

**IMPLEMENTATION PROCEDURES FOR THE TECHNICAL ARRANGEMENT
ON AVIATION MAINTENANCE BETWEEN THE TRANSPORT
CANADA CIVIL AVIATION DIRECTORATE AND THE
DEPARTAMENTO DE AVIAÇÃO CIVIL, BRAZIL**

Introduction

On April 30th, 2002, Transport Canada Civil Aviation (TCCA) entered into a Technical Arrangement – Maintenance (TA-M) with the Departamento de Aviação Civil, Brazil (DAC). The TA-M allows for the reciprocal acceptance of maintenance organizations qualifying under the terms of the arrangement.

The TA-M will allow maintenance organizations, recognised under the terms of this Arrangement, to perform maintenance on a Brazilian or Canadian registered aeronautical product in accordance with the maintenance regulations of the country where the organization performing the work is located (hereafter known as the State of Oversight).

Purpose

This Implementation Procedures (IP) guide is issued to provide information and guidance relating to the Technical Arrangement on Aviation Maintenance between Transport Canada Civil Aviation (TCCA) and the Departamento de Aviação Civil (DAC), Brazil.

Expiration of the TA-M

In accordance with the TA-M, either Authority may terminate the agreement upon 90-days written notice. In the event of termination of the TA-M, maintenance organizations recognized under the TA-M, shall be given notice that their recognition expires at the end of the 90-day period.

PART I:

TCCA Acceptance Procedures for DAC, Brazil RBHA 145 Approved Maintenance Organizations

Part I provides guidelines:

- a) For the acceptance, under the terms of the Technical Arrangement, of maintenance organizations currently under the jurisdiction of the Departamento de Aviação Civil (DAC), Brazil; and
- b) To Canadian Air Operators and approved maintenance organizations contracting or intending to contract maintenance work with the aforementioned organizations.

Canadian Regulatory Requirements

Canadian Aviation Regulations (CARs) CAR 706 and 573 include provisions for the acceptance of maintenance performed on Canadian registered aircraft and components by foreign maintenance organizations where an agreement or arrangement, such as the Canada-Brazil TA-M, is in force.

By signing the TA-M, TCCA acknowledges that maintenance organizations, approved in accordance with DAC RBHA 145 and qualifying under the terms of this TA-M are considered equivalent to Canadian maintenance organizations approved under CAR 573.

TCCA Acceptance of DAC, Brazil RBHA 145 Approved Maintenance Organizations

Brazilian maintenance organizations intending to perform work on a Canadian registered aeronautical product should follow the procedures detailed below.

- 1) All applications for recognition under the Technical Arrangement – Maintenance (TA-M) should be sent to:

The Division Manager,
Airworthiness and Maintenance Engineering (TE-1)
Rua Santa Luzia, 651
3º andar/sala 308 – Castelo
20030-040 – Rio de Janeiro
Brazil

- 2) Applicants should include a copy of their DAC RBHA 145 Approval Certificate (CHE) and its ratings and limitations (Adendo ao CHE), including any referenced capability list (Relação Anexa ao Adendo). The application must also contain a copy of the Maintenance Organization's Manual or Supplement, in English, containing the information required as stipulated in Annex 1 of the TA-M. The maintenance organization's documentation should clearly demonstrate how the organization intends to meet special provisions of the TA-M, including the quality assurance system and the human factors training programme.
- 3) Upon receipt of an application from a DAC RBHA 145 Approved Maintenance Organization, the DAC, Brazil will notify the applicant of receipt of the application and will review the documentation required in accordance with the TA-M.
- 4) The DAC, Brazil will confirm that the organization has been inspected in the previous 12 months and has been subject to an audit covering all aspects of the organization's activities within the past 36 months.
- 5) Once the above criteria are met and have been found acceptable, the DAC, Brazil shall make a written recommendation to TCCA regarding the recognition and the

scope of work that may be performed. DAC will submit to TCCA copies of the DAC RBHA 145 Approval Certificate (CHE) and its ratings and limitations (Adendo ao CHE), including any referenced capability list (Relação Anexa ao Adendo) and the Maintenance Organization's Manual or Supplement, in English, containing the information required as stipulated in Annex 1 of the TA-M.

