
**Transport Canada &
Canadian Owners and Pilots Association**

**Terms of Reference
Maintenance Working Group**

GENERAL AVIATION SAFETY CAMPAIGN



1.0 Introduction

1.1 Background

General aviation (GA) represents an important part of the aviation sector, with 350,000 aircraft and 700,000 pilots worldwide. In Canada, GA operations provide 36,000 full time jobs and contributes \$9.3 billion in economic output nationally. The Canadian Owners and Pilots Association (COPA) represents over 17,000 owners and pilots across Canada. As such, GA is an important part of the aviation sector and its safety is a priority for Transport Canada (TC).

For the purposes of this campaign, GA is defined as all recreational aircraft, including helicopters, gliders, ultra-lights, amateur built and flight training aircraft (406 Operators). But excludes aircraft flown by 604 Operators, as well as aircraft being flown under any of the 700 Operations.

The General Aviation Safety Campaign (GASC) was launched in 2017 to address GA safety issues as well as share the lessons learned from fatal accidents, as well as to address the Transportation Safety Board's (TSB) findings, through promotional tools and educational materials.

The Maintenance Working Group is one of many GA working groups that have been established in consultation with the Focus Group, and are based on safety data analysis and a review of other international GA programs.

1.2 Interpretation

In this Terms of Reference,

Deliverable means a tangible product or output to be produced and provided to the Safety Initiatives Team (SIT) by the Working Group

Objective means a goal to be achieved by the Working Group

Mandate means a directive issued by the Focus Group through the SIT

Task means an action required and/or to be undertaken by a member(s) of the Working Group to achieve the objective(s)

1.3 Mandate

The Maintenance Working Group has the following mandate:

1. *To promote maintenance safety awareness to aircraft owners and pilots through a review of non-regulatory tools as they relate to GA aircraft and to identify maintenance issues which require further promotion and education.*
2. *To improve acceptance and compliance of maintenance concepts and regulatory requirements of GA owners and pilots as critical building blocks to aviation safety.*
3. *To exchange best practices and encourage self-education and awareness amongst the general aviation community. Aircraft maintenance, awareness of maintenance concepts and regulatory requirements are key elements in promoting and maintaining a GA safety culture.*

1.4 Objectives

The Maintenance Working Group was established to achieve the following objectives:

- Increase awareness of maintenance issues, as they relate to GA aircraft
- Increase knowledge of Civil Aviation Regulations & Standards
- Identify aspects of maintenance which need to be reviewed and adapted due to modern technology with the perspective of improving aviation safety through better understanding, compliance and therefore a reduction in the cost of compliance

1.5 Tasks

The Maintenance Working Group has been assigned the following tasks:

- Review existing FAA Safety Enhancements and identify which can be applied in Canada
- Identify existing maintenance safety concerns within the GA community
- Identify key areas of weakness within the GA community with regard to knowledge of Regulations and Standards
- Review non-regulatory subject matter and/or tools related to maintenance for GA aircraft in order to identify which maintenance safety issues require updating and/or further promotion and education
- Research new technologies which can potentially impact aviation safety either directly, or indirectly and require a better understanding to ensure compliance

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1.6 Deliverables

The maintenance Working Group will develop and submit a report to the SIT, which will include recommendations, mitigation and implementation strategies on the following items:

- FAA Safety Enhancements which can be applied in Canada
- The top ten (10) maintenance safety concerns within the GA community
- The top ten (10) weakest areas of knowledge of the Regulations and Standards within the GA community
- The top ten (10) non-regulatory subject matter and/or tools that are related to maintenance for GA aircraft which require further safety promotion and education
- New technologies which can potentially impact aviation safety

2.0 Membership, Roles and Responsibilities

The Maintenance Working Group consists of key external and internal maintenance subject matter experts. The following section defines the roles and responsibilities of all members involved in the participation and outcome of the Working Group. An organizational chart can be found in Annex A.

