



**CANADIAN SUPPLEMENT TO THE
WEST STAR AVIATION REPAIR STATION MANUAL**

CANADIAN SUPPLEMENT
FOR

**West Star Aviation, LLC (DBA) West Star Aviation
(GJT)**

796 Heritage Way

Grand Junction Regional Airport

Grand Junction, Co 81506

Federal Aviation Administration Repair Station

Certificate Number WTXR173J

&

Additional Fixed Location

At

2465 Patterson Road

Grand Junction, CO 81505

REVISION LEVEL

3

Date:

11/JUL/2022



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1. LIST OF EFFECTIVE PAGES

Page	Date	Revision
1	July 11, 2022	3
2	March 01, 2016	2
3	March 01, 2016	2
4	March 01, 2016	2
5	March 01, 2016	2
6	March 01, 2016	2
7	March 01, 2016	2
8	March 01, 2016	2
9	March 01, 2016	2
10	March 01, 2016	2
11	March 01, 2016	2

Approved by:

Kevin Bostwick

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West Star Aviation Accountable
Manager

Date

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DOLLAHITE
Date: 2022.09.13 07:37:02 -0600

FAA Flight Standards District Office

Date



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2. REVISION AND CONTROL

This Supplement shall be revised as required consistent with current operations and Canadian requirements. The Quality Assurance Manager will review this Supplement periodically; confirming the Supplement is still current and valid for use, or identifies needed changes. The Quality Assurance Manager will have any revisions he finds necessary produced in a final form for coordination with the FAA Flight Standards District Offices ("FAA FSDO") at Salt Lake City, Utah as described below. Each revision to this Supplement will include all pages, which will all bear the new revision number and date.

The Quality Assurance Manager will send two copies of each revision to the Flight Standards District Office for review. Upon acceptance of the proposed revision, the FAA Flight Standards District Office will sign and date the appropriate line on the List of Effective Pages. One copy is then returned to West Star Aviation and the other retained to revise the Flight Standards District Office's copy of the Supplement. Receipt of the returned copy from the FAA FSDO by the repair station signifies revision of the Flight Standards District Office's copy of the Supplement.

Upon receipt of the FAA accepted revision at West Star Aviation, the Quality Assurance Manager will distribute copies of the revision to the IT department to be posted on the company intranet and all paper copies will be distributed to all manual holders as required. Upon receipt of the revision, each manual holder is responsible for reviewing and inserting the revised Supplement into his/her assigned Repair Station Manual.

Additions, deletions, or revisions to text in an existing section will be identified by a revision bar in the margin of the page adjacent to the change, by highlighting the text in red, or both.

Failure to ensure that the 14 CFR Part 145 Repair Station/Quality Control Manual, and this TCCA Supplement are kept up to date in respect of regulatory changes, and that the applicable staff of the repair station comply with the procedures therein, could invalidate the TCCA approval.

3. INTRODUCTION

This supplement is prepared in accordance with the latest revision of FAA Advisory Circular 43-10, (as revised), and the current revision will be inserted into this supplement as Appendix A. This supplement shall be referenced at all times when maintenance, preventive maintenance, or alterations are completed on Canadian registered aircraft.

All maintenance completed by the Repair Station on Canadian registered aircraft is completed in accordance with the latest revision of the manufacturer's maintenance manual, other data approved by the FAA, and/or the Special Conditions set forth in this Supplement, as required by the MIP.

To be able to perform maintenance, preventive maintenance, and alterations on Canadian aeronautical products, this repair station must meet the applicable requirements contained in CAR 571 and CAR 573.

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This supplement contains procedures unique to the Canadian aeronautical products, specific training requirements, and reporting requirements.

This repair stations maintains the standards set forth in the Repair Station/Quality Control Manual and requirements of the MIP for Canadian registered aircraft.

