

MDRA INSPECTION SERVICES IMPORT PROCEDURE

The following is a brief synopsis of the steps involved in importation of a foreign built Amateur Built Aircraft, as mandated by the Transport Canada draft Manufacturing Staff Instruction dated 2008-11-26, file number AARP-5009-3-XX (MDRA form C27)

DEFINITIONS:

APPLICANT: The person who will have ownership of the aircraft and will be importing and registering the aircraft.

BUILDER or MANUFACTURER: The original manufacturer / builder as named on the foreign data plate affixed to the aircraft.

INSPECTOR: The MD-RA delegate assigned to the inspection.

REVIEWER: The MD-RA delegate who will review the initial documentation and the final inspection for accuracy and completeness.

MD-RA INSPECTION SERVICES: The office staff in the MD-RA office in London, Ontario.

IMPORT MSI: Transport Canada draft Manufacturing Staff Instruction dated 2008-11-26, file number AARP-5009-3-XX (MDRA form C27)

EXEMPTION DOCUMENT: Exemption from section 549.01 of the Canadian Aviation Regulations and Chapter 549 of the Airworthiness Manual-Airworthiness Standards- Amateur –Built Aircraft (Issued 2009-04-02.)

PROCEDURE:

1. To start the process, please contact MD-RA INSPECTION SERVICES to obtain the following documents:
 - C01 Letter of Intent
 - C02 Inspection Request
 - C 03 Fee Schedule
 - C 26- Import Procedure (this document)
 - C 27 Import MSI
 - Exemption Document
2. Once you have assembled the documents, it is time to fill them out and send them in to the MD-RA INSPECTION SERVICES offices.

Collection and completion of forms

3. Here is a list of the forms and documents you will need:
 - MDRA C 26 Import Checklist and Import application- Pages 4 and 5.
 - Report on Eligibility - pages 7 and 8 of MDRA C27-IMPORT MSI. The following additional supporting documents for the aircraft you are importing are required:
 - Photocopy of the foreign Certificate of Airworthiness
 - Photocopy of the foreign Certificate of Registration

MDRA INSPECTION SERVICES IMPORT PROCEDURE

- Photocopy of the aircraft logs or maintenance records to prove the aircraft has accumulated at least 100 documented hours of Air Time.
- Photocopy of the Operational Conditions for the aircraft, issued by the foreign Civil Aircraft Authority (CAA).
- A photograph of the Aircraft Identification Plate (Data Plate) affixed to the aircraft.
- MDRA C 01 Letter of Intent- completed for Import
- and
- MDRA C 02 Inspection Request-completed for Import

Please send all above completed forms to the MDRA INSPECTION SERVICE office.

NOTE: The copies must be clear and legible- please do not send the papers, especially the data plate photo, via facsimile, if you can avoid it. Please use mail or electronic means.

Processing your Document Review

4. Upon receipt of the above, we will process the Letter of Intent and your inspection request, and send the documents to an MDRA delegate for review.
5. Payment of the required fees is accepted by credit card, Cheque, or money order.
6. The MD-RA delegate appointed as a reviewer will examine the documents and coordinate directly with you if additions or clarifications are required.
7. You will be advised if your aircraft is eligible by mailed copy of the Report on Eligibility. Proceed to step 9 below.
8. If the aircraft is found not eligible for import, you will be so informed, and further consultation will be required. Contact MDRA INSPECTION SERVICE for further advice.

Obtaining your Certificate of Registration

9. Now is the time to apply for Certificate of Registration (C of R), **using form 26-0522**, supplied by the MD-RA INSPECTION SERVICES office. Please attach a completed copy of the Report on Eligibility with your application, and a photograph of the aircraft data plate, and send it to the Transport Canada office in your region with payment of \$110.00 to the Receiver General for Canada. You will receive your certificate in the mail, and you must have it on hand at the time of the inspection.
10. Note: When applying your assigned marks to the aircraft, ensure they comply with CARS Std . 222.01 in all respects - size, proportion, contrast and placement.

