





Documents Incorporated by Reference

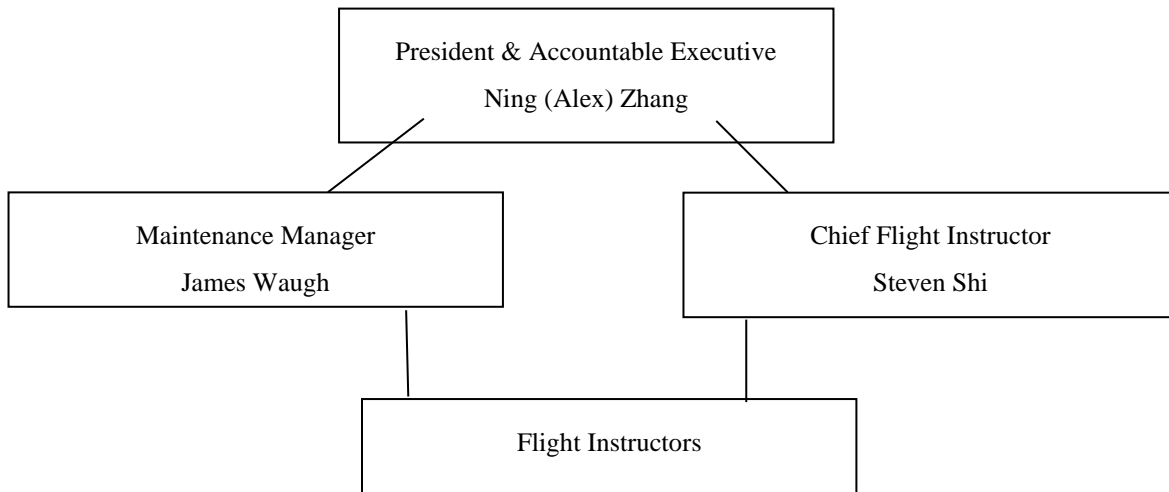
Revision Control

DIR#	Documents Incorporated by Reference	# of Pages	Revision Number	Revision Date
1	Distribution List of the Langley Flying School Maintenance Control Manual	1	3	3 Apr 2023
2	Langley Flying School Organization Chart— Personnel and Organizations	1	2	1 January 2023
3	Record of Initial Training	6	2	1 January 2023
4	Record of Update and Additional Training	6	2	1 January 2023
5	Identification of Langley Flying School's Fleet & Approved Maintenance Schedules	1	3	3 April 2023
6	deleted			
7	deleted			
8	Deferred Defects List	2	2	1 January 2023
9	Annual Quality Assurance Audit Form	9	2	1 January 2023
10	Quality Assurance Corrective Actions Forms	6	2	1 January 2023
11	Return To Service Checklist	1	5	7 June, 2023

Documents Incorporated by Reference #2

 Certification	
“This document meets all requirements established in Langley Flying School’s <i>Maintenance Control Manual</i> as per the requirements of CAR 406.38(2).”	
 _____	21 Feb 2023
Maintenance Manager’s Signature	dd/mm/yy

Langley Flying School Organization Chart—Personnel and Organizations



Documents Incorporated by Reference #3

Initial Aircraft Elementary Work, Servicing, and Maintenance Control
Training

(see subsequent pages)


INITIAL AIRCRAFT ELEMENTARY WORK, SERVICING, & MAINTENANCE CONTROL TRAINING

Langley Flying School Maintenance Control

Name of Trainee:	
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Note:

This record serves to document the *Aircraft Elementary Work and Servicing* training requirements of Section 3.4.1 of the Langley Flying School *Maintenance Control Manual*. The training outlined in Section I must be completed by an Approved Maintenance Organization AME; the AME's initials imply that the above trainee has satisfactorily completed training in the tasks indicated, including the performance of the tasks under the direct supervision of the AME. The training outlined in Section II must be completed by the Maintenance Manager; the Maintenance Manager's initials imply that the above trainee has satisfactorily completed initial training on the subjects indicated.

 Certification	
"This document meets all requirements established in Langley Flying School's <i>Maintenance Control Manual</i> as per the requirements of CAR 406.38(2)." 	
 _____ Maintenance Manager's Signature	21 Feb 2023 _____ dd/mm/yy

Section I				
Aircraft	Training	AME Initials	AME Number	Date
PA-28-140	Performance of a pre-flight or turnaround check.			
C-152	Performance of a pre-flight or turnaround check.			
C-172	Performance of a pre-flight or turnaround check.			
PA-34-200	Performance of a pre-flight or turnaround check.			

