
MD-RA INSPECTION SERVICES, CONSTRUCTION INSPECTION PROCEDURE

Information Note: *throughout this document when a word is emphasised, (**Different Color**) it indicates a link to the required document.*

All document can be filled and completed on site but all must be downloaded and stored on the computer

1. GENERAL

The following procedure explains how to build, have inspected and have a Special Certificate of Airworthiness issued to an amateur-built aircraft, (ABA)

2. BACKGROUND

A person who intends to construct an aircraft and obtain a special certificate of airworthiness in the amateur-built classification in respect of the aircraft must, before starting construction,

- a. inform the Minister,(MD-RA), of the intention to construct the aircraft,
- b. identify himself or herself as the builder of the aircraft
- c. show that the aircraft design meets the standards specified in the Exemption from Section 549.01 of the *Canadian Aviation Regulations* and Chapter 549 of the *Airworthiness Manual – Airworthiness Standards - (ABA)* chapter 549 of the *Airworthiness Manual*, and
- d. show that the major portion of the aircraft will be constructed from raw material and assembled on a non-commercial, non-production basis for educational or recreational purposes; and
- e. during construction and again before the first flight, make the aircraft available to the Minister for inspection.

All Canadian amateur built projects (except helicopters) require two inspections, that is Pre-cover and Final inspections.

2.1 SPECIAL INSPECTIONS

Some projects may require a Major Portion (51%) Evaluation and/or a Box Spar inspections. Go to **Section 7 SPECIAL INSPECTION.**

Otherwise, this procedure will follow the simplest and most usual inspection process, from the Letter of Intent, Construction through the Pre-cover, final inspection and issue of a Special Certificate of Airworthiness, (ABA). Most projects, if listed by FAA or TC as eligible kits, or if built strictly from raw materials, will need only a pre-cover and a final inspection.

3. PROCESS**3.1 REQUESTS FOR INFORMATION**

are to be addressed to MD-RA Inspection Services, (MD-RA).

MD-RA Inspection Services
PO Box 32509, RPO Northland
London, Ontario
N5V 5K4

Telephone: 519-457-2909
Toll free: 1-877-419-2111 (in Canada only)
Email: md-ra@md-ra.com
Web site: <http://www.md-ra.com/>

HOW TO START

First it is suggested that the builder become familiar with the Canadian **Regulation** governing the building process and final acceptance of an amateur built project. Becoming familiar with the regulation will ensure that the project that the builder has selected meets the requirements of the regulations. Once this step has been accomplished, the builder is to start his project.

As specified in the regulation the builder must inform the Minister of his intention. MD-RA Inspection Services is delegated by the Minister to act on his behalf to perform all inspections and issue the Special Certificate of Airworthiness for amateur built aircraft.

To inform the Minister the builder must fill a **Letter Of Intent**, pay the required **Fee** and send this information to MD-RA Inspection Services.

Once MD-RA has received the Letter of Intent from the builder, it will open a file for the project. MD-RA will then send the builder a series of documents headed by the document **Reply to Letter of Intent C09E**. MD-RA also supplies an **Aircraft identification plate information, C19B**, (included with the pre-cover document). These documents are all displayed on the MD-RA site. Reading these documents is an essential step in the beginning of the building process of the project. It is a fact that some projects are delayed because of the lack of knowledge of the regulations by the builder.

DEFINITION

BUILDER: Must be a person or persons. (Partnerships are acceptable). A company cannot be a builder. The builder(s) must ensure that the name(s) of the builder(s) remain consistent on all documents throughout the building process. MD-RA must be advised of any changes.

MAKE, MODEL AND SERIAL NUMBER OF AIRCRAFT:

All amateur built aircraft are, by definition, unique products, and the name is chosen by the builder. The names of certified aircraft are not permitted. The builder must supply a serial number when the Letter of Intent is filed. If a kit is substantially modified, by the builder, the builder is required to get approval for the modifications from the kit manufacturer. Otherwise the name of the project must be modified to reflect the changes.

MAXIMUM TAKE OFF WEIGHT:

Must be declared on the Letter of Intent.

