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**TCCA AMO APPROVAL No. 53-89****SUPPLEMENT REFERENCE NUMBER****AMO 53-89 FAA SUPP**

**THIS FAA SUPPLEMENT DOES NOT FORM PART OF THE TCCA CAR 573 APPROVED MAINTENANCE POLICY MANUAL.**

**THIS SUPPLEMENT TOGETHER WITH THE TCCA CAR 573 APPROVED MAINTENANCE POLICY MANUAL FORMS THE BASIS OF ACCEPTANCE BY THE UNITED STATES OF AMERICA FEDERAL AVIATION ADMINISTRATION (FAA).**

**THIS SUPPLEMENT FORMS PART OF THE SKYSERVICE FBO INC. OBLIGATION FOR FAA APPROVAL AS SPECIFIED IN THE MAINTENANCE IMPLEMENTATION PROCEDURES (MIP)**



**AMENDMENT CERTIFICATION PAGE**

**AMENDMENT EIGHT**

I HEREBY CERTIFY THAT THIS AMENDMENT HAS BEEN REVIEWED AND  
REFLECTS THE CHANGE(S) IDENTIFIED ON PAGE 5.

**THIS IS REVISION EIGHT OF THE FAA SUPPLEMENT**

VICE PRESIDENT MAINTENANCE (Signature)

(Name in Print): Paul Weeks

Date: 01 March 2021

DIRECTOR QUALITY ASSURANCE (Signature)

(Name in Print) Simon Canuel

Date: 01 March 2021

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## 1.1 LIST OF EFFECTIVE PAGES

**\*\*NOTE\*\***

*All pages of this FAA Supplement indicate the same Issue Number, Revision Number and Date.*

*Actual revised pages are specified in the table below with a double asterisk, as well as being identified by a revision bar in the left hand margin of each amended page.*

PAGE	REVISION NO.	DATE
1 **	Revision 8	01 March 2021
2	Revision 8	01 March 2021
3 **	Revision 8	01 March 2021
4	Revision 8	01 March 2021
5 **	Revision 8	01 March 2021
6	Revision 8	01 March 2021
7 **	Revision 8	01 March 2021
8	Revision 8	01 March 2021
9	Revision 8	01 March 2021
10	Revision 8	01 March 2021
11	Revision 8	01 March 2021
12	Revision 8	01 March 2021
13	Revision 8	01 March 2021

## **2. AMENDMENT PROCEDURE**

Whenever policy or procedural changes are necessary, the material will be issued as an amendment to the supplement. Such changes will bear a serial number and will be issued as an amendment sheet. The Quality Assurance Manager of the company will be responsible for the submission of the amendments to TCCA for acceptance. Each issue shall be approved by the Vice President Maintenance and the Quality Assurance Manager before submission to TCCA. All changes brought about by an amendment shall be identified by a vertical bar placed opposite of the new text.

## **3. INTRODUCTION**

The FAA has specified the basic differences between 14 CFR parts 121, 135 and 145 and CAR 571 and 573. The result of this process is that a CAR 573 AMO can be FAA accepted when the AMO complies with maintenance special conditions beyond that required by CAR 571 and 573 specified in the Maintenance Implementation Procedures (MIP) and TCCA AC 571-002.

The supplement is therefore intended to identify the differences from CAR 571 and 573 that the AMO needs to take into account.

#### 4. ACCOUNTABLE EXECUTIVE COMMITMENT STATEMENT

This supplement defines, in conjunction with Skyservice FBO Inc.; TCCA approved Maintenance Policy Manual upon which FAA approval is based. These procedures are approved by the undersigned and must be adhered to, as applicable, when maintenance work orders are being progressed for any customer that operates under the Federal Aviation Administration (FAA).

It is accepted that Skyservice F.B.O. Inc. procedures do not override the necessity of complying with any additional requirements formally published by the FAA and notified to Skyservice F.B.O. Inc. from time to time.

It is understood that the Approval will stay valid whilst the FAA is satisfied that the procedures are being followed and work standards maintained. It is further understood that the FAA reserves the right to revoke the Approval if the FAA considers that the procedures are not followed or standards not upheld.

Signed by: 

Function: PRESIDENT

FOR AND ON BEHALF OF SKYSERVICE F.B.O. INC.

## **5. APPROVAL BASIS AND LIMITATION**

FAA Approval is based upon compliance with CAR 573 except where varied by the conditions specified in the Maintenance Implementation Procedures (MIP) and restated in this supplement.

The approval of maintenance is limited to the scope of work permitted under the current Certificate granted by TCCA to Skyservice FBO Inc. in accordance with CAR 573.

