Avistrata for Transport Canada organizations

Approved maintenance organizations (CAR 573), operators and owners working under Part V of the Canadian Aviation Regulations

Avistrata Authority Manual

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1. About this manual

This manual explains how Avistrata works for organizations regulated by Transport Canada Civil Aviation (TCCA). Maintenance in Canada is governed by Part V of the Canadian Aviation Regulations (CARs) and its Standards: CAR 571 (maintenance and the maintenance release), CAR 573 (approved maintenance organizations, AMOs), CAR 593 (airworthiness directives) and CAR 605 (aircraft equipment, maintenance schedules and technical records). Avistrata runs its FAA-style rule set for these organizations (the structure is close) and prints Canadian names and wording: the CAR 571.10 maintenance release, AME licences, AMO signing authority and the Authorized Release Certificate (Form One).

It is written for organization administrators, persons responsible for maintenance (PRMs), quality staff, AMEs, stores and planning. Each chapter says where to click and what Avistrata does for you.

At a glance

Area	What Transport Canada organizations get
Maintenance release	CAR 571.10 wording on logbook entries, the logbook sticker, task card sign-off and the phone apps
Signing staff	AME licences (M1, M2, E, S, Balloons), AMO signing authority and owner elementary work
Parts	Incoming Form One, FAA Form 8130-3 and EASA Form 1 recorded in Stores
Maintenance schedule	Standard 625 inspections, ADs and life limits tracked in Maintenance Due
Billing	GST/HST, switched on by hand
Defaults	Imperial units and YYYY-MM-DD dates; both can be changed
Language	Screens in English or French; printed releases in English

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2. Setting up your organization

An organization administrator sets the authority once. Everything else follows from it: the maintenance release wording, the licence and authority names offered when someone signs, the release certificates listed in Stores, and the date format.

1. Sign in as an organization administrator and open **Admin → Manage Organization**.
2. Scroll to **Regulatory authority**.
3. Choose **Transport Canada**.
4. Fill in the fields in the table below, then click **Save**.
5. Sign out and back in (or reload the page) so every screen picks up the new setting.

Regulatory authority	**Transport Canada**.
AMO certificate no.	As shown on your AMO certificate. Printed with your maintenance releases. Owners and operators without an AMO can leave it empty.
Units and dates	Imperial units and YYYY-MM-DD dates by default. Both can be changed in the same section.
Release statement	Optional. Your own maintenance release wording from your maintenance policy manual (MPM), printed instead of the standard wording (see Chapter 4).

> Sub-organizations (bases, hangars, client organizations) inherit the parent's authority and certificate number unless they set their own. Records always follow the organization that owns the aircraft, so a record signed for a customer's aircraft uses the customer organization's rules.

> Changing the authority never changes records that are already signed: each keeps the wording and certificate number it was signed under, and its seal covers them.

3. Signing staff: AME licences and AMO signing authority

A maintenance release is signed by the holder of an AME licence with the appropriate rating, or by a person given signing authority by an AMO under CAR 573. Elementary work listed in Standard 625 Appendix A can be released by a person who is not an AME, as CAR 571 allows. Avistrata keeps each person's licence and authority and can check your signing list when someone signs.

Recording a person's licence

1. Open **Admin → Users** and click the person.
2. Under **Certificates**, add the AME licence: rating, number, type endorsements and any limitations. For AMO staff, also record the signing authority your MPM gives them and its scope.
3. Click **Save**. The licence and authority are shown on the person's record.

Licence and authority kinds offered on a logbook entry

Kind	Used for
AME M1	Aeroplanes and helicopters up to 5,700 kg maximum take-off weight, per the licence and type endorsements
AME M2	All aeroplanes and helicopters, per the type endorsements
AME E (avionics)	Avionics systems
AME S (structures)	Structures
AME Balloons	Balloons
AMO signing authority (CAR 573)	A maintenance release signed under the AMO's authority, within the scope your MPM sets (the default)
Owner, elementary work (Standard 625 Appendix A)	Elementary work released by a person who is not an AME
Recent experience	An AME exercises the licence privileges only with recent experience: at least 6 months in the preceding 24 months (CAR 403.05). Record the date on the person's certificate, and an expiry date where one applies so the reminder runs.

The signing list and the sign-off check

Quality → Repair station holds your certificate and the roster of people who may sign maintenance releases. Set the **sign-off check** to Off, Warn (allow it and record it on the record) or Block (refuse the signature). With Warn or Block on, a release or final inspection signed by someone not on the roster is recorded or refused. Some labels there use US terms (for example "FAA office"); enter your Transport Canada inspector in that field.

4. The maintenance release

Logbook entries

In **Logbook**, a new entry for an aircraft of your organization uses Transport Canada wording automatically:

Kind of licence or authority	The list in Chapter 3. The default is AMO signing authority.
Maintenance release	*The described maintenance has been performed in accordance with the applicable airworthiness requirements.* (CAR 571.10)
AD entries	States that the airworthiness directives listed were complied with (Transport Canada and State of Design ADs, CAR 593), followed by the maintenance release.
Certificate number	Your AMO certificate number, from Manage Organization.
Dates	YYYY-MM-DD, from the organization setting.

Sign with your PIN as usual. The entry is numbered, sealed (SHA-256) and chained to the aircraft's previous entry. A signed entry can only be voided with a reason and corrected by a new entry.

Task cards and the logbook sticker

Task card final sign-off and the printed logbook sticker use the same wording. Close the task cards on a work order, sign the final inspection, and print the sticker from the work order.

Your own wording

If your MPM uses different wording, enter it in **Manage Organization → Regulatory authority → Release statement**. It is then printed instead of the standard statement on logbook entries, the sticker, task card sign-off and new drafts in the phone apps. Leave it empty to use the standard wording.

