender of Approval

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



## **III. Amendment Process for Aircraft AMOs**

### **1. Applicant Actions**

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

1. Change of address;
2. Change of Accountable Executive;
3. Change of organization's name and/or approval number.

### **2. TCCA Actions**

- a) The TCCA RO will review the submitted EASA Form 17 for completeness and legibility.
- b) The TCCA RO will review the MAG Supplement for compliance to Appendix 1.
- c) The TCCA RO will issue a new supplement approval letter detailing the expiry date when the MAG Supplement is found acceptable.
- d) The TCCA RO will update the Approved Maintenance Organization on its website.
- e) The TCCA RO will forward a copy of the EASA Form 17 and supplement approval letter to TCCA HQ.
- f) The TCCA HQ will forward a copy of the EASA Form 17 and the supplement approval letter to EASA.

**Note:** Amendments other than the ones listed above should be coordinated with the TCCA Regional Office and the Principal Maintenance Inspector.

## **IV. Suspension or Revocation**

### **1. Suspension**

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

### **2. Revocation**

Revocation of the CAR 573 AMO certificate will automatically render the approved MAG Supplement invalid. As a consequence of this revocation all privileges of their EASA Part-145 approval are permanently removed and cannot be re-instated.

### **3. EASA Actions**

Where EASA has reason to request TCCA to revoke the supplement approval letter, TCCA should take immediate action.

### **4. Communication**

TCCA and EASA shall immediately notify the other party of any activities related to the aforementioned certificate action.

## **V. Appendices**

### **Appendix 1: Approved MAG Supplement Contents**

In accordance with the Agreement, each AMO maintaining aircraft registered in an EU Member State, shall include in its Maintenance Policy Manual a supplement in accordance with Annex B, Appendix B1 of the Agreement. The requirements that are to be part of the MAG Supplement are identified below.

**MAG Supplement to CAR 573 AMO Maintenance Policy Manual**

**[Company Name]**  
**[Facility Address]**

**TCCA Approved Maintenance Organization Number: .....**

**EASA Part-145 Approval Number:**

Compliance with the approved MAG Supplement together with the TCCA approved Maintenance Policy Manual forms the basis by which an Approved Maintenance Organization can exercise the maintenance privileges under the Agreement.

The Approved Maintenance Organization must always retain at its principal place of business a current copy of this approved MAG Supplement in English and provide it to EASA upon request.

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

## **Table of Contents**

*Self-explanatory. No example provided.*

### **1. List of Effective Pages**

*Self-explanatory. No example provided.*

### **2. Amendment Procedure**

This paragraph should identify by title, the person within the AMO who is responsible for amendment action. It should ensure that changes to the approved supplement are submitted to TCCA for review and approval prior to change implementation.

### **3. Introduction**

*An acceptable statement for this paragraph could be:*

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

This MAG Supplement is therefore intended to identify the means to comply with the Agreement when performing maintenance on EU registered aircraft.

### **4. Accountable Executive's Commitment Statement**

This paragraph represents the agreement by the Accountable Executive that the AMO will comply with the conditions specified in the MAG Supplement.

*An acceptable statement for this paragraph could be:*

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

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

It is accepted that the organization's procedures do not override the necessity of complying with any additional requirements formally published by EASA and communicated to this organization from time to time. It is further understood that EASA reserves the right to suspend or revoke the approval if procedures are not followed or standards are not upheld.

Signed by the Accountable Executive (Printed Name, Signature, and Date) for and on behalf of the AMO.

**Note:** Whenever the Accountable Executive is replaced, the new Accountable Executive must sign the statement.

### **5. Approval Basis and Limitation**

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

The approved MAG Supplement is based upon compliance with CAR 573 in addition to the specific regulatory requirements found in the Agreement and associated MAG.

The approval of maintenance is limited to the scope of work permitted under the current certificate issued by TCCA to the AMO in accordance with CAR 573 unless agreed otherwise on a case-by-case basis by TCCA and EASA.

## 6. Access by Authorities

This paragraph should identify the fact that EASA personnel should be allowed access to the AMO for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems. The paragraph should also specify that TCCA personnel may access the AMO to investigate on behalf of the EASA.