**Maintenance Control Manual—Documents Incorporated by Reference
Langley Flying School, Inc.**

Section II

Subject	MM or delegate Initials	Date
General Requirements		
General Maintenance Procedures.		
Canadian Aviation Regulations.		
Content, role and location of MCM.		
Role of Approved Inspection Program.		
Role of AMOs.		
Responsibilities of Maintenance Manager.		
Responsibilities of Flight Instructors.		
Training Requirements.		
Human Factors		
Read and understood TP12863		
Read and understood TP12864		
Read and understood TP13865		
Understand how HF effects MX		
Approved Maintenance Schedules		
Scheduled Checks for the PA-28.		
Scheduled Checks for the C-152		
Scheduled Checks for the C-172		
Scheduled Checks for the PA-34.		
Out of Phase Items for the PA-28.		
Out of Phase Items for the C-152.		
Out of Phase Items for the C-172.		
Out of Phase Items for the PA-34		
Tolerances for Scheduled Checks.		
Philosophy and procedures for invoking tolerances as per Section 4. .3 of the MCM.		
Aircraft Elementary Work and Servicing		

Subject	MM or delegate Initials	Date
Elementary Work and Servicing defined and restrictions (MCM Sec. 4.5.1).		
Elementary Work and Servicing Standards (MCM 4.5.2)		
Control and recording of Elementary Work and Servicing (MCM Sec 4.5.3).		
Storage of aircraft oils (MCM Sec. 4.5.3).		
Weight and balance implication for the removal of seats. (MCM Sec. 6.2).		
When to add oil for aircraft (add at 6 qts. US).		
Aircraft: PA-28-140		
Minimum fuel requirements.		
Fuelling procedures.		
Oiling procedures.		
De-icing procedures.		
Pre-flight inspection procedures.		
Ground handling procedures.		
Aircraft: C-152		
Minimum fuel requirements.		
Fuelling procedures.		
Oiling procedures.		
De-icing procedures.		
Pre-flight inspection procedures.		
Ground handling procedures.		
Aircraft: PA-34-200		
Minimum fuel requirements (“visible fuel” rule and determination of ½ tanks).		
Fuelling procedures.		
Oiling procedures.		
De-icing procedures.		
Pre-flight inspection procedures.		
Ground handling procedures (caution on over-extending nose gear).		
Cautions and Restrictions on hangar movements.		

**Maintenance Control Manual—Documents Incorporated by Reference
Langley Flying School, Inc.**

Subject	MM or delegate Initials	Date
Aircraft: Cessna 172		
Minimum fuel requirements.		
Fuelling procedures.		
Oiling procedures.		
De-icing procedures.		
Pre-flight inspection procedures.		
Ground handling procedures.		
Aircraft Defects		
Persons required to report defects (MCM Sec. 4.4).		
Requirement to report all defects (MCM Sec. 4.4).		
Removing an aircraft from service (MCM Sec. 4.4.2).		
Deferral of Defects (MCM 4.4.3)		
Extension of deferrals by Maintenance Manager (MCM 4.4.5)		
Deferred Defect Procedure (MCM Sec. 4.4.4.).		
Alert for recurring defects (MCM Sec. 4.3.8).		
Alert for Service Difficulties (MCM Sec. 4.3.9).		
Technical Dispatch		
Responsibilities of the Maintenance Control Manager with respect to Technical Dispatch (MCM 5.2)		
Responsibilities of Flight Instructors with respect to Technical Dispatch (MCM 5.2)		
Responsibilities of PIC for Technical Dispatch 5.2		
Aircraft Flight Authority (MCM 6.3)		
Maintenance Planning, Control and Dispatch		
Requirement, content and procedures for the Aircraft Status Board (ASB) (MCM Sec. 5.1).		
Who and when the ASB must be examined (prior to each flight) (MCM Sec. 5.1)		

Subject	MM or delegate Initials	Date
Student Training and Supervision for Aircraft Servicing		
Training documentation in the Instructor Check Sheets.		
Supervision.		
First Flight of the day procedures.		

**Maintenance Control Manual—Documents Incorporated by Reference
Langley Flying School, Inc.**

Administrative Checksheet			
	MM Initials		MM Initials
AMO Training for PA-28-140 completed.		Section II—Aircraft: PA-28-140 completed.	
AMO Training for Cessna 152 completed.		Section II—Aircraft: C-152 completed.	
AMO Training for Cessna 172 completed.		Section II—Aircraft: C-172 completed.	
AMO Training for PA-34-200 completed.		Section II—Aircraft: PA-34-200 completed.	
Section II—General Requirements Completed.		Section II—Student Training and Supervision for Aircraft Servicing completed.	
Section II—Human Factors completed.		Section II—Aircraft Defects completed.	
Section II—Approved Maintenance Schedules completed.		Section II—Technical Dispatch completed.	
Section II—Aircraft Elementary Work and Servicing completed.		Section II—Maintenance Control and Dispatch completed	

Record of Authorizations and Acknowledgements				
<p>The following is a record of the Authorization and Acknowledgement related to Elementary Work and Servicing. Accordingly, _____ to perform Elementary Work and Servicing on the Authorized Aircraft:</p>				
Aircraft	Date (dd/mm/yyyy)	Maintenance Manager Signature	AP List Updated (MM Init.)	Authorized Person Initials
PA-28-140				
C-152				
C-150				
C-172				
PA-34-200				

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Documents Incorporated by Reference #4

Update and Additional Aircraft Elementary Work, Servicing, And
Maintenance Control Training

(see subsequent pages)


UPDATE AND ADDITIONAL AIRCRAFT ELEMENTARY WORK, SERVICING, & MAINTENANCE CONTROL TRAINING

Langley Flying School Maintenance Control

Name of Trainee:	
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Note:

This record serves to document the on-going training requirements of *MCM* Sec. 3.4.2 pertaining to Langley Flying School's Maintenance System. The initials of the Maintenance Manager in conjunction with the training time indicate that the trainee has received training on the subjects contained in each section. Continued training and authorisation to perform aircraft servicing is indicated by the Maintenance Manager initials in Section 3 below ("Aircraft Elementary Work and Servicing") as specified for the aircraft types operated by Langley Flying School. This document records the total training time received by the trainee in accordance with the annual training cycle required in *MCM* Sec. 3.4.2.



