**INTRODUCTION**

This document contains an updated revision, up to August 2013, of the Sample Supplement from the “Implementation Procedures for the Technical Arrangement on Aviation Maintenance between the TCCA, Canada and ANAC, Brazil”.

The original document is from March 2005, and since then, some regulations and names cited in it were superseded. An official revision of this document requires knowledge and agreement of both Canadian and Brazilian Authorities, which is a process that can take a while. Thus, this updated document intends to be a reference for Canadian AMO´s to build their ANAC SUPPLEMENT TO CAR 573. It contains changes only to the part that concerns the Brazilian Civil Aviation Authority regulations.

The changes are emphasized in blue. Below, find a list of them:

|  |  |  |  |
| --- | --- | --- | --- |
| Where | Before | After | Reason |
| Full document | DAC | ANAC | Brazilian Civil Aviation Authority now is called ANAC. |
| Full document | RBHA | RBAC | The RBHA´s were superseded by RBAC´s, except RBHA 91. |
| Page 04 | RBHA 145.45 | RBAC 145.211 | The quality system and inspection system requirements were updated from RBHA 145.45 to RBAC 145.211. |
| Page 06 | IAC 3108 | RBAC 21.181 | The aircraft certificate of airworthiness requirements were updated from IAC 3108 to RBAC 21.181. |
| Page 06 | IAC 3108 | MPR-100 | Some IAM instructions were updated from IAC 3108 to MPR-100. |
| Page 07 | RBHA 145.75 | RBAC 145.151 | Portuguese language requirements were updated from RBHA 145.75 to RBAC 145.151. |
| Page 07 | RBHA 145.63 | RBAC 145.221 | Service difficulty report requirements were updated from RBHA 145.63 to RBAC 145.221. |

**APPENDIX A: SAMPLE SUPPLEMENT**

**SUPPLEMENT TO THE MAINTENANCE POLICY MANUAL/INSPECTION PROCEDURES MANUAL**

**How to read this Appendix**

Where necessary, a Brazilian organisation compiling a TCCA supplement to the RBAC 145 IPM should refer to the highlighted parts of this appendix and ignore the underlined parts.

Where necessary, a Canadian organisation compiling a ANAC, BRAZIL supplement to the CAR 573 MPM should refer to the underlined parts of this appendix and ignore the highlighted parts.

Parts that are neither underlined nor highlighted shall apply equally to both Brazilian and Canadian organisations.

**COVER PAGE**

**ANAC, BRAZIL SUPPLEMENT TO CAR 573 AMO** / **TCCA SUPPLEMENT TO RBAC 145 AMO**

**MAINTENANCE POLICY MANUAL** / **INSPECTION PROCEDURES MANUAL**

REF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name and Facility Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TCCA AMO APPROVAL No** \_\_\_\_\_\_\_\_\_\_\_

**ANAC, BRAZIL RBAC 145 COM No** \_\_\_\_\_\_\_\_\_\_\_

**DATE OF SUPPLEMENT** \_\_\_\_\_\_\_\_\_\_\_\_\_

This Supplement together with the TCCA MPM / ANAC, BRAZIL IPM form the basis of acceptance by the ANAC, BRAZIL / TCCA for maintenance carried out by this organisation on aircraft and/or aircraft components under the regulatory control of the ANAC, BRAZIL / TCCA.

When maintenance is carried out and certified in accordance with the referenced MPM / IPM and this Supplement, it is accepted as meeting the requirements of RBAC 145 / CAR 573.

1. **AMENDMENT PROCEDURE**

This paragraph should identify who within the AMO is responsible for amendments to the Supplement. It should also state that when the amendment affects the TA-M, the amendment must be submitted to TCCA/ANAC for approval/acceptance.

1. **INTRODUCTION**

This paragraph should address why the supplement is necessary.

"Transport Canada Civil Aviation and the Brazilian Civil Aviation Authority signed a Technical Arrangement - Maintenance (TA-M) on April 30th, 2002 that allows for the reciprocal acceptance of maintenance organisations qualifying under the terms of the arrangement.

This supplement is therefore intended to inform the staff of the AMO of additional considerations that need to be taken into account when performing maintenance on Brazilian/Canadian aeronautical products in accordance with the TA-M."

1. **ACCOUNTABLE EXECUTIVE/MANAGER'S COMMITMENT STATEMENT**

This paragraph represents the agreement by the Accountable Executive/Manager that the AMO will comply with the conditions specified in the Supplement. The Accountable Executive/manager is usually the AMO's Chief Executive Officer (CEO) but can be the person holding another responsible position as long as he/she has full financial authority.

An acceptable statement might be as follows:

"This Supplement defines in conjunction with the TCCA Approved Maintenance Policy Manual / ANAC, BRAZIL Accepted Inspection Procedures Manual Ref ........... the organisation and procedures upon which ANAC, BRAZIL / TCCA acceptance is based.