## 7. Work Orders/Contracts

This paragraph should ensure that work orders/contracts are in place to define the maintenance to be accomplished on the aircraft under the jurisdiction of an EU Member State, and that this contract is understood and agreed by both parties. The work order/contract will specify the inspections, repairs, modification, overhauls to be accomplished, the Airworthiness Directives to be complied with and components to be replaced.

The EU customer remains responsible for specifying any AD compliance required during maintenance through the work order/contract, but the AMO should always remind the customer of the need.

## 8. Major Modifications and Repairs

This paragraph should define how the AMO will establish that the customer has obtained the approval of the Competent Authority and has provided the required data to support the major modification and/or major repair, or is in the process of obtaining any necessary approvals from the Competent Authority.

## 9. Component Eligibility for Installation

This paragraph should include information regarding the acceptability of components authorized for use during maintenance.

### 9.1 New Components

New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for installation. The new component should be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document should clearly state that it is issued under the approval of the relevant CA under whose regulatory control the OEM or PC holder works. The following new components are eligible for installation on an Aircraft or Component under the jurisdiction of EASA:

- a) For all EU Member States OEMs and PC holders release should be in accordance with EASA Part-21 (EASA Form 1) as a new part.
- b) For Canadian OEMs and PC holders release should be on the TCCA Form One as a new part.
- c) Production Manufacturing Approval (PMA) parts may only be accepted as detailed in EASA Part-21 or any EU bilateral agreement.
- d) Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a compliance certificate and be in a satisfactory condition for installation.
- e) For new components outside the context of this agreement refer to the EASA Matrix at the following web address:

[https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final\\_FS1.1%2B1.4.pdf](https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final_FS1.1%2B1.4.pdf)

### 9.2 Used Components

Used components should be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalogue. The following used components are eligible for installation on an aircraft or component under the jurisdiction of EASA:

- a) Used components from EASA Part-145 maintenance organizations should be accompanied by an EASA Form 1 issued as a maintenance release.
- b) Used components from a Canadian AMO should be accompanied by a TCCA Form One.

- c) Used components that have been issued a triple release before (2024-07-11) (i.e. certifying compliance with FAA, EASA, TCCA requirements) on an EASA Form 1 as a maintenance release are acceptable.
- d) For used components not covered by the Agreement refer to the EASA Matrix at the following web address:

[https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final\\_FS\\_1.1%2B1.4.pdf](https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final_FS_1.1%2B1.4.pdf)

## 10. Release of Aircraft after Maintenance

This paragraph should explain how the release to service of aircraft after maintenance shall be carried out in accordance with CAR 571 except that paragraphs 7, 8 and 9 of this EASA Supplement shall also be taken into account and specify the aircraft maintenance check plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used.

At the completion of maintenance, the following certification should be made in the aircraft maintenance record.

Maintenance Release in accordance with CAR 571.10/EASA Part-145.A.50:

"Certifies that except as otherwise specified, the described maintenance has been performed in accordance with the applicable airworthiness requirements and the approved MAG Supplement and in respect to that work the aircraft is ready for release to service." or in case of EU operators with pre-printed release statements "Release to Service in accordance with EASA Part-145.A.50." is also acceptable.

The sub-clause "except as otherwise specified" is intended for use with two types of deviation as follows:

- (a) The case where not all of the required maintenance was carried out as agreed by the customer. The maintenance not carried out should be listed on the release.
- (b) The case where the particular maintenance was only EASA approved and not TCCA approved.  
Example: an EASA AD not approved by TCCA.

## 11. Reporting of Unairworthy Conditions

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

*An acceptable statement for this paragraph could be:*

When serious defects are found in EU operated aircraft or aircraft components then such fact must be reported to EASA and the customer within three (3) days of discovery. When reporting to EASA the identity of the customer must be included to allow follow up action. The EASA online reporting system can be found at <https://aviationreporting.eu/>.

## 12. Line Stations

This paragraph should explain how each line station subject to the terms of the Agreement is to be listed giving its location and the basic maintenance capability at each location.

