

# TCCA Supplement Maintenance Organisation Exposition

## Dassault Aviation Business Services SA TCCA APPROVED MAINTENANCE ORGANISATION

Primary Location Base Station		Switzerland	<b>DABS Geneva</b> 20 Chemin des Papillons, P.O. Box 36 CH - 1215 Geneva 15 / Airport	GVA
Additional addresses			-Rue Robert A Stierlin 6 - CH-1217 Meyrin	
Additional fixed locations	Sub-Base Station		<b>DABS Sion</b> Chemin Lambien 12 – Sion Airport CH - 1950 Sion	SIR
	Sub-Base Station Limited		<b>DABS Lugano</b> Via Aeroporto 15 CH-6982 Agno	LUG
	Sub-Base Station Limited	<b>DABS Basel</b> St. Jacobs Strasse 7, Flughafen Basel Mulhouse CH 4030 BASEL	BSL	

Additional fixed locations	Sub-Base Station Limited	France	<b>DABS Paris LBG</b> <i>433 Rue de Prague, Aéroport du Bourget</i> <i>FR - 93350 Le Bourget</i>	LBG
		Portugal	<b>DABS Lisbon</b> Aeródromo Municipal de Cascais, Tires 2785-632 Sao Domingos de Rana	LCT
	Line Station	United Kingdom	<b>DABS Luton</b> Signature Hangar 7&8 Percival Way– London Luton Airport LU2 9LX Bedfordshire – United Kingdom	LTN
			<b>DABS Farnborough</b> Business Aviation Centre - Farnborough Airport Farnborough- GU14 6XA	FAB

### Maintenance Organisation Approval

- EASA Part-145 Approval Number **CH.145.0248**
- TCCA Approved Maintenance Organisation Approval Number: **819-03**

Compliance with the EASA Approved MOE together with the TCCA approved Supplement forms the basis by which an AMO can exercise the maintenance privileges under the EU / Canada Agreement Annex B.

The Approved Maintenance Organization (AMO) 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.

### Reference CAR 573 and MaG Rev 2 - Appendix 1.

A web access for NAA approvals, the MOE, its supplements and associated document is available for customers and authorities (<https://approvals.dassault-business.com/tag/approvals/>).

Contact for technical implementation [TCCA-EASA@tc.gc.ca](mailto:TCCA-EASA@tc.gc.ca) / [foreign145@easa.europa.eu](mailto:foreign145@easa.europa.eu)

## **PART 1**   **INTRODUCTION**

### **1.1**   **FOREWORD**

This manual Supplement referenced **DA-0100\_TCCA** together with this Organization's EASA Part-145 Maintenance Organisation Exposition (MOE – **DA-0100**) and associated forms and procedures as applicable, forms the basis by which an MO can exercise the maintenance privileges under the Agreement.

Maintenance, modifications performed in accordance with the MOE, including this manual Supplement, referenced procedures and forms are considered to be in compliance with CAR 573.

This manual Supplement (**DA-0100\_TCCA**), procedures and forms in the English Language are maintained in a current status at all times.

Controlled electronic copies are available on internal Company server.

Access is also available to external personnel involved in Maintenance Organization activities or authorities through **Share folder**.

Safety & Quality Department is responsible for updating the manuals' contents.

The Safety and Quality director is responsible for the acceptance of manuals' content.

***DABS will not repair or modify any item for which it is not rated, and will not repair or alter any Aircraft, Engine or Part for which it is rated if it requires technical data, equipment, materials, facilities, or trained personnel that are not available.***


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### 1.3 LIST OF EFFECTIVE PAGE

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1-1	E	1 Oct. 2022	8-1	D	1 Oct. 2022
1-2	E	1 May 2023			
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			10-1	E	1 May 2023
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2-2	E	1 May 2023			
			11-1	E	1 May 2023
3-1	E	1 May 2023			
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4-1	E	1 May 2023			
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			14-1	E	1 May 2023
6-1	E	1 May 2023	14-2	E	1 May 2023
7-1	E	1 May 2023			



<p><b>Established by DABS</b> Stephan BUCHS Safety and Quality director</p> 	<p><b>FOCA approval / acceptance</b></p> <p><b>Approved</b> </p> <p><b>Federal Office of Civil Aviation</b> Technical Organisations Zurich O. Koller</p>
<b>Date: 8 April 2023</b>	<b>Date:</b> April 12, 2023

## 1.4 REVISION LIST

Each amendment of this Supplement is accompanied by a "list of change" showing the page to be removed and those to be inserted and detailing any amendment to be made.

Changes are identified with blue text.

Edition	Issued Date	Details	by	Effective date
A	4 Apr. 2019	Initial Edition	FOCA	16 May 2019
B	1 Aug. 2020	Add location of Lugano - Base Lisbon becomes Base Part 8 modified – Minor Mods Part 9 modified – used component Part 14 – Model of Form One	FOCA	31 Aug. 2020
C	31 Mar. 2021	Add location of Basel – Line in Switzerland Small correction	FOCA	1 April 2021
D	1 Oct 2022	Name change New Name is Dassault Aviation Business Services SA ("DABS")	FOCA	1 Oct 2022
E	8 Apr. 2023	Renewal/continuation Basel added as base station Applicability – 1 May 2023	FOCA	12 Apr. 2023

Document area available on <https://approvals.dassault-business.com/tag.approvals/>

