

.13 September 2023

**RE: VENDOR APPROVAL FORM**

To Whom It May Concern,

In response to your recent request to complete a vendor approval form, please see information listed below.

Company/Vendor Name: Harbour Air Aerospace Services Ltd.  
Address: 5400 Airport Road South, Richmond, B.C., V7B 1B5  
Website: Harbourair.com or Aerospaceervices.ca  
Quality Management Contact: Erika Holtz  
Engineering and Quality Manager  
P: 604-233-3529  
E: [eholtz@harbourair.com](mailto:eholtz@harbourair.com)  
Secondary Contact: Shawn Braiden  
PRM/DOM  
P: 604-233-3517  
F: 604-278-6056  
E: [sbraiden@harbourair.com](mailto:sbraiden@harbourair.com)

Number of shop floor employees: 50  
Number of administration/office employees: 10  
Number of employees in quality department: 4  
Current Certification: TCCA CAR 561 & 573 AMO 37-90

**Quality System**

**General Information:**

- Appropriate employees access the quality manual both via controlled electronic media and via hard copy.
- There is a system to ensure work continuity during shift change over.
- Items/products we use with a shelf life have the expiry date indicated on each item/product and are removed and disposed of when expired to prevent use.
- There are sufficient employees with appropriate qualification available to adequately perform work on accepted contracts.
- There are adequate facilities available to accomplish all tasks and duties from accepted contracts in a manner acceptable to the authorities and customers.
- The parts and materials storage areas are adequate to ensure that damage and/or deterioration are prevented through normal working conditions.
- Employees have the appropriate tooling, equipment, and data to adequately perform their daily tasks.
- The company has an approved capability list for the products/items repaired.
- Non-OEM (Engine Manual) design data repairs are not accomplished by our company except P-RE22-047/D Weld repair of Exhaust Duct Flange.

**Training:**

- There is a formal training program in place which includes classroom and on-job training.
- Initial environmental awareness training is provided in the company training program.
- Receiving Inspectors are trained to review airworthiness certificates for accuracy of their content.

- Return to Service personnel are trained in the correct methods of airworthiness certificate completion.
- Internal auditors are suitably trained and qualified to carry out internal audits to specified criteria.
- There is a system in place to identify, plan and implement recurrent training.
- There is a summary of employment in place for all employees.
- Human Factors training is conducted on an annual basis and accurate records of such are maintained.

#### Corrective and Preventative Actions:

- There is a formal corrective action procedure in place to address identified areas of non-conformance.
- Formal methods are used to determine the root cause of an identified problem.
- Customer complaints are addressed using the corrective action process.
- It is ensured that the corrective action directly addresses the identified root cause.
- Implemented corrective actions are evaluated and verified for effectiveness.
- It is ensured that preventative actions are developed and implemented to ensure that the corrective action remains effective.
- Records of corrective actions and their effectiveness evaluations are maintained for review.
- Corrective actions are used to identify potential non conformances in other areas.

#### Inspection:

- People performing inspection tasks are suitably trained, certified, and authorized.
- A roster of inspection personnel is available showing the functions for which they are approved.
- Inspection functions are carried out according to documented instructions.
- Acceptance and rejection criteria are available for reference at receiving, in process and in final inspection.
- Final inspection verifies that the items to be shipped, match the PO requirements and accompanying documentation.
- Completion of individual work steps is confirmed via physical signature.

#### Sub-contracting:

- There is a system in place to verify the quality of work performed by sub-contractors on an ongoing basis.
- There is a system in place to obtain corrective action from sub-contractors for poor quality/performance.

#### Data Control:

- There is a system in place to ensure that the latest level technical data is obtained and readily available.
- There is a system in place for the control, issue, and retrieval of technical data.
- There is a system in place to incorporate incremental changes.
- Document retention periods are IAW regulatory and customer requirements.

#### Product Control:

- An effective procedure is in place for the handling and storage of parts and materials.
- There is a system in place to ensure that aircraft items and non-aircraft items are clearly segregated from one another.
- The company accomplishes work on life limited items, and records are available from the previous operator of the life limit status.
- There is an effective system in place for the control of non-conforming and suspected non-conforming product.
- It is ensured that scrapped parts are damaged beyond repair on-site in a manner to ensure restoration/return to service is not possible.

- All parts/materials shipped have acceptable certification included.
- There is an approved vendor system; our suppliers are then evaluated both on a reactive and pro-active basis.
- The incoming quarantine receiving area is labelled and segregated.
- Aircraft/non-aircraft areas are labelled and segregated.