4.0. SPECIAL CONDITIONS APPLICABLE TO ANY PERSON REQUIRED TO COMPLY WITH THIS SUPPLEMENT.

- a.** Only FAA or TCCA-approved or acceptable parts or components as applicable are used to perform maintenance, preventive maintenance, or alterations to United States or Canadian aeronautical products.
- b.** Maintenance, preventive maintenance, and alterations must be performed in accordance with current ICA or manufacturers' recommendations that will return the aeronautical product to its original or properly altered condition.
- c.** Maintenance or alterations must be certified by an approval for return to service or a maintenance release that meets the requirements of 14 CFR Part 43, sections 43.9 and 43.11 or CAR 571.10, as applicable, for aircraft and the use of the FAA Form 8130-3 or TCCA Authorized Release Certificate for aircraft components, and any other information required by the owner or operator, as appropriate. For the purposes of compliance with this supplement, the requirements of 14 CFR Part 43, sections 43.9, 43.11, and CAR 571.10 are considered equivalent.
- d.** Where maintenance or alterations are performed by a maintenance organization, the maintenance organization must hold a valid FAA repair station certificate or Canadian AMO certificate issued in accordance with the most current 14 CFR Part 145 issued as a final rule, or applicable CAR.
- e.** Major repairs and alterations on U.S. aeronautical products must be recorded on FAA Form 337 and a copy provided to the owner/operator of the aircraft and a copy sent to the FAA by mail or electronic means within 48 hours of the aircraft's return to service.
- f.** Major repairs or alterations performed on a Canadian aeronautical product must be recorded on FAA Form 337 or in accordance with Standard 571, appendix L, and sent to the TCCA within 48 hours by mail or electronic means.
- g.** Maintenance, preventive maintenance, or alterations performed on an aeronautical product under the control of a 14 CFR part 121 or 135 air carrier must be performed in accordance with that air carrier's manual.
- h.** Any serious defects or unairworthy conditions on civil aeronautical products must be reported to the FAA or TCCA, as applicable.

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i. FAA-approved repair stations should submit reports of any suspected unapproved parts found on Canadian aeronautical products to the air operator concerned, for reporting to Transport Canada in accordance with the operator's approved procedures.

4.1. TCCA SPECIAL CONDITIONS APPLICABLE TO U.S.-BASED REPAIR STATIONS AND MECHANIC CERTIFICATE HOLDERS.

a. The TCCA agrees that an FAA-certificated repair station or mechanic certificate holder may perform maintenance, preventive maintenance, and alterations (with the exception of annual inspections) on a civil aeronautical product under the regulatory control of the TCCA and approve that product for return to service if the repair station or mechanic certificate holder complies with the following special conditions:

- All repairs and alterations as defined by TCCA requirements must be accomplished in accordance with data approved by or acceptable to the TCCA.
- In the case of work performed by a repair station, the work will not exceed the scope of the ratings and limitations contained in the 14 CFR Part 145 certificate and authorized functions listed on the repair station Capabilities List or operations specifications.
- In the case of a major repair or alteration performed by a mechanic certificate holder, the mechanic may perform the work. However, a mechanic certificate holder with inspection authorization must approve the product for return to service.
- In the case of maintenance or alterations performed on aircraft operated in commercial air service pursuant to Part IV or Part VII of the CAR's, a repair station that meets the additional requirements specified in paragraphs 4.2 and 4.3 shall perform the work.

4.2. REPAIR STATIONS PERFORMING MAINTENANCE, PREVENTIVE MAINTENANCE, AND ALTERATIONS FOR CAR IV OR CAR VII COMMERCIAL OPERATORS.

4.2.1. In addition to the other requirements specified in this supplement, this repair station while performing maintenance, preventive maintenance, or alterations on aircraft operating in commercial air service under CAR IV or CAR VII will:

- a. Ensure compliance with the air operator's work order or contract, including notified TCCA airworthiness directives and other notified mandatory instructions contained in TCCA-approved air carriers' manuals, Ref. West Star Aviation Quality Control Manual Doc. No. 3.060;
- b. Ensure that all current airworthiness directives published by the TCCA that are applicable to the work being performed are available to maintenance personnel;

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- c.** Ensure that major repairs and major alterations as defined in CAR I are accomplished in accordance with data approved by the TCCA, Ref. West Star Aviation Quality Control Manual Doc. No. 3.030;
- d.** Ensure that major repairs and major alterations are reported to TCCA using FAA Form 337 or an equivalent method acceptable to TCCA;
- e.** Report to the TCCA any serious defects or unairworthy conditions on civil aeronautical products by filling out Transport Canada form 24-0038 as revised, (See sample form, Appendix A of this manual) and forward it via fax to (613) 996-9178 or mail to;

Aircraft Certification
Transport Canada
Place de Ville (AARDGE)
Ottawa, Ontario
K1A 0N8

- f.** Ensure compliance with the manufacturer's maintenance manuals or ICA, and handling deviations as indicated in this Repair Stations Quality Control Manual Doc. No. 3.010 para. 5.1 and
- g.** Implement a training program, as indicated in this repair stations Repair Station Manual Doc. No. 5.010, that ensures each employee assigned to perform maintenance, preventive maintenance, or alterations is capable of performing the assigned task, and that each person who approves an aircraft for return to service following maintenance or alteration has been trained on the aircraft type. Records of such training will be retained for a minimum of 2 years.

