ANNEX A
TO TAA ADVISORY 2017-04
DATED 15 JAN 2021
REVISED 22 MAY 2024

EXAMPLES OF DATA ITEM DESCRIPTIONS

This Annex provides examples of DIDs for inclusion in contract documentation. These examples include only the applicable airworthiness requirements. PMO and WSM staff must add any additional requirements, as necessary.

NOTE

In the suggested contractual statements contained here, the expressions XX, XXX, YY, etc., are sometimes used. These expressions designate a number that would have to be determined during the drafting of contractual documentation.

ANNEX A
TO TAA ADVISORY 2017-04
DATED 15 JAN 2021
REVISED 22 MAY 2024

A.1 WSE-001 Airworthiness Implementation Plan

DATA ITEM DESCRIPTION DND Form 1409

1. TITLE	**2. IDENTIFICATION NUMBER**
IMPLEMENTATION PLAN (IP)	WSE-XXX

3. DESCRIPTION/PURPOSE

To describe the contractor's plan for compliance with Technical Airworthiness Requirements. The IP shall function as the overall plan for:

a) Ensuring the airworthiness of end products and services delivered in the period between contract award and the achievement of full Technical Airworthiness Authority (TAA) acceptance;
b) Obtaining full TAA accreditation/recognition, including the submission of a proposed Airworthiness Process Manual; and
c) Measuring progress toward achieving full TAA accreditation/recognition.

4. APPROVAL DATE	**5. OPI**	**6. GIDEP APPLICABLE**

7. APPLICATION/INTERRELATIONSHIP

8. ORIGINATOR	**9. APPLICABLE FORMS**

10. PREPARATION INSTRUCTIONS

10.1 Format
Must be prepared in Contractor's format.

10.2 Reference
C-05-005-001/AG-001 – *Technical Airworthiness Manual* (TAM)

10.3 Content

10.3.1 Introduction
The IP shall describe the contractor's processes and control systems for ensuring the airworthiness of all aeronautical products and services in the period between contract award and full TAA Acceptance.

10.3.2 Maintenance Support (as applicable)

1. A description of the scope and depth of authority that the bidder proposes to exercise as related to the conduct of <Insert Aeronautical Product Name or Designator> maintenance, including a list of activities that the bidder agrees must have DND Aircraft Engineering Officer (AEO) approval;
2. Responsibilities for personnel conducting airworthiness-related activities;
3. Authorization system for personnel conducting maintenance certifications;
4. Eligibility criteria for personnel conducting maintenance certifications, including Aircraft Release Authority (ARA), Aircraft Certification Authority (ACA), Maintenance Release Authority (MRA) and Shop Certification Authority (SCA), as applicable;
5. Eligibility criteria for personnel granting authorizations to personnel conducting maintenance certifications, including ARA and MRA, as applicable;
6. Eligibility criteria for personnel to perform maintenance;
7. A description of the approved maintenance program and schedule to be followed;
8. A description of the technical records proposed for use, including traceability of component histories;
9. A description of the process for the completion, correction and retention of technical records;
10. A description of the process that ensures that only approved aviation replacement parts are used, including procurement, materiel control and disposal;
11. A description of the process to be used to enter into and sustain any maintenance support arrangements with other companies; and

12. A description of the Quality Management System of the organization.

10.3.3 Engineering Support (as applicable)

1. A description of the scope and depth of technical airworthiness authority that the bidder proposes to exercise as related to the conduct of <Insert Aeronautical Product Name or Designator> design change development, engineering support and technical management, including a list of the activities that require approval by the DND TA or TAA;
2. Responsibilities for personnel conducting airworthiness-related activities;
3. Personnel authorization system for authorizing personnel involved in the development and approval of design changes, including:
   a. Eligibility criteria for personnel to perform and approve design changes; and
   b. Eligibility criteria for personnel granting authorizations and personnel being granted authorizations;
4. A description of the engineering process to be followed for managing the <Insert Aeronautical Product Name or Designator> design, including assigned design change and configuration management responsibilities;
5. A description of the design data management system;
6. A description of the process to be used to enter into, and sustain, any engineering support arrangements with other companies; and
7. A description of the Quality Management System of the organization.

