ANNEX C
TO TAA ADVISORY 2013-02
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Notes

Note 1 – The scope and depth of repair and overhaul services performed by an organization is defined in the MPM “Organization Description”. This normally links to an annex that provides a list of the capabilities for which the TAA Accreditation was granted. However, it is acceptable to have an external capabilities list that is “Incorporated by reference” within the APM and follows the requirements of paragraph 4.5.1.h of this advisory.

Note 2 – The description of facilities (i.e., location, size, capabilities) should also include any satellite locations, if applicable (i.e., Military Base)

Note 3 – Organizational structure, including internal lines of communication and authority, and their relationship to the TCH/TAA, is normally depicted in an organizational chart, with additional content linking to the responsibilities of the key positions within the structure. If the organization also has satellite locations, additional organizational charts/responsibilities should be included, as applicable.

Note 4 – Reference 3.2.b (TAA Advisory 2019-02 – *Indirect Recognition of Acceptable Maintenance Organizations*) provides details that may be helpful in developing a support arrangement process for the evaluation and selection process for maintenance service providers.

Note 5 – Reference 3.2.c (TAA Advisory 2013-04 – *Assignment of Technical Airworthiness Authority – Airworthiness Management Roles*) provides guidance on the TAA process to be followed for the assignment of authority of a SMM.

Note 6 – The DND/CAF Technical Airworthiness Program requires that a candidate for ACA or SCA must successfully complete a Basic Airworthiness Exam, by attaining a minimum score of 70%. Reference 3.2.g provides a means of compliance for developing Basic Airworthiness Exam Requirements for Maintenance Release Authority Candidates (SCA, ACA) within a TAA-Accredited Organization.

Note 7 – Reference 3.2.h (TAA Advisory 2010-01 – *Ground De/Anti-Ice Operations*) provides clarification to AMOs and De/Anti-Ice Organizations on the DND requirements for Ground De/Anti-Ice operations.

Note 8 – References 3.2.f (TAA Advisory 2006-02 – *Tool Management Program*), 3.2.i (TAA Advisory 2006-01 – *Calibration Management Program for Measuring Test Equipment*) and 3.2.e (TAA Advisory

2007-02 – *Technical Publication Management*) provide details regarding responsibilities associated with maintaining tool control and test equipment calibration requirements, and managing technical publication libraries, respectively.

Note 9 – Reference 3.2.j (TAA Advisory 2017-03 – *Human Factors Training*) provides guidance regarding requirements for Human Factors Training for Maintenance Organizations. An AMO's MPM should capture the requirement for initial Human Factors Training, as well as recurring training not exceeding 36 months.

Note 10 – Reference 3.2.k (TAA Advisory 2006-03 – *Engine Ground Run-up Authorization*) provides details, and training and authorization requirements for engine ground run-ups. Additional training requirements may include unique or specialized training, such as training required to perform Weight and Balance Operations, or Ground De/Anti-Ice operations.

Note 11 – References 3.2.f (*Tool Management Program*) and 3.2.i (*Calibration Management Program for Measuring Test Equipment*) provide guidance on an acceptable means of compliance for Tool and Test Equipment control and calibration.

Note 12 – MRA applies to on-aircraft maintenance release (ACA) and off-aircraft maintenance release (SCA). In certain incidences, ACA certification may be executed on components not installed on the aircraft (sometime referred to as "in the shadow of the aircraft"). However, this is restricted to general maintenance performed in accordance with the approved aircraft maintenance program. Where a component is serialized and subject to unique lifing or scheduling requirements, SCA should be executed, ensuring that the components log/history record is appropriately updated to reflect compliance with the Approved Maintenance Program (i.e., component maintenance manual, dues list/scheduling requirements, etc.). Normally, anything routed for shop maintenance requires SCA.

Note 13 – This is related to parts control for parts movement on the hangar floor/shop. An AMO may wish to have an additional "Logistics" section within their MPM to define policy requirements within the organization's warehouse. For policy requirements within a warehouse, refer to the AMSO index at Annex D. It should be noted that, for a warehouse operation responsible for providing parts internally to the AMO, policy is embedded within the MPM. For warehouse operations providing materiel support services externally to the maintenance organization, the organizations would need to be accredited as an AMSO and develop MSPM in accordance with Annex D.

Note 14 – Reference 3.2.l (TAA Advisory 2008-01 – *Receiving Inspection for Parts Procured from Canadian Forces Supply System by Civilian Support organizations*) provides guidance to assist organizations in accepting/rejecting parts that have been received from the Canadian Forces Supply System (CFSS).

Note 15 – Ship or Shelf (SoS) is related to policy that allows maintenance personnel to temporarily store aircraft parts removed for troubleshooting until such time as it has been confirmed that the installed part has either rectified the unserviceability, or confirmed that the serviceability still exists and is not related to the part in question. An AMO's MPM should address SoS policy and point to governing procedures. In general, SoS policy should include:

- a storage area for parts removed from the aircraft temporarily;
- part identification, including traceability to the aircraft and applicable work order (WO) identifying the unserviceability;
- tag indicating that it is subject to SoS until such time as the serviceability or unserviceability has been confirmed;
- SoS Registry;

- process used to confirm serviceability or unserviceability of the part. This may include ground testing and one or more successful flight segments;
- process for deregistering the parts from SoS Registry, when the part has been confirmed as serviceable (Return to serviceable spares); and
- process for deregistering the part from SoS when the part has been confirmed as unserviceable (Scrapped or returned for Repair and Overhaul (R & O)).

Note 16 – Reference 3.2.d (TAA Advisory 2007-01 – *Electronic Record Keeping Systems and Electronic Signature Requirements*) provides guidance on the airworthiness requirements that will need to be met for the introduction of new ERKS solutions and electronic signature requirements.

Note 17 –Reference 3.2.e (TAA Advisory 2007-02 – *Technical Publication Management*) provides details regarding responsibilities associated with maintaining technical publication libraries.

Note 18 – References 3.2.f (TAA Advisory 2006-02 – *Tool Management Program*) provides details regarding responsibilities associated with maintaining a tool control program.

Note 19 – It is expected that an organization's coverage for the internal audit schedule will include an audit of the MPM and all associated governing procedures.