



MID-CANADA MOD CENTER
 Toronto Pearson Airport (CYYZ)
 Hangar 9, 2450 Derry Road East
 Mississauga, Ontario L5S 1B2 Canada
 Tel: (888) 928-4669 Fax: (905) 673-9915

MID-CANADA MOD CENTER
 Waterloo International Airport (CYKF)
 Hangar 53, 251 Jetliner Court
 Breslau, Ontario N0B 1M0 Canada
 Tel: (519) 648-2921 Fax: (519) 648-2614

MID-CANADA MOD CENTER SELF EVALUATION

COMPANY INFORMATION:	
Company Name: Mid-Canada Mod Center	
Mailing Address:	Methods of Contact:
YYZ: Hgr. 9, 2450 Derry Road E, Mississauga, ON L5S 1B2 YKF: PO Box 69, Breslau, Ontario N0B 1M0 Canada	Main Phone YYZ: (905) 673-9918 or (888) 428-4669 Main Phone YKF: (519) 648-2921 or (888) 428-4669
Website: http://www.midcanadamod.com Email: info@midcanadamod.com	Main Fax YYZ: (905) 673-9915 Main Fax YKF: (519) 648-2614

SELF-AUDIT INFORMATION:	
Date of Self-Audit: June 26, 2018	Date of Last Audit: February 5 & 6, 2018
Person Responsible for Quality System: Kevin Birch	Audit Performed By: Transport Canada
Reports To: Bill Arsenault Accountable Executive / PRM	TC PVI Findings: CAR 561, CAR 573, and EASA MAG and QA System(s) were in compliance with regulatory requirements.
Name of Person Completing Self-Audit: Kevin Birch	QA Manager Signature: <i>Kevin Birch</i>

MAINTENANCE CONTACT INFORMATION:			
Contact Title	Contact Name	Telephone (Direct)	Email Address
President & Accountable Executive	Bill Arsenault	(905) 673-9918 Ext. 2002	bill@midcanadamod.com
Person Responsible For Maintenance	Bill Arsenault	(905) 673-9918 Ext. 2002	bill@midcanadamod.com
VP Quality/Safety (Quality Manager)	Kevin Birch	(519) 648-2921 Ext. 2311	kevin@midcanadamod.com
VP Production (Production Manager)	Mike Wiedemann	(905) 673-9918 Ext. 2005	mike@midcanadamod.com
Service Shop Manager	Jeff Rogers	(905) 673-9918 Ext. 2003	jrogers@midcanadamod.com
Stores Manager	John Medeiros	(905) 673-9918 Ext. 2012	john@midcanadamod.com

ACCOUNTING CONTACT INFORMATION:			
Contact Title	Contact Name	Telephone (Direct)	Email Address
Director of Finance	Naomi Wale	(519) 648-2921 Ext. 2305	nwale@midcanadamod.com
Accounts Receivable	Rose Vickell	(519) 648-2921 Ext. 2310	AR@midcanadamod.com
Accounts Payable	Michelle McCullum	(519) 648-2921 Ext. 2309	AP@midcanadamod.com



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NUMBER OF EMPLOYEES:						
Total Employees	Supervisors	Engineering	Quality Assurance	Licensed AME's	Production (Includes AME's)	Office & Support
45	5	3	3	16	23	11

REGULATORY APPROVALS:				
Regulatory Authority	Category	Certificate Number	Certificate Categories * See Attached Certificates	QA System Conforms to
TCCA	Maintenance	59-97	Avionics, Components, Instruments, Structures	CAR 573
TCCA	Manufacturing	59-97	Wire Harnesses, Assemblies, Installation Kits	CAR 561
EASA	Maintenance	EASA.145.7224 Exp: 2020-06-01	EASA Part 145 Foreign Repair Station Limited to CAR 573 Categories above	CAR 573, EASA 145