In addition, the DAC, Brazil shall confirm that there are no pending investigations or enforcement actions, including revocation, suspension or change in the scope of the privileges of the applicant.

- 6) TCCA will review the documentation submitted by the maintenance organization and the DAC, Brazil, including the maintenance manual or supplement, to confirm that the applicant meets the requirements for recognition under the TA-M.
- 7) If the applicant satisfies the requirements, and submits the fee specified in (10) a TCCA letter of recognition, recognizing the ratings and limitations of the DAC Certificate will be issued to the maintenance organization. TCCA will send a copy of the Letter of Recognition to the individual referenced in (1).
- 8) The TCCA letter of recognition will be subject to re-confirmation every 12 months.
- 9) If, upon review by TCCA, the applicant fails to satisfy the requirements established in the TA-M, TCCA will notify the DAC, Brazil immediately. The DAC, Brazil will notify the applicant of the details of the non-conformance as soon as possible. Upon receipt of the notification of non-conformance the applicant may, within 90 days, submit a corrective action plan to address these findings.
- 10) A fee of US\$ 1,200, by cheque or money order payable to The Receiver General of Canada, will be charged by TCCA for the initial issuance of a letter of recognition. This fee is intended to cover the additional costs associated with the administrative activities of issuing the letter, including the cost of updating the TCCA control systems for Canadian certificated AMOs.

Performance of Work under the TA-M

DAC, Brazil Approved Maintenance Organizations recognized by TCCA to perform work on aeronautical products registered in Canada, shall do so according to the following provisions:

- 1) Any maintenance performed on a Canadian registered aeronautical product shall comply with the applicable regulations and standards of Brazil and all the conditions specified by the owner or operator of the aeronautical products maintained;
- 2) The design of major repairs and major modifications shall be in accordance with TCCA approved data;

- 3) TCCA criteria shall be used to determine whether a repair or a modification is major or minor;
- 4) Any parts installed pursuant to the TA-M shall have been certified in accordance with CAR 571.07 or 571.08, as applicable;
- 5) Maintenance shall be released in accordance with DAC, Brazil requirements. A DAC Form SEGVÔO 003 shall be used for the release of aeronautical products other than the complete aircraft. For the release of an aircraft a reference shall be made in the technical records in accordance with DAC RBHA 43.9;
- 6) The maintenance organization shall record that the aeronautical product's Approval for Return to Service also satisfies the Canadian Aviation Regulations (CAR) 571.10 Maintenance Release. This can be achieved through a notation on Form SEGVÔO 003 or in the technical records;
- 7) The maintenance organization shall comply with all the requirements specified in the TA-M, Annex 1;
- 8) All service difficulties identified, in accordance with CAR 591.01, during the performance of maintenance shall be reported to the owner or operator of the aeronautical product being maintained.

Subcontracted Work

DAC, Brazil approved maintenance organizations recognised by TCCA to maintain aeronautical products under the TA-M may subcontract work to DAC, Brazil approved maintenance organizations within Brazil.

Where work is subcontracted to organizations outside of Brazil, the organization shall be approved by TCCA or be otherwise acceptable to TCCA under the terms of an existing TA-M or a bi-lateral maintenance agreement.

It is the organization's responsibility to ensure that the customer is informed when the subcontracting of work is required. It is the customer's responsibility to ensure that the subcontractor meets the necessary qualifications for acceptance under this TA-M.

Revocation of TCCA Recognition

Each Authority has a responsibility under the TA-M to notify the other Authority of any instances of non-compliance, investigations or enforcement action that might impact the organization's ability to comply with the terms of the TA-M. Upon receipt of a notification of such an event, TCCA will review the case to determine whether the organization still meets the terms of the TA-M.

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Notwithstanding any of the foregoing, TCCA may revoke recognition of an organization pursuant to the TA-M, where TCCA finds that an organization is not maintaining the applicable standards or is otherwise not achieving the intent of the technical arrangement.

Re-Confirmation of TCCA Recognition

An AMO seeking to re-confirm the TCCA letter of recognition shall make annual application to DAC, Brazil. The re-confirmation request must be accompanied by a report containing the following details of work performed under the TA-M: the name of the customer, aircraft/engine model/component, registration marks or serial number and the scope of the work performed.