Certification

"This document meets all requirements established in Langley Flying School's *Maintenance Control Manual* as per the requirements of *CAR* 406.38(2)."



 Maintenance Manager's Signature

21 Feb 2023

 dd/mm/yy

Section 1—General Maintenance Procedures										
	a) Canadian Aviation Regulations							e) Responsibilities of Maintenance Manager		
	b) Role and location of MCM							f) Responsibilities of Pilots-in-Command		
	c) Role of Approved Inspection Program							g) Training Requirements		
	d) Role of AMOs									
Date										
MM Int.										
Time (hrs)										
Sections above covered	a	a	a	a	a	a	a	a	a	a
	b	b	b	b	b	b	b	b	b	b
	c	c	c	c	c	c	c	c	c	c
	d	d	d	d	d	d	d	d	d	d
	e	e	e	e	e	e	e	e	e	e
	f	f	f	f	f	f	f	f	f	f
	g	g	g	g	g	g	g	g	g	g

Maintenance Control Manual—Documents Incorporated by Reference

Langley Flying School, Inc.

Section 2—Maintenance Schedules										
	a)	Scheduled Checks for the PA-28								
	b)	Scheduled Checks for the C-150/C152								
	c)	Scheduled Checks for the PA-34								
	d)	Scheduled Checks for the C-172								
	e)	Out of Phase Items for the PA-28								
	f)	Out of Phase Items for the C-150/C152								
	g)	Out of Phase Items for the C-152								
	h)	Out of Phase Items for the PA-34								
	i)	Tolerances for Scheduled Checks								
	j)	Procedures for invoking tolerances (MCM 4.2.7)								
Date										
MM Int.										
Time (hrs)										
Sections above covered	a	a	a	a	a	a	a	a	a	a
	b	b	b	b	b	b	b	b	b	b
	c	c	c	c	c	c	c	c	c	c
	d	d	d	d	d	d	d	d	d	d
	e	e	e	e	e	e	e	e	e	e
	f	f	f	f	f	f	f	f	f	f
	g	g	g	g	g	g	g	g	g	g
	h	h	h	h	h	h	h	h	h	h

Section 3—Aircraft Elementary Work and Servicing										
	a)	Elementary Work and Servicing defined, restrictions, control, and recording (MCM Sec. 4.5)								
	b)	Storage of aircraft oils (MCM Sec. 4.4.3)								
	c)	When to add oil for aircraft (add at 6 qts. for the Cherokee and 5 qts for the Cessnas).								
Date										
MM Int.										
Time (hrs)										
Sections above covered	a	a	a	a	a	a	a	a	a	a
	b	b	b	b	b	b	b	b	b	b
	c	c	c	c	c	c	c	c	c	c

Section 4—Aircraft: PA-28-140										
	a)	Minimum fuel requirements								
	b)	Fuelling procedures								
	c)	Oiling procedures								
	d)	De-icing procedures								
	e)	Pre-flight inspection procedures								
	f)	Seat removal and installation								
	g)	Removal and installation of fuses and light bulbs								
	h)	Ground handling procedures								
Date										
MM Int.										
Time (hrs)										
Sections above covered	a	a	a	a	a	a	a	a	a	a
	b	b	b	b	b	b	b	b	b	b
	c	c	c	c	c	c	c	c	c	c
	d	d	d	d	d	d	d	d	d	d
	e	e	e	e	e	e	e	e	e	e
	f	f	f	f	f	f	f	f	f	f
	g	g	g	g	g	g	g	g	g	g
	h	h	h	h	h	h	h	h	h	h

**Maintenance Control Manual—Documents Incorporated by Reference
Langley Flying School, Inc.**

Section 5—Aircraft: C-150/152										
	a) Minimum fuel requirements					e) Pre-flight inspection procedures				
	b) Fuelling procedures					f) Seat removal and installation				
	c) Oiling procedures					g) Removal and installation of fuses and light bulbs				
	d) De-icing procedures					h) Ground handling procedures				
Date										
MM Int.										
Time (hrs)										
Sections above covered	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h

Section 6—Aircraft: PA-34-200										
	a) Minimum fuel requirements					e) Pre-flight inspection procedures				
	b) Fuelling procedures					f) Seat removal and installation				
	c) Oiling procedures					g) Removal and installation of fuses and light bulbs				
	d) De-icing procedures					h) Ground handling procedures				
Date										
MM Int.										
Time (hrs)										
Sections above covered	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h



Section 7—Aircraft: Cessna 172										
	a) Minimum fuel requirements					e) Pre-flight inspection procedures				
	b) Fuelling procedures					f) Seat removal and installation				
	c) Oiling procedures					g) Removal and installation of fuses and light bulbs				
	d) De-icing procedures					h) Ground handling procedures				
Date										
MM Int.										
Time (hrs)										
Sections above covered	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h	a b c d e f g h