FACILITIES:				
Facility	Location	Hangar	Approximate Shop and Office Space	Approximate Hangar Space
CYYZ	Toronto Pearson Airport Mississauga, Ontario Canada	9	4,425 SQ-FT	As needed
CYKF	Region of Waterloo Int'l Airport Breslau, Ontario Canada	53	4,270 SQ-FT	50,000 SQ-FT As needed

1.0 MAINTENANCE POLICY MANUAL:	YES	NO	N/A
1.1 Does the company have a Maintenance Policy Manual (MPM) that is approved by Transport Canada? Amendment No: <u>Issue 4, Original, dated April 20, 2018</u>	X		
1.2 Does the company have an accepted EASA Part 145 Supplement to the MPM? Amendment No: <u>Issue 2, Amendment 4, dated April 9, 2018</u> EASA.145.7224 Valid Until: <u>June 01, 2020</u>	X		
1.3 Does the MPM describe the organization and scope of work performed?	X		
1.4 Are the standards/procedures used to perform the work clearly identified?	X		
1.5 Are Quality Control Procedures or other documents incorporated by reference in the MPM? Ref. MPM Section 9, Paragraph 9.2	X		
1.6 Are the MPM, EASA Supplement, and Incorporated documents available to all employees performing and certifying work? Statement of Compliance: A read only copy of the MPM, EASA Supplement, and Quality Control Procedures is available on the company server for all personnel?	X		



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2.0	SCOPE OF WORK:	REF. MPM SECTION 2	YES	NO	N/A
2.1	Statement of Compliance: Mid-Canada Mod Center is approved, equipped and capable of carrying out all specialized and non-specialized maintenance and modifications of aircraft and aeronautical products as specified on the company's AMO Categories and Ratings certificates issued by Transport Canada. These include the following:				
	Category	Rating	X		
	Avionics	Autoflight and Radio Systems			
	Components	Electrical Systems			
	Instruments	Miscellaneous instruments or displays and pitot-static instruments			
	Structures	Sheet Metal Structures			
2.2	Does the company maintain a current Capabilities List? Amendment No: <u>QCP 3, Issue 4, Original, May 15, 2018</u>		X		

3.0	PERSONNEL & TRAINING:	REF. MPM SECTION 3	YES	NO	N/A
3.1	Does the company maintain a list of key management personnel, including their responsibilities and reporting structure?		X		
3.2	Does the list identify the management personnel by name and title?		X		
3.3	Does the PRM authorize qualified inspection personnel sign a maintenance release on behalf of the company?		X		
3.4	For Aircraft Certification Authority (ACA) and Shop Certification Authority (SCA) does the PRM ensure that the inspectors meet the applicable requirements of the MPM, CAR 571.11, CAR 573.05, and CAR 573.06.		X		
3.5	Does the company issue appropriate Certifying Authority Documents (CAD), Limitations Records, and ACA/SCA Cards to inspection personnel so that they are aware of their signing authority authorizations and limitations?		X		
3.6	Does the company maintain a list of inspection personnel and their assigned inspection stamp numbers?		X		
3.7	Is there a policy and procedure for control, distribution, and use of inspection stamps?		X		
3.8	Are lost or stolen stamps permanently withdrawn from use?		X		
3.9	Does the MPM contain a training policy and program to ensure that maintenance personnel remain competent and aware of their technical and regulatory responsibilities for the scope of work undertaken?		X		
3.10	Does the training include initial, update, human factors, and maintenance safety related training as required?		X		
3.11	Does the training include additional training resulting from findings related to the Quality Assurance Program?		X		
3.12	Are training records maintained for each employee and retained for no less that (2) years after the employee leaves the company?		X		