## **1.5 ACRONYMS AND DEFINITIONS**

### **1.5.1 Acronyms**

- **AOG** - Aircraft On Ground
- **EASA** - European Aviation Safety Authority
- **FOCA** - Federal Office of Civil Aviation - Swiss NAA
- **ICA** - Instruction for Continued Airworthiness
- **IPC** - Illustrated Parts Catalog
- **MM** - Maintenance Manual
- **OEM** - Original Equipment Manufacturer
- **PAH** – Parts Approved Holder
- **PMA** – Parts Manufacturer Approval
- **PMI** - Principal Maintenance Inspector
- **TCCA** – Transport Canada Civil Aviation
- **TC** – Type Certificate

### **1.5.2 Definitions**

**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 Rated AMO** - In context to this MAG, is an AMO of which its scope of ratings are of the aircraft/airframe category. It can include all or part of the remaining categories based on their scope of ratings and limitations issued by EASA or TCCA.

**Airworthiness Approval** - A finding that the design or change to a design of a civil aeronautical product meets standards established by the applicable legislation in force in either Party or that a product conforms to a design that has been found to meet those standards and is in a condition for safe operation.

**Component** - Any aircraft engine, aircraft propeller, part or appliance.

**Component Rated AMO** - In context to this MAG, is an AMO of which its scope of ratings do 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.

**Line Station** - Locations where line maintenance on aircraft is performed and are identified in the relevant Approval/Manual which are subject to the oversight by the 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 product.

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

**Sub-bases** - A maintenance facility under the control of the AMO at locations identified in the relevant manual which are subject to the oversight of the Competent Authority.

**Technical Agent** - Means, for Canada, the Canadian organization responsible for civil aviation and for the European Community, the European Aviation Safety Agency (EASA).

The term “**Dassault Aviation Business Services SA**” will be use during any AMO activity such as on/within Maintenance Work Package, Purchase Orders, invoices, Certification, approved manuals and procedures. The term “**DABS**” will be use in this manual.

## **PART 2    CONTROL AND AMENDMENT PROCEDURE**

This Supplement is divided into section, which are broken down into chapters.

In the bottom, each page shows a number, consisting of a group of numerals indicating the Section, and the consecutive page number in that section.

In the top, each page bears amendment (Reference letter number of last edition).

Edition has to be changed in case of revision.

In case of change in the section, a new letter is given to all the section.

Blue color will indicate changes. Bars will be placed in the left margins of changed paragraphs to identify main changes. The change bar is dropped at the next edition of that page.

Highlights of the revision will be documented in §1.4. Change notifications will be documented and stored to indicate the changes and nature of the changes.

### **2.1    REVISION & UPDATE**

The Safety & Quality department will coordinate revisions of this Supplement and associated documents with the management staff.

Any maintenance personnel who, in the performance of their duties, identify a needed change in this TCCA Supplement shall contact the Safety & Quality department.

The Safety and Quality director will approve each revision with signature and date on the List of Effective Pages. After approval/acceptance by the FOCA, date is completed on §1.3.

This Supplement and associated procedures are reviewed annually through the internal quality audit system. Changes to the Canada-EU MAG shall be implemented, as applicable, within 90 days after the change has been published, unless otherwise specified.

### **2.2    REVISION NOTIFICATION**

FOCA will be notified by Email that a new revision of this Supplement has been issued.

New documents requiring approval or acceptance will be sent per Email attachment by the Safety & Quality department.

*Additionally, A share folder is available. It contains the last updated:*

- *Approval certificates and relative Capability List,*
- *TCCA Supplement, associated referenced documents, MOE and Forms,*

The Supplement will be reviewed by the FOCA to determine conformity to regulations.

The TCCA supplement will be applicable only after FOCA approval/acceptance.

In case of regulation do not require FOCA approval of manual revisions (if there is no change in certificate as described in §3.4), the Safety & Quality department will issue new revisions of the TCCA supplement 10 days after the internal validation (formalized on §1.3).

If the FOCA finds a revision unacceptable, the Safety and Quality director shall recall revisions. A review of work performed in accordance with the non-compliant manual will be performed to determine if product was adversely affected and if recall is required.

### **2.3 ACCESS TO THE SUPPLEMENT**

Any employee can access the TCCA Supplement and associated procedures and forms through the Company server using the workstations in any office or work location. Access is read only to prevent inadvertent change to the information.

The Safety & Quality department assures that current supplement and associated documents are available on the company server in secure PDF file format.

All documents will be placed in a secure 'read only' directory and will be unalterable, except by the Safety & Quality department.

The electronic documents do not contain attribute that enable or disable access or permit modification of the data it contains. Therefore, user will access current media and there is no need for each workstation to be audited for integrity.

A watermarked border indicated on each page provides that the document is an uncontrolled print.

The Safety & Quality department is in charge to issue new revisions of the Supplement and associated documents and to remove the obsolete revisions from the company server.

An Email is sent to all personnel to indicate that a new revision of the Supplement is available on company server. A description of change is attached.

Hard copies may be printed but are considered uncontrolled. Maintenance personnel must verify that any hard copy they are using is of the current revision before initiating any maintenance activities. This may be accomplished by verifying the revision available on the company server.



## **PART 3    GENERAL INFORMATION**

An EASA Part-145 Maintenance Organization 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 Organization complies with the maintenance specific regulatory requirements set forth in this MAG supplement in addition to complying with EASA Part-145.