5. Parts and the Authorized Release Certificate (Form One)

Incoming parts

In **Stores**, every stock unit records the certificate it arrived with. For Transport Canada organizations the list starts with:

Authorized Release Certificate (TCCA Form One)	Canadian release
FAA Form 8130-3	US-issued release
EASA Form 1	EU-issued release

Which certificates you may accept depends on your MPM and the bilateral agreements Canada has with the issuing country. A unit with no certificate can be held as "To be verified" and kept out of issue until it is checked.

On a task card

In the parts table click **Tag** to attach the part's release certificate.

Releasing a component you maintained

The **Component Shop** runs repairs, overhauls and bench tests with a router of signed steps and issues the release when every step is signed.

> **Not yet available:** the Component Shop issues FAA Form 8130-3 and EASA Form 1 today, not the Canadian Form One. Until it does, issue the Form One the way your MPM describes and attach it to the part with **Tag**.

6. Maintenance schedules and airworthiness directives

Maintenance schedule

Every Canadian aircraft is maintained to a maintenance schedule (CAR 605.86): for most small private aircraft, Standard 625 Appendix B, with the out-of-phase items of Appendix C. Keep the annual inspection and each out-of-phase item in **Maintenance Due**, each with its interval in hours, cycles or calendar time. Items turn amber as they come due and block dispatch when overdue. Reminders go out before the due date.

Airworthiness directives

The AD / SB tab matches ADs to your fleet by type certificate holder, model and serial number. FAA ADs for US-designed products are matched automatically, and EASA ADs once that feed is connected. **Transport Canada ADs (CF-...) are not read automatically:** record them on the AD / SB tab by hand so they are tracked in Maintenance Due like the others.

Life-limited parts

Life-limited parts are tracked by hours, cycles and calendar time on the aircraft, with the back-to-birth trace kept with the part in Stores.

7. Major repairs and modifications

In **Engineering**, record whether work is a major or minor repair or modification, with the approved data used (for example a supplemental type certificate or a repair design approval, CAR 571.06). The logbook entry carries the reference.

Approved data	Enter the approved data reference.
Paperwork for Transport Canada	Complete what Transport Canada requires for the major modification or repair and attach it to the work order in Files.
Maintenance release	Signed by a person allowed to release the work (Chapter 3).

8. Service difficulty and occurrence reporting

Service difficulties are reported to Transport Canada under CAR 591; accidents and reportable incidents go to the Transportation Safety Board. In Avistrata:

1. Open **Quality → Safety (SMS) → Investigations** and create the investigation.
2. Record what happened, the aircraft, the part (part number and serial), the risk and the actions taken.
3. Send the service difficulty report through Transport Canada's web reporting system within the time CAR 591 requires, then note the reference and the date sent on the investigation.

> The 72-hour mandatory occurrence report tracker used for EASA organizations is not switched on for Transport Canada organizations. Use the investigation's actions and due dates to track your deadlines.

9. Billing and GST/HST

Set up tax once in **Billing → Settings**:

Tax mode	Set the VAT mode to **On**. Documents then show GST/HST. (Automatic GST/HST by province is not switched on yet.)
GST/HST number	Your business number with the RT program account.
Rates	Enter the rate for your province: 5% GST, or the HST rate where HST applies. A line can have its own rate. Provincial sales tax (PST or QST) is not calculated separately yet.
Customers	Enter each business customer's tax number and province on the customer record.

Each document gets one tax line per rate. The rates and tax numbers are copied when the document is made, so a later change never alters a document already sent. Check the treatment with your accountant.

10. Technical records, audit trail and retention

- **Seal.** Signed logbook entries are sealed with SHA-256 over everything printed, the signer, the time and the certificate number. **Logbook → Check seals** recomputes them.
- **Who and when.** Signer, time and status changes are set by the server from the signed-in person, never from the browser.
- **Retention.** Keep technical records as CAR 605 Division VIII and your MPM require. Avistrata never deletes signed records; voided records stay on file with the reason.
- **Records package.** Records → Change History → Records package exports an aircraft's records as a ZIP for a sale, lease or audit.

11. The phone apps

The Mechanic and Admin apps use the CAR 571.10 wording on logbook entries and task card sign-off, and show your AMO certificate number.

12. Before you go live: check with your PRM

Avistrata supports compliance; it does not replace your MPM, your procedures or Transport Canada's acceptance. Before you use it for maintenance releases, check:

- The release wording matches your MPM. If not, enter yours as the release statement.
- Every person who signs has their AME licence or signing authority on file, with the recent experience date.
- Your AMO certificate number is correct in Manage Organization, and the signing list is up to date in Quality → Repair station.
- Transport Canada ADs for your fleet are recorded on the AD / SB tab.
- How you will issue the Form One until Avistrata does (Chapter 5), and your GST/HST rates (Chapter 9).

If anything differs, tell Avistrata support (support@avistrata.com). Wording can usually be changed for your organization alone, through the release statement, without waiting for an update.

13. Regulation references

Topic	Reference
Maintenance and the maintenance release	CAR 571; maintenance release 571.10; Standard 571
Major repairs and modifications	CAR 571.06
Approved maintenance organizations	CAR 573; Standard 573
AME licensing	CAR 403 and Standard 566; recent experience 403.05
Service difficulty reporting	CAR 591
Airworthiness directives	CAR 593
Maintenance schedules	CAR 605.86; Standard 625 Appendices A, B and C
Technical records	CAR 605 Division VIII
Component release	Authorized Release Certificate (TCCA Form One)

References are to the Canadian Aviation Regulations (SOR/96-433) and their Standards. Always use the current amendment. Avistrata is not affiliated with or approved by Transport Canada.