



Transport Canada Transports Canada

Civil Aviation / Aviation civile  
700, place Leigh-Capreol  
Dorval (Quebec) H4Y 1G7

November 28<sup>th</sup>, 2024

Your file / Votre référence

Our file / Notre référence

5015-11833-1  
RDIMS #20695819

Mr. Simon Canuel  
Director Quality Assurance  
**SKYSERVICE FBO INC.**  
10105, Ryan Avenue  
Dorval QC, H9P 1A2

**SUBJECT: Approval of a Maintenance Policy Manual (MPM) supplement**

Dear Mr. Canuel:

Following a review of the elements contained in the referenced MPM supplement against the requirements of the current Agreement on Civil Aviation Safety between Canada and the European Union (EU), Transport Canada hereby confirms approval of your MPM supplement. Compliance with your MPM and this supplement allows for acceptance by the European Aviation Safety Agency (EASA) of maintenance performed on EU aeronautical products under the jurisdiction of EASA. This Approval does not exceed the scope of your current TCCA CAR 573 certificate.

**SKYSERVICE FBO INC.**

EASA Part-145 Approval Reference number: EASA.145.7142 valid until 01/01/2026

You are reminded that you will be required to submit your next application for renewal in accordance with the MAG which is available on the EASA web site at:

<http://www.tc.gc.ca/eng/civilaviation/standards/int-ta-menu-3674.htm>

Yours truly,

**Martin Simard**

Civil Aviation Safety Inspector  
Aircraft Maintenance and Manufacturing  
Quebec Region  
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MS/ms

<b>EASA SUPPLEMENT REFERENCE NO. 145.7142</b> <b>TO CAR 573 AMO MAINTENANCE POLICY MANUAL REFERENCE 53-89</b>		
Revision: 13	25 November 2024	1

**SKYSERVICE FBO INC.**

**Montreal Base**  
**Skyservice FBO Inc.**  
**10105 Ryan Avenue**  
**Dorval, Quebec**  
**H9P 1A2**

**Toronto Base**  
**6120 Midfield Road**  
**Mississauga, Toronto, Ontario**  
**L5P 1B1**

**Calgary Base**  
**575 Palmer Road N.E.**  
**Calgary, Alberta**  
**T2E 7G4**

**Muskoka Base**  
**1004 Airport Road**  
**Gravenhurst, Ontario**  
**P1P 1R1**

**TCCA APPROVED MAINTENANCE ORGANISATION NUMBER 53-89**

**EASA PART 145 APPROVAL NUMBER: 145.7142**

Compliance with the EASA approved Supplement together with the TCCA Approved Maintenance Policy Manual forms the basis by which AMO 53-89 can exercise the maintenance privileges under the Agreement.

The Approved Maintenance Organisation (AMO) 53-89 must always retain at its principal place of business a current copy of this EASA Supplement in English and provide it to EASA upon request.

**EASA SUPPLEMENT REFERENCE NO. 145.7142  
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## 1. LIST OF EFFECTIVE PAGES

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

*All pages of this EASA 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 13	25 November 2024
2	Revision 13	25 November 2024
3 **	Revision 13	25 November 2024
4 **	Revision 13	25 November 2024
5 **	Revision 13	25 November 2024
6 **	Revision 13	25 November 2024
7 **	Revision 13	25 November 2024
8 **	Revision 13	25 November 2024
9 **	Revision 13	25 November 2024

  
\_\_\_\_\_  
Director, Quality Assurance

November 26, 2024

\_\_\_\_\_  
Date

Martin Simard

  
Transport Canada

"For and on behalf of EASA"



2024-11-27

\_\_\_\_\_  
Date

## **2. AMENDMENT PROCEDURE**

The EASA SUPPLEMENT TO CAR 573 AMO shall be reviewed annually or as required by any change in the Company's business that may affect the integrity of this document or as directed by the EASA. The Director Quality Assurance shall ensure that the policies and procedures prescribed by the operations of the company reflect the current regulation requirement of the aircraft industry.

Two signed amendments with the List of Effective Pages (LEP's) are to be signed by the Director Quality Assurance and will be submitted to the appropriate TCCA Representative. One copy of the Amendment and the List of Effective Pages will be returned bearing EASA approval.

Amendments will be numbered consecutively. Amendments are to be entered in the Supplement by replacing the whole page. Each amended page is to be numbered and is to include the amendment number (revision) and the amendment (revision) date in the Block at the top of each affected page.

## **3. INTRODUCTION**

A TCCA CAR 573 Approved Maintenance Organisation will meet the requirements of the Agreement on Civil Aviation Safety between Canada and the European Community when the CAR 573 Maintenance Organization complies with the maintenance specific regulatory requirements set forth in this supplement in addition to complying with TCCA CAR 573.

This MAG Supplement is therefore intended to identify the means to comply with the agreement when performing maintenance on EU registered aircraft.

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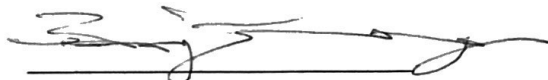
#### 4. ACCOUNTABLE MANAGER'S / EXECUTIVE'S COMMITMENT STATEMENT

This Supplement defines in conjunction with the TCCA Approved Maintenance Policy Manual AMO 53-89, the organisation and procedures upon which EASA Part 145 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 EASA Part-145 supplement approval letter.

It is accepted that the organization's procedures do not override the necessity of complying with any additional requirements formally published by EASA and notified to this organisation from time to time.

It is further understood that EASA reserves the right to suspend or revoke the approval if procedures are not followed or standards are not upheld.