#### Technical Records

- There is a policy that establishes and maintains control of all records and documents used to perform and record maintenance.
- Technical records are retained on file for at least two years from the date of completion.

#### Calibration:

- A system is in place for the calibration of inspection, measuring, test equipment and appropriate tools.
- Calibration is conducted in a temperature and humidity-controlled area by an outside contractor.
- All calibrated instruments and tools have unique identification and calibration status/due date shown.
- There is a recall system in place to ensure instruments are retrieved and recalibrated by the due date.
- The calibration is traceable to national standards.
- Personal tools and equipment are allowed for use on company premises and the personal tools controlled, and where appropriate, are included in the calibration system.

#### Environmental:

- There is a formal documented environmental management system in place.
- There is a formal material and waste recycling program in place.
- There are clearly marked recycling containers available, and they are inspected for correct usage on an ongoing basis.
- Gas bottles are correctly labelled and stored/secured.
- Flammable materials are clearly identified and are stored in fireproof cabinets.
- Fire extinguishers are clearly identified, periodically checked and unobstructed access is maintained.

#### Employee Welfare:

- There is a program in place to monitor and improve employee health and wellness.
- There is suitable protective clothing provided and used as appropriate.
- Records are kept of accidents, injuries, and incidents within the workplace and are thoroughly investigated.
- Defined actions are taken to avoid workplace accidents, injuries, and incidents.
- Occupational hazards within the workplace are identified and removed where possible.
- There are no underage people employed within the organization.
- In Canada, there is no regulatory requirement for us to have a drug testing program and thus none is currently implemented.

I certify that the information listed above is accurate.

---

Shawn Braiden, PRM

Date

## Certificate of Approval / Certificat d'agrément

This is to certify that / Nous certifions que

*Harbour Air Aerospace Services Ltd.*

*Of / de*

*Richmond, BC*

### Approved Maintenance Organization / Organisme de maintenance agréé

**37-90**

is approved pursuant to CAR 573.02 for the maintenance of aeronautical products, and holds ratings in the following categories:


est autorisé en vertu du RAC 573.02 à effectuer la maintenance des produits aéronautiques, et possède des spécialités dans les catégories suivantes:

**Aircraft / Aéronefs**  
**Structures / Structures**  
**Welding / Soudage**

The scope of privileges applicable to each category is limited to that specified in the respective rating documents that accompany this certificate, and is conditional upon compliance with the approved procedures and limitations specified in the organization's maintenance policy manual.

L'étendue des avantages applicables à chaque catégorie se limite à ce qui est indiqué dans les documents pertinents aux spécialités qui accompagnent le présent certificat; et est conditionnelle au respect des procédures et des limites agréées énoncées dans le manuel de politiques de maintenance de l'organisme.

Date of Issue /  
Date de délivrance: 2023-08-31

Signed/  
Signature:   
Chris Chan (Chris) Chan, C. Chan Ltd.

Supersedes certificate dated/  
Remplace la liste datée de: 2018-10-17

For the Minister of Transport/Pour le Ministre des transports

**Approved Maintenance Organization Ratings /  
Spécialités d'organisme de maintenance agréé**

– **Structure Category / Catégorie structure** –

***Harbour Air Aerospace Services Ltd.***

**Approved Maintenance Organization / Organisme de maintenance agréé**

**37-90**

is authorized to perform maintenance, other than specialized welding or non-destructive testing, on the kinds of structures listed below, within the scope of work shown and subject to any further limitations specified in the maintenance policy manual.

est autorisé à effectuer des travaux de maintenance, autres que les travaux d'essais non destructifs ou de soudage spécialisés, sur les types de structures énumérés ci-dessous, pourvu que les travaux se limitent à la portée des travaux indiqués et sous réserve de toute limite additionnelle énoncée dans le manuel de politiques de maintenance.