Line stations are accepted at locations that are identified in the relevant approval/manual and are subject to the oversight of TCCA. Line stations located in the EU Member States and line stations outside of the EU and Canada in countries where existing agreements or arrangements are in place with the Competent Authority are not accepted under the Agreement (i.e. you cannot exercise the privileges received under this Agreement in the EU Member States or in countries where existing agreements or arrangements are in place between the Competent Authorities, unless agreed otherwise on a case-by-case basis by TCCA and EASA). Such line stations will be subject to surveillance by TCCA.

## 13. Safety Management System (SMS)

As of December 2<sup>nd</sup>, 2022, all EU-registered Complex Motor-Powered Aircraft (CMPA) and aircraft operated by licensed air carriers (regardless of the complexity of the aircraft (i.e. CMPA or non CMPA) must be maintained by an EASA Part-145 organization, which comply with the EASA Part-145 regulation amended by Regulation (EU) 2021/1963 that includes SMS requirements.

CMPA means:

(i) a large aeroplane

- with a maximum certificated take-off mass exceeding 5 700 kg, or
- certificated for a maximum passenger seating configuration of more than nineteen, or
- certificated for operation with a minimum crew of at least two pilots, or
- equipped with (a) turbojet engine(s) or more than one turboprop engine, or

(ii) a helicopter certificated

- for a maximum take-off mass exceeding 3 175 kg, or
- for a maximum passenger seating configuration of more than nine, or
- for operation with a minimum crew of at least two pilots, or

(iii) a tilt rotor aircraft

If the AMO is performing and certifying maintenance on EU registered aircraft listed above then they will need to establish or identify SMS procedures that meet the provisions of CAR Part V, Subpart 73, Division II in this section of their supplement.

## Appendix 2: Application Form (EASA Form 17)

<b>European Aviation Safety Agency</b> <b>Canadian AMO application for initial / continuation of a Maintenance Approval in</b> <b>accordance with the Bilateral Agreement between the European Union and</b> <b>Canada on Civil Aviation Safety</b>		EASA Form 17 Page 1 of 2
<b>1. CAR 573 AMO Name</b>	<b>CAR 573 Approval Number</b>	
<b>2. Address Of AMO</b>		
<b>3. Mailing Address (if different from above):</b>		
<b>4. Telephone :</b>	<b>Email for Invoicing Purposes:</b>	
<b>5. Please select the type of application and complete section 6:</b>		
a. Initial <input type="checkbox"/>	b. Continuation <input type="checkbox"/>	c. Change <input type="checkbox"/>
For Continuation and/or Change EASA Part-145 Approval Number: EASA.145. _____		
<b>6. Application</b>		
<p>I wish to apply on behalf of this AMO for an approval to perform maintenance on EU civil aircraft in accordance with the Agreement concluded between the European Union and Canada on Civil Aviation Safety.</p> <p>I understand that a maintenance approval granted under the terms and conditions of the Agreement between the European Union and Canada is subject to the fees described in the EASA Fees and Charges Regulation<sup>(1)</sup> as amended and that failure to demonstrate continued compliance to Fees and Charges Regulation may result in the invalidity of an initial application or in the revocation of an existing maintenance approval.</p> <p>I additionally understand that no technical investigation in relation with an initial application to a maintenance approval will be carried out until payment of applicable fees has been honoured <sup>(2)</sup>.</p>		
<b>For the AMO's Accountable Executive</b>		
Name (Print):	Signature:	
Email:	Date (YYYY-MM-DD):	
<p><b>Note:</b> This application form shall be addressed to the AMO's TCCA Principal Maintenance Inspector, together with documents supporting the application, and in particular the EASA Supplement to the AMO Maintenance Policy Manual.</p>		
<p><b>For TCCA Inspector:</b> Process application in accordance with SI 573-002.</p>		



**For EASA:**

**7. Initial Application**

EASA hereby confirms that the applicant: TCCA AMO No. \_\_\_\_\_, has paid the fees in relation with the above-described application, and therefore EASA authorizes the granting by TCCA of the EASA Part-145 approval:

**EASA.145.** \_\_\_\_\_

to perform maintenance on EU products once it has been satisfied compliance of the AMO to applicable regulatory requirements.