2.1 Focus Group

The Focus Group consists of general aviation industry partners who will provide valuable input to guide the campaign towards a successful outcome. All working group changes concerning the General Aviation Safety Campaign's scope require Focus Group support and TC management approval. Members of the Focus Group are responsible for:

- Attending and participating in Focus Group meetings
- Contributing to the development of the GASC by sharing applicable resources and information
- Being involved in consultation and/or review of new publications/products.

2.2 Safety Initiative Team

The Safety Initiative Team (SIT) consists of TC and COPA personnel and will serve as a guiding body for the Working Groups. The SIT is responsible for the coordination and management of the Working Groups, as well as following through on the deliverables provided by the Working Groups.

The SIT will maintain a record of all deliverables and once implemented will evaluate effectiveness through defined performance criteria specific to each deliverable.

2.3 Working Group Lead

The Working Group Lead is responsible for leading the Working Group. The lead is responsible for, but not limited to, assigning tasks, arranging meetings, liaising with industry partners and liaising with the SIT.

The Working Group Lead will ensure that the Working Group is working within the scope of its mandate, the objectives are being met and that the required deliverable(s) are provided to the SIT within the assigned time frames.

The Working Group Lead reports directly to the SIT.

2.4 Working Group members

A variety of internal and external maintenance expertise will be invaluable to the maintenance Working Group. Specifically, those who have:

- a maintenance background
- worked either directly or indirectly with GA in a maintenance capacity
- an in-depth knowledge of the Regulations and Standards for Maintenance and/or the Certification process
- an interest and/or in-depth knowledge of new technologies specific to GA aircraft
- the ability to research, engage and gather information from manufacturers, regulators and the GA community

Per the mandate of the Working Group, the members are responsible for:

- researching, reviewing and identifying maintenance safety concern topics
- reviewing non-regulatory subject matter and tools related to GA maintenance
- Members fulfill their roles through their integrity, expertise, experience, and openness to the dialogue and deliberation

On occasion, other member responsibilities may include being available and prepared to participate in meetings, including Internet-based meetings, email exchanges, conference calls, and videoconferencing.

3.0 Meeting Administration

3.1 Frequency of Meetings

The Working Group will meet to discuss and review various maintenance safety subject matter as it applies to the mandate of the campaign.

The Maintenance working group will meet as necessary via teleconference, video conference, or in person, depending on the location and availability of members.

Ad hoc meetings can also be planned based on business needs. Communications outside meetings will be conducted and centralized through a Headquarters email list.

3.2 Recording of Working Group progress

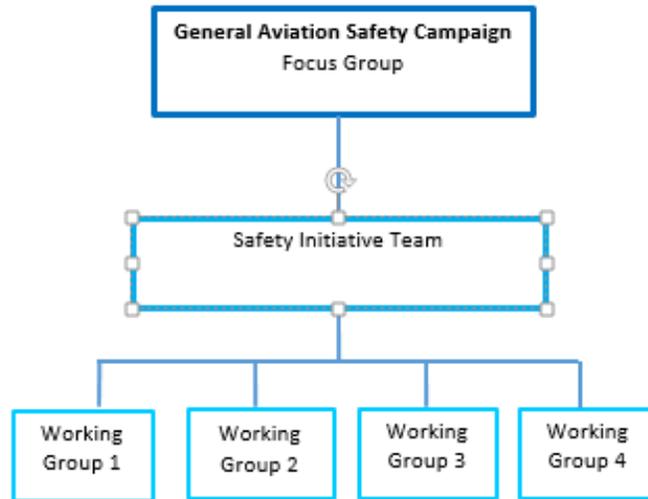
Documentation of each Working Group meeting will be shared with the Working Group members as well as the SIT.

4.0 Evaluation

Safety promotional material will be reviewed and evaluated for effectiveness to establish whether or not the safety objectives were achieved.

Once implemented, deliverables will be evaluated for effectiveness through defined performance criteria specific to each deliverable.

Annex A



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Annex B

Activity	Audience	OPI	Target Date	Notes
Initial Launch		GFS & TPEC	June 2018	
Kickoff meeting		Working Group Lead	July 2018	SIT member to introduce the group and review the Terms of Reference
Begin work			August 2018	
Status update			November 2018	To be provided to Focus Group