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4.0	MAINTENANCE PROCEDURES:	REF. MPM SECTION 4	YES	NO	N/A
4.1	Is all work performed on an aeronautical product carried out in accordance with applicable regulations, using acceptable standards, methods, techniques, practices, parts and materials?		X		
4.2	Is all data used in the performance of maintenance, including major repairs and modifications, either approved or acceptable to the appropriate regulatory authority?		X		
4.3	Where an alternate standard is used to perform maintenance, is the alternate standard recorded on the technical record?		X		
4.4	Does the company have a policy and procedure for Maintenance Process Control?		X		
4.5	Does the process include recording of work performed and parts used on company forms?		X		
4.6	Is the work properly certified by an appropriately rated ACA or SCA inspector?		X		
4.7	Does the process include the recording of sub-tasks and ensure that any details of outstanding work are recorded in the appropriate technical record?		X		
4.8	Are technical records retained as required by CAR 573.15 and Standard 573.15?		X		
4.9	How long are maintenance records retained? <u>7 years minimum</u>		X		
4.10	It is the responsibility of the customer to advise of and Airworthiness Directives (AD) that they want incorporated at the time of maintenance. Does the company retain a copy of any AD embodied with the work order package?		X		
4.11	Does the company have a policy and procedure for completing Service Difficulty Reports to the appropriate regulatory authority?		X		
4.12	Is a copy of each Service Difficulty Report provided to the owner or operator of the aeronautical product?		X		
4.13	Does the company maintain a list of approved subcontractors?		X		
4.14	Does the company ensure that maintenance arrangements for contracting work are made with facilities that have a category and rating appropriate to the type of work to be performed?		X		
4.15	If a maintenance arrangement is made with a facility that does not hold an appropriate rating does the company remain responsible for inspecting and certifying the work?		X		
4.16	For work performed on behalf of an Air Operator, does the company ensure that the Air Operator's requirements are met?		X		



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5.0	MAINTENANCE RESOURCES FACILITIES & EQUIPMENT: REF. MPM SECTION 5	YES	NO	N/A
5.1	Does the company have adequate facilities that includes the necessary administrative, shop and hangar space, technical data, test equipment, and resources suitable for the scope of work to be performed?	X		
5.2	Do the storage facilities include adequate space for parts held in inventory to prevent damage or deterioration?	X		
5.3	Does the company have a system in place to segregate and identify serviceable from unserviceable parts in a manner that controls the issuance of those parts?	X		
5.4	Are non-aircraft related activities including non-aircraft part sales segregated from aircraft function(s) in a manner that will preclude the use of unapproved materials for aircraft materials?	X		
5.5	When maintenance is performed at a customer's facility, does the AMO ensure that the facility is adequate for the scope of work being performed?	X		
5.6	When maintenance is being performed outdoors, does the company consider environmental conditions to ensure the safety of the aircraft is not compromised?	X		
5.7	Does the company have the appropriate tools and test equipment necessary to carry out the intended maintenance function that is either owned by the company or available on an as needed basis through a rental or other arrangement?	X		
5.8	Does the company have a Calibration Program for precision test equipment that includes a calibration cycle recommended by the manufacturer?	X		
5.9	Does the calibration program include procedures for employee-owned test equipment?	X		
5.10	Are calibrations traceable to standards that are maintained to a National or International Standard?	X		
5.11	Does the calibration program identify the person responsible for developing and maintaining a list of test equipment requiring calibration?	X		
5.12	Does the company have a policy and procedure for ensuring that test equipment is not used past its calibration due date? Statement of Compliance: Calibration stickers showing the calibration expiry date are on each piece of precision test equipment. The technician using the equipment is required to verify the expiry date prior to use. In addition, a reminder program sends an email to the Service Manager and Quality Manager advising when test equipment calibration is about to expire. The equipment is removed from service prior to the expiry date.	X		
5.13	How long are calibration records retained? <u>3 years minimum</u>	X		
5.14	Are appropriate technical and regulatory publications available for personnel performing and certifying maintenance? Ref. MPM paragraph 5.4: Maintenance is performed using the most recent technical data and service literature. The technician performing the work is required to verify currency and applicability of technical data. This is accomplished by reviewing OEM publication indexes, each time, prior to use. All other technical data is considered uncontrolled and must be verified prior to use.	X		