Name (Print):

Signature:

Date (YYYY-MM-DD):

**Please forward this acknowledgement to**

Transport Canada Civil Aviation  
Operational Airworthiness – Standards Branch  
Email: [EASATCCAOpAir-AESATCACNavOp@tc.gc.ca](mailto:EASATCCAOpAir-AESATCACNavOp@tc.gc.ca)

**8. To be filled by EASA in case of non-compliance**

EASA hereby informs TCCA that the applicant has failed to demonstrate compliance with the fees and charges and that the application/continuation of the EASA Approval is rendered invalid.

(This information is to be forwarded to Transport Canada at the above-mentioned address)

Name (Print):

Signature:

Date (YYYY-MM-DD):

**Fees and Charges**

1. For information regarding the current fees and charges please refer to the [EASA Fees and Charges Regulation](#) which can be found on the EASA website [www.easa.europa.eu](http://www.easa.europa.eu).
2. Upon receipt of an application Form 17 for an initial approval, EASA will address to the applicant an invoice containing details related to payment methods.
3. For continuation of EASA approval, EASA will invoice the applicant on an annual basis.

# **Section C**

## Approval Process for EU Approved Maintenance Organisations

# Introduction

This section details how the CAs of the EU Member States will implement Annex B of the Agreement for EASA Part-145 Approved Maintenance Organisations and how an EASA aircraft AMO will implement this MAG. Compliance with the supplement together with the EASA approved Maintenance Organisation Exposition (MOE) forms the basis by which an AMO may exercise the maintenance privileges under this MAG. The required supplement approval letter templates can be found in Section A, Appendix 6.

Component AMOs are reciprocally accepted between EASA and TCCA to permit the acceptance of each other's maintenance certification. An EASA Form 1 and a TCCA Form One are reciprocally accepted.

With respect to major modifications and major repairs to Canadian customer components, component AMOs shall ensure that the Canadian customer has obtained the approval from the responsible Competent Authority and shall ensure that the Canadian customer has provided the required data to support the major modification and/or major repair, in accordance with applicable EASA-TCCA TIP provisions.

## I. Initial Approval Process for Aircraft AMOs

### 1. Competent Authority (CA) Actions

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

### 2. Applicant Actions

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

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

The applicant shall submit to their respective CA:

- a) A completed TCCA Form 24-0093; and
- b) A MAG Supplement to the MOE developed based on the requirements contained in Section C, Appendix 1. The applicant's supplement shall clearly identify the actual working procedures of the organisation as they relate to the Appendix requirements.

**Note:** Simply submitting a copy of Section C, Appendix 1, does not meet the intent of paragraph b) above.

The TCCA Form 24-0093, and the proposed MAG Supplement shall be sent to the respective CA at least **90 days** prior to the date initial approval is required.

**Note:** The above documents shall not be sent to TCCA by the applicant.

### 3. EASA/CA/TCCA Actions

- a) The CA will review the submitted TCCA Form 24-0093 for completeness and legibility and send the form to TCCA HQ.
- b) TCCA HQ shall invoice the organisation based on the current Fee Regulations located within [Transport Canada Publication \(TP\) 14984](#).
- c) Once TCCA HQ has received the applicant's payment, it shall notify the CA that the process can continue and identify on application TCCA Form 24-0093 the TCCA approval number to be used in the process.
- d) The CA shall review the MAG Supplement for compliance with Appendix 1.
- e) Where the MAG Supplement is found satisfactory, the CA shall issue a supplement approval letter to the AMO indicating the TCCA approval number and attesting that the MAG Supplement is approved. The supplement approval letter shall specify that the scope of ratings and limitations shall not exceed that which is specified in the organisation's Part-145 certificate and scope of approval.
- f) Once approved, the MAG Supplement and the privileges associated with it shall remain in force until surrendered, suspended, or revoked by the CA.
- g) The CA will ensure that activities conducted in accordance with the MAG Supplement are part of their oversight of the organisation.
- h) The CA shall forward a copy of the supplement approval letter to EASA and TCCA HQ.
- i) EASA will publish the list of Approved Maintenance Organisations that have an approved MAG Supplement on its website.

