

DUNCAN AVIATION  
REPAIR STATION – APPENDIX

Revision: 3  
Rev. Date: 10-22-2012

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**APPENDIX III TRANSPORT CANADA CIVIL AVIATION (TCCA)**

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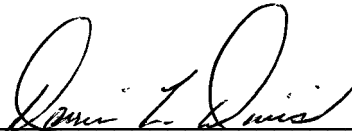
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**APPENDIX III**  
**TRANSPORT CANADA CIVIL AVIATION**  
**(TCCA)**

**FOR**

**DUNCAN AVIATION**  
**CERTIFICATED REPAIR STATIONS**  
**(Full Service and Satellites)**

FAA Accepted



**NOV 01 2012**

Approved By:



Jeff Lake  
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This appendix and the RSGOM forms the basis for TCCA operators unilaterally to accept Duncan Aviation's maintenance, preventive maintenance or modifications as meeting the standards of TCCA while complying with the requirements of Maintenance Implementation Procedures (MIP) between the Government of the United States of America and The Government of Canada dated March 14, 2011.

TCCA contact address and phone:

Transport Canada  
Communications Center (AARC)  
330 Sparks Street, 5<sup>th</sup> Floor  
Ottawa, ON K1A 0N8  
Canada  
Phone: 1-800-305-2059  
Fax: 1-613-957-4208  
Web site: <http://www.tc.gc.ca/eng/air-menu.htm>

**AMENDMENT PROCEDURE:**

The Manager of Regulatory Compliance, or his designate, shall submit revisions to the Lincoln FSDO any time a revision to the working practices or procedures affect this Appendix. Revisions or amendments to this Appendix shall only be originated and distributed, per the Duncan Aviation RSGOM, after acceptance by the FAA.

**INTRODUCTION:**

The purpose of this Appendix is to supplement the RSGOM when maintaining Canadian registered aircraft in a manner acceptable to the Transport Canada Civil Aviation (TCCA) requirements. When a conflict between this Appendix and the RSGOM exists, the Appendix shall take precedence.

**RESPONSIBILITY:**

The Manager of Regulatory Compliance is responsible for adherence to the latest issued requirements of this Appendix.

**SPECIAL CONDITIONS:**

Only FAA or TCCA approved or acceptable parts or components shall be used to perform maintenance, preventive maintenance or modifications to Canadian aeronautical products.

Maintenance, preventive maintenance, and alterations or modifications shall be performed in accordance with current instructions for continued airworthiness or manufacturer's recommendations that will return the aeronautical product to its original or properly altered condition. Maintenance and alterations or modifications for aircraft shall be certified by an approval for return to service or maintenance release that meets the requirements of 14 CFR Part 43, sections 43.9 and 43.11 and FAA Form 8130-3 for aircraft components, along with any other information required by the owner/operator, as appropriate.

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Duncan Aviation shall maintain a valid FAA repair station certificate that is compliant to 14 CFR Part 145 in order to maintain, alter or modify Canadian aeronautical products.

Major repairs or major modifications performed on Canadian aeronautical products shall be recorded on an FAA Form 337 and provided to the owner/operator who is responsible for reporting it to the TCCA. The FAA does not need a copy of the 337 for a Canadian registered aircraft.

**NOTE: The statement listed below should be placed in Block 8 of the Form 337:**

**“This form is provided to the owner/operator who shall be responsible for reporting it to the appropriate TCCA.”**

Duncan Aviation may perform maintenance, preventive maintenance or modifications on a civil aeronautical product under the regulatory control of the TCCA, and return that product for return to service (with the exception of the annual inspection) if:

- All repairs and modifications as defined by TCCA requirements are accomplished in accordance with data approved by or is acceptable to the TCCA.
- The work does not exceed the the scope of the ratings and limitations, or Capabilities List, that are listed on the 14 CFR Part 145 certificate Operation Specifications for the repair station.

Any serious defects or un-airworthy condition on civil aeronautical products shall be reported to the owner/operator who is responsible for reporting it to the TCCA.

**NOTE: The statement listed below should be placed in the comments section of the report:**

**“This report is provided to the owner/operator who shall be responsible for reporting it to the appropriate TCCA.”**

Any suspected unapproved parts found on Canadian aeronautical products shall be reported to the owner/operator for reporting to the TCCA in accordance with their approved procedures.

**CAR PART VII COMMERCIAL OPERATORS:**

**NOTE: CAR Part VII is similar to 14 CFR Part 121 or 135 operators.**

Prior to working on TCCA commercially operated aeronautical products, Duncan Aviation shall have a meeting with the air operator to ensure the work order includes all of the operator's TCCA Airworthiness Directives and other mandatory instructions in the TCCA-approved air carriers' manual.

A review of the TCCA web site: (<http://wwwapps3.tc.gc.ca/Saf-Sec-Sur/2/CAWIS-SWIMN/awd-lv-cs1401.asp?rand=>) shall be completed to ensure all current Airworthiness Directives published by the TCCA, and are applicable to the work being performed, are available to maintenance personnel.

If any major repair, alteration or modification work is required, as defined in CAR Part I, the data will need TCCA approval. Duncan Aviation will accomplish this by utilizing a TCCA Design Approval Organization (DAO). Data generated or obtained by Duncan Aviation will be forwarded to the contracted DAO to be TCCA approved.

Major repairs and/or modifications shall be recorded on FAA Form 337 and shall be provided to the owner/operator who is responsible for reporting it to the TCCA. The FAA does not need a copy of the 337 for a Canadian registered aircraft.

**NOTE: The statement listed below should be placed in Block 8 of the Form 337:**

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**“This form is provided to the owner/operator who shall be responsible for reporting it to the appropriate TCCA.”**

Serious defects that cause an un-airworthy condition on TCCA aeronautical products, shall be reported to the owner/operator who is responsible for reporting it to the TCCA.

**NOTE: The statement listed below should be placed in the comments section of the report:**

**“This report is provided to the owner/operator who shall be responsible for reporting it to the appropriate TCCA.”**

When completing maintenance on a commercial operator's aircraft or component, Duncan Aviation will ensure the work is in compliance with the manufacturer's maintenance manuals or instructions for continued airworthiness (ICA) in accordance with the Tech Data procedures set forth in the Duncan Aviation RSGOM Quality Manual. For deviations from the manufacturer's data or ICA, Duncan Aviation will contact the manufacturer for approval.

Duncan Aviation's Training Manual shall be followed to ensure each employee assigned to perform maintenance, preventive maintenance or modifications is capable of performing the assigned task and that each person who approves a Canadian registered aircraft or appliance under CAR Part VII, for return to service, following maintenance or modification. has been trained on the aircraft type. Records of this training will be maintained for a minimum of two years.

**WORK PERFORMED AWAY FROM THE REPAIR STATION:**

Work may be performed away from the repair station in accordance with the Duncan Aviation RSGOM and this appendix. This work must be performed within the United States, the District of Columbia, Puerto Rico, and the possessions, including the territorial waters.

**NOTE: Work may be performed outside of the areas listed above with authorization from the TCCA. Either the owner/operator or Duncan Aviation shall contact the TCCA, per the contact information at the beginning of this appendix, to receive authorization.**