This supplement is therefore intended to identify the means to comply with the agreement when performing maintenance on Canadian registered aircraft or components intended for installation there on.

### **3.1    COMPLIANCE WITH CAR**

This Supplement has been prepared in accordance with the current CAR Regulations, the **TCCA Specific Regulatory Requirements** in MAG and the policies of DABS and set forth the requirements and policies of this Maintenance Organization, which are to be observed by all employees.

This TCCA supplement, in conjunction with approved EASA MOE, defines the organization and procedures upon which compliance with applicable regulations are based.

Observance of methods and procedures described in this Supplement and the MOE assures compliance with EASA Part-145 in conjunction with the TCCA Specific Regulatory Requirements.

### **3.2    LIST OF REFERENCED DOCUMENTS**

Following document shall be made available to the FOCA for review and approval/acceptance.

- TCCA Supplement (DA-0100\_TCCA)
- Capability list (DA-0105)
- List of Contracted maintenance function (DA-1040)
- Maintenance Training Programme (DA-0106)

Following document shall be made available to the FOCA for review.

- Maintenance Organization approval scope - Ratings and Limitations (EASA form 3)
- List of maintenance Provider (DA-0104)
- Certifying staff - Roster (DA-0103)
- Safety and Quality management System (DA-0001)
- Procedures referenced in the manual

These documents are maintained in secure electronic format on Company server.

These documents are accessible for inspection by the FOCA and TCCA on share folder.

### **3.3 RENEWAL OF CERTIFICATE**

Renewal of certification must be submitted, no later than **60 days before** the current certificate expires.

In accordance with the MAG, DABS, as a foreign Maintenance Organization under CAR 573, obtain the renewal of its certificate after the TCCA's review and acceptance of the inspection, surveillance, and evaluation of the organization by the FOCA.

DABS shall submit to the FOCA with the following document:

- Application **TCCA form 24-0093**
- TCCA supplement in accordance with the MAG - Appendix 1 to demonstrate the compliance with CAR requirements and **TCCA Specific Regulatory Requirements. DA-0100\_TCCA**  
Statement in Part 4 must be signed and dated. **in case of changes of ACM.**

If the TCCA determines that the application meets all the requirements for certificate renewal and fees have been paid, it will issue a part 145 Maintenance Organization certificate as appropriate.  
The certificate will be forwarded to DABS through the FOCA.

### **3.4 CERTIFICATE CHANGES**

A certificate change is necessary in the following case

- Change of Accountable manager
- Change of location / Facilities
- Rating Adding or Amendment
- Addition or deletion of additional Sub-base location or line station

In that cases, a form **TCCA form 24-0093** is required with document listed in §3.3.

## **PART 4 ACCOUNTABLE MANAGER'S STATEMENT**

*This Supplement defines in conjunction with the EASA Approved MOE, the organization 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 organization's procedures do not override the necessity of complying with any additional requirements formally published by TCCA and notified to this organization from time to time.*

*It is understood that DABS, when performing maintenance, modifications on Canadian-registered aircraft, or products for use on such aircraft, the work must be performed under the terms of the MAG agreed to by the TCCA and the EU regulations, requirements, TCCA Specific Regulatory Requirements and TCCA Supplement to the Maintenance Organisation Exposition.*

*DABS fully understands that by complying with these documents, it will be complying with the corresponding sections of CAR 573 and other applicable regulations.*

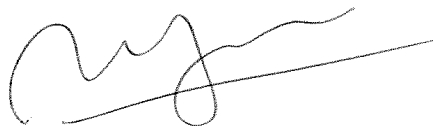
*I understand that failure to comply with the requirements of TCCA may result in the amendment, suspension, or revocations of the TCCA certification, or enforcement action by the FOCA or TCCA. I also understand that loss of EASA/FOCA approval will require TCCA enforcement action that may result in the suspension or revocation of the organization's CAR 573 Maintenance Organization certificate.*

*DABS will provide FOCA, EASA and TCCA personnel with access to our facilities to assess compliance with EASA requirements and TCCA Specific Regulatory Requirements or to investigate specific problems.*

*I agree to ensure that this TCCA Supplement will be maintained and kept current by DABS and be accessible to all personnel. I further agree to submit revisions to this Supplement to the FOCA for acceptance before implementing any such revisions.*

**Dated: 1 October 2022**

Signed:



**Franck MADIGNIER**

President **Dassault Aviation Business Services**  
Accountable Manager

For and on behalf of **Dassault Aviation Business Services SA**

## PART 5 APPROVAL BASIS SCOPE AND LIMITATIONS

*The approval of maintenance is limited to the scope of work permitted under the current Certificate issued by the NAA to the Approved Maintenance Organization in accordance with Part 145 unless agreed otherwise on a case by case basis by the Technical Agents of the Parties to the Agreement.*

### 5.1 APPROVAL

#### 5.1.1 Certificate content

The certificate states the following information:

- Maintenance Organization number;
- Date the certificate was issued and the expiration date, as applicable;
- Name and location of the Maintenance Organization and additional sub-base locations;
- Maintenance Organization's ratings

The validity of a certificate or rating issued to DABS is 24 Month and dependent on the continuing validity of the certificate or rating issued by the FOCA and compliance with applicable requirement.