4.3. TO HOLD A REPAIR STATION AUTHORIZATION TO MAINTAIN COMMERCIALY OPERATED CANADIAN AIRCRAFT.

- a.** This repair station will continue to comply with 14 CFR Part 145 and these special conditions.
- b.** This repair station will allow the TCCA, or the FAA on behalf of the TCCA, to inspect it for continued compliance with 14 CFR Part 145 and these special conditions and to make its manual and the supplement required by these special conditions available for inspection.
- c.** Investigations and enforcement by the TCCA may be undertaken in accordance with TCCA rules and directives.
- d.** This repair station will cooperate with any investigation or enforcement action.

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5.0 DEFINITIONS- For the purposes of this supplement (and notwithstanding definitions contained in 14 CFR or the CARs), the following definitions apply:

- a. ACA**—Aircraft Certification Authority issued by an AMO under CAR 573.
- b. Alteration or Modification**—Making a change to the construction, configuration, performance, environmental characteristics, or operating limitations of the affected civil aeronautical product.
- c. CAR**—Canadian Aviation Regulations.
- d. CFR**—Code of Federal Regulations, specifically in Title 14 of the Code of Federal Regulations, parts 1 through 199.
- e. Civil Aeronautical Product**—Any civil aircraft, aircraft engine, or propeller or subassembly, appliance, material, part, or component to be installed thereon.
- f. Compliance with 14 CFR Part 43**—Compliance with the latest issue of CAR 571 and the FAA special conditions as set forth in this supplement and associated TCCA guidance material, as applicable.
- g. Compliance with 14 CFR Part 145**—In the case of a Canadian organization, compliance with the latest issue of CAR 573 and the FAA special conditions as set forth in this supplement and associated TCCA guidance material as applicable when maintenance, preventive maintenance, or alterations are performed in Canada.
- h. Compliance with CAR 571**—Compliance with the latest issue of 14 CFR part 43 and the TCCA special conditions as set forth in this supplement, recognizing that advisory circulars (AC) provide additional guidance in this area.
- i. Compliance with CAR 573**—In the case of a part 145 repair station, compliance with the latest issue of 14 CFR part 145 and the TCCA special conditions as set forth in this supplement when maintenance, preventive maintenance, or alterations are performed in the United States, recognizing that ACs provide additional guidance in this area.
- j. Data Approved by the FAA**—Data that is approved by the Administrator or the Administrator’s designated representative.
- k. Data Approved by the TCCA**—Data that is approved by the TCCA or by a person or organization delegated or approved by the TCCA for that purpose.
- l. FAA Acceptable**—Data that is acceptable to the Administrator, such as service information recommended by a type certificate (TC) holder, or industry standard data that supports eligibility of installation of standard parts (such as bolts and nuts) conforming to established industry or U.S. specifications.

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- m. FAA-Certificated Airman**—An individual issued a mechanic certificate or repairman certificate by the FAA, under 14 CFR part 65.
- n. Maintenance**—The performance of inspection, overhaul, repair, preservation, and the replacement of parts, materials, appliances, or components of a civil aeronautical product to ensure the continued airworthiness of that product, excluding alterations or modifications.
- o. MPM**—Maintenance Policy Manual approved by TCCA for an AMO.
- p. Preventive Maintenance**—Simple or minor preservation, operations, and the replacement of small standard parts not involving complex assembly operations.
- q. RCA**—Restricted Certification Authority issued by TCCA under CAR 571.11.

- r. Required Inspection Items**—The items of maintenance and alterations that must be inspected by a person other than the one who performed the work. These items include at least those that could result in a failure, malfunction, or defect endangering the safe operation of the aircraft, if not performed properly or if improper parts or materials are used.
- s. TCCA**—Transport Canada Civil Aviation

6. ACCESS BY TCCA AND THE FAA

TCCA and the FAA shall be allowed access to West Star Aviation facilities and documents to verify compliance with procedures and standards and to investigate specific problems. Furthermore, the FAA staff shall be allowed access to ascertain compliance and investigate problems on behalf of TCCA.

7. CUSTOMER WORK ORDERS AND INSTRUCTIONS

Maintenance performed by West Star Aviation for foreign operators is complicated by the fact that there may be occasions when non-FAA maintenance requirements, such as a foreign Airworthiness Directive are not known to West Star Aviation. This may occur because the information is not included in the information routinely reviewed by West Star Aviation. Consequently, the customer is responsible to provide explicit instructions for all work subject to the procedures and requirements of this Supplement.

If there are any questions about the interpretation of a work order or other work instructions, clarification shall be obtained from the customer before work begins. In general, work orders should specify the inspections, repairs, alterations, overhaul, airworthiness directives, and parts replacements that must be carried out. The Team Leader assigned to the project shall be the primary customer contact and shall assure that all customer instructions are understood.

