DATA ITEM DESCRIPTION				
1. Title	2. Identification Number	Page #		
Project Management Plan (PMP)	PM-001	1	of	1

3. Description / Purpose

The PMP describes the Contractor's plan for integrating all management, planning and control activities for the contract. The PMP describes all the processes that will be used by the Contractor to manage the work described in the SOW. The purpose of the PMP is to gain visibility into the Contractors planning, understand and evaluate the Contractors approach to managing the program, and provide input into Canada's planning.

4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable
Not used	Technical Authority	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL PM-001	Not used	None

10. Preparation Instructions

10.1 <u>Format</u>

10.1.1 The PMP must be prepared in Contractor format using the content guidance contained in this DID.

10.1.2 The PMP must be in Microsoft Word 2013 compatible format.

10.1.3 The PMP may be divided into volumes and/or sub-plans provided that the top-level document links all sub-documents together and all sub-documents are delivered with the PMP.

10.2 <u>Content</u>

10.2.1 The PMP must be the master planning document, integrating, summarizing and referencing other project plans and schedules as required.

10.2.2 The PMP must address:

a. A description of the approach, methods, and procedures that will be used to successfully carry out the project management in support of the work described in the SOW;

b. The Contractors organizational structure of key roles and responsibilities that are accountable for overall project management execution, service delivery management and delivery of the work described in the SOW;

c. The Contractors process for tracking and reporting progress, describing associated plans to be followed to manage scope, cost, schedule, quality, and risk based upon the SOW;

d. A description of subcontractor management, including but not limited to:

i. Description of each sub-contract, sub-contractor, and responsibilities;

ii. How requirements flow down to sub-contractors;

10.2.3 The PMP must address how risks will be managed including a description of how risks and issues will be identified, and controlled. The PMP risk and issue management section must include:

a. Risk and Issue management planning concept(s);

b. Risk and Issue identification methodology including the Risk Register (PM-007);

c. Qualitative and quantitative risk analysis and prioritization methodology;

d. Risk mitigation planning methodology; and

e. On-going risk monitoring, control, and management including maintenance of Risk Management documentation and reporting methodology to both corporate management and Canada.

10.2.4 The PMP must address communication management between Canada and the Contractor.

10.2.5 The PMP must address deliverable management, including DIDs, equipment, training, TIES tasks, etc.;

10.2.6 The PMP must address schedule management, including how you will update the IMS (PM-002).

DATA ITEM DESCRIPTION		
1. Title	2. Identification Number	Page #
Integrated Master Schedule (IMS)	PM-002	1 of 1

3. Description / Purpose

The IMS will reflect the time-phased sequence of the Contractor's Work Breakdown Structure, events, and milestones for the Contractor's work activities. The IMS will be used to track the project schedule compared to the contracted schedule.

4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable
Not used	Technical Authority	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL PM-002	Not Used	None

10. Preparation Instructions

10.1 <u>Format</u>

10.1.1 The IMS must be prepared in Contractor format using the content guidance contained in this DID.

10.1.2 The IMS must be in Microsoft Word 2013 compatible format.

10.2 <u>Content</u>

10.2.1 The IMS must contain:

a. Contractor's major and significant events, milestones and summary activities as identified in the PMP (CDRL PM-001);

b. All contract activities, such as, but not limited to:

i. Project meetings;

ii. Data Item deliverables (DIDs);

iii. Taskings; and

iv. Canada's planned assignments, dates, and milestones.

c. A summary chart showing major work activities not related to programme activities;

d. The highlighted critical path showing the key tasks/activities to be scheduled;

e. Tasks and activities with accompanying description;

f. A baseline schedule bar for each work activity, event and milestone along with the start/finish dates and total duration, for comparison to the current schedule; and

g. A current schedule bar must be shown for each work activity, event and milestone along with the start/finish dates and total duration.

DATA ITEM DESCRIPTION				
1. Title	2. Identification Number	Page #		
Progress Report	PM-003	1	of	1

3. Description / Purpose

The Progress Report will summarize the Contractor's progress in relation to the project milestones, schedules, plans and deliverables. It provides the status of project management and airworthiness work achieved versus work that was planned and articulated in the IMS (CDRL PM-002) and the Airworthiness Clearance Plan (CDRL AW-002).

