

# STANDARD PRACTICE FOR THE ISSUE OF AN APPROVED MANUFACTURERS CERTIFICATE - PERSONAL AIRCRAFT

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Reviewed by:

Name	Date	Comment

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## STANDARD PRACTICE FOR THE ISSUE OF AN APPROVED MANUFACTURERS CERTIFICATE - PERSONAL AIRCRAFT

### 1. Scope

This document establishes the minimum standards for the applicant of an “Approved Manufactures Certificate” - Personal Aircraft.

### 2. Reference documents

This document follows the format of the Canadian Aviation Airworthiness Regulation Chapter 561 entitled “Manufacture of Aeronautical Products”.

### 3. Definitions

#### 3.1 In this Part,

- 3.1.1 “**LAMAC**” means the Light Aircraft Manufacturers Association of Canada;
- “**Manual**” means the manual established under section 7 of this publication;
- 3.1.2 “**Type Definition**” means a document identifying the aircraft conforming to the LAMAC Standard DS 1101-04
- 3.1.3 “**PA**” means a Personal Aircraft
- 3.1.4 “**PAAG**” means Personal Aircraft Audit Group
- 3.1.5 “**PLA**” means a Personal Light Aeroplane.
- 3.1.6 “**Approved Manufacturer**” means a manufacturer operating under an “Approved Manufactures Certificate” in conformity with this standard practice and may include satellite manufacturing and assembly facilities authorized by the original manufacturer.
- 3.1.7 “**Declaration of Compliance**” means a declaration signed by an Approved Manufacturer attesting to the fact that the PA is in compliance with the applicable design and performance standard.
- 3.1.8 “**Certificate of Conformity**” means a certificate issued by an approved manufacturer attesting to the fact that a production aircraft conforms to the manufacturer’s type definition of a particular model PA.
- 3.1.9 “**Maintenance**” means work performed on PA including overhaul, repair, required inspection or modifications.
- 3.1.10 “**AMC**” means an “Approved Manufactures Certificate” with respect to a PA.
- 3.1.11 “**POH**” means a Pilot Operating Handbook
- 3.1.12 “**QAS**” means Quality Assurance System

### 4. Application

- 4.1 An AMC applies to manufacturing facilities within Canada.
- 4.2 Repairs carried out on a PA approved under an AMC are considered as maintenance. All parts must be approved by the original equipment manufacturer of the PA, and these parts must be installed according to the manufacturer’s standard and assembly instructions.

- 4.3 An application for a AMC is made in writing to LAMAC., and shall include a copy of all required documentation including the Manual.
- 4.4 An AMC is issued upon satisfactory compliance with the standards outlined in this part.
- 4.5 If the applicant's product is not an original design, the applicant shall submit, with the letter of application, a copy of the authorization from the original designer or his authorized agent.
- 4.6 The applicant submits a declaration to the effect that all documents supporting the application will be made available to PAAG and that they allow PAAG access to the facilities and data including, as applicable, those of suppliers, and provide assistance when required.
- 4.7 An AMC is not transferable.

## 5. Management Personnel

- 5.1 A person appointed pursuant to this section must be familiar with the CARs, LAMAC standards, and the manufacturing process used by the certificate holder.
- 5.2 Management personnel must be knowledgeable of, the responsibilities of the manufacturer, of the person signing the statement of conformity, the functions of production control and quality audit, record keeping requirements, and
- 5.3 Communicate with LAMAC as required.