NOTE: *This weight cannot be increased at a future date, so ensure you specify the weight you want.*

The builder must ensure that all the information required is accurate, detailed and complete. The information supplied will determine the final characteristics of the builder's project.

This step ensures that the builder's project is legally accepted by the Minister, and that a file is opened for that project. The Letter of Intent is kept as a permanent record in the project file, and does not expire.

4. PROCESS

4.1 Letter of Intent, Construction

- (a) Builder will complete and submit MDRA C01B Letter of Intent, Construction– available from www.md-ra.com on the INSPECTION DOCUMENTS pages.
- (b) Once MD-RA has received the Letter of Intent, Construction, it will open a file for the project.
- (c) MD-RA will then send the builder a series of documents headed by the document **Reply to Letter of Intent, Construction C09E**.
- (d) Proceed with Construction.

4.2 PRE-COVER INSPECTION

- (a) Whenever the pre-cover inspection is required, (the project is as far advanced as possible) the builder must complete a **C02E Inspection Request, Construction** document and pay the appropriate **Fee**.
- (b) MD-RA will assign an inspector, **Inspection Notice C07B**. The required documentation, including an Aircraft Identification Plate, C19B, will be sent to the builder and to the assigned inspector. It is the responsibility of the builder to contact the inspector and make arrangements for the inspection. The builder must be present during the inspection and he must be prepared to answer questions concerning his project.

(c) Alternatively, the builder may wish to divide his project into major components (fuselage, wings, empennage...etc) and proceed to inspect each one separately. In each case, the inspector will indicate on the **Amateur Built Aircraft Inspection report (form C21)** which component has been inspected and considered complete. This is more costly than a single pre-cover inspection, but it provides a flexible alternative to many builders. When all the components have been inspected, the builder will be given permission to proceed to the final inspection.

(d) When the pre-cover requirement has been satisfied and the builder has been given permission to proceed to the final inspection, the inspector will sign, date and give the builder the **Aircraft eligibility for Registration C16E** document. The builder will use this document to request, from Transport Canada, the Registration Marks pertaining to his aircraft. The builder can view the available registration marks by accessing **Available registration marks search** and follow the procedure.

***NOTE:** An inspection must be completed before another inspection can be requested. ALL components of ALL aircraft have to go through the pre-cover inspection.*

4.3 FINAL INSPECTION

(a) The final inspection is a mixture of physical inspection, Regulatory compliance and documentation. The builder must have on hand the **Certificate of Registration** for his aircraft before the inspection can be performed. The final inspection is done when the aircraft is fully completed, fuelled, and in all respects ready for flight except that all cowlings, covers, inspection opening, fairings, etc. have been removed for inspection. The inspection must be performed at the declared base of operations for the aircraft.

(b) The **Inspection Request** and **Fee** should be mailed to the MD-RA at least 2 months in advance of the anticipated inspection date. MD-RA will send a series of documents to the builder. The first step is to find and fill-in the documents listed in the **Aircraft eligibility for Registration C16E** and mail the package to Transport Canada Licensing, in your region. Transport Canada will then issue the **Certificate of Registration** for the aircraft. This marks the birth of a new Canadian aircraft. At this point the builder should contact the assigned inspector to select a date for the final inspection.

(c) The builder must fill-in, prepare and perform all the tests and complete all the required documentation. The documentation must be ready prior to the final inspection. The inspector is expected to review the Certificate of Registration, compare it with the identification plate and review all the required documentation before proceeding with the physical inspection.

(d) When the inspection is completed, the inspector will give the builder a copy of the **Inspection Report (C21)**, with all deficiencies listed. The builder must correct the listed deficiencies and, on the reverse side of the **Inspection Report (C21)**, must explain in detail how each deficiency is corrected. The builder must sign and date the report as having done so. The documentation must be completed and sent to the inspector. The inspector will review the completed file. The builder will be informed of the required corrections, if any. When satisfied, the inspector will send the file to the Regional Peer Reviewer. The Peer Reviewer will perform a quality control inspection on the file. It is the responsibility of the Peer Reviewer to ensure that the file is complete and meets the required standard. The Peer Reviewer will then mail the **Special Certificate of Airworthiness** and the **Operating Conditions** to the builder. The last step in the process is the mailing of the file to Transport Canada. The mandate of the MD-RA is terminated and the builder must now look to Transport Canada to obtain the information to continue operating his aircraft.