#### 5.1.2 Fixed Locations / Sub-base stations

**Home base maintenance facility is in Geneva, Switzerland.**

**Additional sub-base stations in Switzerland are**

- Sion SIR, Switzerland
- Lugano LUG, Switzerland
- Basel BSL, Switzerland

**Additional sub-base stations (base facility) outside Switzerland are**

- Paris LBG, France
- Lisbon LCT, Portugal

**Line Stations are**

- Luton LTN, UK
- Farnborough FAB, UK

#### 5.1.3 Privileges

DABS, as certificated Maintenance Organization may:

- Perform maintenance, preventive maintenance, or modifications i.a.w CAR on any Aircraft /Component for which it is rated and within the limitations in its certificate.
- release to service any Aircraft/Component for which it is rated after it has performed maintenance, preventive maintenance, or modification in accordance with CAR.
- Perform work under the provisions of specialized services rating in accordance with approved data.

The Privileges of TCCA approval will not exceed the ratings and scope of work permitted under EASA regulations and requirements. The extent of TCCA approval also will not exceed the scope of approval set forth in the organization's Maintenance Organization certificate.

Additionally, **DABS** is authorised to perform AOG work and some limited maintenance on request and after acceptance of the scope away from fixed locations.

#### **5.1.4 Rating**

Operations specifications/ ratings and limitations are described in **EASA Form 3**. It concerns

- Airframes
- Engines
- Components / Accessories
- Specialized services (NDT & NDI & welding).

The tests, repairs, and overhauls performed on components by DABS are referenced in Capability list (**DA-0105**). Refer to §5.3.

**DABS** will allow the FOCA; TCCA to inspect the maintenance department, at any time, to determine compliance with the requirements. After such an inspection is made, DABS will be notified, in writing, of any defect found during the inspection.

#### **5.2 CAPABILITY LIST**

The Capability list (DA-0105) identifies Components by make, model, or other nomenclature designated by the Part's manufacturer on which DABS is authorised to perform maintenance, or modifications.

The current Capability list is a stand-alone document approved by FOCA.

It is posted on the company server as a secure PDF file and is under revision control.

This list is maintained in electronic format and is accessible for review and inspection by the FOCA / TCCA in share folder.

The Safety and Quality department is responsible for maintaining and revising the Capability list, which must be revised to reflect the addition or deletion of any Component.

The Capability list may be extended at any time, without any approval from the FOCA, in respect of company scope of rating by request of the Maintenance Director or Shop Supervisors. Addition or deletion of any Part will be incorporated in the Capability list and sent to FOCA for notification by e-mail with the Capability List self-evaluation Form (DA-0137)

If there is change in the company scope of ratings in component EASA ratings, changes to the capability list will be sent to FOCA for approval and audit if appropriate, with the following:

- The Capability List self-evaluation Form (**DA-0137**)
- The new Component Capability List (**DA-0105**).

If found acceptable by the FOCA, the Safety & Quality department will date the self-evaluation Form and revise and issue the Capability list as documented in this manual.

## **PART 6   ACCESS BY AUTHORITIES**

FOCA / TCCA staff will be allowed access to the maintenance facilities for the purpose of showing compliance with the procedures and standards as set forth in the MOE and this TCCA Supplement and also for investigation of specific cases.

In the case of a serious non-compliance with regulations or established standards, DABS accepts that it may be subject to TCCA enforcement action to maintain its approved status with TCCA.

It is also acceptable that the FOCA may perform such investigation on behalf of TCCA.

## **PART 7    WORK ORDERS/CONTRACTS**

### **7.1    WORK ORDER**

Prior to undertaking work on Aircrafts/Components under the jurisdiction of TCCA, a work order defining the maintenance to be performed will be established between the organization and the Canadian customer. The work order 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 but the AMO should always remind the customer of the need.

### **7.2    AIRWORTHINESS DIRECTIVES (AD)**

The Safety & Quality department is responsible to:

- Receive ADs related to the scope.
- Periodically Review ADs through a check of the web sites of the Authorities for Applicability to the scope.
- Advise the Technical department and the Store Supervisor about any newly issued ADs.

AD available on <http://www.tc.gc.ca/eng/civilaviation/certification/equipment-airworthiness-directives.html>

This is the Customer's responsibility to ensure the Continuous Airworthiness of its aircraft. This includes the compliance with each AD applicable to the concerned aircraft.

**The Technical department must ensure no overdue AD prior the release of the aircraft.**

### **7.3    MAINTENANCE PROGRAMME**

Maintenance is performed in accordance with the Customer's maintenance/inspection programme and applicable sections of maintenance manuals, where existing and specified.

DABS ensures that the Customer has provided DABS with the information necessary to comply with this requirement at the time the work is performed.

DABS maintains a current copy of the applicable section of each customer's manual, when required by the Work Order, that contracts with DABS for the performance of that maintenance.

Document are available on Company server.

For scheduled maintenance, DABS will make contact with an Operator prior to work commencing on their aircraft. The following is to be requested, as applicable:

- Maintenance or inspection programme.
- Supplemental Maintenance Manuals.
- Return to Service (RTS) policies and procedures.
- Required Inspection Items (RII) policies and procedures.

### **7.4    MANUFACTURERS' MAINTENANCE MANUALS OR ICA**

Maintenance is performed in accordance with last current manufacturer maintenance manual and appropriate ICA. All technical data used are in English language.

The Technical department ensures that the customer has provided DABS with the ICA necessary to ensure compliance with this requirement at the time the work is performed.

The Safety and Quality department is responsible to maintain available technical data in current conditions for current scope, through the company server, to all personnel.