4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable
Not used	Technical Authority	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL PM-003	Not used	None

10. Preparation Instructions

10.1 <u>Format</u>

10.1.1 The Progress Report must be provided in Contractor format.

10.1.2 The Progress Report must be in Microsoft Office 2013 compatible format.

10.2 <u>Content</u>

10.2.1 The Progress Report must include:

a. An executive summary which covers significant elements of the report;

b. An update of all MEDIUM and HIGH risk items;

c. A description of the work activities executed in the reporting period:

d. A description of the work activities planned for the next reporting period;

e. Narrative detailing progress against milestones, expected date of completion of near milestones, problem areas and work-around plans where required;

f. Status against each major project activity, and activities requiring participation from Canada;

g. Performance against project metrics, as defined in Appendix XXX, Contract Performance Framework, including Composite Performance Score (CPS), monthly availability, monthly reliability and monthly operating hours;

h. Progress update on the resolution of previously identified areas of concern;

i. Action items list, including all open action items and those closed since last report;

j. Summary and status of all approved Additional Work Arising (AWAs); and

k. Other areas of potential or actual concern, interest or importance.

10.2.2 If changes to the IMS have occurred in the reporting period of the Progress Report, the Progress Report must include a re-issuance of the complete IMS.

DATA ITEM DESCRIPTION					
1. Title		2. Identification Number	Page #		
Meeting Minutes		PM-004	1	of	1

3. Description / Purpose
Meeting minutes will document the discussions at meetings between representatives of Canada and the Contractor.

4. Approval Date	5. Office of Primary Interest (OPI)	6. GIDEP Applicable
Not used	TA	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL PM-004	Not used	None

10. Preparation Instructions

10.1 Format

10.1.1 The Meeting Minutes may be prepared in Contractor format.

10.1.2 The Meeting Minutes must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The introductory information must contain Contract Title/Number; Meeting Title/location/date/start time; attendee names; and Signature blocks for one Contractor and one Government approval authority.

10.2.2 The body must include:

i. Action item review from previous meetings, including updates and modifications;

ii. New business and new topics of discussion, as provided in the Meeting Agenda;

iii. A brief summary of only the discussion points that are pertinent to understanding the context of the decision. It's not necessary to document a lengthy record of the entire deliberation;

iv. A concise record of the decision reached to fulfil the stated purpose and/or accomplish the stated objective of the discussion as recorded in the Agenda; and

v. A listing of the action(s) necessary to execute the decision, and for each action item, the name of the OPI and the key dates.

10.2.3 The concluding information must contain the following:

i. The proposed date, time and location of any follow-up meeting.

10.2.4 Copies of all documentation tabled at the meeting must be appended to the minutes including:

i. an updated copy of the Meeting Agenda reflecting the actual agenda for the meeting as conducted.

ii. for Progress review Meetings, a copy of the Action Item Registry as at the end of the meeting.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Publications Management Plan		PM-005	1 of 1	
3. Description / Purpose				
The Publications Management Plan will assist Canada in maintaining up-to-date and accurate documentation related to the CAF UAS Service.				
4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable		
Not used	Technical Authority	No		
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL PM-005		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The Publications Management Plan may be prepared in Contractor format.

10.1.2 The Publications Management Plan must be in Microsoft Word 2013 compatible format.

10.2 Content

10.2.1 The Publications Management Plan must describe how the Contractor plans to manage publications, including, but not limited to:

a. Contract data item deliverables (DIDs); and

b. Publications associated with the CAF UAS service and the UAS itself.

10.2.2 The Publications Management Plan must describe how the Contractor will provide changes, revisions, stock reprint, copy replications, supplements, leaflets, interim inspection instructions and technical bulletins related to publications. This description must also specifically address how the Contractor plans to manage Airworthiness Directives (Service Bulletins (SB), Alert Service Bulletins (ASB), and Service Information Letters).

10.2.3 The Publications Management Plan must describe how the Contractor plans to perform periodic review of the contents of each publication to determine its currency, accuracy, and completeness with respect to the current equipment configuration.

