

**Procedure to review import documents, application for import inspection and issue of a Special Certificate of Airworthiness - Amateur-Built.****Review of import documents inspection**

As required in the Exemption from Section 549.01 of the Canadian Aviation Regulations and Chapter 549 of the Airworthiness Manual-Airworthiness Standards-Amateur Built Aircraft, I request the MD-RA to perform a review of the documents for a foreign amateur built-aircraft that will determine if the aircraft is eligible for a final inspection and the issuance of a Special Certificate of Airworthiness, Amateur Built Aircraft.

The following information, photocopies of documents and photographs must be submitted by the applicant to MDRA Inspection Services for the purpose of determining the eligibility.

**An inspection of the entire aircraft, equal to a FINAL inspection will be carried out by a Minister's Delegate-Recreational Aviation (MD-RA)**

**Information Note:** (i) The information, photocopies of documents and photographs, along with this report, must be submitted by the prospective Canadian owner, preferably prior to purchasing the aircraft, in order to ensure the eligibility of the aircraft for a Special Certificate of Airworthiness Amateur-built aircraft.

(ii) All information boxes must be completed. Additional information may be requested at time of document criteria review.

**APPLICANT**

Importer of record	Surname(s) :	Given Name :
Address :		
City :	Province :	Postal Code :
Home Telephone :	Fax :	
Telephone at work :	E-mail :	

**AIRCRAFT DATA, TAKEN FROM AIRCRAFT IDENTIFICATION PLATE, REGISTRATION DOCUMENTS AND LOGS BOOKS**

1. Manufacturer (built by, builder):		
2. Model designation :	3. Serial number :	4. Total air time:
5. Maximum gross take-off mass:	6. Country of origin:	
<b>Increase to Maximum Take Off Weight (MTOW) must be approved by Transport Canada, following flight test period.</b>		
7. Foreign Nationality Registration Marks:		8. Number of Seats:
9. Category: (check appropriate category)	balloon <input type="checkbox"/>	fixed wing <input type="checkbox"/>
	rotary wing <input type="checkbox"/>	gyroplane <input type="checkbox"/>
10. Material: (check appropriate category)	composite <input type="checkbox"/>	metal <input type="checkbox"/>
	steel tube <input type="checkbox"/>	Wood <input type="checkbox"/>
	fabric <input type="checkbox"/>	

**ENGINE**

1 Manufacturer:	2 Model:
3 Serial number:	4 Total time since new :
5 Total time since overhaul:	

PROPELLER

Table with 2 columns: 1 Manufacturer, 2 Model, 3 Serial number, 4 Total time since new, 5 Total time since overhaul.

DOCUMENTS, (all imported aircrafts)

Table with 4 columns: Document type, YES, Date, Delegate. Rows include Certificate of Registration, Special Certificate of Airworthiness, operating limitations sheet, 100 hours Air Time, and ID plate photo.

Information Note: The photograph(s) of the aircraft identification plate must clearly show the name of the manufacturer aircraft model and serial number. All above listed documents must be provided in PDF format.

AIRCRAFT ARRIVAL

How will aircraft arrive: Flown in: YES NO Ground Transportation: YES NO

Table with 2 columns: Aircraft details (To be modified?, Date of last Annual) and Damaged status (Damaged YES NO, Flight Authority valid).

Photo(s) displaying, details of damages and/or proposed modifications.

\*\* Describe modification(s) If not sufficient space, provide a separate sheet.

\*\*\* Describe damages and intended repairs: If not sufficient space, provide a separate sheet.

Recreational Aviation Services Inc. o/a MD-RA Inspection Service, provides administrative services (only) in support of persons who intend to construct an Amateur-Built Aircraft and administration in support of individual Minister's Delegate - Recreational Aviation (MD-RA's) as they exercise their delegation.

Signature \_\_\_\_\_

Date \_\_\_\_\_ yyyy-mm-dd

Fee Payment, Fee Schedule (C03B) + applicable taxes. Calculate total and remit payment.

- 1/ To make payment by credit card, contact the MD-RA Office at: 519-457-2909, 877-419-2111 (in Canada only)
2/ Make Cheque payable to MD-RA Inspection Service, PO Box 32059 RPO Northland, London ON N5V 5K4
3/ Make "E" transfers to md-ra@md-ra.com

Note: Federal & Provincial Taxes are applicable based on the Province or Territory where the inspection is requested.