10.3.4 Materiel Support (as applicable)

1. A description of the scope and depth of technical airworthiness authority that the bidder proposes to exercise as related to the conduct of materiel support services for <Insert Aeronautical Product Name or Designator>, including a list of the activities that require approval by the DND TA or TAA;
2. Responsibilities for personnel conducting airworthiness-related activities;
3. Personnel authorization system for authorizing personnel involved supply chain management services, including:
   a. Eligibility criteria for procurement specialist;
   b. Eligibility for personnel performing receiving inspections; and
   c. Eligibility criteria for personnel granting authorizations and personnel being granted authorizations;
4. A description of the materiel support processes to be followed for the management and control of aviation replacement parts and standard/commercial including receiving inspections, management of unapproved and non-conforming parts, documentation control, packaging, handling, and storage;
5. A description of the process to be used to enter into support arrangements with other suppliers, disposal organizations, maintenance organizations (warehouse materiel preservation); and
6. A description of the Quality Management System of the organization.

10.3.5 Schedule

1. Describe the contractor's concept and schedule for achieving full Technical Airworthiness Manual (TAM) compliance and full TAA Acceptance within <Insert # of months (24 months recommended)> after start of operations. The IP shall include the contractor's plan for submitting to the TAA an Airworthiness Process Manual (APM) or DND Airworthiness Supplement (DAS), in accordance with the requirements of the TAM (CFTO C-05-005-001/AG-001) within <Insert # of months (6 months recommended)> of contract award.

Note

DTAES requires the APM six months in advance of accreditation date.

2. Progress Reports on Technical Airworthiness Compliance shall be submitted every two months until receipt of full TAA accreditation/recognition. The reports shall track progress against the schedule provided in the Implementation Plan (IP), identify problem areas and proposed solutions.

Note

Organizations seeking credit for existing policies, procedures and regulatory approvals as part of their plan for achieving full TAA Acceptance may not be required to develop a complete Airworthiness Process Manual (APM,) as specified in the TAM. Instead, a DND

Airworthiness Supplement (DAS) covering any unaddressed TAM requirements may be sufficient. This typically applies to organizations accredited by competent airworthiness authorities – such as TCCA, FAA, EASA and foreign Military Airworthiness Authorities – for a similar or identical scope of work or to an OEM accepted throughout the worldwide aviation community as capable and competent for the scope of work. This will be discussed with the contract TA and the successful bidder at the initial Technical Airworthiness Management meeting, as per Para <Insert paragraph number> of the <RFP/SOW Name>.

10.4 Additional Data

Any other data or information including policies, processes and procedures necessary to describe how the Contractor will transition from contract award to full TAA accreditation or recognition, as applicable.

A.2 AW-001 Airworthiness Process Manual

DATA ITEM DESCRIPTION DND Form 1409

1. TITLE	**2. IDENTIFICATION NUMBER**
AIRWORTHINESS PROCESS MANUAL (APM)	AW-XXX

3. DESCRIPTION/PURPOSE

To describe the contractor's airworthiness processes (i.e., Maintenance, Engineering and Materiel Support) and demonstrate compliance with the DND Technical Airworthiness Manual (TAM). The Draft APM or DND Airworthiness Supplement (DAS) is required as part of the Contractor's undertaking to achieve TAA accreditation/recognition as an acceptable organization. Once approved by the TAA, it becomes the governing document for all airworthiness functions and airworthiness-related activities to be carried out by the organization in support of the applicable Weapon System.

4. APPROVAL DATE	**5. OPI**	**6. GIDEP APPLICABLE**

7. APPLICATION/INTERRELATIONSHIP

8. ORIGINATOR	**9. APPLICABLE FORMS**

10. PREPARATION INSTRUCTIONS

10.1 Format
Must be prepared in Contractor's format.

10.2 Reference
C-05-005-001/AG-001 – *Technical Airworthiness Manu*al (TAM)
TAA Advisory 2013-02 – *Airworthiness Process Manual Preparation Instructions*