The Technical department is responsible for the subscription to the technical data i.a.w scope.

The shop supervisors are responsible for maintaining the technical data and standards for component listed on a current capability list.

## **PART 8    MAJOR REPAIRS AND MAJOR MODIFICATIONS**

For purposes of defining 'major modification or major repair' CAR 101.01 will be used for Canadian products. DABS will ensure that major repairs and major modifications are incorporated only when in receipt of appropriate approvals from TCCA through the Canadian customer.

DABS shall ensure to receive appropriate approval from the TCCA for major repairs and major modifications when necessary or has confirmed by the customer that the approved data is acceptable. The AMO should request the operator to provide such written proof from the Authority.

***Note:** The Authority accepts repairs and modifications issued by the Manufacturer and approved by the Authority of the state of manufacture through the Type Certificate holder.*

### **8.1    APPROVED DATA FOR MAJOR MODIFICATIONS AND MAJOR REPAIRS**

#### **8.1.1    Automatically Approved/accepted Data:**

Data used to support major Modifications and major repairs must be Approved Data. It includes:

- Data approved by the authority of the TC holder or by an approved design organisation/representative accepted by the TCCA (FAA/EASA/TCAA).
- Data issued by the TC holder and release under a Special Flight Permit.

Data used to support minor Modifications and minor repairs must be Approved/Accepted Data. It includes:

- Data accepted by the authority of the TC holder or by an FAA/EASA/TCAA.

Notwithstanding the type of the Approved/Accepted Data, it is important to ensure that the type of Data used is applicable to the intended application and that the limitations and conditions stated in that Data can be complied with.

#### **8.1.2    Data that is not automatically approved**

For repair/design data that is not automatically approved, DABS ensures that the major repair and/or alteration/modification data being used to perform work on a Canadian customer's product is approved/accepted by the TCCA. The Following is made:

- Classification
- Recording major repairs and/or major modification as per CAR 571 Appendix L
- Communication with the TCCA when required.

### **8.2    CLASSIFICATION**

Classifying a Modification or Repair as major or minor is the very first step in the approval process.

The classification is an essential and critical step because it determines what kind of data (Approved or Acceptable) is required, and therefore how much resources the Organisation will have to expend.

Classification is made by the Organisation who design the data , but subject to TCCA review.

CAR 101.01 provides a regulatory definition for major and minor changes in type design that is quite similar to the ones for major and minor Modifications and repairs. This regulatory material must be used as a starting point when classifying a Modification or a repair as major or minor.

### **8.3    RECORDING**

All Modifications and repairs, whether minor or major, must be recorded as an entry in the release to service and the aircraft records.

In addition, All Major Modifications and repairs are to be recorded on appropriate form to document the work performed. This form is to be completed as per **CAR 571 Appendix L**. (this form is not required for Data issued under Special Flight Permit).



## **PART 9    RELEASE OF COMPONENTS AFTER MAINTENANCE**

### **9.1    RELEASE TO SERVICE**

Release to service of components maintained in accordance with this supplement will be carried out in accordance with EASA Part-145 and the additional requirements specified in appendix B1 of the agreement.

A maintenance release made in accordance with this supplement constitutes a corporate release on behalf of the Maintenance Organization as well as being a CAR 571.10 release.

Paragraphs 7 and 8 of this supplement will be taken into account.

An Authorised Release Certificate (EASA Form 1 with a Dual release) may be issued by **DABS** for return to service of all products except complete Aircraft and Engine.

**Block 12** of the EASA Form 1 will specify:

- any overhaul, repairs, modifications, Airworthiness Directives, Service Bulletins, replacement parts,
- the reference and revision status issue of the approved data used,
- the date of completion

In 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 in Block 12.

**Block 12** will include following text and TCCA Approval number:

*"The items are approved for return to service under TCCA Approval No.: 8XX-XX"*

**Block 14a** of the EASA Form 1 will display a checkmark in the "Other regulation specified in block 12" Box.

**In the case where the particular maintenance was only TCCA approved and not EASA approved the "Part-145.A.50 Release to Service" checkbox should not be ticked.**

**Example: a TCCA AD not approved by EASA.**

The EASA Form 1 document will be completed with the **date of completion**.

The EASA Form 1 document will be signed by a staff authorised to return the component to service.

Release certificate must be signed and stamped with certifying staff' stamp.

The approved certifying staffs are personnel who are authorised to return to service Part for which the Maintenance Organisation is rated after Modifications, overhauls, and repairs have been completed.

Persons authorised by the Maintenance Organisation to approve for return to service shall be certificated under Swiss regulation and listed on the Maintenance Organisation Inspection Roster (DA-0103).

If a component, following inspection, is not approved for release to service because it does not meet the applicable type certificate data, airworthiness directives (AD) or other data upon which airworthiness depends, the owner/operators shall be given a signed and dated list of those discrepancies and the component will not be approved for return to service.

An **EASA Form 1** single release "other regulation" will be filled out (When the component will be removed and re-installed in a Canadian aeronautical product).

## 9.2 COMPONENT ELIGIBILITY FOR INSTALLATION

Only the following new and used components may be fitted during maintenance:

### 9.2.1 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 fitment.

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 NAA under whose regulatory control the OEM or PC holder works.

