

4.4 DOCUMENT PACKAGE PROCEDURES

All records gathered in conformance with the C of A or export certificate issuance procedures will be collected in triplicate. These records will then be assembled into three distinct packages and will contain a minimum of all items listed in the following section. One package will subsequently be delivered to the client, one will be kept on a permanent secure file at D. Larouche Services, and the final one containing the original C of A for export received with the aircraft will be delivered to the Transport Canada office located at Dorval Airport within 48 hours.

For import aircraft :

The work package to be forwarded to Transport Canada shall include as a minimum, but not limited to:

- a) copy of the approved check list used (MSI-26);
- b) copy of Application Form 24-0043;
- c) copy of the signed Certificate of Airworthiness form 24-0073 or Special Certificate of Airworthiness – Restricted for 24-0074 as applicable;
- d) original Certificate of Airworthiness for export;
- e) copy of data plates;
- f) current aircraft time and cycles;
- g) engine, propeller, and APU data, respecting last inspection, overhaul, hot section inspection, etc;
- h) copies of the appropriate portions of the maintenance records;
- i) identification of the Type Certificate and revision status, Supplemental Type Certificates, etc;
- j) details of deficiencies noted during the inspection;
- k) copy of the work report required to bring the aircraft into compliance;
- l) details of Aging Aircraft / Supplemental Structural Inspection programs, etc;
- m) current weight and balance report and equipment list;
- n) list of repairs or modifications, including 24-0045 forms, FAA 337 forms, validations of field approvals, etc;
- o) list of applicable and accomplished Airworthiness Directives;
- p) list of Services Bulletins incorporated; and
- q) verification of all life limited and T.B.O. parts and components.