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8. APPROVED DESIGN ENGINEERING DATA

Approved design engineering data is either approved by the national aviation authority (equivalent of the FAA) of the Type Certificate holder (typically the original equipment manufacturer), or it is data supplied by the customer and approved by the appropriate TCCA national aviation authority.

If there are any questions concerning the approval status of design engineering data to be used by West Star Aviation, the customer shall provide clarification prior to the initiation of the work requiring such data.

9. AIRWORTHINESS DIRECTIVES

TCCA authorities either issue their own airworthiness directives or accept FAA directives and issue additional directives.

West Star Aviation shall determine from the customer what airworthiness directives the customer requires to be followed in the work to be performed. This information, if applicable, should be a part of the work order or other instructions. In some cases, it will be necessary for the customer to supply the information necessary to incorporate airworthiness directive requirements.

10. MAJOR REPAIRS, ALTERATIONS, AND MODIFICATIONS

The approval of major repairs, alterations, and modifications will involve TCCA authorities. Therefore, it is essential for the customer to ensure that the appropriate TCCA has provided any required approvals.

West Star Aviation shall establish that the customer has obtained the necessary approvals or has initiated action to do so before West Star Aviation begins any work.

11. RELEASE OF COMPONENTS AFTER MAINTENANCE

Release to service of components up to and including complete power plants shall be in accordance with 14 CFR Part 43.9. At the completion of maintenance, West Star Aviation will issue FAA Form 8130-3 as required. Reference FAA order 8130.21 (or later revision), for detailed instructions for completing FAA Form 8130-3.

If there are any questions concerning the approval status of parts or components to be used by West Star Aviation, the customer shall provide clarification prior to the initiation of the work requiring such parts or components.

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APPENDIX A Transport Canada form 24-0038 (As Revised) Service Difficulty Report

	Transport Canada Civil Aviation	Transports Canada Aviation civile	Continuing Airworthiness	Maintenance de la navigabilité
SERVICE DIFFICULTY REPORT RAPPORT DE DIFFICULTÉS EN SERVICE				
SUBMITTER NO. - No DE CORRESPONDANT				
AIRCRAFT INFORMATION - DONNÉES SUR L'AÉRONEF			1. REGISTRATION IMMATRICUL'N C-	
4. AIRCRAFT AÉRONEF	MANUFACTURER - CONSTRUCTEUR	MODEL - MODÈLE	SERIAL NO. - N° DE SÉRIE	
5. POWERPLANT MOTEUR				
6. PROPELLER HÉLICE				
8. ASSEMBLY THAT INCLUDES SPECIFIC PART - ENSEMBLE COMPRENANT LA PIÈCE EXACTE			2. DATE Y - A M D - J	
(A) ASSY NAME - DÉSIGNATION D'ENSEMBLE	(B) MANUFACTURER - CONSTRUCTEUR	(C) MODEL / PART NO - MODÈLE / RÉFÉRENCE	(D) SERIAL NO. - N° DE SÉRIE	
9. SPECIFIC PART CAUSING DIFFICULTY - PIÈCE EXACTE CAUSANT LA DIFFICULTÉ			3. STATUS ÉTAT	
(A) PART NAME - DÉSIGNATION DE PIÈCE	(B) PART NO. - RÉFÉRENCE			
7. CODES				
(A) When discovered / Découverte (4 max.)				
(B) Nature / Nature (3 max.)				
(C) Action Taken / Mesures Prises (1)				
(C) PART CONDITION - ÉTAT DE PIÈCE			(E) PART CYCLES / CYCLES PIÈCE	
(D) LOCATION OF DEFECT ON PART - LIEU DU DÉFAUT SUR PIÈCE			(F) PART TSN / TT PIÈCE	
			HRS / HRES	
			(G) PART TSO / TOR PIÈCE	
			HRS / HRES	
10. PROBLEM DESCRIPTION - DÉFINITION DU PROBLÈME				
11. SUBMITTER - CORRESPONDANT			CHECK () ONE BOX - COCHER () L'UNE DES CASES	
NAME & MAILING ADDRESS - NOM ET ADRESSE POSTALE			<input type="checkbox"/> AIR OPERATOR / EXPLOITANT AÉRIEN <input type="checkbox"/> MANUFACTURER / CONSTRUCTEUR	
TEL / TÉL: () FAX: ()			<input type="checkbox"/> AMO / OMA <input type="checkbox"/> TRANSPORT CANADA / TRANSPORTS CANADA	
			<input type="checkbox"/> AME / TEA <input type="checkbox"/> OTHER / AUTRE	
TRANSPORT CANADA USAGE TRANSPORTS CANADA				