The following new components are eligible for installation on Aircraft/Component:

- a) New components from all EU Member States OEMs and Production Certificate holders released in accordance with EASA Part-21 (**EASA Form 1**) as a new part.
- b) New components from Canadian OEMs and Production Certificate holders accompanied by a **TCCA Form One** as a new part.
- c) New Component obtained from a manufacturer holding a type design recognized in Canada and the part is certified in accordance with the laws of the state of manufacture
- d) New Component, obtained from a manufacturer under the jurisdiction of a NAA 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) New components from USA OEMs, PC holders and Part Manufacturing Approval (PMA) holders accompanied by a **FAA Form 8130-3**. i.a.w TCCA Advisory Circular (AC) 571-024.
- f) 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 fitment.

### 9.2.2 Used Components

Used components should be traceable to a maintenance organisation approved by TCCA who certified the previous maintenance and/or in the case of life limited parts certified the life used.

The used component should be in a satisfactory condition for fitment and be eligible for fitment 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 EASA Part 145 approved maintenance organisations holding a valid TCCA CAR 573 approval when accompanied by an **EASA Form 1 (TCCA dual release)** issued as a maintenance release; the TCCA approval number shall be visible in block 12 of the EASA Form 1.
- c) Used Component, accompanied by a valid authorised release certificate issued by a maintenance organisation, certified in accordance with agreement with Canada; *For example, components from FAA repair station accompanied by a **FAA Form 8130-3** (No need Dual release if repair station located in US).*

#### **Note:**

- Used components from an EU AMO that does **NOT** have a TCCA approved supplement should not be used even if accompanied by an **EASA Form 1**.
- Used components that have been issued a triple release (i.e. certifying compliance with FAA, EASA, TCCA requirements) on an **EASA Form 1** as a maintenance release are acceptable.
- For used components outside the jurisdiction of this agreement refer TCCA AC 571-024.

## **PART 10 RELEASE OF AIRCRAFT AFTER MAINTENANCE**

### **10.1 RELEASE TO SERVICE**

Release to service of aircraft after maintenance shall be carried out in accordance with EASA Part 145 except that paragraphs 7 and 8 of this TCCA Supplement that shall be also taken account.

Release to service must specify the aircraft maintenance plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used.

Release to service must be signed and stamped with each certifying staffs' stamp. The approved certifying staffs are personnel who are authorised by the Maintenance Organisation and shall be certificated under EASA and listed on the Maintenance Organisation Inspection Roster (DA-0103).

**The Certificate of Release to Service** for Aircraft with respect to the work performed shall include:

- Description of the work or type of inspection performed and list of Parts replaced/ repaired. It shall specify any overhaul, repairs, modifications, Airworthiness Directives, and quote the reference and issue/revision of the approved data used.
- Date the Aircraft is approved for release to service and the total landing and time in service as appropriate.
- Name of the person who is approving for release to service as authorised by the Maintenance Organisation. Only a Certifying staff with appropriate internal authorization could release an Aircraft. The roster detailed type of authorization given.
- Operator's Maintenance Program reference and revision, as appropriate.
- Signature, stamp held by the Certifying staff.
- Maintenance Organisation Certificate number.

If an aircraft, following inspection, is not approved for release to service because it does not meet the applicable type certificate data, airworthiness directives (AD) or other data upon which airworthiness depends, the owner/operators shall be given a signed and dated list of those discrepancies and the aircraft will not be approved for release to service.

Following major repair or Modifications, the certifying staff is responsible to ensure all required ICA are available (AFM supplements, WB supplements, and AMM supplements).

**Certificate of Release to Service**, as applicable to the work scope should quote the EASA Part 145 Approval Number and the CAR Approval Number. Format is the following:

<b>Maintenance Organisation:</b> Dassault Aviation Business Services SA	<b>EASA Approval:</b> CH.145.0248 <b>TCCA Approval:</b> 819-03
Certifies that except as otherwise specified, the described maintenance has been performed in accordance with the applicable airworthiness requirements and the approved MAG TCCA supplement and in respect to that work the aircraft is ready for release to service.	

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.

## **10.2 WORK RECORDS**

DABS ensures that its English-language copy of technical data and any internal documents developed from this technical data are current and complete.

Documentation generated during maintenance (i.e Task cards, procedures, reports, forms) is completed in hard copy format and filed by unique WP number given by the Quantum system.

All maintenance personnel who directly participated to the work have to be recorded the tasks they carried out. Recording is performed on task card and attached procedure.

Maintenance works performed shall be documented in task card and associated technical data.

In the case of major repairs or major Modifications the Approved Data used to provide for the repair or incorporate the Modification must be listed for proper sign off.

The action taken shall include a description of the repair or Modification, the data used to provide for the repair or incorporate the Modification and the Approval Basis.

## **10.3 RECORDKEEPING**

DABS elects to utilize Electronic recordkeeping systems.

The Technical department are in charge to scan the complete work package and store it in secure company server.

Records shall be maintained electronically for a minimum of five (5) years.

Records shall be made available to the authority upon request to the Safety & Quality department.

## PART 11 REPORTING OF UNAIRWORTHY OR SERIOUS CONDITIONS

When any Canadian registered aircraft or 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 3 days of discovery. It is intended that the Canadian Customer will advise Transport Canada as required by the CAR's and the SDR reporting system.