These procedures are approved by the undersigned and must be adhered to when maintenance work is being performed for any customer that operates under the jurisdiction of the ANAC, BRAZIL / TCCA and the TA-M.

It is recognized that the organisation’s procedures do not override the necessity of complying with any additional requirements formally published by the ANAC, BRAZIL / TCCA and notified to this organisation from time to time.

It is understood that the ANAC, BRAZIL / TCCA will list this organisation as an acceptable source of maintenance for Brazil / Canada in a formal ANAC, BRAZIL / TCCA publication while the ANAC, BRAZIL / TCCA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the ANAC, BRAZIL / TCCA reserves the right to withdraw acceptance (suspend or cancel any privileges granted pursuant to the TA-M) and remove the organisation from the formal publication if it is considered that procedures are not followed or that the standards are not maintained.

Signed by the Accountable Executive/Manager

For and on behalf of the AMO.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)"

Note: When the Accountable Executive/Manager is replaced, the new Accountable Executive/Manager must, within 30-days, sign the statement so as not to invalidate the acceptance.

1. **ACCEPTANCE BASIS AND LIMITATION**

ANAC, BRAZIL acceptance is based upon full compliance with CAR 573 and the TCCA Approved Maintenance Policy Manual.

TCCA acceptance is based upon full compliance with RBAC 145 and the ANAC, BRAZIL Accepted Inspection Procedures Manual.

This acceptance of maintenance is limited to the scope of work permitted under the current approval granted by TCCA / ANAC, BRAZIL to the AMO in accordance with CAR 573 / RBAC 145 and to the Canadian / Brazilian locations specified therein.

1. **INTERNAL QUALITY ASSURANCE SYSTEM**

This paragraph should describe the AMO's Internal Quality Assurance System to ensure compliance with its approved procedures and the terms of its approval under the TA-M. Also this paragraph can make necessary references to other appropriate manuals, such as the MPM / IPM or Quality Assurance Manual.

1. **HUMAN FACTORS TRAINING PROGRAMME**

To describe the human factors training programme provided for all technical personnel. This paragraph may contain a cross reference to the appropriate section of the MPM / IPM, if that document contains a human factors training programme that meets the requirements of the TA-M.

1. **ACCESS BY TCCA AND ANAC, BRAZIL**

This paragraph should identify the fact that ANAC, BRAZIL and TCCA staff must be allowed access to the AMO for the purpose of assuring compliance with procedures and standards and to investigate specific problems.

There must also be an indication that in the case of a serious non-compliance with regulations or established standards the organisation must accept that it may be subject to ANAC, BRAZIL / TCCA enforcement action in order to maintain status with ANAC, BRAZIL / TCCA.

1. **WORK ORDERS / CONTRACTS**

This paragraph addresses the subject of work orders/contracts. The AMO must ensure that the maintenance contract is understood and agreed to by both parties. The customer must ensure that the work orders/contracts are detailed and clear, and the AMO must ensure it receives work orders that it understands.

The work order should specify the inspections, repairs, alterations, overhauls to be carried out, the Airworthiness Directives to be complied with and parts to be replaced.

Replacement parts shall have been certified in accordance with CAR 571.07 or 571.08/RBAC 145.211.

The AMO shall identify how it will obtain any applicable ADs for the aeronautical products it will maintain.

1. **SUBCONTRACTING**

This paragraph should address the rules for subcontracting as specified in the terms of the TA-M, Annex 1.

1. **AIRWORTHINESS DIRECTIVES/AIRWORTHINESS LIMITATIONS**

This paragraph must address the compliance with Airworthiness Directives and any airworthiness limitations. The applicable ANAC, BRAZIL / TCCA regulations on Airworthiness Directives must be complied with.

Airworthiness Directives, Airworthiness Limitations, and other requirements declared mandatory by the State of Registry must be available to maintenance personnel.

The customer must provide a copy of all ADs that must be complied with to the AMO and identify any airworthiness limitations to the AMO. The customer remains responsible for specifying any AD compliance required during maintenance and any airworthiness limitations through the work order.

1. **REPAIRS AND MODIFICATIONS**

This paragraph should specify that the customer will obtain or establish the process to obtain necessary ANAC, BRAZIL / TCCA approvals prior to the incorporation of major repairs and major modifications. The AMO will ensure that major repairs and major modifications are incorporated only when in receipt of the appropriate approvals.

The ANAC, BRAZIL / TCCA criteria must be used to determine whether repairs and modifications are major.