10.2.4 The Publications Management Plan must describe how the Contractor will notify and provide Canada with amended or modified publications, including the case where the changes do not affect the configuration of the UAS used in the contract.

10.2.5 The Publications Management Plan must describe how the Contractor will maintain a master, a reproducible, and a working copy of each publication.

10.3 French Language Publications

10.3.1 The Publications Management Plan must describe how the Contractor will assign Canada the right to have operational/maintenance and training publications translated to French for use within the CAF.

DATA ITEM DESCRIPTION		
1. Title	2. Identification Number	Page #
Security Plan	PM-006	1 of 2

3. Description / Purpose
The Security Plan will describe the Contractors plan to address all aspects of the Contractor's personnel, facilities, information, materiel, and UAS security.

4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable
Not used	Technical Authority	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL PM-006, SRCL, Appendix 5	Not used	C-03-010-000/AG-003 Annex A and Annex B

10. Preparation Instructions

10.1 Format

10.1.1 The Security Plan may be prepared in the Contractor's format.

10.1.2 The Security Plan must be in Microsoft Word 2013 compatible format.

10.2 Content

10.2.1 The Security Plan must include completed C-03-010-000/AG-003 Annex A and Annex B templates.

10.2.2 Personnel Security

a. The Security Plan must address the Contractor's plan to meet its requirement for personnel security, including an estimate of the number of staff that will be required, categorized by security classification level and primary work location.

10.2.3 Materiel Security

a. The Security Plan must identify all plans to provide protection of any classified materiel and documents. This must include plans for transportation.

10.2.4 Information Security

a. The Security Plan must address information security extensively. All Contractor networks in Canada and deployed to a theatre of operation, whether classified or unclassified, must be addressed providing complete architecture and layout descriptions. The network descriptions must address all network protocols and all security provisions provided if any.

b. The Security Plan must identify how the Contractor will handle the transmission of classified information and material in any form over authorized mediums. In addition, if not addressed elsewhere, the plan must address the Contractor's plans and procedures for handling the storage of classified material.

c. For radio frequency (RF) based networks, in addition to the above information, where applicable, any measures to impede unauthorized persons or organizations from accessing the data stream must be fully described.

10.2.5 UAS Security

a. The Security Plan must include completion of C-03-010-000/AG-003 Annex A and Annex B templates.

b. The Security Plan must describe how the UAS will include security features to address potential operational security risks. The Security Plan must describe, but not be limited to:

i. GPS risks/countermeasures used, including:

i. Monitoring the relative GPS signal strength;

ii. Monitoring absolute GPS signal strength;
iii. Monitoring the signal strength of each received satellite signal;
iv. Monitoring satellite identification codes and number of satellite signals;
v. Time interval and comparison functions;
vi. Information verification (sanity check).

ii. Video risks/countermeasures used, including:

i. Splitting the data and video and sending through multiple channels at the same time using lower frequencies;

iii. Sensor risks/countermeasures used, including:

i. Communication link cross check.

iv. Data Storage risks/countermeasures used, including:

i. Signature or forgery detection;
ii. Storage media description and details (e.g. solid-state or hard disk drive);
iii. Usage of volatile memory which can impose risk of the availability and integrity loss;

v. Disposal/sanitisation details

vi. Mechanisms used to zeroize data (autonomous or operator controlled).

10.2.6 Facility Security

a. The Security Plan must address the security clearance level required for all facilities required in support of the Contract.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Risk Register		PM-007	1 of 1	
3. Description / Purpose				
The Risk Register will list all risks associated with all aspects of the CAF UAS Service. The Register is used to support risk identification, risk analysis, risk response planning, and risk control activities and is a repository of the results of these activities.				
4. Approval Date	5. Office of Primary Interest		6. GIDEP Applicable	
Not used	Technical Authority		No	
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL PM-007		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The Risk Register must be prepared in Contractor format.