**Ensure that a copy of every document filed and signed during the process of - Import is kept on file**

## Aircraft Eligibility for Registration

### 1. Aircraft Identification

<b>Name of Builder(s)</b>	
<b>Aircraft Kit Manufacturer (if applicable)</b>	
<b>Aircraft Model Designation</b>	
<b>Serial Number</b>	

### 2. Eligibility for a Flight Authority for the purpose of issuing a Certificate of Registration

The aircraft described above has been found eligible for a flight authority, provided that further inspections are satisfactory. For the purposes of compliance with paragraph 222.16(1)(e) of Standard 222 - Aircraft Marking and Registration this aircraft may be considered eligible for a flight authority,

<b>MD-RA inspector Name and Signature:</b>	<b>MD-RA#</b>
<b>Date:</b>	

### Applying for a Certificate of Registration

Information may be found at <https://www.tc.gc.ca/eng/civilaviation/standards/general-ccarcs-amateur-408.htm> Canada

Submit your application along with supporting documentation to your nearest Transport Canada Regional Office.

(<http://www.tc.gc.ca/eng/civilaviation/standards/general-ccarcs-regionaloffices-2056.htm>)

### Standard 222 - Aircraft Marking and Registration

#### You will need to provide the following;

- a) A complete Transport Canada Civil Aviation (TCCA) Form [26-0522](#)- Application for Registration.
- b) Proof you are the aircraft owner (e.g. a statement of construction from plans or raw materials, kit bill of sale).
- c) Proof that the aircraft is eligible for a flight authority pursuant to Part V of the Canadian Aviation Regulations (**Block 2 above**).
- d) A clear photograph of the Aircraft Identification (ID) plate for accurately identifying the make, model and serial number of the aircraft.
- e) Receipt for appropriate fee payment (online payment is available at <http://www.canada.ca/payments-air>) or call Transport Canada Payment Center 1-800-305-2059

**Note:** A 'next available' registration mark will be issued upon registration. Alternatively, you may reserve a mark request a special (particular) mark for your amateur built aircraft by contacting your nearest Transport Canada Regional Office.

*\*/ any of the information changes after issuance of the C of R, the C of R will need to be re-issued. There is no for change of address.*

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**Review of import documents inspection**

<b>Importer's Name</b> _____	<b>Job Number</b> _____
<b>A/C Make</b> _____	<b>Model</b> _____
<b>Serial Number</b> _____	

**The following section is for the exclusive use of MD-RA office only**

- a) the aircraft was constructed in accordance with standards of the State of construction, and the Minister finds them to be equivalent to these standards; YES  NO  (check appropriate box)
- b) the aircraft was issued a permanent Special Certificate of Airworthiness pursuant to the regulations of the State of construction in the country of origin. YES  NO  (check appropriate box)
- c) the aircraft has subsequently completed not less than 100 hours Airtime. YES  NO  (check appropriate box)
- d) Aircraft requires an additional inspection due to projected modifications YES  NO  (check appropriate box)
- e) Aircraft requires an additional inspection due to projected repairs. YES  NO  (check appropriate box)
- f) Aircraft is eligible for inspection and a Special Certificate of Airworthiness-Amateur-built YES  NO  (check appropriate box)
- g) Aircraft will be subject to a \_\_\_\_\_ hour Flight Test period.

Name of MD-RA \_\_\_\_\_ Delegation # \_\_\_\_\_

Signature of MD-RA \_\_\_\_\_ Date \_\_\_\_\_  
yyyy-mm-dd

Applicant has been advised by \_\_\_\_\_ Date \_\_\_\_\_  
yyyy-mm-dd

**Information Notes:**

- (i) If the aircraft is found eligible, the Report on the Eligibility will form part of the final inspection documentation.
- (ii) If the aircraft is found not eligible, a copy of the Report on the Eligibility will be forwarded to the prospective Canadian owner while the original copy of the Report on the Eligibility will be forwarded to the Transport Canada regional office.

**Excerpts below from to C26E, IMPORT PROCEDURE, Para 5.5 Step 5, 6, 7 AND 8, maintenance release,**

- 4. Describe each maintenance/modification/repairs accomplished in the Journey log book. (technical logbooks are optional)
- 5. Each maintenance/modification/repairs must have a maintenance release, such as **“The described maintenance has been performed in accordance with the applicable airworthiness requirements.”**
- 6. All maintenance releases must be signed and dated by the aircraft owner.
- 7 Any maintenance/modification/repair that disturbs the engine and /or flight controls requires that the disturbed item be inspected for; correct assembly and locking, operational check for proper sense and range of motion by at least 2 persons.
- 8 The maintenance release above, (item 7) must be signed and dated by a person having witnessed the work performed.