The DAC, Brazil shall ensure that the AMO continues to comply with the ratings and limitations of the DAC RBHA 145 Approval Certificate and the requirements of the TA-M. The DAC, Brazil shall ensure that the AMO undergoes an audit covering all aspects of the organization's activities at intervals no greater than 36 months and is inspected at intervals no greater than 12 months.

The DAC, Brazil shall make a written recommendation to TCCA, confirming that the maintenance organization continues to meet the regulatory requirements and the terms of the TA-M. Upon receipt of this recommendation, and the fee specified below, TCCA will re-confirm the recognition of the organization for a further 12 months.

A fee of US\$ 800, payable by cheque or money order to The Receiver General of Canada, will be charged by TCCA for the re-confirmation. This fee is intended to cover the additional costs associated with the administrative activities of re-confirmation, including the cost of updating the TCCA control systems for Canadian certificated AMOs.

Maintenance Organisations holding a Letter of Recognition issued prior to this amendment to the IP, who wish to continue work in accordance with the TA-M, shall seek re-confirmation of their letter of recognition before the next anniversary of their initial acceptance.

Procedure for change of name or address of a TCCA Recognized Maintenance Organization

The following circumstances require a Letter holder to apply for a change in an AMO Letter of Recognition: a change in the location (address) of facilities, a change in ownership and a change in the company name. If the Letter Holder sells or transfers its assets, the new owner must apply for an amended Letter. All necessary documentation must be submitted to DAC, Brazil and forwarded to TCCA with a written recommendation. In these circumstances the re-confirmation period will commence upon issuance of the new letter of recognition.

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A fee of US\$ 800, payable by cheque or money order to The Receiver General of Canada, will be charged by TCCA for the amendment to an existing Letter of Recognition. This fee is intended to cover the additional costs associated with the administrative activities including updating the TCCA control systems for Canadian certificated AMOs.

The DAC, Brazil shall notify TCCA of any changes, including circumstances not covered in the examples above, to the ratings, limitations, referenced capability lists and Manual or Supplement (required in Annex 1 of the TA-M) of organisations accepted under this TA-M.

Oversight

Oversight of maintenance organizations recognized by TCCA under the TA-M shall be conducted by the DAC, Brazil on behalf of TCCA. The DAC, Brazil shall make the results of all audits and inspections available to TCCA upon request.

TCCA may, subject to reasonable prior notification, inspect the approved maintenance organization, to investigate safety issues. TCCA may also participate in DAC, Brazil audits and inspections of approved maintenance organizations.

PART II:

DAC Acceptance Procedures for TCCA CAR 573 Approved Maintenance Organizations

Part II provides guidelines:

- a) For the acceptance, under the terms of the Technical Arrangement, of maintenance organizations currently under the jurisdiction of the Transport Canada Civil Aviation (TCCA); and
- b) To Brazilian Air Operators and approved maintenance organizations contracting or intending to contract maintenance work with the aforementioned organizations.

Brazilian Regulatory Requirements

Brazilian Aviation Regulation (RBHA) RBHA 43 and 145 include provisions for the acceptance of maintenance performed on Brazilian registered aircraft and components by foreign maintenance organizations where an agreement or arrangement, such as the Canada-Brazil TA-M, is in force.

By signing the TA-M, DAC acknowledges that maintenance organizations, approved in accordance with CAR 573 and qualifying under the terms of this TA-M, are considered equivalent to a Brazilian maintenance organization approved under RBHA 145.

DAC Acceptance of TCCA CAR 573 Approved Maintenance Organizations

Canadian maintenance organizations intending to perform work on Brazilian registered aeronautical products should follow the procedures detailed below.