<b>Rating / Spécialité</b>	<b>Scope of work / Portée des travaux</b>	<b>Effective Date / Mise en vigueur</b>
Sheet Metal Structures / Structures en tôle	As specified in company manual / Selon ce qui est prévu dans le manuel de la compagnie	1991-02-18

Date of Issue /  
Date de délivrance: 2023-08-31

Signed/  
Signature:    
David Chan (David) Chan, C.3212 JR

Supersedes certificate dated/  
Remplace la liste datée de: 1991-02-18

For the Minister of Transport/Pour le Ministre des transports



26-0761 (1003-01)

**Approved Maintenance Organization Ratings /  
Spécialités d'organisme de maintenance agréé**

**– Welding Category / Catégorie soudage –**

***Harbour Air Aerospace Services Ltd.***

**Approved Maintenance Organization / Organisme de maintenance agréé**

**37-90**

is authorized to repair and modify aeronautical products by means of the welding techniques listed below, within the scope of work shown and subject to any further limitations specified in the maintenance policy manual.

est autorisé à réparer ou modifier des produits aéronautiques à l'aide des procédés de soudage énumérés ci-dessous, pourvu que les travaux se limitent à la portée des travaux indiqués et sous réserve de toute limite additionnelle énoncée dans le manuel de politiques de maintenance.

<b>Rating / Spécialité</b>	<b>Scope of work / Portée des travaux</b>	<b>Effective Date / Mise en vigueur</b>
Arc Welding / Soudage à l'arc	As specified in company manual / Selon ce qui est prévu dans le manuel de la compagnie	2018-10-17
Resistance (spot and seam) Welding / Soudage par résistance (par points et joint)	As specified in company manual / Selon ce qui est prévu dans le manuel de la compagnie	2018-10-17

Date of Issue /  
Date de délivrance: 2023-08-31

Signed/  
Signature:  

Supersedes certificate dated/  
Remplace la liste datée de: 2018-10-17

For the Minister of Transport/Pour le Ministre des transports

**Approved Maintenance Organization Ratings /  
Spécialités d'organisme de maintenance agréé**

**– Aircraft Category / Catégorie aéronef –**

***Harbour Air Aerospace Services Ltd.***

**Approved Maintenance Organization / Organisme de maintenance agréé**

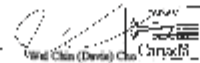
**37-90**

is authorized to perform maintenance, other than specialized maintenance, on aircraft of the types listed below, within the scope of work shown and subject to any further limitations specified in the maintenance policy manual.

est autorisé à effectuer des travaux de maintenance, autres que les travaux de maintenance spécialisés, sur les types d'aéronefs énumérés ci-dessous, pourvu que les travaux se limitent à la portée des travaux indiqués et sous réserve de toute limite additionnelle énoncée dans le manuel de politiques de maintenance.

Date of Issue /  
Date de délivrance: 2023-08-31

Signed/  
Signature:

  
Vital Chin (Doris) Cho

Supersedes certificate dated/  
Remplace la liste datée de: 2018-10-16

For the Minister of Transport/Pour le Ministre des transports

**Canada**

26-0761 (1003-01)


 Transport  
Canada

 Transport  
Canada

**Approved Maintenance Organization Ratings /**  
**Spécialités d'organisme de maintenance agréé**  
 – Aircraft Category / Catégorie aéronef –  
***Harbour Air Aerospace Services Ltd.***

Approved Maintenance Organization / Organisme de maintenance agréé

37-90

is authorized to perform maintenance, other than specialized maintenance, on aircraft of the types listed below, within the scope of work shown and subject to any further limitations specified in the maintenance policy manual.

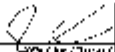

est autorisé à effectuer des travaux de maintenance, autres que les travaux de maintenance spécialisés, sur les types d'aéronefs énumérés ci-dessous, pourvu que les travaux se limitent à la portée des travaux indiqués et sous réserve de toute limite additionnelle énoncée dans le manuel de politiques de maintenance.

<b>Rating / Spécialité</b>	<b>Scope of work / Portée des travaux</b>	<b>Effective Date / Mise en vigueur</b>
Bell 208 series helicopters / Hélicoptères Bell 206	All non-specialized work / Tous les travaux non spécialisés	2010-10-20
Cessna Citation 500 series aeroplanes / Avions Cessna Citation 500	All non-specialized work / Tous les travaux non spécialisés	2009-08-26
Cessna single piston powered aeroplanes / Avions Cessna (monomoteurs à pistons)	All non-specialized work / Tous les travaux non spécialisés	1991-02-18
Cessna single turbopropeller aeroplanes / Avions Cessna (monoturbopropulseurs)	All non-specialized work / Tous les travaux non spécialisés	2008-10-06
DeHavilland DHC-B series aeroplanes / Avions DeHavilland DHC-B	All non-specialized work / Tous les travaux non spécialisés	1991-02-18

 Date of issue /  
Date de création:

2023-08-31

 Signed /  
Signature:

 Supersede certificate dated /  
Remplace le certificat du

2018-10-16

En la Membre d'Transport Canada / Membre de Transport Canada



26-0751 (1005-C1)



**Approved Maintenance Organization Ratings /  
Spécialités d'organisme de maintenance agréé  
– Aircraft Category / Catégorie aéronef –  
*Harbour Air Aerospace Services Ltd.***

**Approved Maintenance Organization / Organisme de maintenance agréé**

37-90

is authorized to perform maintenance, other than specialized maintenance, on aircraft of the types listed below, within the scope of work shown, and subject to any further limitations specified in the maintenance policy manual.

est autorisé à effectuer des travaux de maintenance, autres que les travaux de maintenance spécialisés, sur les types d'aéronefs énumérés ci-dessous, pourvu que les travaux se limitent à la portée des travaux indiqués et sous réserve de toute limite additionnelle énoncée dans le manuel de politiques de maintenance.

<b>Rating / Spécialité</b>	<b>Scope of work / Portée des travaux</b>	<b>Effective Date / Mise en vigueur</b>
DeHavilland single piston powered aeroplanes / Avions DeHavilland (monomoteurs à pistons)	All non-specialized work / Tous les travaux non spécialisés	1991-02-18
DeHavilland Turbo Beaver aeroplanes / Avions DeHavilland Turbo Beaver	All non-specialized work / Tous les travaux non spécialisés	2006-08-30
DeHavilland Turbo Otter aeroplanes / Avions DeHavilland Turbo Otter	All non-specialized work / Tous les travaux non spécialisés	1991-02-18
Eclipse 500 series aeroplanes / Avions Eclipse 500	All non-specialized work / Tous les travaux non spécialisés	2008-10-06
Gippsland Aeronautics GA8 single piston powered aeroplanes / Avions Gippsland Aeronautics GA8 (monomoteurs à pistons)	All non-specialized work / Tous les travaux non spécialisés	2006-08-30

Date of Issue /  
Date de mise en vigueur: 2023-08-31

Signed /  
Signature: \_\_\_\_\_




Representative Title /  
Titre de la liste des dates: 2018-10-16

Canada Aeronautics and Transport / Transport Canada



23-2751 (1005-01)

**Approved Maintenance Organization Ratings /**
**Spécialités d'organisme de maintenance agréé**
**– Aircraft Category / Catégorie aéronef –**
***Harbour Air Aerospace Services Ltd.***
**Approved Maintenance Organization / Organisme de maintenance agréé**
**37-90**

is authorized to perform maintenance, other than specialized maintenance, on aircraft of the types listed below, within the scope of work shown and subject to any further limitations specified in the maintenance policy manual.

est autorisé à effectuer des travaux de maintenance, autres que les travaux de maintenance spécialisés, sur les types d'aéronefs énumérés ci-dessous, pourvu que les travaux se limitent à la portée des travaux indiqués et sous réserve de toute limite supplémentaire énoncée dans le manuel de politiques de maintenance.

<b>Rating / Spécialité</b>	<b>Scope of work / Portée des travaux</b>	<b>Effective Date / Mise en vigueur</b>
Grunman twin piston powered aeroplanes / Avions Grumman (à moteurs à pistons)	All non-specialized work / Tous les travaux non spécialisés	2006-08-30
Pilatus PC-12 series aeroplanes / Avions Pilatus PC-12	All non-specialized work / Tous les travaux non spécialisés	2017-09-08
Quest Kodiak 100 series aeroplanes / Avions Quest Kodiak 100	All non-specialized work / Tous les travaux non spécialisés	2017-04-19
Robinson piston powered helicopters / Hélicoptères Robinson (moteurs à pistons)	All non-specialized work / Tous les travaux non spécialisés	2004-03-24
Weatherly Aviation piston powered aeroplanes / Avions Weatherly Aviation (monomoteurs à piston)	All non-specialized work / Tous les travaux non spécialisés	2023-08-31

 Date of Issue /  
Date de délivrance: 2023-08-31

 Signed /  
Signature: 

 Signature of authorized representative /  
Signature de l'individu autorisé: 2018-10-16

Use this form only if you are not a licensed company



25-751 (100-01)

Transports  
Canada

## Certificate of Approval

This is to certify that:

***Harbour Air Aerospace Services Ltd.***

*whose place of business is located at*

***#198-5400 Airport Road South, Richmond, BC***

### Approved Organization

**37-90**

is approved pursuant to CAR 561 for the  
**MANUFACTURE and CERTIFICATION of:**  
**Aeronautical Products**

specified in the respective Approval Limitation Records  
that accompany this certificate



Signed:   
MURRAY WALTER NELSON  
By the Director of Transport

Dated: 2018-10-16

Supersedes certificate dated: 2014-10-03

This Certificate and its contents, the approvals  
whenever renewed, suspended or cancelled.