4.4 OPERATING CONDITIONS

The **Special Certificate of Airworthiness** gives the builder the permission to operate his aircraft within the stated imposed **Operating Conditions**. The Operating Conditions define the restrictions that the builder must abide by during the specified period, (**Part V - Standard 507 Appendix D - Standardised Operating Conditions and Limitations Para. 3 & 4 (1)**). During the period the builder must correct every discrepancy discovered as the result of operating his aircraft. The builder must log the flying time, the problems discovered and the applicable corrections. The builder can seek help in correcting certain deficiencies but the builder is the only person allowed to sign the log book. During the period the builder must perform the climb test, per the **Amateur Built Climb Test Report**. When the aircraft is free of any snags, the Climb test has been performed and the aircraft has logged at least 25 consecutive trouble free hours, the builder must submit the following documents to the local Transport Canada Centre;

1. Climb Test report (the required documents were included in the final inspection package).
2. Proof of a minimum of 25 consecutive trouble free hours, Air Time. (Aircraft Journey Log).
3. Copy of the initial Operating Conditions.
4. Letter requesting issue of Modified Operating Conditions.

All documents above are displayed on the **MD-RA site**. Reading these documents is an essential step in the beginning of the building process. It is a fact that some projects are delayed because of the lack of knowledge of the regulations by the builder.

4,5 READING MATERIAL

To familiarize yourself with the Canadian Regulations concerning Amateur built aircraft and the associated inspection program, it is imperative that you read the following documents. Click on the title to access the document. Use the BACK arrow, (top left hand corner) to return to this page.

[Exemption from Section 549.01 of the CAR and Chapter 549](#)

Transport Canada document governing all aspect of amateur built aircraft in Canada. A Must

[Part V - Airworthiness Manual Chapter 549 - Amateur-Built Aircraft](#)

Transport Canada permits the certification process, as per Exemption from Section 549.01, above or as per Chapter 549 - Amateur-Built Aircraft. The procedures are not interchangeable. The builder must decide which process he wants to use and inform MDRA before the start of the project. A Must.

[Revised listing of \(ABA\) kits](#)

FAA listing, (accepted in Canada) listing all Major Portion eligible kits.

NOTE: information on the Transport Canada list is available from the MD-RA office.

The following documents contain detailed inspection procedures used by the assigned inspector to perform **the required inspection as required by regulations. Each procedure has been dedicated to specific types of construction material.** Select the title that corresponds to the type of construction of your aircraft. It will allow you to perform an inspection to ensure that your project is ready for its required inspection. Any problem that is corrected before the required inspection should result in a safer aircraft.

Click on [C20E Metal- Fabric Tube and Wood Procedure](#)

Metal; all aluminum stress built aircraft

Fabric, Tube and Wood; all aircraft that are partially or completely built and/or covered by the mentioned materials.

Read all sections.

Click on [C20E Composite Procedure](#)

All aircraft that are completely built using composite material

Read all sections.

Click on [C20E Metal Tube Composite Procedure](#)

Aluminum, Tube and Composite; all aircraft that are completely built and/or covered by the mentioned materials.

Read all sections.

Click on [C20E Gyrocopter/Helicopter Procedure](#)

The procedure is dedicated to Gyrocopters or helicopters.

Read all sections.

5. PROCEDURAL GENERALITIES

Before starting the Construction Procedure below, carefully read the following instructions. Following these instructions will improve and speed up the process.

1. Follow the procedures below in sequence.
2. Assemble and e-mail/send only requested documents in one package.
3. MD-RA accepts Adobe Portable Document Format, (.PDF) for all documents and Joint Photographic Expert Group, (JPG, .JPEG) for photos and images.
4. In documents, the aircraft data section, the make, model and serial number must be the same as on the aircraft data plate.
5. Personal data- exactly the same on all documents.
6. Fill in the payment information. Be sure to add the proper taxes for province or territory to the fee.
7. Sign and date all documents.
8. Provide e-mail address, your home/business telephone number and cellular telephone number if available.