- 1) All applications for recognition under the Technical Arrangement – Maintenance (TA-M) should be sent to the Transport Canada official responsible for the oversight of the organization. This official will ensure that all documentation relating to the application is acceptable under the terms of the TA-M, and shall forward the completed application to:

The Director,
Aircraft Maintenance and Manufacturing Branch (AARP)
330 Sparks Street, floor 2
Ottawa, Ontario
K1A 0N8

- 2) Applicants should include a copy of their TCCA CAR 573 Approval Certificate and its ratings and limitations, including any referenced capability list. The application must also contain a copy of the Maintenance Organization's Manual or Supplement, in English, containing the information required as stipulated in Annex 1 of the TA-M. The maintenance organization's documentation should clearly demonstrate how the organization intends to meet special provisions of the TA-M, including the quality assurance system and the human factors training programme.
- 3) Upon receipt of an application from a TCCA CAR 573 Approved Maintenance Organization, TCCA will notify the applicant of receipt of the application and will review the documentation required in accordance with the TA-M.
- 4) TCCA will confirm that the organization has been inspected in the previous 12 months and has been subject to an audit covering all aspects of the organization's activities within the past 36 months.
- 5) Once the above criteria are met and have been found acceptable, TCCA shall make a written recommendation to DAC, Brazil regarding the recognition and the scope of work that may be performed. TCCA will submit to DAC copies of the TCCA CAR 573 Approval Certificate and its ratings and limitations, including any referenced capability list and the Maintenance Organization's Manual or Supplement, in English, containing the information required as stipulated in Annex 1 of the TA-M.

In addition, TCCA shall confirm that there are no pending investigations or enforcement actions, including revocation, suspension or change in the scope of the privileges of the applicant.

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- 6) DAC, Brazil will review the documentation submitted by the maintenance organization and TCCA, including the maintenance manual or supplement, to confirm that the applicant meets the requirements for recognition under the TA-M.
- 7) If the applicant satisfies the requirements, and submits the fee specified in (10) a DAC Certificate of Acceptance (Certificado de Aceitacao de Empresa de Manutencao - CAEM), recognizing the ratings and limitations of the TCCA Certificate, will be issued to the maintenance organization. DAC, Brazil will send a copy of the DAC Certificate of Acceptance to the Director referenced in (1).
- 8) The DAC Certificate of Acceptance will be subject to re-confirmation every 12 months.
- 9) If, upon review by DAC, Brazil, the applicant fails to satisfy the requirements established in the TA-M, DAC will notify TCCA immediately. TCCA will notify the applicant of the details of the non-conformance as soon as possible. Upon receipt of the notification of non-conformance the applicant may, within 90 days, submit a corrective action plan to address these findings.
- 10) A fee of US\$ 1,200, payable by cheque or money order in the name of DEPARTAMENTO DE AVIACAO CIVIL, will be charged by DAC for the initial issuance of a DAC Certificate of Acceptance. This fee is intended to cover the additional costs associated with the administrative activities of issuing the Certificate, including the cost of updating the DAC control systems for Brazilian certificated AMOs.

Performance of Work under the TA-M

TCCA approved maintenance organizations recognized by DAC, Brazil to perform work on aeronautical products registered in Brazil, shall do so according to the following provisions:

- 1) Any maintenance performed on a Brazilian registered aeronautical product shall comply with the applicable regulations and standards of Canada and all the conditions specified by the owner or operator of the aeronautical products maintained;
- 2) The design of major repairs and major modifications shall be in accordance with DAC, Brazil approved data;
- 3) DAC, Brazil criteria shall be used to determine whether a repair or a modification is major or minor;
- 4) Any parts installed pursuant to the TA-M shall have been certified in accordance with RBHA 145.45;

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- 5) Maintenance shall be released in accordance with TCCA requirements. A TCCA Authorised Release Certificate 24-0078 shall be used for release of aeronautical products other than the complete aircraft. For the release of an aircraft a reference shall be made in the technical records in accordance with CAR 571.10;
- 6) The maintenance organization shall record that the maintenance release also satisfies the Brazilian Aviation Regulation (RBHA) 43.9 Approval for Return to Service. This can be achieved through a notation on Form 24-0078 or in the technical records;
- 7) The maintenance organization shall comply with all the requirements specified in the TA-M, Annex 1;
- 8) All service difficulties identified, in accordance with RBHA 145.63, during the performance of maintenance shall be reported to the DAC Brazil and the owner or operator of the aeronautical product being maintained;
- 9) In the case where an AMO is requested to perform an Annual Inspection (Inspecao Anual de Manutencao – IAM) of an aircraft, the AMO must obtain all Airworthiness Directives applicable to the product being maintained in accordance with RBHA 39 and review the compliance status. Where the aircraft is not in compliance with any applicable Airworthiness Directives the AMO shall inform the operator of this finding.