SDR available on [https://wwwapps.tc.gc.ca/Saf-Sec-Sur/2/cawis-swimn/wsdrs\\_reg.aspx](https://wwwapps.tc.gc.ca/Saf-Sec-Sur/2/cawis-swimn/wsdrs_reg.aspx)

### 11.1 REPORTS OF FAILURES, MALFUNCTIONS OR DEFECTS

When reportable problems are found on aircraft, power plant, or component thereof that is subject to the regulatory control of the TCCA, the **Safety and Quality department** shall report to the TCCA any serious failure, malfunction, or defect of any product undergoing work by DABS.

**The report will normally be made on a form 24-0038 or equivalent and submitted to the EASA/TCCA in English language using the email [CAWWEBFeedback@tc.gc.ca](mailto:CAWWEBFeedback@tc.gc.ca). A copy of this report should be sent to the customer.**

The AMO may submit the reports in the form of a letter, e-mail, accessing the Service Difficulty Report (SDR) reporting and EASA online reporting system

The report required must include as much of the following information as is available:

- Aircraft registration number;
- Type, make, and model of the Aircraft;
- Date of the discovery of the failure, malfunction, or defect;
- Nature of the failure, malfunction, or defect;
- Time since last overhaul, if applicable;
- Apparent cause of the failure, malfunction, or defect; and
- Other pertinent information that is necessary for more complete identification, determination of seriousness, or corrective action.

If the defect or un-airworthy condition could result in an imminent hazard to flight, the most expeditious method available will be used to inform the TCCA.

Internal report could be used to formalize the investigation, the root cause analysis and the result concerning the event and the remedial action taken (DA-0090).

### 11.2 SUSPECTED UNAPPROVED PARTS (SUP) REPORTING REQUIREMENT

A **Suspected Unapproved Part (SUP)** is any Part or Material that is suspected of not meeting the requirements of an "approved part". A part that, for any reason, a person believes in not approved. Reasons may include findings such as a different finish, size, color, improper (or lack of) identification, incomplete or altered paperwork, or any other questionable indication.

An **unapproved part** is any part that does not meet the requirements of an "approved part" as defined in 571.13. The AMO may submit the reports in the form of a letter, e-mail, accessing the Service Difficulty Report (SDR) reporting and EASA online reporting system. The report should be sent to the email [CAWWEBFeedback@tc.gc.ca](mailto:CAWWEBFeedback@tc.gc.ca).

**All Suspected Unapproved Parts reported will be identified and quarantined in the Maintenance Organization pending further investigation by the authority.**

## PART 12 ADDITIONAL OPERATING LOCATIONS

**Additional Sub-base Locations** and **Line stations** are accepted at locations that are identified in the relevant Approval/Manual and are subject to the oversight of the Competent Authority.

Where existing agreements or arrangements are in place between the Competent Authorities and the Canada, it should be agreed on a case by case basis by the Technical Agents of the Parties to this Agreement.

### 12.1 ADDITIONAL SUB-BASE LOCATIONS

DABS has additional **Sub-base** locations, operating under one EASA approval certificate and under one TCCA certificate. Following operates under the same MOE and TCCA Supplement as the parent facility in Geneva.

#### 12.1.1 located in Switzerland,

Name	Country	Airport	Address	Code
<b>DABS Sion</b>	Switzerland	Sion Airport	Chemin Lambien 12 – Sion Airport CH - 1950 Sion	<b>SIR</b>
<b>DABS Lugano</b>	Switzerland	Agno Airport	Via Aeroporto 15 CH-6982 Agno	<b>LUG</b>
<b>DABS Basel</b>	Switzerland	Basel Airport	St. Jacobs Strasse 7, Flughafen Basel Mulhouse CH 4030 BASEL	<b>BSL</b>

#### 12.1.2 located outside Switzerland,

DABS will submit a completed TCCA Form 24-0093 through the FOCA to the TCCA when adding or deleting additional sub-base location.

Name	Country	Airport	Address	Code
<b>DABS LBG</b>	France	Aéroport du Bourget	433 Rue de Prague, Aéroport du Bourget FR - 93350 Le Bourget	<b>LBG</b>
<b>DABS Lisbon</b>	Portugal	Aeródromo Municipal de Cascais	Hangar 2 Aeródromo Municipal de Cascais, Tires 2785-632 Sao Domingos de Rana	<b>LCT</b>

### 12.2 LINE STATION

DABS has additional line stations operating under one EASA approval certificate and operate under the same MOE and TCCA Supplement as the parent facility in Geneva.

#### 12.2.1 located in Switzerland,

Not applicable

#### 12.2.2 located outside Switzerland,

DABS will submit a completed TCCA Form 24-0093 through the FOCA to the TCCA when adding or deleting Line Station.

Name	Country	Airport	Address	Code
<b>DABS Luton</b>	United Kingdom	London Luton Airport	Hangar 201 President way - London Luton Airport LU2 9NW Bedfordshire	<b>LTN</b>
<b>DABS Farnborough</b>		Farnborough Airport	Business Aviation Centre - Farnborough Airport Farnborough - GU14 6XA	<b>FAB</b>

## 12.3 WORK AWAY FROM FIXED LOCATION

**Fixed location** is **sub base station** or **line station**

### 12.3.1 General

DABS may perform work outside its fixed location (sub base station or line station):

- in case of Aircraft on Ground (AOG).
- in case of one need from customer for minor maintenance or modification.

The work will be accomplished in the same manner as work performed at the repair station's fixed location. In such a case, the Safety and Quality director has to ensure compliance with this part.

If it is necessary to perform routine work outside its fixed location in response to a one-time need of the customer, DABS should perform a self-evaluation of work to be performed and record this assessment.