6. PROCEDURE TO CONSTRUCT AND INSPECT

6.1 LETTER OF INTENT,

1. Click on **C03B Inspection Fees**, select Letter of Intent fee and add the taxes (including GST, Harmonized taxes and/or Provincial taxes). (Y)
2. Click on **C01B Letter of Intent, Construction** Fill the document on site. Ensure that all entered data are identical on all documents (Y)
Make payment by Credit Card on C01B Letter of Intent, Construction. (Y)
Once completed, print, sign and date the document. (Y)
Scan the document (Y)
E-mail document to MD-RA at **md-ra@md-ra.com** (We also accept facsimile and regular mail) (Y)

MD-RA RESPONSE

Shortly after e-mailing your Letter of Intent, Construction, you will receive a document from MD-RA Office confirming, the receipt of your e-mail, the opening of a project file and a file number.

At any time you can go to the CONTACTS page on the MD-RA site and contact the MD-RA Regional Representative in your region.

The file number will be your reference when you want to communicate with the MD-RA office.

6.2 PRE-COVER INSPECTION

Prepare/assemble/fill-in documents for pre-cover inspection

1. Click on **C03B Fee Schedule**, select Pre-cover inspection fee and add the taxes (including GST, Harmonized taxes and/or Provincial taxes),
2. Click on **C02E Inspection Request, Construction** Fill the document on site. Ensure that all entered data are identical on all documents. (Y)
Make payment by Credit Card on **C02E Inspection Request, Construction**. (Y)
Once completed, print, sign and date the document. (Y)
Scan the document (Y)
E-mail document to MD-RA at **md-ra@md-ra.com** (We also accept facsimile and regular mail) (Y)

Shortly after sending your **C02E Inspection Request, Construction**, you will receive **C07B INSPECTION NOTICE** document from MD-RA Office.

The document contains instructions how to prepare your project for the inspection.

It will also provide the name of the assigned inspector and how to contact him

6.3. PRE-COVER INSPECTION (PREPARATION CHECKLIST)

1. Project ready for inspection, (Construction as far advanced as possible) (Y)
2. All glue, welding, composite, riveted samples available for testing and destruction by inspector. (Y)
3. Attend and provide information as requested by MD-RA assigned inspector (Y)
4. After inspection the inspector will sign and date document **Aircraft eligibility for Registration C16E**, which will allow you to request registration marks from Transport Canada prior to requesting the Certificate of Registration. (Y)
5. The aircraft identification plate will be provided by the assigned inspector, during the inspection. (Y)
6. Click on **C19B Aircraft identification plate information** to learn how to fill the identification plate. (Y)
7. The inspector will indicate in writing (On MDRA form C 21) which inspection is next (either Final or another pre-cover on a specified component or components). (Y)

6.4 AFTER PRE-COVER INSPECTION

1. Correct Snags listed on MD-RA C21 Amateur Built Inspection Observation Report. (Y)
2. For each snag describe correction on the back of MD-RA C21. Sign and Date report. (Y)
3. File document until Final Inspection (Y)

6.5. FINAL INSPECTION

1. All components pre cover completed and project ready for inspection, (aircraft ready to fly) (Y)
2. Click on **C03B Fee Schedule**, select Final inspection fee and add the taxes (including GST, Harmonized taxes and/or Provincial taxes), (Y)
3. Click on **C02E Inspection Request, Construction** Fill the document on site. Ensure that all entered data are identical on all documents from start of project. (Y)

Make payment by Credit Card on **C02E Inspection Request, Construction**. (Y)
Once completed, print, sign and date the document. (Y)
Scan the document (Y)
E-mail document to MD-RA at **md-ra@md-ra.com** (We also accept facsimile and regular mail) (Y)

Shortly after e-mailing your **C02E Inspection Request, Construction**, you will receive a **C07B Inspection Notice** document from MD-RA Office, providing the name of the assigned inspector and how to contact him.

4. Click on **Aircraft eligibility for Registration C16E** and fill document to obtain the Certificate of Registration prior to Final inspection. A copy of the Certificate of Registration will have to be given to the MD-RA inspector as part of the aircraft data package. (Y)

Note: Final cannot be done unless Cert of Registration is present.