10.3 Content

1. The Contractor's APM shall be developed to meet the requirements of TAM standards 1.4.2.S1.6 to 1.4.2.S1.9. For organizations seeking credit for existing policies, procedures and regulatory approvals as part of their plan for achieving full TAA acceptance, a DND Airworthiness Supplement (DAS) shall be developed that meets the requirements of TAM 1.4.2.S1.6 to 1.4.2.S1.9. The DAS shall provide amplification to the organization's existing airworthiness policy in complying with the requirements of the DND/CAF Technical Airworthiness Program.
2. While every organization is unique, all APMs share the requirement to cover general topics, as applicable, based upon the airworthiness functions and the scope and depth of authority assigned:
   a. TAM Part 1, Chapter 4, Section 2, Annex A – Acceptable Technical Organization
   b. TAM Part 1, Chapter 4, Section 2, Annex B – Acceptable Manufacturing Organization
   c. TAM Part 1, Chapter 4, Section 2, Annex C – Acceptable Maintenance Organization
   d. TAM Part 1, Chapter 4, Section 2, Annex D – Acceptable Materiel Support Organization
   e. TAM Part 1, Chapter 4, Section 2, Annex E – Acceptable Design Organization
3. Detailed guidance for the development of a TAA-acceptable Airworthiness Process Manual is provided in TAA Advisory 2013-02– *Airworthiness Process Manual Preparation Instructions*.
4. The draft version shall, at a minimum, describe a "steady state" authorization control system. This is a description of how the organization will authorize its personnel to exercise airworthiness functions and perform airworthiness-related activities commensurate with the scope and depth of authority assigned to the acceptable organization.
5. The final version shall describe the complete Airworthiness Control System of the acceptable organization, in compliance with the requirements of the DND/CAF Technical Airworthiness Program and the TAM, and shall be complied with by the contractor in carrying out his responsibilities for Technical Airworthiness.

10.4 Additional Data

A.3 ENG-001 Engineering Support Plan

DATA ITEM DESCRIPTION DND Form 1409

1. TITLE	**2. IDENTIFICATION NUMBER**
ENGINEERING SUPPORT SYSTEM PLAN (ESSP)	ENG-XXX

3. DESCRIPTION/PURPOSE

The Engineering Support System Plan (ESSP) must outline the Engineering Support for the Weapon System (WS). The ESSP must encompass the Engineering Support System through concept development, design and implementation, deployment, operation, maintenance and support. The ESSP must identify and describe the engineering programs, organization(s), resources, processes, process tasks, process task outcomes, planning documents and technical reviews required to provide Engineering Support services.

4. APPROVAL DATE	**5. OPI**	**6. GIDEP APPLICABLE**

7. APPLICATION/INTERRELATIONSHIP

8. ORIGINATOR	**9. APPLICABLE FORMS**

10. PREPARATION INSTRUCTIONS

10.1 Format
Must be prepared in Contractor's format.

10.2 Reference
C-05-005-001/AG-001 – *Technical Airworthiness Manual* (TAM)

10.3 Content

10.3.1 Execution Process

1. The ESSP must describe the execution process used in the analysis, design, test, validation and integration of the Engineering Support. The ESSP must describe how the execution process will integrate with other Support System Plans.
2. The ESSP must describe the overall relationships between work activities and tasks reflected in the Integrated Master Schedule DI PM-XXX. The ESSP must also describe relationships and interfaces to other program efforts and support plans. The schedule must include the Engineering Support System deliverables, as specified in the applicable sections of the SOW.

10.3.2 Development Process

1. The ESSP must detail the analysis(ses), tasks and studies that the contractor will undertake, and the work products that will be generated to meet Canada's Requirements.
2. The ESSP must describe how the Engineering Support Services will be developed, designed implemented, provided, supported, and managed in order to support the Maintenance Program Deliverables MNT-XXX for the life of the Contract.
3. The ESSP must describe how applicable policies and technical orders associated with the Engineering Support will be considered in the development of the ESSP.
4. Although not limited to these elements, the ESSP must cover the following:
   a. air vehicle engineering;
   b. aerodynamic loads and performance analysis/improvement;
   c. flight dynamics and control system engineering;
   d. dynamic component engineering;
   e. systems engineering;
   f. avionics and mission systems engineering;
   g. software engineering;

h. structural analysis and design/repair;
i. composite structures engineering;
j. corrosion control;
k. Non-Destructive Testing technique;
l. Structural Integrity Program (Fatigue Analysis);
m. Engine Structural Integrity Program;
n. Mechanical System Integrity Program;
o. Electrical Wiring Interconnection System Program;
p. Armament Systems, Stores carriage and separation engineering work;
q. aero engine engineering;
r. fuel system, auxiliary power, hydraulic, electrical and environmental control systems engineering;
s. materials analysis;
t. Simulation and Training Systems Engineering;
u. Flight Test and Evaluation;
v. Reliability and Maintainability Engineering; and
w. human factors engineering.