Subcontracted Work

TCCA approved maintenance organizations recognized by the DAC, Brazil to maintain aeronautical products under the TA-M may subcontract work to TCCA approved maintenance organizations within Canada.

Where work is subcontracted to organizations outside of Canada, the organization shall be approved by the DAC, Brazil or hold a FAA or a JAA approval or be otherwise acceptable to DAC, Brazil under the terms of an existing TA-M or a bi-lateral maintenance agreement.

It is the organization's responsibility to ensure that the customer is informed when the subcontracting of work is required. It is the customer's responsibility to ensure that the subcontractor meets the necessary qualifications for acceptance under this TA-M.

Revocation of DAC, Brazil Recognition

Each Authority has a responsibility under the TA-M to notify the other Authority of any instances of non-compliance, investigations or enforcement action that might impact the organization's ability to comply with the terms of the TA-M. Upon receipt of a notification of such an event, DAC, Brazil will review the case to determine whether the organization still meets the terms of the TA-M.

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Notwithstanding any of the foregoing, DAC, Brazil may revoke recognition of an organization pursuant to the TA-M, where DAC, Brazil finds that an organization is not maintaining the applicable standards or is otherwise not achieving the intent of the technical arrangement.

Re-Confirmation of TCCA Recognition

An AMO seeking to re-confirm the DAC Certificate of Acceptance shall make annual application to TCCA. The reconfirmation request must be accompanied by a report containing the following details of work performed under the TA-M: the name of the customer, aircraft/engine/component model, registration marks or serial number and the scope of the work performed.

TCCA shall ensure that the AMO continues to comply with the ratings and limitations of the CAR 573 Approval Certificate and the requirements of the TA-M. TCCA shall ensure that the AMO undergoes an audit covering all aspects of the organization's activities at intervals no greater than 36 months and is inspected at intervals no greater than 12 months.

TCCA shall make a written recommendation to DAC Brazil, confirming that the maintenance organization continues to meet the regulatory requirements and the terms of the TA-M. Upon receipt of this recommendation, and the fee specified below, DAC Brazil will re-confirm the acceptance of the organization for a further 12 months.

A fee of US\$ 800, payable by cheque or money order in the name of DEPARTAMENTO DE AVIACAO CIVIL, will be charged by DAC Brazil for the re-confirmation of an existing DAC Certificate of Acceptance. This fee is intended to cover the additional costs associated with the administrative activities of re-confirmation, including the cost of updating the DAC control systems for Brazilian certificated AMOs.

Maintenance Organisations holding a Certificate of Acceptance issued prior to this amendment to the IP, who wish to continue work in accordance with the TA-M, shall seek re-confirmation of their Certificate of Acceptance before the next anniversary of their initial acceptance.

Procedure for Name change, Address change of DAC, Brazil Recognition Maintenance Organization Certificate

The following circumstances require a Certificate holder to apply for a change in an AMO Certificate of Acceptance: a change in the location (address) of facilities, a change in ownership and a change in the company name. If the holder of an AMO Certificate of Acceptance sells or transfers its assets, the new owner must apply for an amended Certificate. All necessary documentation must be submitted to TCCA and forwarded to DAC, Brazil with a written recommendation. In these circumstances the re-confirmation period will commence upon issuance of the new Certificate of Acceptance.

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A fee of US\$ 800, payable by cheque or money order in the name of DEPARTAMENTO DE AVIACAO CIVIL, will be charged by DAC for the amendment to an existing Certificate of Acceptance. This fee is intended to cover the additional costs associated with the administrative activities including updating the DAC control systems for Brazilian certificated AMOs.

TCCA shall notify DAC of any changes, including circumstances not covered in the examples above, to the ratings, limitations, referenced capability lists and Manual or Supplement (required in Annex 1 of the TA-M) of organisations accepted under this TA-M.

Oversight

Oversight of maintenance organizations recognized by the DAC, Brazil under the TA-M shall be conducted by TCCA on behalf of DAC, Brazil. The TCCA shall make the results of all audits and inspections available to DAC, Brazil upon request.

DAC, Brazil may, subject to reasonable prior notification, inspect the approved maintenance organization, to investigate safety issues. DAC, Brazil may also participate in TCCA audits and inspections of approved maintenance organizations.