5. Provide a photo of aircraft showing the identification plate permanently mounted on the aircraft. Ensure that the correct data are clearly readable. (Y)

6. History of the aircraft; Provide a description of the construction of the project, from the beginning explaining the process utilised and the major milestones. (Y)

7. Click on **C14E Fuel Flow Report** Perform Fuel Flow and fill-in the fuel flow report as per MD-RA C14E (Y)
Once completed, print and sign the document. Hold for Final inspection (Y)

8. Click on **C17E Weight and Balance Report** Perform Weight & Balance and complete, MD-RA C17E Weight and Balance report. (Y)
Once completed, print and sign the document. Hold for Final inspection (Y)

9. Click on **C13E Guide to Completion of Document 24-0079** Follow this procedure to fill the document below. (Y)

Click on **Initial Application for a Certificate of Airworthiness for (ABA), form 24-0079** and fill-in the document. (Y)

Once completed, the report must be printed and signed. (Y)
Three copies with original signatures are required. Hold for Final inspection (Y)

10. Click on **Standard 625 Appendix B – Maintenance Schedule** Generate a maintenance procedure dedicated to the aircraft by eliminating all items not required. (Y)
Display, registration, model and serial number of the aircraft, the date and signature of the owner and number each page and total number of pages on all pages, (e.g. “Page 1 of _”) (Y)

11. Click on **Standard 625 Appendix C – Out of Phase Tasks and Equipment Maintenance Requirements** Repeat the above procedure for all equipment first aircraft, listed in Appendix C. (Y)

12. Purchase a Canadian Journey log book. (technical logbooks are optional) (Y)
13. Fill- in Journey log book entries;
- Aircraft Registration Mark C-XXXX (Y)
 - Manufacturer builder of aircraft from identification plate (Y)
 - Model Name of aircraft from identification plate (Y)
 - Serial Number Number from identification plate (Y)
 - Fuel Capacity in SAE / Metric (Gal/ Litre) Grade as recommended by engine manufacturer (Y)
 - Oil Grade Grade as recommended by engine manufacturer (Y)
 - Hydraulic Fluid Grade as recommended by aircraft builder (Y)
 - Maintenance Schedule per CAR 625 app B & C (Y)
 - Maximum Gross Weight as per Weight & Balance, (W & B) Report (Y)

Empty mass and Centre of Gravity as per Weight & Balance Report				
Configuration	Mass	CG	Signature	Date
Wheels / Floats	Empty mass	Empty CG	Builder	date of entry
	from W & B	from W & B		

14. Generate magnetic compass deviation card (Y)
15. Install magnetic compass deviation card on compass (Y)
16. Copy magnetic compass deviation card into Journey log book (Y)

COMPASS DEVIATION CARD					
REGISTRATION C-_____					
FOR	STEER	FOR	STEER	FOR	STEER
N		120		240	
030		150		W	
060		S		300	
E		210		330	

17. Write maintenance statement;
I certify that the magnetic compass was calibrated (Y)

6.6 PHYSICALLY PREPARE AIRCRAFT FOR FINAL INSPECTION

1. Prepare the aircraft for the Final inspection. The aircraft must be ready for flight but with all the inspection panels opened, engine cowling, propeller spinner and all fairings removed. (Y)

- Firewall (Y)
- First Aid Kit; (Y)
- ELT; (Y)
- Required Placards; (Y)
- Portable Fire Extinguisher; (Y)
- Gascolator; (Y)
- Carburetor Heat, (alternate air source for fuel injection engine) (Y)
- Independent Mechanical Compass (Y)

2. Calibrate magnetic compass (Y)
3. Perform Altimeter System Test and Inspection as per **CAR 571. Appendix B**
 Applicability: All aircraft (20150111) (Y)
4. Perform ATC Transponder Performance Tests as per **CAR 571. Appendix F** (20150111) (Y)

5. Each piece of equipment listed in Appendix C of the maintenance schedule must be inspected, tested or revised to start the maintenance cycle (Y)
6. Write maintenance statement in Journey log book;
This aircraft will be maintained in compliance with Canadian Air Regulation 625, Appendices B & C (Y)
7. Contact MD-RA assigned inspector to schedule Final inspection (Y)