## II. Continuation Process for Aircraft AMOs

### 1. CA Actions

The CA ensures every 24 months that the conditions for approval continue to be met. Where the conditions are not met, the CA shall take appropriate action and notify TCCA HQ and copy the EASA Flight Standards Directorate.

### 2. Applicant Actions

The applicant shall submit the following to the CA:

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

### 3. EASA/CA Actions

- a) The CA will review the submitted TCCA Form 24-0093 for completeness and legibility.
- b) The CA will review the MAG Supplement for compliance to Appendix 1 (if submitted).
- c) The CA will issue a new supplement approval letter detailing the new expiry date when the MAG Supplement is found acceptable.

- d) The CA will forward the completed TCCA Form 24-0093 and supplement approval letter to EASA and TCCA HQ.
- e) EASA will update the list of Approved Maintenance Organisations on its website.

#### **4. TCCA Actions**

- a) TCCA HQ shall invoice the organisation based on the current Fee Regulations located within TP 14984.
- b) TCCA HQ shall notify the CA if the applicant has failed to make the fee payment within 90 days from the invoice date.
- c) If the applicant fails to pay the applicable continuation fee, TCCA HQ shall ask the CA to revoke the supplement approval letter.
- d) Where TCCA has reason to recommend to the CA not to continue the approval, TCCA should immediately inform EASA Flight Standards Directorate and the CA who will take appropriate action.

#### **5. Late Applications**

The applicant is expected to apply **60 days** (minimum) prior to their continuation expiry date. If the applicant fails to apply for continuation within the above specified time frame, their approval cannot be continued, it shall be rendered invalid, and an initial application must be initiated by the applicant.

#### **6. Surrender of Approval**

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

### **III. Amendment Process for Aircraft AMOs**

#### **1. Applicant Actions**

The following changes to an organisation require the submission of a TCCA Form 24-0093 and amended MAG Supplement to the CA:

1. Change of address;
2. Change of Accountable Manager;
3. Change of organisation's name and/or approval number.

#### **2. CA Actions**

- a) The CA will review the submitted TCCA Form 24-0093 for completeness and legibility.
- b) The CA will review the MAG Supplement for compliance to Appendix 1.
- c) The CA will issue a new supplement approval letter detailing the expiry date when the MAG Supplement is found acceptable.
- d) The CA will forward the completed TCCA Form 24-0093 and supplement approval letter to EASA and TCCA HQ.

### **3. EASA Actions**

EASA will publish the list of Approved Maintenance Organisations that have an approved MAG Supplement on its website.

**Note:** Amendments other than the ones listed above should be coordinated with the CA.

## **IV. Suspension or Revocation**

### **1. Suspension**

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

### **2. Revocation**

Revocation of the EASA Part-145 approval will automatically render the approved MAG Supplement invalid. As a consequence of this revocation all privileges of their approval in accordance with the Agreement are permanently removed and cannot be re-instated.

### **3. TCCA Actions**

Where TCCA has reason to request the CA to revoke the supplement approval letter, the CA should take immediate action and inform EASA Flight Standards Directorate.

### **4. Communication**

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

## **V. Appendices**

### **Appendix 1: Approved MAG Supplement Contents**

Each AMO maintaining aircraft registered in Canada shall include in its Maintenance Organisations Exposition a supplement in accordance with Annex B, Appendix B1 of the Agreement. The requirements that are to be part of the MAG Supplement are identified below.

**MAG Supplement to Part-145 Maintenance Organisation Exposition**

**[Company Name]**  
**[Facility Address]**

**TCCA Approved Maintenance Organisation Number: .....**

**EASA Part-145 Approval Number: .....**

Compliance with the MAG Supplement together with the EASA approved Maintenance Organisation Exposition forms the basis by which a Maintenance Organisation can exercise the maintenance privileges under the Agreement.

The Approved Maintenance Organisation must always retain at its principal place of business a current copy of this TCCA Supplement in English and provide it to TCCA upon request.