**Maintenance Control Manual—Documents Incorporated by Reference
Langley Flying School, Inc.**

Section 12—Human Factors										
	a) Read TP12863						c) Read TP12865			
	b) Read TP12864						d)			
Date										
MM Int.										
Time (hrs)										
Sections above covered	a b c d	a b c d	a b c d	a b c d	a b c d	a b c d	a b c d	a b c d	a b c d	a b c d

Cumulative Training Time Record										
Date										
Time (hrs)										

Documents Incorporated by Reference #5

 Certification	
<p>“This document meets all requirements established in Langley Flying School’s <i>Maintenance Control Manual</i> as per the requirements of CAR 406.38(2).”</p>	
 <hr style="width: 100%;"/> Maintenance Manager’s Signature	21 Feb 2023 <hr style="width: 100%;"/> dd/mm/yy

Identification of Langley Flying School’s Fleet & Approved Maintenance Schedules

Type	Category / Class	Quantity in Fleet	Approved Maintenance Program Identification	# of Pages	Revision #	Revision date
Piper PA-28-140	Normal / Aeroplane	5	P0938	13	4	1 August 2011
Cessna C- 152	Normal / Aeroplane	1	PR-ABB 094	14	5	1 February 2014
Cessna C- 172 (1969- 1986)	Normal / Aeroplane	9	PA-ABB-184	7	1	11 June 2017
Piper PA-34-200	Normal / Aeroplane	1	P1239	27	2	9 April 2013

Documents Incorporated by Reference #8

Deferred Defects List



(see subsequent pages)

Deferred Defects List

Langley Flying School Maintenance Control

Aircraft: _____ <small>(Identifier)</small>

Note:
See Langley Flying School, *Maintenance Control Manual*, Sections 4.4.4 concerning the requirement for deferring defects.

 Certification	
"This document meets all requirements established in Langley Flying School's <i>Maintenance Control Manual</i> as per the requirements of CAR 406.38(2)." 	
Maintenance Manager's Signature	21 Feb 2023 dd/mm/yy

Defect Description	Person Making Entry <small>(last name and licence #)</small>	Date of Entry <small>(dd/mm/yy)</small>	Initial date by which Rectification is required <small>(dd/mm/yy)</small>	Extended date by which Rectification is required		Rectification	
				<small>(dd/mm/yy)</small>	<small>MM int.</small>	Date of Rectification <small>(dd/mm/yy)</small>	AME Making Entry

Documents Incorporated by Reference #9

Annual Quality Assurance Audit Form

(see subsequent pages)

Annual Quality Assurance Audit Form

Langley Flying School Maintenance Control



Certification

"This document meets all requirements established in Langley Flying School's *Maintenance Control Manual* as per the requirements of CAR 406.38(2)."

Maintenance Manager's Signature

21 Feb 2023

dd/mm/yy

Statement by Maintenance Manager

I certify that this *Annual Quality Assurance Audit Form* reflects the maintenance control system currently practiced by Langley Flying School.

Maintenance Manager

Date

Statement by Person Appointed Quality Assurance Auditor

I, _____ have been appointed to conduct Langley Flying School's Quality Assurance Audit.

I have been briefed by the Maintenance Manager with respect to my objective and independent status in the audit.

The audit will be for the period _____ to _____.

I am aware that my initials in the "Satisfactory" column indicate successful evaluation of the item indicated; I am aware that my initials in the "Unsatisfactory" column indicate an unsuccessful evaluation where non-compliance or ineffectiveness of the Langley Flying School Maintenance System appears to exist.

In the case of an unsatisfactory item, I will produce a "Finding" that will in turn produce a "Corrective Action" undertaken by the Maintenance Manager. A record of this Quality Assurance process will be kept on file by Langley Flying School and will be periodically verified by Transport Canada.

