

**Minister's Delegates - Recreational Aviation  
Représentants du Ministre - Aviation de Loisir**

**Inspection Service**

**Service d'Inspection**

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**REMINDERS FOR INSPECTIONS**

Please provide, from builder records, copies of all previous sub-assembly or other inspection reports with all outstanding discrepancies corrected and so certified by the builder. These are required for the inspector's review when making an inspection.

These records must show that all parts of the aircraft were inspected prior to closure. In addition, certain wood and composite aircraft, which utilize a box or web spar, must have a spar inspection report.

MD-RA office will provide the inspector with any copies of previous inspections from our files.

A project record system is a requirement of the inspection program. Records or artifacts to keep include:

1. Record of source of plans or kit.
2. A diary or log. This should be a written record of:
  - A) Start date, and all work on the project. It is a good idea to have photographs of the project in its various stages of construction.
  - B) Sources and purchase dates of the major components (keep all invoices)
3. Weld, glue, and epoxy layup samples, labeled for identification. These must be made from the materials used in the project.
4. Copies of all correspondence with Transport Canada or MD-RA. This includes your Letter of Intent, Inspection requests, and most importantly- records of inspections.

**Reference material is important:** as a minimum, you should have a copy of "[Acceptable Methods, Techniques and Practices](#)", AC 43.13 1A & 2A. This is a U.S. government publication and is available from most aviation parts suppliers, and some community college book stores. If you have difficulty finding it in your area, call Hammond Aviation at 1-888-256-1106.

If you did not receive a copy with your initial package from MD-RA, please call and ask for the checklist entitled "What the inspector will be checking". This is a comprehensive guide to assist you in producing your best possible work.