## **6. ACCESS BY FAA AND TCCA**

It is understood that Skyservice FBO Inc. shall give access to FAA and TCCA staff for the auditing of the procedures and standards followed and to investigate specific problems.

## **7. WORK ORDERS / CONTRACTS**

Before attempting the accomplishment of any maintenance, alterations or preventive maintenance, Skyservice FBO Inc. shall ensure that it has received a clear work order from the customer detailing the inspections, repairs, alterations, overhauls, Airworthiness Directives (AD) and parts replacements that must be carried out. Other mandatory requirements of the customers 14 CFR 121 or 135 air carrier manuals or ICA should also be noted on the work order and complied with.

This requirement is met by completing the Authorization Form SKY-M082, and/or signing a contract, and/or obtaining a Purchase Order per DPD-712.

The U.S. registered aircraft must be located within Canada, as line maintenance cannot be performed outside of Canada as per the MIP.

## **8. APPROVED DESIGN ENGINEERING DATA**

Neither major repairs, nor any major modifications (alterations), as defined in 14 CFR parts 1 and 43, shall be carried out on U.S. aeronautical products without proof that the technical data used has been approved by or acceptable to the FAA. FAA field approvals are acceptable on aeronautical products under FAA regulatory control

## **9. AIRWORTHINESS DIRECTIVES**

As specified in paragraph 7 of this supplement, Skyservice FBO Inc. shall ensure that it has all the specific information from the customer, and especially for Airworthiness Directives, before it will engage any maintenance on U.S. aeronautical products.



## **10. MAJOR REPAIRS / ALTERATIONS / MODIFICATIONS**

As specified in paragraph 8 of this document, Skyservice F.B.O. Inc. shall require proof of the approval from the customer's FAA Authorities before it will engage any major repairs, alterations and modifications. Technical data used must be approved by the FAA. Such work must be recorded on an FAA Form 337. The AMO must provide a copy of this form to the owner/operator of the aircraft, and send a copy to the FAA Aircraft Registration Branch in Oklahoma City, Oklahoma, by mail or electronic means, within 48 hours of the aircraft's approval for return to service, in accordance with 14 CFR part 43, Appendix B. In addition to this, the ACA who approves the product for return to service shall not have been involved in the performance of the work.

## **11. RELEASE OF COMPONENTS AFTER MAINTENANCE**

Release to service of components up to and including complete power plants shall be carried out in accordance with CAR 571 provided that paragraphs 7 to 10 of this supplement are taken into account. A maintenance release made in accordance with this supplement constitutes a corporate release on behalf of the AMO as well as being a Standards CAR 571.10 release. The Authorized Release Certificate is TCCA Form 1.

Only the following new or used components may be fitted during maintenance, and/or alterations, and/or preventive maintenance:

### **NEW COMPONENTS**

New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the Type Certificate (TC) holder's Parts Catalogue and be in a satisfactory condition for fitment. The new components 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 CAA under whose regulatory control the OEM or PC holder works.

For USA, OEMs and PC holders should be on the FAA Forms 8130-3 as a new part or shipping ticket, invoice, packing slip or other documents which provide evidence that the part was produced by a manufacturer with an FAA approved manufacturing process (i.e. authorizing signature and Certificate of Conformance).

For all EU states, OEMs and PC holders release should be in accordance with EASA Part-21. For Canadian OEMs and PC holders, release should be on the TCCA Form 1 as a new part.

Standards parts are exempt from the foregoing provisions, except that such parts should be accompanied by a conformity statement and be in a satisfactory condition for fitment. Production Manufacturing Approval (PMA) parts should be accompanied by an FAA Form 8130-3.

## **USED COMPONENTS**

Used components should be traceable to Maintenance Organizations and repair stations approved by the Authority that 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 holder's Parts Catalogue.

- Used components from a USA repair station should be accompanied by an FAA Form 8130-3 issued as a Maintenance Release, FAR Part 121/135 Air Carrier Serviceable Tag, FAR Part 145 Repair Station's Tag or Part and Material Certification Form.
- Used components from EASA Part-145 Approved Maintenance Organizations should be accompanied by an EASA Form 1 issued as a Maintenance Release. FAA approval number shall be visible in block 12 of the EASA Form One (dual release).
- Used components from a Canadian AMO 573 Approved Maintenance Organization should be accompanied by a TCCA Form 1 issued as a Maintenance Release.

In any case, parts shall be approved or acceptable to the FAA as defined in 14 CFR Part 21.

## **12. AIR CARRIER MANUALS**

Customer/operator special procedures (e.g. Required Inspection Items {RII}) shall be performed in accordance with the Air Carrier's manual as specified in 14 CFR Part 121 and 135.