Appointed Auditor

Date

Maintenance Manager

Date

**Maintenance Control Manual—Documents Incorporated by Reference
Langley Flying School, Inc.**

Evaluation Item	Satisfactory	Unsatisfactory
<p>Quality Assurance Auditor was properly briefed in accordance with the requirements of Section 7.2.4 of the MCM:</p> <ul style="list-style-type: none"> a) the function and operation of the Maintenance Control System; b) the role of the Maintenance Control Manual as the governing contract; c) the role of QAA as measure of success for the Maintenance Control System; d) the role and purpose of the Quality Assurance Audit Form, including the need for determining satisfactory or unsatisfactory findings; e) the need to indicate satisfactory and unsatisfactory findings using the auditor’s initials; f) the role and purpose of the <i>Quality Assurance Finding</i> and the <i>Quality Assurance Corrective Action</i> Form; g) the role of Maintenance Manager during and after the audit; h) reference to “sample” in the checklist below implies a sample of <i>three</i> units; i) the actual records examined should be noted in the space provided. 		
<p>The MCMs are physically located as per MCM Sec. 1.1. (Ensure all office copies are in the proper locations, then randomly pick three aircraft and verify they have the MCMs on board. Retain the copies you have selected so as to complete the inspection tasks that appear below.)</p> <p>Note <i>aircraft</i> MCM Serial numbers examined:</p>		
<p>List of Effective Pages is current in each manual. (With the selected MCMs, examine the <i>List of Effective Pages</i> on P. 3 and compare to the actual pages of the MCM, to ensure they match.)</p>		
<p>Any amendment conducted during the evaluation period were completed correctly as per MCM Sec. 1.2.1. (Where an amendment has been undertaken in the last year, use your MCM sample and examine and evaluate the accuracy of the <i>Record of Amendment</i> on P. 4 of the MCM. If no amendment occurred during the period examined, indicate as satisfactory.)</p>		
<p>Operations description in MCM Sec. 2.1 remains current and accurate. (Have the Maintenance Manager describe the current operations and determine the accuracy of the descriptions in the MCM.)</p>		
<p>Facilities description in MCM Sec. 2.2 remains current and accurate. (Have the Maintenance Manager describe the current facilities and determine the accuracy of the descriptions in the MCM.)</p>		
<p>List of Aircraft in MCM Sec. 2.3 remains current and accurate. (Have the Maintenance Manager examine the aircrafts operated and determine the accuracy of the descriptions in the MCM.)</p>		
<p>Organisation Chart in MCM Sec. 3.1 remains current. (Evaluate with Maintenance Manager through the use of questions; be sure to note the individuals and organizations involved as this should match what appears in the <i>Documents Incorporated by Reference</i>.)</p>		
<p>The appointment of acting Maintenance Manager has been made in accordance with MCM Sec. 3.2.2. (Ask the Maintenance Manager if there have been any such appointments—if so, there should be on file a letter of appointment from the President; normally, these appointments will be made for vacations. See QA PDF file.)</p> <p>Note the name and date of the person appointed as acting:</p>		
<p>The Maintenance Manager is appropriately qualified as per MCM Sec. 3.3.1. If the Maintenance Manger received appointment during the last 12 months, verify the qualifications meet the requirements of CAR 406.36</p>		
<p>DIR#9 – Page 3 - Revision 2 – 1 Jan 2023</p>		

**Maintenance Control Manual—Documents Incorporated by Reference
Langley Flying School, Inc.**

Evaluation Item	Satisfactory	Unsatisfactory
<p>Authorized persons list with respect to elementary work and servicing (MCM Sec. 3.3) is current. (This list is posted in a conspicuous place. Examine the list in conjunction with a list of staff Flight Instructors—they should be the same. Ask the Maintenance Manager to list those Flight Instructors authorized on the Piper Seneca and confirm this matches the posting for Seneca authorization.)</p> <p>Note the publication date of the list examined:</p>		
<p>Records of <i>initial training</i> are current and properly maintained (MCM Sec. 3.4.1). (Ask the Maintenance Manager to produce records of initial training. Randomly select sample of Flight Instructors and confirm initial training is properly documented.)</p> <p>Note the Name of the Flight Instructors examined:</p>		
<p>Records of <i>on-going training</i> are current and properly maintained (MCM Sec. 3.4.2). (With the records provided by the Maintenance Manager, randomly select a sample record for a Flight Instructors and ensure quality record-keeping.)</p> <p>Note the Name of the Flight Instructors examined:</p>		
<p>The current pace of on-going training will meet the requirements outlined in MCM Sec. 3.4.2). (Select one Flight Instructor randomly and check the training completed in the last 12 months—Training should be related to LFS procedures, CARs and to each aircraft type. Have the Maintenance Manager explain how the training is carried out.)</p> <p>Note the Name of the Flight Instructor examined:</p>		
<p>Approved Maintenance Schedules are attached to MCM copies (MCM Sec. 4.1.1). (Referring to the random sample of MCM, check to ensure the <i>Approved Maintenance Schedules</i> appear at the rear of each copy.)</p>		
<p>The Maintenance Manager is meeting annually with the AMO to consult on the effectiveness of the Approved Maintenance Schedules (MCM Sec. 4.1.2) (There must be a record of this meeting, maintained by the Maintenance Manager. See QA PDF files.)</p> <p>Note the dates of meeting records examined:</p>		
<p>Tolerances to <i>Approved Maintenance Schedules</i> have been properly invoked as per MCM Sec. 4.2. (These tolerances are specified—the Maintenance Manager will show you where. Randomly pick one aircraft <i>Journey Logs</i> and then three incidents where tolerances were invoked—check for proper application and calculation.)</p> <p>Note the identification of the <i>Journey Log</i> examined:</p>		
<p>Successful response to ADs, as per MCM Sec. 4.2.3. (Ask the Maintenance Manager to produce the ADs received. Randomly select two ADs and cross check entries made in the <i>Journey Log</i> samples for evidence of proper consultation and documentation of AMO communications.)</p> <p>Note the identification of the ADs examined:</p>		
<div style="border: 1px solid black; padding: 5px; width: fit-content;">DIR#9 – Page 4 - Revision 2 – 1 Jan 2023</div>		