In the case of Canadian AMOs, major repairs and major modifications of Brazilian aeronautical products must be reported on ANAC Form SEGVÔO 001**.**

In the case of Brazilian AMOs, major repairs and major modifications of Canadian aeronautical products must be reported in accordance with CAR 571.12**.**

1. **MAINTENANCE RELEASE OF AIRCRAFT COMPONENTS**

The Release to service of components up to and including complete engines under the TA-M should be carried out in accordance with CAR 571 / RBAC 43 except that paragraphs 9 and 10 of this supplement should be taken into account. The Authorized Release Certificate (TC Form 24-0078 / ANAC Form SEGVÔO 003) should be issued.

The following statement should be reflected in Block 13 of the Authorized Release Certificate:

"Released under the Brazilian Maintenance Organisation Certificate of Acceptance Nr.........../ Canadian Letter of Recognition Nr.......... in accordance with the terms of the Canada-Brazil Technical Arrangement - Maintenance (TA-M)"

When maintenance cannot be performed in accordance with the work order/contract, this fact must be made known to the customer.

1. **MAINTENANCE RELEASE OF AIRCRAFT**

Release to service of aircraft should be carried out in accordance with CAR 571 / RBAC 43 except that paragraphs 9 and 10 of this supplement should be taken into account. The release should specify the scope of work performed such as the maintenance check as well as any repairs, modifications, Airworthiness Directives and replacement parts together with the identification of the approved data and revision status of the approved data used.

The following statement should be reflected on the certificate of release to service:

"Released under the Brazilian Maintenance Organisation Certificate of Acceptance Nr.........../ Canadian Letter of Recognition Nr.......... in accordance with the terms of the Canada-Brazil Technical Arrangement - Maintenance (TA-M)"

When maintenance cannot be performed in accordance with the work order/contract, details must be entered in the technical logs and the operator informed.

In RBAC 21.181 there is a requirement to establish the validity of the aircraft's Certificate of Airworthiness. Describe in this paragraph the procedures to ensure that the aircraft's airworthiness certificate has not expired before releasing or returning the aircraft to service.

When the AMO does not perform aircraft maintenance, this paragraph should specify "Not applicable".

1. **ANNUAL MAINTENANCE INSPECTION (IAM)**

In the event a customer request is submitted for an Annual Maintenance Inspection,- in accordance with RBHA 91.409, on an aircraft, reference shall be made to MPR-100. The QA Inspector will review the aircraft logbooks from previous IAM and list any overdue inspections, AD, and life limited components and inform the operator. The operator will then approve or disapprove the maintenance required. If the operator "Does Not Approve" the Inspector will fill out the DIAM Form with the "REPROVADA" box checked off and fax to the ANAC.

At the end of the IAM audit, all airworthiness directives issued by the states of design for the aircraft, engine(s), propeller(s) and appliances, if applicable, shall be complied with, in addition to any Brazilian issued airworthiness directives.

This AMO shall have on its technical staff, an employee who shall be able to read and have basic comprehension of the Portuguese language (RBAC 145.151). This person must be available for immediate consultation whenever maintenance, preventative maintenance, or alterations are performed (especially when certifying an Annual Maintenance Inspection - IAM). This person also will be charged to review prior entries on the aeronautical products log book.

When the AMO does not perform aircraft maintenance, this paragraph should specify "Not applicable".

1. **RECORD KEEPING**

Organisations recognized under the TA-M shall keep a copy of each Work Order with all attached supplementary forms and Part Certifications. The Work Order shall be maintained in the AMO's records section for a period of five (5) years.

1. **PERSONNEL RESPONSIBLE TO RELEASE TO SERVICE**

Describe the procedures or training programme the organisation will use to ensure that personnel responsible to release to service a product after maintenance, are familiarized with the TA-M, its Implementation Procedures (IP), this supplement and the State of Registry's special conditions established in the documents referenced above.

1. **REPORTING OF SERVICE DIFFICULTIES**

Describe the procedures, in accordance with CAR 591.01/RBAC 145.221 the organisation will use to ensure that all service difficulties identified during the performance of maintenance shall be reported to the owner or operator and ANAC, BRAZIL of the aeronautical product being maintained.

1. **WORK REPORT**

Describe the procedures the AMO will use to ensure that work performed in accordance with the TA-M is reported to the state of oversight on an annual basis. This report shall include the name of the customer, aircraft/ engine/component model, registration marks or serial number and the scope of the work performed.

This report shall be supplied to TCCA/ANAC, BRAZIL upon application for a reconfirmation of acceptance under the terms of the TA-M.

1. **DISPLAY OF CERTIFICATE**

This section should indicate that the organisation's Brazilian Maintenance Organisation Certificate of Acceptance**/** Canadian Letter of Recognition must be displayed in public view at the organisation's fixed location and identify the location where the Certificate is displayed.

1. **ADVERTISING**

Any material released by this AMO for Brazilian / Canadian public domain in so far as and including any maintenance release documents, advertisements and other company literature, shall display the Brazilian Maintenance Organisation Certificate of Acceptance**/** Canadian Letter of Recognition Number.