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6.0	MAINTENANCE TECHNICAL RECORDS	REF. MPM SECTION 6	YES	NO	N/A
6.1	Are all defects, repairs, maintenance, and modifications recorded on company forms, including work orders, teardown reports (for component repair), and additional work sheet for aircraft maintenance.		X		
6.2	Are major modifications recorded on a Major Repair of Modification Report and submitted to the appropriate regulatory authority and the customer within the required time frame (TCCA within 30 days, FAA 337 within 48 hours of returning the aircraft to service)?		X		
6.3	Does the company identify the person(s), by title, responsible for completion and submission of a Major Modification Reports?		X		
6.4	Do technical records include the main work order, work process cards, additional work sheets, copies of maintenance release statements, and other documents used to control maintenance tasks?		X		
6.5	Do authorized inspection personnel verify the technical records for accuracy and proper completing prior to signing a maintenance release?		X		
6.6	What types of certification are provided for new and serviced aircraft parts? New Parts: Original Authorized Release Certificates, Certified True Copies, Original Maintenance Release Tags, C of C (as applicable). Repaired Parts: TCCA Form One, TCCA Form One with EASA Dual Release, Maintenance Release Tag, C of C (as applicable).		X		
6.7	For work performed on an aircraft, is a maintenance release completed in accordance the requirements of CAR 571.10 or the appropriate regulatory authority?		X		
6.8	How long are maintenance records retained? Ref. MPM Paragraph 6.6: Maintenance records are retained for no less than (3) years. Typically, maintenance records are retained for (7) years. Records with respect to aircraft modifications are retained indefinitely.		X		



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7.0	QUALITY ASSURANCE PROGRAM	REF. MPM SECTION 7	YES	NO	N/A
7.1	Does the company maintain a Quality Assurance Program that includes internal audits to ensure compliance with company policy/procedures and current regulations? Ref. QCP 7 Quality Assurance Audit Procedures		X		
7.2	Does the company identify the person responsible for direct control of the QA Program by title? Ref. MPM paragraph 7.1 (2): Quality Manager		X		
7.3	Does the company insure that the person responsible for the QA program meets the applicable regulatory requirements? Ref. MPM paragraph 7.1 (2) (a): The Quality manager meets the requirements of CAR 573.03 (1), CAR 573.03 (6), CAR 573.04 (4), and is a licenced Aircraft Maintenance Engineer (AME).		X		
7.4	If the person responsible for the QA Program is assigned other duties within the company, do the overall responsibilities required by the QA Program take precedence over all other assigned duties?		X		
7.5	Does the QA Audit Program ensure that all activities defined within the company MPM and Incorporated documents are verified for compliance within a (12) month period? Ref. MPM paragraph 7.2 (1) (a) and QCP 7: Internal audits are carried out on a progressive basis such that all areas are audited with (1) calendar year?		X		
7.6	Does the QA audit program include random sampling of various maintenance processes including an independent review of the QA program's own effectiveness to ensure that corrective actions remain effective?		X		
7.7	Does the QA Audit Program include the use of Audit Check Lists, Findings and Follow-up forms?		X		
7.8	Does the QA Audit Program ensure that personnel assigned to audit tasks or functions were not responsible for carrying out those tasks?		X		
7.9	Does the QA audit program record both records of compliance and non-compliances of the audit check sheets?		X		
7.10	Are audit findings distributed the appropriate management personnel responsible for the area being audited for implementation of the corrective and follow up actions in a timely manner?		X		
7.11	Do non-compliant audit findings include short term and long-term corrective actions and the root cause of each finding?		X		
7.12	Is there a closed loop system that includes the necessary follow up actions to ensure the effectiveness of each corrective action?		X		
7.13	Are audit findings, root cause, corrective and follow up actions reviewed and accepted by the PRM, Accountable Executive, and Certificate Holder?		X		
7.14	If audits are contracted out to an external agent, does the company ensure that the external agent has sufficient experience and training to carry out the audit? Are corrective actions resulting from findings generated by an external agent completed by the PRM or person with assigned management functions?		X		
7.15	Are records related to QA audits retained for the greater of (2) audit cycles and (2) years?		X		