**Maintenance Control Manual—Documents Incorporated by Reference
Langley Flying School, Inc.**

Evaluation Item	Satisfactory	Unsatisfactory
<p>Any unforeseen maintenance arrangements where immediate maintenance is required has been dealt with per MCM Sec. 4.3.3. (Randomly select a <i>Journey Log</i> and examine a sample of maintenance carried out by an uncontracted or unfamiliar AMO and confirm the AMO holds the appropriate rating).</p>		
<p>Defective items are immediately entered in the <i>Journey Logs</i> (MCM Sec. 4.4.1). (Randomly select a <i>Journey Log</i> and examine a sample of unscheduled maintenance entries to ensure they are preceded by a defect entry.) See next item for simultaneous application.</p> <p>Identify the aircraft <i>Journey Log</i> used, as well as the dates of the unscheduled maintenance entries:</p>		
<p>Descriptions of defective items in the <i>Journey Logs</i> are sufficiently detailed as per (MCM 4.4.1). (Use the above defect records to evaluate if they sufficiently detailed so as to permit interpretation; there must be a date, a signature, and a licence number.)</p>		
<p>Defect deferrals have been properly administered in accordance with Sections 4.4.4, 4.4.5., and 4.4.6. (Randomly pick one <i>Journey Log</i> from the sample and examine three deferred defects to ensure the entries properly recorded. Then, using randomly selected <i>Journey Logs</i>, examine a sample of current deferred defects and check to ensure the defect is properly recorded in the deferred defects list, properly displayed on the <i>Aircraft Status Display</i> and properly placarded in the aircraft).</p> <p>Note the aircraft <i>Journey Log</i> used and the associated defect entries that have been examined (date and description—there should be a total of six instances):</p>		
<p>The <i>Deferred Defects Lists</i> are properly administered, including rectification limits (MCM Sec. 4.4.7). (Examine a sample of <i>Journey Logs</i> and determine if the <i>Deferred Defects Lists</i> at the back provide clarity and proper procedures.)</p> <p>Note the <i>Journey Logs</i> examined:</p>		
<p>Student pilots are being advised to immediately report defective items (MCM Sec. 4.4.1). (As the Maintenance Manager to explain how this is accomplished. Interview a student to determine knowledge of defect reporting.)</p> <p>Note the name of the student interviewed:</p>		
<p>Removing aircraft from service has been in accordance with MCM Sec. 4.4.2. (Use the <i>Journey Log</i> sample to locate three instance when the aircraft was removed from service—look for proper recording. Also, interview a Flight Instructor and determine knowledge of proper procedures for out-of-service aircraft.)</p> <p>Note the aircraft and date at which a removal of service occurred:</p> <p>Note the name of the Flight Instructor:</p>		
<p>Recurring defects inspections have been conducted effectively and within the prescribed 35-day limit (MCM Sec. 4.4.8). (Randomly select a <i>Journey Log</i> and review a sample these entries (which appear at the beginning of each month) and determine correctness.</p> <p>Note the aircraft and date of the entries:</p>		
<p>DIR#9 – Page 5 - Revision 2 – 1 Jan 2023</p>		

**Maintenance Control Manual—Documents Incorporated by Reference
Langley Flying School, Inc.**

Evaluation Item	Satisfactory	Unsatisfactory
<p>Any discovery of a recurring defect has been properly dealt with as per MCM Sec. 4.4.8. (Ask the Maintenance Manager if any of these have occurred—they are rare.)</p> <p>Note details if required:</p>		
<p>Any service difficulty reporting has been properly conducted as per MCM Sec. 4.4.9. (Ask the Maintenance Manager to outline the SDR procedures as per the MCM, and provide a summary of SDR that have been written up owing to incidence.)</p> <p>Note SDR dates if provided:</p>		
<p>Only authorised persons are performing elementary work and servicing as per MCM Sec. 4.5.1. (Interview a student to determine if there is knowledge of the restrictions on performing elementary work and servicing.)</p> <p>Note name of student:</p>		
<p>The methods, techniques and practices used for elementary work and servicing conform to the requirements of MCM Sec. 4.5.3 (Randomly pick a <i>Journey Log</i> examine a sample of such entries; evaluate correctness of entries.)</p> <p>Note aircraft, date and person making the entries:</p>		
<p>Fuels, oils, lubricants and cleaning materials are kept in clearly marked and closed containers (MCM Sec. 4.5.3). (Ask the Maintenance Manager to demonstrate conformity with these requirements.)</p>		
<p>The aircraft status display is maintained in accordance with MCM Sec. 5.1. (Have the Maintenance Manager demonstrate the operations of the <i>Aircraft Status Display</i>, and use all Company aircraft <i>Journey Logs</i> to confirm the displayed data is current and all applicable ADs are being monitored)</p>		
<p>The aircraft status display is examined prior to each flight (MCM Sec. 5.1). (Observe this if possible during the audit; another option is to check for student knowledge of this.)</p> <p>If applicable, note student's name:</p>		
<p>Student pilots are advised of the requirement to examine the aircraft status display prior to each flight (MCM Sec. 5.1). (Ask the Maintenance Manager to demonstrate how this requirement is communicated).</p>		
<p>Technical dispatch is in accordance with MCM Sec. 5.2. (Have the Maintenance Manager explain the MCM requirements for technical dispatch, and they observe the pre-flight activities of students and staff. Conduct interviews if necessary.)</p> <p>Note the names of persons interviewed if applicable:</p>		
<p>Persons responsible for safe and proper technical dispatch of aircraft are aware of their responsibilities (MCM Sec. 5.2). (Interview a randomly selected Flight Instructor regarding this.) Note the name of the Flight Instructor:</p>		
<p>DIR#9 – Page 6 - Revision 2 – 1 Jan 2023</p>		