10.3.3 Services

1. When developing the ESSP, the Contractor must list the services required for the Engineering Support System to provide life cycle engineering work in support of the WS. As a minimum, the ESSP must include the following services:
   a. In-Service Engineering Support, as described by TAM 2.3.2.S1.4.d.(1)
   b. Airworthiness Support;
   c. ASIP/ESIP/HUMS/Mechanical System Integrity Program and EWIS Integrity program support;
   d. Software Support;
   e. In-Service Flight Test and Evaluation Support; and
   f. Training Support System.

2. When developing the ESSP, the Contractor must include details for each of the services. As a minimum, the following topics must be addressed for each service outlined in the ESSP:
   a. a list of the additional engineering standards that will be applied when providing services within the engineering disciplines;
   b. a list of the engineering discipline specific technical reviews that will form part of the Engineering Support System (ESS) services, and any ESS engineering discipline specific deliverables that will be produced;
   c. a description of the processes that will be used by the ESS to maintain a system engineering focus in the provision of ESS services; and
   d. a description of the processes that will be used by the ESS to provide services to other Support Systems requiring engineering support services.

10.4 Additional Data

A.4 MNT-001 Maintenance Support Plan

DATA ITEM DESCRIPTION DND Form 1409

1. TITLE	**2. IDENTIFICATION NUMBER**
MAINTENANCE SUPPORT SYSTEM PLAN (Maint SSP)	MNT-XXX

3. DESCRIPTION/PURPOSE

The Maint SSP defines the maintenance support that will be provided by the Contractor and how the maintenance support services will be managed and integrated with Canada's operations.

4. APPROVAL DATE	**5. OPI**	**6. GIDEP APPLICABLE**

7. APPLICATION/INTERRELATIONSHIP

8. ORIGINATOR	**9. APPLICABLE FORMS**

10. PREPARATION INSTRUCTIONS

10.1 Format
Must be prepared in Contractor's format.

10.2 Reference
C-05-005-001/AG-001 – *Technical Airworthiness Manual* (TAM)

10.3 Content

10.3.1 Scope

1. The Maint SSP must clearly describe the scope of Maintenance Support for the Weapon System (WS). As a minimum, the Maint SSP must explain:
   a. how the Maintenance Support System requirements of the SOW will be accomplished;
   b. how the Maintenance Support System will interact with other In-Service Support (ISS) Support Systems
   c. how the airworthiness requirements required for the implementation of the Contractor's Maintenance Process Manual(s) will be fulfilled;
   d. the Maintenance Concept definition for the WS, meeting the intent of the maintenance concept document described in TAM Part 2, Chapter 1, including:
      i. describe how the Instructions for Continued Airworthiness (ICA) will be captured and managed within an approved Maintenance Program that satisfies the requirements listed in the Statement of Operating Intent, including, but not limited to, roles missions, environment of operation, usage spectrum and the anticipated annual flying rate;
      ii. identify the goals, levels, structure and periodicities for Preventive Maintenance and Corrective Maintenance, as applicable, including the means by which scheduled maintenance requirements are monitored and initiated (i.e., life-limited components); and
      iii. address all maintenance activities as described in TAM Part 3, Chapter 1;
   e. the overall In-service Monitoring Program, including all applicable Usage and Condition Monitoring Programs for the WS, as per TAM Part 3, Chapter 4, and how these will be accomplished; and
   f. how the Maintenance Program will achieve approval including:
      i. the development and design of the Maintenance Program;
      ii. the activities necessary to achieve Maintenance Program approval, including who must perform these activities; and
      iii. representation of the Maintenance Program within the accepted Interactive Electronic Technical Manuals.

10.3.2 Processes

1. The Maint SSP must describe the processes used in the systems engineering activities associated with Maintenance Support System development and on-going support, and the processes used in the integration with other SSs.
2. The Maint SSP must describe the processes used for Maintenance Program development, including all elements of the In-service Monitoring Program for the WS, and the Maint SSP must explain how the validation and any demonstration of the Maintenance SS or its components will be incorporated into the completion of the maintenance program.
3. The Maint SSP must identify the processes to be used in order to obtain Maintenance Program approval.
4. The Maint SSP must include the processes to be used for deviations, as they pertain to Contractor activities, to the Canada-approved Maintenance Program, in accordance with TAM 3.1.3.S1.2.
5. The Maint SSP must explain how the following will be addressed, including use of current processes or the need for development of new processes for:
    a. Maintenance Support Program requirements, as described in TAM 2.3.2.S1.4.d.(2);
    b. Support services for Contractor-provided Special Test Equipment (STE) at the MOBs, including Canada responsibilities, Contractor responsibilities and STE facilities;
    c. Training for Contractor-provided STE;
    d. Contractor use of any Canada-provided STE;
    e. Contractor implementation and operation of the WS Tool Control System at the MOBs;
    f. Describing how the contractor will manage STE calibration;
    g. Aircraft induction for Contractor-provided maintenance, including:
        i. aircraft arrival, post-maintenance test flights, acceptance by Canada and ferry flight departure;
        ii. second and third line preventive maintenance, including aircraft painting, providing an overall summary of the paint schedule and how this relates to the other scheduled maintenance activities;
        iii. second and third line unscheduled maintenance, including corrective maintenance for damage to aircraft beyond Canada's capabilities, requiring aircraft induction to the Contractor's maintenance facility and modification lines, including an explanation of how the Contractor will ensure that the Contractor maintenance facility is made available to support operations; and
        iv. maintenance quality assurance and quality certification processes;