6.7 FINAL INSPECTION

1. Aircraft ready for flight, (no outstanding work left undone?) (Y)
2. All cowlings, inspection panels removed and/or opened (Y)
3. Prepare aircraft for engine run-up. (Y)
4. All documents ready for evaluation by assigned MD-RA inspector before the beginning of the inspection (Y)
5. Attend and provide information as requested by MD-RA assigned inspector (Y)

6.8 AFTER FINAL INSPECTION

1. Correct Snags listed on MD-RA C21 Amateur Built Inspection Observation Report (Y)
2. For each snag describe correction on the back of MD-RA C21. Sign and Date report. (Y)
3. Write maintenance statement in Journey log book:
“I certify that the aircraft complies with all requirements of App A of the Exemption From Section 549.01 of the Canadian Aviation Regulations, and Chapter 549 of the Airworthiness Manual and is safe for flight” (Y)
4. Correct all documents evaluated by MD-RA assigned inspector at beginning of final inspection. (Y)
5. Prepare and ship all documents to MD-RA assigned inspector. (Y)
6. Correct and ship all documents that may have been returned for additional corrections to MD-RA assigned inspector. (Y)

7.0 SPECIAL INSPECTIONS

7.1 MAJOR PORTION EVALUATION (Commonly referred to as a 51% inspection)

A major Portion Evaluation limits itself to counting the number of parts built/assembled by the builder and the number of parts built/assembled obtained from another source. The builder must build/assemble more than half of the parts utilised to complete the aircraft.

It is required when:

1. the kit is not published by TC or on the **Revised listing of (ABA) kits.**
2. the project is based on an existing model and / or uses previously certified or commercially produced parts.

An amateur built aircraft can be built using used parts. Most of the time, these projects originate from previously certified aircraft. Specific rules govern this method of building an amateur built aircraft. The details are contained in **SI 549-001 Conversion of Commercially-Produced Aircraft and Use of Commercially-Produced Parts in Amateur Aircraft Projects.** The builder is well advised to read and understand these rules.

As defined in the regulation and the constructor must build and/or assemble the major portion of the project. The easiest way to proceed is for the prospective builder to acquire the procedure and perform a 51% evaluation. If the project seems to meet the requirement of the regulation and of the major portion, the builder can start his project by filling a **Letter of Intent** and a **C02E Inspection Request, Construction** requesting a 51% inspection and send it with the appropriate **Fee** to MD-RA Inspection Services. The builder must prepare all the parts for the inspector. Note that all the structural parts

making this project must be available to the inspector during the inspection. The inspector will calculate the relative percentages of builder other input and decide if the project is Major Portion compliant (if it meets the standard). If the project as inspected does not meet the major portion requirements, the builder will be asked to modify the project work plan until it meets the standard.

When the project is found to meet the major portion requirements, the inspector will sign and date the procedure document. The builder will also sign the procedure document signifying that he now has a specific project to build. The inspector will then fill, sign and date an **Amateur Built Aircraft Inspection Report, C21** confirming that the project meets the requirements. The 51% evaluation report will be sent to the MD-RA Regional Representative for review. The builder will then be formally informed of the results and authorized to proceed to the PRE-COVER inspection, via the white copy of the Amateur Built Aircraft Inspection Report, C21 document.

***NOTE:** There is no provision in existing legislation to permit direct conversion of an aircraft from one category to another. If it is not possible to follow the Major Portion rule in accordance with SI 549-001, the likelihood of a successful project completion is very slim. In case of any doubt, the details are presented to Transport Canada for a ruling.*

7.2 MAJOR PORTION, (51%) EVALUATION

Prepare/assemble/fill-in documents for major portion, (51%) inspection (Y)

1. Click on **C03B Fee Schedule**, select major portion inspection fee and add the taxes (including GST, Harmonized taxes and/or Provincial taxes), (Y)

2. Click on **C02E Inspection Request, Construction** Fill the document on site. Ensure that all entered data are identical on all documents (Y)

Make payment by Credit Card on **C02E Inspection Request, Construction**. (Y)

Once completed, print, sign and date the document. (Y)

Scan the document (Y)

E-mail document to MD-RA at **md-ra@md-ra.com** (We also accept facsimile and regular mail) (Y)