For work performed away from fixed location, DABS is responsible to maintain a record of work that the organization performs for review if appropriate by the FOCA.

### 12.3.2 Process

All work performed away from fixed location need to be recorded in specific folder for review by FOCA.

**Scheduled tasks (outside the perimeter of line and preventive maintenance) have to be notified to FOCA before work. There is no requirement for notifying the TCCA in advance.**

The following procedure is followed where DABS needs to work on a customer's aircraft or part on a one-time basis by moving, material, equipment, and technical personnel to perform specific maintenance functions.

Once the need to work at other location is identified, DABS shall perform self-evaluation utilizing the self-evaluation checklist form, DA-0141 (WAB Form). The following items are controlled for the work to be performed:

- One Certifying staff (i.a.w the privilege described in the roster) is designated to supervise.
- Personnel necessary to perform inspections and supervise work are assigned.
- Housing and facilities are appropriate.
- Current technical data are available.
- Recommended Equipment, Special tools and test equipment are available.

### 12.3.3 Work recording and work package keeping

DABS will maintain a record of work performed away from the AMO's approved facility, both within the country and outside the country. Any record of this work should include:

- A description of the work performed
- total time in service if required
- The date and location where the work was performed, and
- The work order reference.

These records are retained for 5 years after the performance of the work and are available for authority if requested.



## PART 13 MANAGEMENT AND QUALITY SYSTEM

### 13.1 GENERAL

Main activities described are:

- Documentation management
- Quality assurance system that includes compliance monitoring management
  - Deficiencies identification
  - Investigation and Risk assessment
  - Corrective action management
- Occurrence reporting and management
- Review and improvement

The management system, Safety and Quality Policy and procedures of DABS are described in the Safety and Quality Management system Manual (DABS Manual Referenced DA-0001).

The quality assurance system is described in §13.2. All applicable part 145 provisions and the TCCA Specific Regulatory Requirements as detailed in this supplement should be checked at least once per year against each product line.

The Quality system also includes Inspection system as described in §13.3.

**The DABS management system accepted by FOCA meets the requirements of TCCA Specific Regulatory Requirements. It covers main base and additional Sub-base locations/Line stations.**

Associated line stations and/or additional sub-base locations are integrated into the system and are audited at least once per year.

### 13.2 QUALITY ASSURANCE SYSTEM

**The quality assurance system in place, including quality monitoring and internal audit/evaluation programme, covers main base and additional sub-base locations/Line stations.**

**Refer to Audit plan DA-0038.**

**It consists on Procedural audits and Product audit that includes:**

- **A review of the requirements of EASA and TCCA Specific Regulatory Requirements should ensure the adequacy of manual and associated procedure.** It to ensure that such procedures invoke good maintenance practices and airworthy aircraft/ components
- **A review of the housing, facilities, equipment, personnel qualifications, and procedures should ensure the quality of the work performed by analyses of systemic problem and improvement of the procedure.**

Findings and roots cause analysis (resulting in the identification of deficient procedural documentation or training) will drive Corrective action taken by appropriate managers.

Corrective action is taken to remedy an undesirable situation. The correction of deficiencies is an integral part of the improvement process (incl. revisions to procedures that not working properly).



### **13.3 INSPECTION SYSTEM**

The Quality system also includes:

- Inspection of all incoming Parts by the receiving inspector to determine its status.
- Preliminary inspection by the certifying staff\* to determine the status of Aircraft or Parts received for maintenance.  
The preliminary inspection is not limited to the failure identified by the customer, but includes a thorough and searching inspection for hidden damage in all visible areas of the subject product.
- Final Inspection by the certifying staff\* of each product before approving that article for release to service.  
Release to service certifies that the product is airworthy with respect to the maintenance, preventive maintenance, or modification performed by the Support staff and inspection performed by the certifying staff.
- Independent Inspection by the certifying staff in case of critical tasks / RII.
- Process for continuity of maintenance.  
Continuity is assured through the use of a Task card and associated procedures. Each step of the work, repair, modification sequence shall be signed in the associated procedures. The steps shall be performed in sequence and no step shall be stamped until it is complete.

\* Only certifying staff listed in the roster with appropriate privileges is authorised to sign off on final inspections and approval for release to service for the AMO.

## PART 14 FORMS

### Index of Manual/forms

Document are integrated in share folder

All forms are available on the TCCA website (<http://www.tc.gc.ca/eng/civilaviation/standards/maintenance-regsdocs-form-2943.htm>).

Form Reference	Title	Instruction	Person authorised to execute such forms
<b>Manual</b>			
DA-0100	MOE - Maintenance Organisation Exposition		Safety and Quality department
DA-0100_TCCA	TCCA Supplement Manual		Safety and Quality department
DA-0103	Certifying staff- Roster		Safety and Quality department
DA-0104	List of maintenance Provider		Safety and Quality department
DA-0105	COMPONENT - Capability List		Safety and Quality department
DA-0106	Maintenance Training Programme		Safety and Quality department
DA-1040	Maintenance functions		Safety and Quality department
<b>NAA Forms</b>			
	Major repair and Modification form	Part V - Standard 571 Appendix L	VP maintenance Maintenance Director, Safety and Quality director Certification Manager
EASA Form 1	Certificate of Release to Service for component	DA-0125	Certifying staff
<b>Specific Forms</b>			
DA-0141_WAB	Work away from approved locations	DA-0141	Safety and Quality department