10.3.3 Contractor-Provided Maintenance

1. The Maint SSP must describe the overall concept and locations to be used for conducting first, second and third lines of maintenance, including all associated airworthiness accreditation and recognition plans and activities.
2. The Maint SSP must describe how all requirements for Contractor-provided maintenance of the SOW will be met.

10.4 Additional Data

A.5 MTL-001 Materiel Support Plan

DATA ITEM DESCRIPTION DND Form 1409

1. TITLE	**2. IDENTIFICATION NUMBER**
MATERIEL SUPPORT SYSTEM PLAN (MSSP)	MTL-XXX

3. DESCRIPTION/PURPOSE

The Materiel Support System Plan (MSSP) must describe the contractor's management approach for meeting the Materiel Support requirements for the Weapon System (WS). It must provide visibility of key events, their relationship with other elements and actions of the In-Service Support (ISS) elements and the schedule for their accomplishments.

4. APPROVAL DATE	**5. OPI**	**6. GIDEP APPLICABLE**

7. APPLICATION/INTERRELATIONSHIP

8. ORIGINATOR	**9. APPLICABLE FORMS**

10. PREPARATION INSTRUCTIONS

10.1 Format
Must be prepared in Contractor's format.

10.2 Reference
C-05-005-001/AG-001 – *Technical Airworthiness Manual* (TAM)

10.3 Content

10.3.1 Execution

1. The MSSP must describe the execution process used in the analysis, design, test, validation and integration of the Materiel Support. The MSSP must describe the Execution Process used in the integration with other SSPs.
2. The MSSP must describe the overall relationships between work activities and tasks reflected in the Integrated Master Schedule DI PM-XXX. The MSSP must also describe relationships and interfaces with other program efforts and Support Plans. The schedule must include the life cycle data deliverables, as specified in the applicable sections of the SOW.
3. The MSSP must detail the analysis(ses), tasks and studies that the contractor will undertake and the work products that will be generated to meet Canada’s Requirements.
4. The MSSP must describe how applicable policies and technical orders associated with the materiel will be considered in the development of the MSSP.
5. The MSSP must describe how the following elements will be considered in the analysis of Canada's requirements:
    a. MOB Warehouses;
    b. GSM/GFE;
    c. Operational Context;
    d. Materiel Support System Project Work Requirements:
        i. Materiel Support Service Levels;
        ii. Spares and Consumables;
        iii. Supply Chain Management (SCM); and
        iv. provision of SCM for Deployed Operations; and
    e. Materiel Support System:
        i. MSSP;
        ii. MSSP Work; and
        iii. Materiel Support Program.

10.3.2 Services

1. The MSSP must explain how the requirements described in TAM 2.3.2.S1.4.d.(3) will be addressed, and must incorporate the following items:
   a. the processes in accordance with the Logistics Support Program that will be used to develop/establish, support and/or execute the MSSP;
   b. a detailed overview of the Materiel Support System ConOps;
   c. a high level architecture of the Materiel Support services, and a description of the lines of service to the activity level;
   d. a description of the interfaces and linkages to other Support Services and any other interfaces that are required, if applicable;
   e. a description of the approaches that will be used to involve Canada in the MSSP;
   f. a description of the MSSP management structure showing the authority and responsibility of each organizational unit, including organizations external to the SSP; and
   g. a description of how the materiel lines of service will be integrated;

2. The MSSP must describe how the Contractor will meet the airworthiness controls in the management work for the WS spares and consumables in accordance with the TAM.

10.4 Additional Data