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Evaluation Item	Satisfactory	Unsatisfactory
<p>The Maintenance Manager is contacting the manufacturers of company aircraft to ensure the Pilot <i>Operating Handbooks</i> are Maintained to current status in accordance with <i>MCM Sec. 5.3</i>. (Ask the Maintenance Manager—a record of this will be maintained on file.)</p> <p>Note the date of the communications:</p>		
<p>The Maintenance Manager is examining the Transport Canada website entitled <i>CAR Amendment Summary</i> twice a year to ensure maintenance control system policies and procedures are to current status in accordance with <i>MCM Sec. 5.3</i>. (Ask the Maintenance Manager—a record of this examination will be maintained on file.)</p> <p>Note the date of the examination:</p>		
<p>The following technical and regulatory publications are maintained to current status: <i>Canadian Aviation Regulations, including the Airworthiness Manual, Airworthiness Notices, Airworthiness Directives for Company aircraft as per MCM Sec. 5.3</i>. (The Maintenance manager will demonstrate this, especially the ability to access AD data for individual aircraft on the internet.)</p>		
<p>Company technical records are maintained and administered in accordance with Part 605 of the <i>CARs</i>. (The Maintenance manager will demonstrate the location and procedures associated with the maintenance of the technical logs. Note Sec. 6.1 requires that the technical logs be kept up to 30-days from the current date. The <i>CAR</i> requirements are specified in Division IV of <i>CAR 605</i>—print this out and use it as a checklist for conformity.)</p> <p>Note the aircraft examined:</p>		
<p>Aircraft weight and balance control is in accordance with <i>CAS 571, Appendix C (Aircraft Weight and Balance Control) (MCM Sec 6.2)</i>. (The Maintenance Manager should demonstrate that a review of aircraft weight and balance data and equipment list has been conducted once every seven months and that an appropriate entry has been made in the aircraft <i>Journey Log</i>. Randomly select a <i>Journey Log</i> and have the Maintenance Manager demonstrate the review has been completed, and completed.)</p> <p>Note the aircraft examined:</p>		
<p>A Flight Authority is in effect for each aircraft operated by the company, and this is carried on board. (Flight Authority is provided by the <i>Certificate of Airworthiness</i>, which is stored in conjunction with the <i>Pilot Operating Handbook</i>. Use the random sample of aircraft records to verify presence, and have the Maintenance Manager explain the procedures for checking the C of As before each flight.)</p> <p>Note the aircraft examined:</p>		
<p><i>Flight Permit</i> authority has been properly administered if applicable (<i>MCM Sec. 6.3</i>). (Ask the Maintenance Manager if such permits have been used; if so, evaluate conformance with the requirements of Part V—Standard 507, Appendix B (Application for a Flight Permit.)</p>		
<p>DIR#9 – Page 7 - Revision 2 – 1 Jan 2023</p>		

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Evaluation Item	Satisfactory	Unsatisfactory
<p>The Quality Assurance Program (QAP) is maintained as per Section 7. (Review a sample of the findings of the last QAA and the response of the company with respect to the corrective actions required by Section 7. Then review a sample of findings derived from the Maintenance Manager’s continued surveillance. For each Quality Assurance Finding (QAF) you should see a corresponding Corrective Action (CA). Check to ensure these forms are derived from the Documents Incorporated by Reference.)</p> <p>Note the three QAFs and three QACA tracking numbers:</p>		
<p>The records derived from the QAP are retained for either two years or two audit cycles. (Have the Maintenance Manager demonstrate the stored records of these.)</p>		
<p>The Corrective Actions incorporate an analysis and discussion of root cause. (Have the Maintenance Manager define the meaning of “root cause” and then examine the CA sample for reference to this analysis and discussions, which should be outlined on each CA form.)</p> <p>CA tracking numbers examined (three):</p>		
<p>The Corrective Actions provide effective immediate corrective actions and permanent corrective action (MCM Section 7.2.) (Use the above CA samples and review and evaluate this feature, which should appear on each CA form.)</p>		
<p>The Quality Assurance Audits conducted in period not exceeding twelve months (MCM Section 7.2). (Examine the date of the last QAA and evaluate.)</p>		
<p>The person appointed to conduct the Quality Assurance Audits exercises on management responsibilities in the system (MCM Section 7.2.2). (Evaluate the qualifications of the auditor who conducted the last QAA.)</p>		
<p>Persons appointed to conduct the Quality Assurance Audit are briefed by the Maintenance Manager regarding role and responsibilities (MCM Section 7.2.2). (Evaluate the records of this for the last QAA.)</p>		
<p>The content of Quality Assurance Findings conform with the requirements of MCM Section 7.3.1. (Review the above sample of these for conformity and effectiveness.)</p>		
<p>Permanent Corrective Actions are completed with in 90 days of the initial date of the Quality Assurance Finding (MCM Section 7.3.1). (Review the above sample of these for conformity and effectiveness.)</p>		