Canada

**Approval Limitation Record / Fiche de restriction d'agrément  
– Aeronautical Product / Produit aéronautique –  
– Sub Assemblies and Parts / Sous-ensembles et pièces –**

***Harbour Air Aerospace Services Ltd.***

the holder of Certificate of Approval Number / Le titulaire du certificat d'agrément n°: **37-90**

*is limited to the manufacture and certification of the following Aeronautical Products /  
peut construire et certifier uniquement les produits aéronautiques énumérés ci-dessous:*

<b>Product / Produit</b>	<b>Model / Part Number / Modèle / Pièce n°</b>	<b>Approval Number / N° d'homologation</b>	<b>Effective Date / Mise en vigueur</b>
Beech Replacement Parts	Beech 3N, 3NM, 3T, 3TM, C45G, C45H, D18S, TC45G, TC45H as per International Aeroproducts Inc. Master Drawing List DP9921 rev. A	PDA01-35	2014-10-02
DHC-3 9000 lb. Gross Weight Increase	DeHavilland DHC-3	SA 07-121	2013-07-12
DHC-3 cockpit blower	DeHavilland DHC-3 cockpit instalation of HA1303-10 blower as per Can-Am Aerospace Compliance report 23-15-02-002, rev NC.	SA 15-26	2015-04-13
DHC-3 Door Latch Modification	DeHavilland DHC-3 as per Master Drawing list HA1211- MDL Rev. NI	SA 14-84	2015-02-16
DHC-3 Heavy Duty Lift Strut	DeHavilland DHC-3 as per Master Drawing List D3081- MDL rev C	SA 08-47	2020-01-24
DHC-3 Instrument Panel and Electrical Modifications	Viking Air Ltd. DHC-3	SA 19-22	2019-04-05
DHC-3 Replacement Parts	DeHavilland DHC-3 as per International Aeroproducts Master Drawing List MDL# D309 Rev. NI	PDA06-35	2014-10-02

Date of Issue /  
Date de délivrance: 2022-06-29

Signed /  
Signature:  

Supersedes certificate dated /  
Remplace la liste datée de: 2020-12-11

Aaron Riggs  
For the Minister of Transport / Pour le Ministre des transports

**Canada**

26-0761 (1003-01)

**Approval Limitation Record / Fiche de restriction d'agrément**  
**– Aeronautical Product / Produit aéronautique –**  
**– Sub Assemblies and Parts / Sous-ensembles et pièces –**

***Harbour Air Aerospace Services Ltd.***

the holder of Certificate of Approval Number / Le titulaire du certificat d'agrément n°: **37-90**  
*is limited to the manufacture and certification of the following Aeronautical Products /  
 peut construire et certifier uniquement les produits aéronautiques énumérés ci-dessous:*

<b>Product / Produit</b>	<b>Model / Part Number / Modèle / Pièce n°</b>	<b>Approval Number / N° d'homologation</b>	<b>Effective Date / Mise en vigueur</b>
DHC-3 SELECTED FUEL SYSTEM PARTS REPLACEMENT (SEE ELIGIBILITY LIST-IN PDA22-14)	VIKING AIR LIMITED DHC-3/ LIST OF PART NUMBER ELIGIBILITY LIST ON TCCA PDA22-14 DATED JUNE 29, 2022	PDA22-14	2022-06-29
DHC-3 Wing Parts Replacement	DeHavilland DHC-3	PDA07-4	2013-07-12
Float Access Panel Gaskets	EDO/Seafight/Bristol as per Drawing 7916D320001	SF95-3	2014-10-02
Harbour Air Ltd. PanaVue Windows Installation	Otter PanaVue Windows, Document BDL 0514-MDL, Rev NI	SA06-83	2012-12-06
Harbour Air Water Rudder System	DeHavilland DHC-3	SA16-65	2016-07-05
Individual Flotation Devices (IFD)	MD3080 as per Harbour Air Document HA1712-MDL latest Rev.	AP-114	2020-12-11
Installation of 8100-200 Floats on DHC-3 Otter using 55-7170 Attachment	International Aeroproducts Inc. MDL #D305 Rev. B	SA06-42	2014-10-02
Modification of EDO Floats	EDO Float 56-7850A or 55-7170A in accordance with Master Drawing List IAI-8100 FS Rev. A	SF02-1	2014-10-02
Replacement Front Float Struts	NA600-1 & NA600-2	SA96-4	2011-05-18