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



## **Table of Contents**

*Self-explanatory. No example provided.*

### **1. List of Effective Pages**

*Self-explanatory. No example provided.*

### **2. Amendment Procedure**

This paragraph should identify by title, who within the Maintenance Organisation is responsible for amendment action. It should ensure that changes to the supplement are submitted to the Competent Authority (CA) for acceptance and approval prior to change implementation.

### **3. Introduction**

*An acceptable statement for this paragraph could be:*

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

This MAG Supplement is therefore intended to identify the means to comply with the Agreement when performing maintenance on Canadian registered aircraft.

### **4. Accountable Manager's Commitment Statement**

This paragraph represents the agreement by the Accountable Manager that the AMO will comply with its manual and the conditions specified in the approved MAG Supplement.

The Accountable Manager is usually the AMO's Chief Executive Officer (CEO), Accountable Manager or President but can in the largest organisation be the Vice President (Engineering) so long as they are on the corporate board and has full financial authority.

*An acceptable statement for this paragraph could be:*

This MAG Supplement defines in conjunction with the EASA approved Maintenance Organisation Exposition, the organisation, and procedures upon which the TCCA CAR 573 approval is based.

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

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

Signed by the Accountable Manager (Printed Name, Signature, printed name and date) for and on behalf of the AMO.

**Note:** Whenever the Accountable Manager is replaced, the new Accountable Manager must sign the statement.

### **5. Approval Basis, Scope and Limitation**

This paragraph should address the approval basis, scope and limitation of the respective Maintenance Organisation.

The approved MAG Supplement is based upon compliance with EASA Part-145 in addition to the specific regulatory requirements found in the Agreement and associated MAG.

The approval of maintenance is limited to the scope of work permitted under the current certificate issued by EASA to the Approved Maintenance Organisation in accordance with Part-145 unless agreed otherwise on a case-by-case basis by TCCA and EASA.

## **6. Access by Authorities**

This paragraph should identify the fact that TCCA personnel should be allowed access to the Maintenance Organisation for the purpose of ascertaining compliance with procedures and standards and to investigate specific problems. The paragraph should also specify that EASA or the CA of the EU Member State personnel may access the Maintenance Organisation to investigate on behalf of the TCCA.

## **7. Work Orders/Contracts**

This paragraph should ensure that work orders/contracts are in place to define the maintenance to be accomplished on the aircraft under the jurisdiction of TCCA and that this contract is understood and agreed by both parties. The work order/contract will specify the inspections, repairs, modification, overhauls to be accomplished, the Airworthiness Directives to be complied with and components to be replaced.

The Canadian customer remains responsible for specifying any AD compliance required during maintenance through the work order/contract, but the AMO should always remind the customer of the need.

## **8. Major Modifications and Major Repairs**

This paragraph should define how the AMO will establish that the customer has obtained the approval of the Competent Authority and has provided the required data to support the major modification and/or the major repair or is in the process of obtaining any necessary approvals from the Competent Authority.

For purposes of defining 'major modification or major repair' CAR 101.01 will be used for Canadian products.

The Part-145 Maintenance Organisation will ensure that major modifications or major repairs conform to the appropriate approvals from TCCA through the Canadian customer or are acceptable under the EASA-TCCA TIP.

## **9. Component Eligibility for Installation**

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

### **9.1 New Components**

New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the Type Certificate (TC) holders Parts Catalogue and be in a satisfactory condition for installation. The new component should be accompanied by a release document issued by the OEM or Production Certificate (PC) holder. The release document should clearly state that it is issued under the approval of the relevant CA under whose regulatory control the OEM or PC holder works. The following new components are eligible for installation on aircraft/component under the jurisdiction of TCCA:

- a) New components from all EU Member States OEMs and PC holders released in accordance with EASA Part-21 (EASA Form 1) as a new part.
- b) New components from Canadian OEMs and PC holders accompanied by a TCCA Form One as a new part.
- c) New components obtained from a manufacturer holding a type design recognised in Canada and the part is certified in accordance with the laws of the state of manufacture.
- d) New components obtained from a manufacturer under the jurisdiction of an Authority other than Canada or an EU Member State, certified pursuant to an agreement with Canada, which agreement provides for the acceptance of export airworthiness certification.
- e) Standard parts are exempt from the forgoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for installation.
- f) For new components outside the jurisdiction of the agreement refer to TCCA Advisory Circular (AC) 571-024.