MDRA INSPECTION SERVICES IMPORT PROCEDURE

Update the aircraft to Canadian Standards

11. Now is the time to bring the aircraft into compliance with Canadian airworthiness standards- Refer to **page 5, Applicant's Checklist, Work required to meet Canadian Standards.**

Having your Import inspection.

12. Contact MDRA INSPECTION SERVICE and advise the office that you now have the aircraft in compliance and you are now ready to have the inspection performed.
13. Please provide the following information at this time:
 - Canadian registration marks
 - Base of Operations- which must also be the location of the inspection.
 - Make and model of the engine installed in the aircraft
14. MD-RA will send the inspection packages to the Applicant and the Inspector.
15. When you are ready-call the assigned inspector and make your appointment for the inspection. Note that the inspector will collect his travel expenses directly from you at the time of the inspection.
16. Upon successful completion of the inspection, the inspector will submit the inspection documents to the Reviewer for his region.
17. When the documentation is complete and correct, The Reviewer will release the Special Certificate of Airworthiness- Amateur Built to the you with the following two Operating conditions:
(a.) VFR flight only; and; (b.) No Aerobatics
18. You will be required to submit a climb test report to Transport Canada, on form 24-0091, supplied by us, within the first five hours of flight.

IMPORTANT: Before you purchase an aircraft for import, you should follow steps 1 to 7 above and receive a confirmation that the aircraft is indeed eligible for import.

For further information, call MDRA INSPECTION SERVICE at:
877-419-2111 or 519-457-2909. Facsimile: 877-800-6362 or 519-457-0980
Email: md-ra@md-ra.com

MDRA INSPECTION SERVICES IMPORT PROCEDURE

IMPORT APPLICATION
PART 2 - APPLICANT'S CHECKLIST

Applicant Name:

A/C Make:

A/C Model:

Serial Number:

Owner Completion Initial/date	Task	Md-ra Verified Initial & date
<u>ELIGIBILITY</u>		
To confirm aircraft is eligible for import before purchase, do the following:		
	Complete import application parts 1 & 2, and IMPORT MSI Appendix A (pp 7&8) and submit all to MD-RA INSPECTION SERVICE. See Page 1 Para 3 of this document.	
	Ensure the aircraft identification plate conforms to car 201.01 and submit a legible photo to reviewer. If it does not conform, you may not remove or alter the data plate in any way. Contact MDRA INSPECTION SERVICE for advice.	
<u>DE-REGISTRATION IN FOREIGN STATE, REGISTRATION IN CANADA</u>		
	Submit the following to TC: <input type="checkbox"/> bill of sale <input type="checkbox"/> deregistration confirmation <input type="checkbox"/> application to register aircraft (form 26-0522) , <input type="checkbox"/> photo of data plate <input type="checkbox"/> copy of Report on Eligibility for Import <input type="checkbox"/> Cheque to receiver general \$110.00	
<u>WORK REQUIRED TO MEET CANADIAN STANDARDS</u>		
	Develop an annual inspection checklist per Std 625	
	Complete an annual / 100 hour inspection per Std 625	
	Install as required: <input type="checkbox"/> first aid kit; ELT; <input type="checkbox"/> required placards; <input type="checkbox"/> fire extinguisher; <input type="checkbox"/> gascolator <input type="checkbox"/> Carb Heat <input type="checkbox"/> Independent Compass <ul style="list-style-type: none"> • Refer to minister's exemption Part III, Design Standards, Para. 26 for a complete list. 	
	Carry out fuel flow test Ref: MDRA C 14- Fuel Flow Test	
	Establish new Canadian technical records (journey logbook, and technical Logbooks as applicable)	

MDRA INSPECTION SERVICES IMPORT PROCEDURE

Make the following Journey Log Book entries:

- Aircraft Identification: Registration, Make, Model, Serial #
- Transfer the last 2 entries from the foreign logbook to the Canadian log book, to show continuity.
- "I certify that the magnetic compass was calibrated". Note: A completed compass deviation card must be installed.
- " This aircraft will be maintained in compliance with CAR 625, App. B & C"
- "I certify that this aircraft complies with all the requirements of App.A of the Exemption from Section 549.01 of the Canadian Aviation Regulations, and Chap. 549 of the Airworthiness Manual, and is safe for flight"
- "The aircraft has been subjected to a 100 hour inspection, or equivalent, since import into Canada. This inspection was performed in accordance with the CAR 507.07."
- List all work performed to bring the aircraft into compliance with Canadian standards., such as, but not limited to:
 - Installation of Gascolator,
 - ELT,
 - Fire Extinguisher,
 - Placards, etc.

Refer to Transport Canada draft Manufacturing Staff Instruction dated 2008-11-26, file number AARP-5009-3-XX (MDRA form C27) Para 3.5

- and

Exemption from section 549.01 of the Canadian Aviation Regulations and Chapter 549 of the Airworthiness Manual-Airworthiness Standards- Amateur –Built Aircraft (Issued 2009-04-02.) Part III, Design Standards, Para. 26 for a complete list.

Note: All work performed on your aircraft requires a maintenance release per CAR 571.10

MDRA INSPECTION SERVICES IMPORT PROCEDURE

<u>PREPARE FOR IMPORT INSPECTION</u> <u>Complete the following documents for the Inspector</u>		<u>Copies required</u>	
	MDRA C 18 Journey Log Entries	1	
	MDRA C 19 Data Plate information	1	
	MDRA C 14 Fuel Flow Report	1	
	Copy of all journey logbook entries (as listed above) including the front page	1	
	Copy of weight & balance (including equipment list) in accordance with CAR 571 Appendix C	1	
	Copy of the foreign registration and flight authority certificates (FAA Special C of A And operating limitations).	1	
	Initial application for Special C of A, form 24-0079, with picture of aircraft with registration Marks affixed. See car 202, fee is included in the MD-RA fee for the Import Inspection.	3	
	Aircraft Maintenance Schedule	1	

**MDRA INSPECTION SERVICES IMPORT PROCEDURE
PART 3 – MD-RA DELEGATE'S CHECKLIST**

MD-RA DELEGATE'S CHECKLIST			
DATE	TASK	REMARKS	INSPECTOR INITIAL
	ELIGIBILITY: Report on Eligibility Signed by appointed Reviewer		
	Determine if the aircraft loading indicates high performance.		
	Review Wt and Balance (571 App C)		
	<ul style="list-style-type: none"> • Review all checklists with customer prior to scheduling inspection. • Ensure the customer is fully aware of all requirements. • Arrange inspection date with applicant (advise applicant that he must be present for the inspection) • Ensure applicant has Canadian certificate of registration. • Do not perform the inspection until the post import 100 hour / annual inspection has been completed and all work has been done to bring aircraft to Canadian standards. • Ensure A/C log book has all required entries (page 6-Builder Checklist) and IMPORT MSI para 3.1 (l) 	date inspection scheduled:	
	<ul style="list-style-type: none"> • Complete the MD-RA Import inspection checklist- • use C 20 – Sec. 1.1- General • and 1.4- Final Inspection 		
	<ul style="list-style-type: none"> • During inspection, review maintenance schedule checklist, • issue defect list, if applicable, and • re- schedule inspection, if required 		
	<ul style="list-style-type: none"> • Complete 24-0074 Special C of A (Am Blt) and • 24-0090 Operating Conditions (per MSI 14) • Issue MDRA C 42 reminder to submit climb test within next 5 hours. 		
	Send all documents to Peer for review. Ref: MDRA C10 "Send for Review"		

MDRA INSPECTION SERVICES IMPORT PROCEDURE

This page intentionally left blank.