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8.0	STORES & PURCHASING	REF. MPM SECTION 8	YES	NO	N/A
8.1	Does the company ensure that all aircraft parts are procured from recognized sources, including TCCA, FAA, and Foreign approved repair stations and distributors, or Original Equipment Manufacturers through a purchase order or maintenance arrangement? Note: Arrangements with Foreign Repair Stations are subject the a bi-lateral agreement, technical arrangement, or memorandum of understanding with Canada.		X		
8.2	Does the company maintain a list of approved vendors for the supply of aircraft parts and maintenance? The Quality Assurance department maintains a list of approved vendors. The list is reviewed on a weekly basis and updated as required. Vendors are requalified every three years.		X		
8.3	Do purchase orders contain relevant information with respect to part numbers and purchase order requirements? Ref. MPM paragraph 8.2 & QCP 6: As a minimum, purchase orders include the part number, quantity, and certification requirements.		X		
8.4	How long are purchase order records and certifications retained? Purchase orders and accompanying certifications are retained for a minimum of 10 years.		X		
8.5	Does the company have a receiving inspection system that visually inspects incoming parts and materials for signs of obvious damage and that supporting documentation meets the certification requirements identified on the purchase order?		X		
8.6	How does the company maintain traceability to the purchase order? Ref. MPM paragraph 8.3: The purchase order number is transcribed directly to the part or its packaging material. The original certification (Form One, 8130-3, or Maintenance Release Tag) or a certified true copy of the original certification is attached to the part. Certified true copies are generated when multiple parts are documented or "batched" on one authorized release certificate.		X		
8.7	Does the company have procedures for controlling parts that do not meet purchase order requirements? Ref. MPM paragraph 8.3: Parts that do not meet purchase order requirements are held in quarantine pending disposition. For new or used aircraft parts, receiving inspection contacts the supplier to receive a copy of the certification documentation. If this cannot be resolved, the part is returned to the supplier. Access to Quarantine Stores is limited to the PRM, Stores Manager, and Quality Manager.		X		
8.8	Are parts and materials stored under controlled conditions? Ref. MPM paragraph 8.4 & QCP 6: Parts and materials are typically stored in their original packaging material under climate-controlled conditions to prevent degradation. Static sensitive parts are stored in their original packaging material, anti-static bags, or conductive foam and only opened at anti-static work stations.		X		
8.9	Are flammable materials stored in fireproof cabinets?		X		
8.10	Are items with shelf life limitations controlled? Ref. MPM paragraph 8.6 & QCP 6: Items with shelf life limitations have the expiry date marked on the body of the unit at receiving inspection. The person using the product is required to verify the expiry date prior to use. Shelf life items are inspected on a monthly basis and removed prior to expiry.		X		



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8.0 STORES & PURCHASING	<i>continued</i>	YES	NO	N/A
8.11	How are parts and materials released from stores? Ref. MPM paragraph 8.5 & QCP 6: upon removal from stores, the part number, purchase order traceability, quantity, and serial number of the item is recorded on the applicable company form(s). For aircraft parts, a copy of the Authorized Release Certificate or maintenance release tag is retained with the work order package. The original is provided to the customer. For parts that do not require airworthiness certification, the purchase order number provides traceability to the origin.	X		
8.12	Are proper containers used for packaging parts to be shipped to the customer? Ref. MPM paragraph 8.7 and QCP 6: Prior to shipping aircraft parts to the customer, the part and its accompanying documentation, including maintenance release certification is inspected for accuracy and completeness. All static sensitive parts are placed in anti-static bags prior to shipping. Appropriate shipping containers are used to prevent damage and deterioration during the shipping.	X		