## 6. Accountable executive

- 6.1 An applicant for an AMC shall appoint an accountable executive who will represent the applicant in all matters respecting the manufacturer certificate:
  - 6.1.1 The accountable executive shall ensure compliance with SP 1201-04, and shall make available for audit by PAAG all relevant documentation.
  - 6.1.2 The accountable executive shall establish, and maintain a manual that must include the information set out in section xxx of SP 1201-04.
  - 6.1.3 The accountable executive shall be responsible for keeping a permanent record of all pertinent QA and manufacturing data of each PA produced for as long as the relative special certificate of airworthiness remains in effect.
  - 6.1.4 The accountable executive shall establish and maintain a quality audit system.
  - 6.1.5 The accountable executive shall be responsible for signing the Statement of Conformity and must be assured that the PA has been manufactured in accordance with the manufacturers type definition for the particular PA model.
  - 6.1.6 The accountable executive shall maintain a list of all suppliers.
  - 6.1.7 The accountable executive shall notify LAMAC of permanent cessation of manufacture of a PA specified in the AMC.
  - 6.1.8 The accountable executive is required to ensure that the manufacturer has the material and human resources necessary for the manufacture and inspection of the products specified in the Recognized Manufacturer certificate. These resources includereasonable facilities, adequate equipment, and applicable documentation.

## **7. Manual**

A manual shall be maintained by the holder of an AMC, and shall contain, as a minimum, the following:

- 7.1 A statement signed by the accountable executive confirming that the manual and any incorporated documents identified therein conform to the requirements and standards required for the issuance of an AMC of a Personal Aircraft.
- 7.2 A copy of the AMC and AMC approval number.
- 7.3 A table of contents;
- 7.4 A means of ensuring that the manual is complete and up to date;
- 7.5 The provision for issuance and control of amendments, including a description of the amendment distribution procedures;
- 7.6 A brief description of the organization, location and facilities.
- 7.1 A description of the make and model for each PA manufactured.
- 7.2 The names and function of personnel;
- 7.3 A description of the system used to maintain contact with LAMAC and procedures to keep technical data up to date;
- 7.4 The location of technical data and compliance checklists for each model PA manufactured.
- 7.5 A description of the quality audit system;
- 7.6 A description of the policies and procedures in respect of authorizing statements of conformity.
- 7.7 A description of the methods used to maintain, production documentation including parts lists, component and assembly drawings and manufacturing specifications.
- 7.8 A description of the policies and procedures to control the collection, evaluation and reporting of defects, malfunctions and failure data.

## **8. Quality Assurance System**

A quality Assurance System shall be implemented and documented by the holder of an AMC and shall include the following.

- 8.1 The methods for maintaining the QAS Records for each LSA produced.
- 8.2 A system for maintaining the permanent record of all documentation used to show compliance of a particular PA.
- 8.3 A description of the system used to control any special processes related to critical parts used on the airframe of the manufactured PA.
- 8.4 An inspection process to verify the quality and conformance of the manufactured PA.
- 8.5 The manufacturer shall ensure that incoming parts are of suitable quality
- 8.6 A system for the disposition of non-conforming items.
- 8.7 Final inspection process prior to Flight Testing.
- 8.8 Documentation of the Production Flight Test.

**9. Quality Control Audit, and Corrective system.**

The quality control audit and corrective system is responsive to any changes within the organization that could affect compliance with the manual. The checklists used must be sufficiently detailed to ensure all functions are addressed. Specifically, the system includes the following elements:

- 9.1 An initial internal audit that covers all aspects within 12 months of the date on which the certificate was issued.
- 9.2 A recurring cycle of further internal audits
- 9.3 A record of findings
- 9.4 The corrective measures taken
- 9.5 A record system of the audit details, available to PAAG upon request.

**10. Statement of Conformity**

- 10.01 Statements of Conformity consist of the following statement: “The aircraft make and model identified above, has been manufactured in accordance with the recognized design and performance standards as specified in (reference applicable Design and Performance Standard); has been flight tested and found to be “Fit for Flight”
- 10.02 Statements of Conformity include the identification of the signatory, the name of the manufacturer and the AMC number.

**11. Training Program**

- 11.1 The accountable executive must ensure that personnel have received adequate training to carry out the functions to which they have been assigned.
- 11.2 The persons authorized to sign the Statement of Conformity must have the appropriate level of knowledge and experience to carry out their responsibilities.