Information References

Supporting information relating to this document can be found at the following websites:

1. A listing of existing Canadian technical arrangements and bilateral agreements:

<http://www.tc.gc.ca/civilaviation/maintenance/regsdocs/menu.htm>

2. The Canadian Aviation Regulations:

<http://www.tcinfo/CivilAviation/maintenance/menu.htm>

3. The Brazilian Aviation Regulations:

<http://www.dac.gov.br/manutencao/oficinas.asp>

4. Brazilian Airworthiness Directives:

<http://www.aviacao-civil.ifi.cta.br/DAE.asp>

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Erratum

Please note that the TA-M Section 6.1.1 makes reference to Paragraph 8 of Annex 1. This reference should read Paragraph 7 of Annex 1. This error will be corrected at the next revision to the TA-M.

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 RBHA 145 MPI should refer to the **highlighted** parts of this appendix and ignore the underlined parts.

Where necessary, a Canadian organisation compiling a DAC, 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 organizations.

COVER PAGE

DAC, BRAZIL SUPPLEMENT TO CAR 573 AMO / **TCCA SUPPLEMENT TO RBHA 145 AMO**

MAINTENANCE POLICY MANUAL / **INSPECTION PROCEDURES MANUAL**

REF _____

Company Name and Facility Address

TCCA AMO APPROVAL No _____

DAC, BRAZIL RBHA 145 CHE No _____

DATE OF SUPPLEMENT _____

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

When maintenance is carried out and certified in accordance with the referenced MPM / IPM and this Supplement, is accepted as meeting the requirements of RBHA 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/DAC for approval/acceptance.

2. INTRODUCTION

This paragraph should address why the supplement is necessary.

“Transport Canada Civil Aviation and the Civil Aviation Authority of Brazil 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.”

3. 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 / DAC, BRAZIL Accepted Inspection Procedures Manual Ref the organisation and procedures upon which DAC, 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 DAC, BRAZIL / TCCA and the TA-M.

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

It is understood that the DAC, BRAZIL / TCCA will list this organisation as an acceptable source of maintenance for Brazil / Canada in a formal DAC, BRAZIL / TCCA publication while the DAC, BRAZIL / TCCA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the DAC, 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.

4. ACCEPTANCE BASIS AND LIMITATION

DAC, 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 RBHA 145 and the DAC, BRAZIL Accepted Inspection Procedures Manual.

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

5. 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.

6. 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.

7. ACCESS BY TCCA AND DAC, BRAZIL

This paragraph should identify the fact that DAC, 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 DAC, BRAZIL / TCCA enforcement action in order to maintain status with DAC, BRAZIL / TCCA.

8. 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/RBHA 145.45.

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

9. SUBCONTRACTING

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

10. AIRWORTHINESS DIRECTIVES/AIRWORTHINESS LIMITATIONS

This paragraph must address the compliance with Airworthiness Directives and any airworthiness limitations. The applicable DAC, 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.

11. REPAIRS AND MODIFICATIONS

This paragraph should specify that the customer will obtain or establish the process to obtain necessary DAC, 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 DAC, 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 DAC 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.

12. 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 / RBHA 43 except that paragraphs 9 and 10 of this supplement should be taken into account. The Authorized Release Certificate (TC Form 24-0078 / DAC Form SEGVÔO 003) should be issued.

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

“Released under the Brazilian Maintenance Organization 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.

13. MAINTENANCE RELEASE OF AIRCRAFT

Release to service of aircraft should be carried out in accordance with CAR 571 / RBHA 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 Organization 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 IAC 3108 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”.

14. 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 IAC 3108. 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 DAC.

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 (RBHA 145.75). 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”.

15. RECORD KEEPING

Organisations recognised 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.

16. 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.

17. REPORTING OF SERVICE DIFFICULTIES

Describe the procedures, in accordance with CAR 591.01/RBHA 145.63 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 DAC, Brazil of the aeronautical product being maintained.

18. 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/DAC, Brazil upon application for a reconfirmation of acceptance under the terms of the TA-M.

19. DISPLAY OF CERTIFICATE

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

20. 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 Organization Certificate of Acceptance/ Canadian Letter of Recognition Number.