9.0 DOCUMENTS INCORPORATED BY REFERENCE	REF. MPM SECTION 9	YES	NO	N/A
9.1	Does the company maintain additional quality control documents? Ref. MPM Section 9: The Quality Manager is tasked to develop Quality Control Procedures (QCP) to support all policies identified in the MPM. All QCPs are incorporated by reference in the company Maintenance Policy Manual.	X		
9.2	Are changes to incorporated documents controlled? Ref. MPM paragraph 9.1 (3): Control, distribution, and amendments to the QCPs are similar in nature to the procedures for controlling the MPM. The Quality Manager is responsible for amending and distributing QCPs to each manual holder.	X		
9.3	Are incorporated documents available to all employees, including those performing and certifying maintenance on aeronautical products? Ref. QCP1: An electronic, read only, copy of each QCP is available on the company server(s) for all employees.	X		

10.0 MAINTENANCE OF US REGISTERED AIRCRAFT & PARTS	REF. MPM SECTION 10	YES	NO	N/A
10.1	Does the company have an approved policy in the MPM that addresses the special conditions contained in the Canada - USA Maintenance Implementation Procedures (MIP) for maintenance and modification of US registered aircraft?	X		
10.2	Does the company limit the work performed to the categories and ratings on the AMO Certificate(s) issued by Transport Canada?	X		
10.3	Does the company have a policy to ensure that maintenance, modification, or elementary work on U.S. aeronautical products comply with the applicable requirements of CAR 571, CAR 573, and the FAA special conditions?	X		
10.4	For maintenance, preventive maintenance, and alterations for 14 CFR Part 121 or 135 air carriers in commercial operations, does the MPM include additional items to ensure compliance with Part 121 or 135 air carriers' manuals?	X		



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10.0	MAINTENANCE OF US REGISTERED AIRCRAFT & PARTS <i>continued</i>	YES	NO	N/A
10.5	Does the MPM policy separate quality control functions from other maintenance functions, including the separation of maintenance from inspection on those items identified as required inspection items, as defined by the Part 121 or 135 air carrier manuals?	X		
10.6	Does the MPM contain a policy to permit the FAA, or TCCA on behalf of the FAA, to inspect its organization for continued compliance with CARs 571, 573 and the special conditions identified in the MIP?	X		
10.7	Does the MPM contain a policy to ensure that only FAA approved or acceptable parts or components and the most current manufacturer's recommendations or instructions for continued airworthiness are used in the performance of work?	X		
10.8	Where a Required Inspection Item (RII) is identified, is the inspection will be carried out by an ACA holder that did not perform the work.?	X		
10.9	Does the MPM contain a policy for reporting of Serious Defects & Suspected Unapproved Parts to the FAA?	X		
10.10	Does the company have an approved alcohol and drug program? At this time Transport Canada does not have a regulation that requires an AMO to develop an Alcohol and Drug Testing Program that meets the requirements of 14 CFR Part 120.			X

11.0	MAINTENANCE OF AIRCRAFT & PARTS UNDER THE CONTROL OF EASA	YES	NO	N/A
11.1	Does the company have an approved supplement to the MPM for maintenance performed on aircraft and aircraft parts under the regulatory control of the European Aviation Safety Agency (EASA) that meets the requirements of the Maintenance Annex Guidance (MAG)?	X		
11.2	Does the EASA Supplement include the Specific Regulatory Requirements identified in Appendix B1 Agreement on Civil Aviation Safety Between Canada and the European Community:			
	(a) a commitment statement signed by the current accountable manager that the organisation shall comply with the manual and its supplement;	X		
	(b) that the organisation shall comply with the customer work order, taking particular note of requested airworthiness directives, Modifications and repairs and of the requirement that any parts used were manufactured or maintained by organisations acceptable to the other Party;	X		
	(c) that the customer issuing the work order has established the approval of the appropriate Competent Authority for any design data for Modifications and repairs;	X		
	(d) that the release of Civil Aeronautical Product is in conformity with applicable legislative and regulatory requirements;	X		
	(e) that any Civil Aeronautical Product under the jurisdiction of the other Party found in an un-airworthy condition shall be reported to the other Party and customer.	X		