Date of Issue /  
Date de délivrance: 2022-06-29

Signed /  
Signature:

Supersedes certificate dated /  
Remplace la liste datée du: 2020-12-11

Aaron Rique

For the Minister of Transport / Pour le Ministre des transports

**Canada**

26-0761 (1003-01)

**Approval Limitation Record / Fiche de restriction d'agrément**  
**– Aeronautical Product / Produit aéronautique –**  
**– Sub Assemblies and Parts / Sous-ensembles et pièces –**  
*Harbour Air Aerospace Services Ltd.*

the holder of Certificate of Approval Number / Le titulaire du certificat d'agrément n°: **37-90**

*is limited to the manufacture and certification of the following Aeronautical Products /  
peut construire et certifier uniquement les produits aéronautiques énumérés ci-dessous:*

<b>Product / Produit</b>	<b>Model / Part Number / Modèle / Pièce n°</b>	<b>Approval Number / N° d'homologation</b>	<b>Effective Date / Mise en vigueur</b>
Seaflight Float Luggage Hatch	EDO/Seaflight as per Master Drawing List 7923D320001 Rev. B	SF97-1	2014-10-02
Seaflight Float Strut Attach Fitting	EDO/Seaflight p/n SI-901-23060-1 and -2	SF97-2	2014-10-02
Seaflight Replacement Float Attach Gear Parts	DeHavilland DHC-2 MK.I as per Drawing 7936A320002 Rev.A	SA99-202	2014-10-02
Seaflight Replacement Float Parts	EDO/Seaflight as per drawing 7936A320001 Rev. B	SF99-200	2014-10-02
Seaflight Water Rudder Post Assembly	EDO/Bristol as per Drawing 7911D32001	SF95-2	2014-10-02

Date of Issue /  
Date de délivrance: 2022-06-29

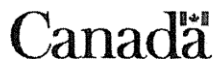
Signed /  
Signature:




Supersedes certificate dated /  
Remplace la liste datée du: 2020-12-11

Aaron Rique

For the Minister of Transport / Pour le Ministre des transports



26-0761 (1003-01)





Transport  
Canada

Transports  
Canada

Civil Aviation

Aviation Civile

Transport Canada  
7445 132nd Street, Suite 2010  
Building I – 2<sup>nd</sup> Floor  
Surrey, BC V3W 1J8

*File Number:*  
5015-15529-17  
*ATS Number:*  
N/A

March 31, 2023

Harbour Air Aerospace Services Ltd.  
4760 Inglis Drive  
Richmond, BC  
V7B 1W4

Attention: Mr. Bert van der Stege, Accountable Executive

Subject: 2023 Process Inspection Surveillance Report

Dear Sir,

A Process Inspection of Harbour Air Aerospace Services Ltd. was carried out by Transport Canada on March 14-16, 2023. As a certificate holder under Canadian Aviation Regulation subpart 561 and 573, Harbour Air Aerospace Services Ltd. is required to comply with these regulatory requirements on an on-going basis. The purpose of the process inspection was to verify that Harbour Air Aerospace Services Ltd. has been in compliance, and it has the systems in place to ensure on-going compliance with regulatory requirements.

The scope of the process inspection included an evaluation of the following area(s):

- Maintenance Release,
- Manufacturing Quality Assurance

The process inspection was conducted in accordance with the latest issue of Transport Canada's Staff Instruction SUR-001. The methodology involved an off-site review of the organization's documentation relevant to sub-Parts 561 and 573 of the CAR's and an on-site inspection with sampling of specifically identified documents and records and a post site analysis to determine the effectiveness of these processes.

During the inspection we found no issues of non-conformance which would indicate the requirement for a finding and corrective action.

The cooperation of you and your staff during the surveillance activity was appreciated and at this point Transport Canada considers the process inspection completed.

**Canada**



Transport  
Canada  
Civil Aviation

Transports  
Canada  
Aviation Civile

Yours truly,

  
Steve Kelava  
Technical Team Lead - Airworthiness  
Pacific Region  
For the Minister of Transport

**Kelava,**  
**Steve**

Digitally signed  
by Kelava, Steve  
Date: 2023.04.12  
14:17:05 -07'00'