## 9.2 Used Components

Used components should be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalogue. The following used components are eligible for installation on aircraft/component under the jurisdiction of TCCA:

- a) Used components from a Canadian AMO should be accompanied by a TCCA Form One issued as a maintenance release.
- b) Used components from an EASA Part-145 Approved Maintenance Organisation should be accompanied by an EASA Form 1 issued as a maintenance release.
- c) Used components that have been issued a triple release before (2024-07-11) (i.e. certifying compliance with FAA, EASA, TCCA requirements) on an EASA Form 1 as a maintenance release are acceptable.
- d) For used components not covered by the agreement refer to TCCA Advisory Circular (AC) 571-024.

## 10. Release of Aircraft after Maintenance

This paragraph should explain how the release of aircraft after maintenance shall be carried out in accordance with the requirements of EASA Part-145 and the additional requirements specified in Appendix B1 of the Agreement and explained further in the MAG.

Release to service of aircraft after maintenance shall be carried out in accordance with EASA Part-145 except that paragraphs 7, 8 and 9 of this TCCA Supplement shall also be taken into account and specify the aircraft maintenance plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used. At the completion of maintenance, the following maintenance release statement will be made in the aircraft maintenance record.

Maintenance Release in accordance with EASA Part-145.A.50/CAR 571.10:

"Certifies that except as otherwise specified, the described maintenance has been performed in accordance with the applicable airworthiness requirements and the approved MAG Supplement, and in respect to that work the aircraft is ready for release to service." or in case of Canadian operators with pre-printed release statements.

The sub-clause "except as otherwise specified" is intended for use with two types of deviation as follows:

- (a) The case where not all of the required maintenance was carried out as agreed by the customer. The maintenance not carried out will be listed on the release.
- (b) The case where the particular maintenance was only TCCA approved and not EASA approved.  
Example: a TCCA AD not approved by EASA.

The TCCA issued Maintenance Organisation approval number will be entered into the technical record anytime a maintenance release for an aircraft is made.

## 11. Reporting of Unairworthy Conditions

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

When any Canadian registered aircraft or aeronautical products under the jurisdiction of TCCA have failed, malfunctioned, or became defective in such a manner as to affect or would have likely affected the safety of the aircraft, it must be reported to the Canadian customer within three (3) days of discovery. It is intended that the Canadian customer will advise Transport Canada as required by the CARs and should be reported through WSRDS [Transport Canada - Continuing Airworthiness Web Information System \(CAWIS\) | Transport Canada - Web-based Continuing Airworthiness Information System \(SWIMN\)](#).

## 12. Line Stations

This paragraph should explain how each EASA Part-145 line station subject to the terms of the Agreement is to be listed giving its location and the basic maintenance capability at each location.

Line stations are accepted at locations that are identified in the relevant approval/manual and are subject to the oversight of the Competent Authority. Line stations located in Canada and line stations outside of Canada or the

EU in countries where existing agreements or arrangements are in place with the Competent Authority are not accepted under the Agreement (i.e. you cannot exercise the privileges received under the Agreement in Canada or in countries where existing agreements or arrangements are in place between the Competent Authorities, unless agreed otherwise on a case-by-case basis by TCCA and EASA).

Such line stations will be subject to surveillance by the Competent Authority.

### **13. Safety Management System (SMS)**

A Safety Management System (SMS) is required for any CAR 573 AMO that performs and certifies maintenance on aircraft operated under Subpart 5 of Part VII (CAR 705) of the CARs.

If the AMO is performing and certifying maintenance on aircraft listed above, then they will need to establish or identify SMS procedures that meet the provisions of EASA Part-145 as amended in this section of their supplement.