## **13. TECHNICAL PUBLICATIONS**

Manufacturer's maintenance manual or instruction for continued airworthiness shall be maintained in accordance with Skyservice FBO Inc. MPM Section 4.8. In the event of any deviations the US Operator and/or the FAA shall be contacted to confirm acceptance prior to accomplishing the work.

## **14. TRAINING PROGRAM**

All staff assigned to perform maintenance, preventive maintenance, or alterations shall be trained and authorized to perform the task in accordance with Skyservice FBO Inc. MPM Section 3.3. Training shall include the requirements of this supplement. Records of such training shall be retained for a minimum of two (2) years. In addition, all staff will be trained per FAA Operators' manuals when required.

## **15. QUALITY CONTROL**

Skyservice FBO Inc. shall ensure that a clear separation exists between the quality control functions and the other maintenance functions. The Quality Control Department provides inspection and oversight for facilities, aircraft, materials, workmanship and records to ensure compliance with FAR and Customers' policies and procedures. Through these practices, when quality problems are found, QC assists in correcting these problems to prevent reoccurrence and meet the production goal. FAR requires that certain maintenance and alteration items shall be inspected prior to return to service. These designated items are referred to as Required Inspection Items (RII). The Required Inspection section policy and procedures and the list of designated items are established by the Customer and no deviations are allowed without the concurrence of the Customer. Required Inspection Personnel must be certified, trained, qualified and authorized by the FAA certificated air carrier. Inspection personnel (ACA) are under the independent control of Quality Control whenever conducting a Required Inspection Item (RII) and may never inspect any RII if they were involved in the performance of the work.

## **16. LANGUAGE REQUIREMENTS**

Any technical employee responsible for supervision, final inspection or return to service of civil aeronautical products must be able to read, write and understand English. All records generated and kept by Skyservice FBO Inc for a US aeronautical product will be in English.

## **17. RELEASE OF AIRCRAFT AFTER MAINTENANCE**

Release to service of aircraft shall be carried out in accordance with TCCA CAR 571.10 when the work accomplished was TCCA approved except as specified in paragraphs 7 to 10 and 12 of this supplement. The Maintenance Release shall be as follow:

" This certifies that the work accomplished, except as otherwise specified, was carried out in accordance with TCCA Airworthiness requirements and in respect to that work, the aircraft is considered ready for release to service."

Skyservice FBO Inc. shall issue the Certification when all required maintenance has been carried out except for those tasks where all maintenance was not completed. In the latter cases, such details shall be endorsed on the Maintenance Release and the Customer shall be informed.

## **18. REPORTING OF SERIOUS DEFECTS OR UNAIRWORTHINESS CONDITIONS**

While carrying out Maintenance on U.S. aeronautical products and serious defects, malfunctions, or unairworthy conditions are found, this Maintenance Organization shall report the discrepancies to the



FAA within 96 hours. This is done via the online SDR site by creating a Malfunction/Defect Report, which is located at: <http://av-info.faa.gov/sdrx/>

## 19. REPORTING OF SUSPECTED UNAPPROVED PARTS

Skyservice FBO Inc. will submit reports to the FAA, under the FAA Suspected Unapproved Parts (SUP) Program ((AC)21-29 Detecting and Reporting SUP) in respect of any such parts found on a US aeronautical product. SUP information should be reported to Skyservice FBO Inc. Quality Assurance; that will then be relayed to the FAA on an 8120-11 Form. The form can be found at <http://www.faa.gov/aircraft/safety/programs/sups/upn/>

## 20. CONTRACTED MAINTENANCE



When part of the maintenance is contracted to another organization, Skyservice FBO Inc. shall ensure that the other organization(s) are either listed by the FAA for the maintenance they carry out or must work under provisions stated in CAR 573.

Transports  
Canada

**Skyservice F.B.O. Inc.**  
**APPROVED MAINTENANCE ORGANIZATION**  
**Approval No. 53-89**

MAY MAINTAIN AND APPROVE FOR RETURN TO SERVICE, PRODUCTS UNDER THE REGULATORY CONTROL OF THE FAA SUBJECT TO THE SCOPE AND LIMITATIONS OF CERTIFICATE OF APPROVAL AMO 53-89 AND IN ACCORDANCE WITH FAA SUPPLEMENT TO TCAA CAR 573 MAINTENANCE ORGANIZATIONS DATED FEBRUARY 28, 2012 INCLUDED IN THEIR MANUAL.

For the Minister of Transport

Civil Aviation Safety Inspector

2021-03-10