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<p>AMO Evaluation:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Name of Organization)</p>		
<p>AMO is appropriately rated and maintains these ratings and its approval is still valid. (Examine the AMO Ratings certificate, which should be displayed in the place of business.)</p> <p>Note date of certification:</p>		
<p>AMO personnel performing work remain properly qualified and trained. (Ask the Quality Assurance department for staff training records. Randomly select one staff member and examine records for correctness.)</p> <p>Note name of AMO staff providing assistance and the staff member for whom records were examined:</p>		
<p>Inspection and maintenance records are properly certified and sufficiently detailed so as to preserve traceability. (Examine the AMO's aircraft file for conformity).</p>		
<p>Adequate facilities and tools. (Ensure the facilities can properly house company aircraft. Ask the Quality Assurance department for tool calibration records.)</p> <p>Note name of AMO staff providing assistance and the tool name for which records were examined:</p>		
<p>Service Difficulty Reporting is timely and effective as per AMO contract. (Question the person responsible for the AMO regarding any service difficulties within the last year. If there were service difficulties, examine paperwork that was associated with the reporting.)</p> <p>Note the SDR date and description:</p>		
<p>Current maintenance and technical publications are available to AMO personnel. (Access aircraft service and parts manuals and sample revision dates for currency. Ensure they are accessible to AMO staff.)</p> <p>Name the three manuals examined:</p>		
<p>The following publications are maintained to the latest revision status: <i>Canadian Aviation Regulations</i> as required, <i>TP9856 Canadian Airworthiness Directives</i>, <i>TP9857 Index of Airworthiness Directives</i>, <i>FAA Airworthiness Directives</i> as required for aircraft affected by this <i>Maintenance Control Manual</i>, <i>Airworthiness Notices</i>, <i>Subscription to Manufacturers Continuing Airworthiness Publications (Service Instructions and Service Bulletins)</i>, <i>Maintenance, Repair and Parts manuals for all aircraft and associated equipment affected by this Maintenance Control Manual.</i> (Review this list with the Quality Assurance department.)</p> <p>Note name of AMO staff providing assistance:</p>		

Documents Incorporated by Reference #10

Quality Assurance Corrective Actions Forms

(see subsequent pages)

Langley Flying School Quality Assurance Corrective Action Forms

 Certification	
"This document meets all requirements established in Langley Flying School's <i>Maintenance Control Manual</i> as per the requirements of CAR 406.38(2)." <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;">  <hr style="width: 80%; margin: 0 auto;"/> Maintenance Manager's Signature </div> <div style="width: 45%; text-align: center;"> 21 Feb 2023 <hr style="width: 80%; margin: 0 auto;"/> dd/mm/yy </div> </div>	

1	Tracking Name:	Non-conformance Tracking Number:	Date:
2	MCM or CAR section reference where non-conformity exists (quote direction from MCM or CARs): Examples:		
	Auditor Name:	Auditor Signature:	
3	Short Term Corrective Action: (immediate action taken to correct the non-conformance): 		
	Proposed ST Completion Date:	Actual ST Completion Date:	ST Action Acceptable and Completed (MM to Sign)

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7	<p>Follow-up Not Effective (Open <i>new</i> corrective action form and repeat process):</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 10px;"></div> <p style="text-align: right; margin-right: 20px;">New Corrective Action Opened (MM to sign):</p>													
8	<p>Accountable Executive Review: Notes:</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 10px;"></div> <p style="text-align: right; margin-right: 20px;">Corrective Action Reviewed (AE to sign):</p>													
9	<p>Action Log:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Proposed Action</th> <th style="width: 10%;">Proposed Action Date</th> <th style="width: 5%;">Calendar</th> <th style="width: 10%;">Completed Date</th> <th style="width: 45%;">Action Notes</th> </tr> </thead> <tbody> <tr> <td style="height: 300px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Proposed Action	Proposed Action Date	Calendar	Completed Date	Action Notes					
Proposed Action	Proposed Action Date	Calendar	Completed Date	Action Notes										

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Action Log:				
Proposed Action	Proposed Action Date	Calendar Noted	Completed Date	Action Notes

9



Return To Service Checklist DIR #11

	<h3>Certification</h3>
<p>"This document meets all requirements established in Langley Flying School's <i>Maintenance Control Manual</i> as per the requirements of CAR 406.38(2)."</p>	
	21 Feb 2023
_____ Maintenance Manager's Signature	_____ dd/mm/yy

Date		Registration		AMO#	
LFS PO#		TTAF		ACA#	

YES | NO

		Check release for correct Registration, Date, TTAF, and signature(s).
		Ensure all requested work was performed. Resolve FSP reminders and write next due in JL.
		Record rectification of previously deferred defects into FSP and DDL.
		Record any NEW defects into FSP and then address them (Defer or remove from service)
		Are any defects rectified or noted Recurring Defects? Consult AMO and Make Recurring Defect JL Entry
		Were any controls disturbed necessitating an ICC?
		Is an ICC signed for disturbed controls?
		Was any Equipment changed?
		Was W&B or Eq List amended? Put it in the aircraft and update front of JL.
		Does changed equipment have a POH supplement? Put it in the plane's POH.
		Does changed equipment have ICA to track? Make a reminder for it in FSP.
		Was a MAJOR Mod/Repair performed?
		Did AMO submit MMR to TC and supply us a copy?
		Did the AMO give us: -Their workorder and any worksheets?
		-Checksheets completed for the inspection?
		-Traceability / Form1 for any parts installed?
		Is it a conditional release needing a flight test? Brief an instructor to perform test flight.
		Transcribe airframe, engine, and propeller Technical Records.
		File Closed PO with a copy of the AMO workorder, mx release, checklists, parts certs, and all other documentation
		Did AMO return removed u/s parts to us? Quarantine or Send for repair or OH.