## Appendix 2: Application Form – TCCA Form 24-0093



### EUROPEAN MAINTENANCE ORGANIZATION APPLICATION FOR INITIAL / CONTINUATION OF A MAINTENANCE APPROVAL IN ACCORDANCE WITH THE BILATERAL AGREEMENT BETWEEN THE EUROPEAN UNION AND CANADA ON CIVIL AVIATION SAFETY

SECTION 1 – FOR THE APPLICANT	
Name of European Aviation Safety Agency (EASA) Part-145 Maintenance Organization (MO)	EASA-145 Certificate Number
Trade Name (if applicable)	
Address of MO	
Mailing Address (if different from above)	
Telephone Number	Email (for invoicing purposes)
Select the type of application and complete Section 2 of the form: <input type="radio"/> Initial <input type="radio"/> Continuation <input type="radio"/> Amendment <input type="checkbox"/> Change of Address <input type="checkbox"/> Change of Accountable Manager <input type="checkbox"/> Change of Organization's Name and/or Approval Number (Applicable for Continuation and/or Amendment) TCCA CAR 573 AMO Number: _____	
SECTION 2 – APPLICATION	
I wish to apply on behalf of the above MO for an approval to perform maintenance on Canadian registered aircraft in accordance with the Agreement concluded between the European Union and Canada on Civil Aviation Safety.  I understand that a maintenance approval granted under the terms and conditions of the bilateral agreement between the European Union and Canada is subject to the charges described in <a href="#">Transport Canada Publications (TP) 14984</a> , and that failure to submit the applicable fee may result in the invalidity of an initial application or revocation of an existing maintenance approval.  <b>Note:</b> Processing of this application may incur additional fees from your Competent Authority (CA).  I additionally understand that no technical investigation in relation with an initial application to a maintenance approval will be carried out until payment of applicable charge has been submitted.  <b>For the MO's Accountable Manager</b>  _____ <div style="display: flex; justify-content: space-between;"> <span>Name (Print)</span> <span>Email</span> </div> _____ <div style="display: flex; justify-content: space-between;"> <span>Date (yyyy-mm-dd)</span> <span>Signature</span> </div>	
<b>Note:</b> This application form is to be addressed to the MO's CA Surveyor, together with documents supporting the application, and in particular the EASA Supplement to the MO's Maintenance Organization Exposition manual.  <p style="text-align: center;"><b>MEMBER STATE CA ACTION</b></p> <p style="text-align: center;">Please forward this application together with the supplement approval letter to:            Transport Canada Civil Aviation            Operational Airworthiness (AARTM)            Email: <a href="mailto:EASATCCAOpAir-AESATCACNavOp@tc.gc.ca">EASATCCAOpAir-AESATCACNavOp@tc.gc.ca</a></p>	

## Appendix 2: Application Form – TCCA Form 24-0093

<b>SECTION 3 – FOR TCCA</b>	
<b>INITIAL APPLICATION</b>	
TCCA hereby confirms that the applicant has paid the fees in relation with the above-described application, and therefore TCCA authorizes the granting by the CA of the	
TCCA CAR 573 Approval Number _____	
to perform maintenance on Canadian registered aircraft once applicable regulatory requirements of the MO are satisfied.	
_____	
Name (Print)	
_____	_____
Date (yyyy-mm-dd)	Signature
<b>Please forward this acknowledgement to the applicable EU Member State CA</b>	
<b>SECTION 4 – TO BE COMPLETED BY TCCA IN CASE OF NON-COMPLIANCE</b>	
TCCA hereby informs the CA that the applicant has failed to demonstrate compliance with the fees and charges, and that the application / continuation of the TCCA approval is rendered invalid.	
<b>Note:</b> This information is to be forwarded to the CA at the above-mentioned address.	
_____	
Name (Print)	
_____	_____
Date (yyyy-mm-dd)	Signature
<b>Fees and charges</b>	
1. For information regarding the current fees and charges, refer to the TCCA fees and charges regulation which can be found on the TCCA website at <a href="http://www.tc.canada.ca">www.tc.canada.ca</a> .	
2. Upon receipt of an application Form 24-0093 for initial approval, TCCA will address to the applicant an invoice containing details related to payment methods.	
3. Upon receipt of an application Form 24-0093 for continuation of an approval (every two (2) years), TCCA will address to the applicant an invoice containing details related to payment methods.	