MD-RA RESPONSE

Shortly after e-mailing your **C02E Inspection Request, Construction**, you will receive a copy of **C07B Inspection Notice**, indicating the name of the assigned inspector and how to contact him

7.3 MAJOR PORTION, (51%) EVALUATION

1. Project ready for inspection, (All components to be counted are available) (Y)

2. Attend and provide information as requested by MD-RA assigned inspector (Y)

***Note:** The Major Portion Evaluation must be based on a detailed work plan and parts list, and must be performed by a delegate assigned by the MDRA office. Upon completion, the results are audited by a senior MDRA delegate. This evaluation, including all supporting documents, once accepted by MDRA, is placed in the project file and constitutes a binding contract between the builder and the Minister.*

Any change contemplated to the plan which may affect the degree of builder input must be referred to MDRA for re-evaluation by a qualified delegate. Failure to adhere to the original plan and/or to have changes evaluated will void the original approval and may result in refusal to issue a Special Certificate of Airworthiness – Amateur Built.

To proceed to the Pre-Cover inspection return to **SECTION 4.2 PRE-COVER INSPECTION**

7.4. BOX SPAR

Wooden and composite aircraft have components that must be inspected before they are closed. Wooden aircraft usually have boxed spars. A boxed spar has a top and bottom flange and two sides holding the flanges apart. These spars must be inspected before the last side is glued. Some aircraft have numerous boxed spars; the wing main spar and rear spar, the elevator and stabilizer spars and the fin and rudder spars. Composite structures also have specific to type inspections.

Check with MD-RA to determine what type of inspection is required. Once these parts are inspected the builder will be allowed to continue his project up to the pre-cover inspection.

7.5 BOX SPAR INSPECTION

- Prepare/assemble/fill-in documents for box spar inspection. (Y)
1. Click on **C03B Fee Schedule**, select box spar inspection, inspection fee and add the taxes (including GST, Harmonized taxes and/or Provincial taxes), (Y)
 2. Click on **C02E Inspection Request, Construction**
Fill the document on site. Ensure that all entered data are identical on all documents (Y)
Make payment by Credit Card on **C02E Inspection Request, Construction.** (Y)
Once completed, print, sign and date the document. (Y)
Scan the document (Y)
E-mail document to MD-RA at **md-ra@md-ra.com** (We also accept facsimile and regular mail) (Y)

MD-RA RESPONSE

Shortly after e-mailing your **C02E Inspection Request, Construction**, you will receive a copy of **C07B Inspection Notice**, indicating the name of the assigned inspector and how to contact him

7.6 BOX SPAR INSPECTION

1. Project ready for inspection, (All components to be inspected are available) (Y)
2. Attend and provide information as requested by MD-RA assigned inspector (Y)

To proceed to the Pre-Cover inspection return to **SECTION 4.2 PRE-COVER INSPECTION**

7.7 SUPPLEMENTARY INSPECTION

During the different inspector may require a supplementary inspection. This inspection is a prerogative of the inspector. The inspector may during any inspection decide that he will be returning to inspect a specific portion of the project after the correction has been made. The inspector will inform the builder of what is required of him. The builder must then request a supplementary inspection

7.8 SUPPLEMENTARY INSPECTION

- Prepare/assemble/fill-in documents for box supplementary inspection (Y)
1. Click on **C03B Fee Schedule**, select supplementary inspection, inspection fee and add the taxes (including GST, Harmonized taxes and/or Provincial taxes), (Y)
 2. Click on **C02E Inspection Request, Construction** (Y)
Fill the document on site. Ensure that all entered data are identical on all documents (Y)
Make payment by Credit Card on **C02E Inspection Request, Construction.** (Y)
Once completed, print, sign and date the document. (Y)
Scan the document (Y)
E-mail document to MD-RA at **md-ra@md-ra.com** (We also accept facsimile and regular mail) (Y)

7.9 SUPPLEMENTARY INSPECTION

1. Project ready for inspection, (All components to be inspected are available) (Y)
2. Attend and provide information as requested by MD-RA assigned inspector (Y)
3. File your white copy of the MDRA C 21 report in your project file. (Y)