BEN MURRAY  
TCCA Accountable Executive  
"For and on behalf of the AMO"

11/26/24

Date

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## **5. APPROVAL BASIS AND LIMITATIONS**

The approved MAG Supplement is based upon compliance with CAR 573 in addition to the specific regulatory requirements found in the Agreement and associated MAG (Maintenance Annex Guidance) .

The approval of maintenance is limited to the scope of work permitted under the current Certificate issued by TCCA to the AMO in accordance with CAR 573 unless agreed otherwise on a case-by-case basis by TCCA and EASA.

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

EASA/TCCA has access to the repair station for the purpose of ascertaining compliances with procedures and standards and to investigate specific problems.

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

Prior to undertaking work on Aircrafts/Components under the jurisdiction of an EU Member State, a work order/contract defining the maintenance to be performed will be established between the organization and the EU customer. The work order/contract will specify the inspections, repairs, modification, overhauls to be accomplished, the airworthiness directives to be complied with and components to be replaced.

This requirement is met by completing the Work Authorization Form SKY-M082 per DPD-712.

The EU 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.

## **8. REPAIRS AND MODIFICATIONS**

The AMO shall receive from the customer, written confirmation that he has received, or is in the process of receiving necessary approvals from EASA.

## **9. COMPONENT ELIGIBILITY FOR INSTALLATION**

### **9.1 New Components**

New components should be traceable to the Original Equipment Manufacturer (OEM) as specified in the Type Certificate holders' Parts Catalogue and be in 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 it is issued under the approval of the relevant CA under whose regulatory control the OEM or PC holder works. The following new components are eligible for installation on an Aircraft or Component under the jurisdiction of EASA.

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- a. For all EU Member States OEMs and PC holders release should be in accordance with EASA Part-21 (EASA Form 1) as a new part.
- b. For Canadian OEMs and PC holders release should be on the TCCA Form One as a new part.
- c. Production Manufacturing Approval (PMA) parts may only be accepted as detailed in EASA Part-21 or any EU bilateral agreement.
- d. Standard parts are exempt from the foregoing provisions, except that such parts should be accompanied by a compliance certificate and be in a satisfactory condition for installation.
- e. For new components outside the context of this agreement refer to the EASA matrix at the following web address:  
[https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final\\_FS1.1%2B1.4.pdf](https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final_FS1.1%2B1.4.pdf)

## 9.2 Used Components

Used components should be in a satisfactory condition for installation and be eligible for installation as stated in the TC holders Parts Catalogue. The following used components are eligible for installation on an aircraft or component under the jurisdiction of EASA:

- a. Used components from EASA Part-145 maintenance organizations should be accompanied by an EASA Form 1 issued as a maintenance release.
- b. Used components from a Canadian AMO should be accompanied by a TCCA Form One.
- c. Used components that have been issued a triple release before (2024-07-11) (i.e. certifying compliance with FAA, EASA, TCCA requirements) on an EASA Form 1 as a maintenance release are acceptable.
- d. For used components not covered by the Agreement refer to the EASA Matrix at the following web address:

[https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final\\_FS1.1%2B1.4.pdf](https://www.easa.europa.eu/sites/default/files/dfu/Parts%20Table%20EASA%20MMT%20Final_FS1.1%2B1.4.pdf)



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

Release to service of aircraft after maintenance shall be carried out in accordance with CAR 571 except that paragraphs 7, 8 and 9 of this EASA Supplement shall also be taken into account and specify the aircraft maintenance check plus any repairs, modifications, Airworthiness Directives, replacement parts together with the issue of approved data used. At the completion of maintenance, the following certification should be made in the aircraft maintenance record.

Maintenance Release in Accordance with CAR 571.10 / EASA Part 145.A.50:

"Certifies that except as otherwise specified, the described maintenance has been performed in accordance with the applicable airworthiness requirements and the approved MAG supplement and in respect to that work the aircraft is ready for release to service"; or in case of EU operators with pre-printed release statements "Release to Service in accordance with EASA Part-145.50." is also acceptable.

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 should be listed on the release.
- (b) The case where the particular maintenance was only EASA approved and not TCCA approved. Example: an EASA AD not approved by TCCA.

## **11. REPORTING OF UNAIRWORTHY CONDITIONS**

When serious defects are found in EU operated aircraft or aircraft components then such fact must be reported to EASA and the customer within 3 days of discovery. When reporting to EASA the identity of the customer must be included to allow follow up action. Refer to SDR DPD727. The EASA online reporting system can be found at: <http://aviationreporting.eu/>.

The existing TCCA Service Difficulty Report (SDR) form should be used.

## **12. LINE STATIONS**

The following bases and sub-bases are controlled under Skyservice Approved Maintenance Organisation No. 53-89 and are included in Skyservice F.B.O. Inc. Maintenance Policy Manual and all applicable supporting documents:

Bases:

- Toronto (Pearson International Airport)
- Calgary (Calgary International Airport)
- Montreal (Montreal International Airport)

- Gravenhurst, Ontario

## Sub-bases:

- Ottawa
- Windsor
- Vancouver
- Halifax

Line stations are accepted at locations that are identified in the relevant approval/manual and are subject to the oversight of TCCA. Line stations located in the EU Member States and line stations outside of the EU and Canada in countries where existing agreements or arrangements are in place with the Competent Authority are not accepted under the Agreement (i.e. you cannot exercise the privileges received under this Agreement in the EU Member States or in countries where existing agreements or arrangements are in place between the Competent Authorities, unless agreed otherwise on a case-by-case basis by TCCA and EASA). Such line stations will be subject to surveillance by TCCA

**13. SAFETY MANAGEMENT SYSTEM (SMS)**

Please refer to Skyservice SMS Manual for additional details. This Manual meets the provisions of CAR Part V, Subpart 73, Division II as required per the MAG.