10.1.2 The Risk Register must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The Risk Register must contain the following:

i. Risk category (e.g. Airworthiness, Training, Integration, Engineering, etc)

ii. Risk title and description;

iii. Level of the risk including probability and impact levels;

iv. Risk response (avoid, transfer, monitor, accept or mitigate);

v. Risk mitigation actions;

vi. Residual risk providing an assessment of the risk remaining after it has been responded to by project staff;

vii. Risk status (active, monitoring, rectified); and

viii. Risk Owner (person or position).

DATA ITEM DESCRIPTION		
1. Title	2. Identification Number	Page #
Integrated Logistic Support Plan	PM-008	1 of 2

3. Description / Purpose

The Integrated Logistic Support (ILS) Plan will describe the Contractors strategy and approach to supporting the CAF UAS Service. The ILS plan serves as the principal planning and management document for execution of all ILS activities.

4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable
Not used	Technical Authority	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL PM-008	Not used	

10. Preparation Instructions

10.3 Format

10.3.1 The ILS plan may be prepared in the Contractor's format using A-LM-505-001/AG-001, Guidance Manual Integrated Logistics Support.

10.3.2 The ILS plan must be in Microsoft Word 2013 compatible format.

10.4 Content

10.4.1 As the CAF UAS Service uses Contractor owned equipment, no equipment will be owned by the CAF/DND. ILS, (which typically has requirements focused on owning and managing equipment in service by the CAF/DND), in this case, will be focused on, but not necessarily limited to, the functional support of the CAF UAS services.

10.4.2 The ILS plan must include, but not be limited to:

a. A description of Supply Support program, policies, process, and activities that the Contractor will follow;

b. A description of Support and Test equipment program, policies, process, and activities that the Contractor will follow;

c. A description of Manpower and personnel program, policies, process, and activities that the Contractor will follow;

d. A description of Training and training support program, policies, process, and activities that the Contractor will follow (this may be a summary of the Training Master Plan); and

e. A description of Technical data and publicaitons program, policies, process and activities that the Contractor will follow.

DATA ITEM DESCRIPTION				
1. Title	2. Identification Number	Page #		
Interface Control Document	SE-001	1	of	1

3. Description / Purpose
The Interface Control Document will describe all hardware and software details required to implement an interface within the UAS and it's sub-systems. This information will enable Canada to manage potential future payload integration efforts and future CAF unit integration efforts.

4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable
Not used	Technical Authority	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL SE-001	Not used	None

10. Preparation Instructions

10.1 Format

10.1.1 If an existing Interface Control Document meets the requirements of this DID, then the Interface Control Document may be adopted for use as described in C-01-100-100/AG-005, Specification Acceptance Of Commercial And Foreign Government Publications as Adopted Publications.

10.1.2 If a new Interface Control Document is developed, it must be in accordance with C-01-100-100/AG-006, Writing, Format and Production of Technical Publications.

10.1.3 The Interface Control Document must be in Microsoft Office 2013 compatible formatformat.

10.2 Content

10.2.1 The Interface Control Document must include, but not be limited to:

10.2.2 All interface information necessary to enable Canada to adapt the native UAS metadata to the Canadian Multilateral Interoperability Program (MIP) format.

10.2.3 All interface information necessary to enable Canada to design new and modify existing payloads to operate with the UAS.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Application for Spectrum Supportability		SE-002	1 of 1	
3. Description / Purpose				
The Application for Spectrum Supportability will provide technical details of all RF equipment. This will allow DND to request frequency supportability during operations.				
4. Approval Date	5. Office of Primary Interest		6. GIDEP Applicable	
Not used	Technical Authority		No	
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL SE-002		Not used	DND552	

10. Preparation Instructions

10.1 Format

10.1.1 The Application for Spectrum Supportability must be on a form DND 552, which is available in Appendix 1 to Annex B to B-GT-D35-001/AG-000, Management of the Radio Frequency Spectrum. The instructions for the completion of the DND 552 are found in the Annex B.

10.2 Content

10.2.1 The Application for Spectrum Supportability must include all details on the RF equipment required for operation of the UAS.

10.2.2 Where UAS operations utilize various RF combinations, each set of spectrum requirements for transmitter, receiver and antenna equipment characteristics are to be individually identified. This description must include as a minimum; frequency bands, number of channels required, approximate transmitting power, and approximate bandwidth requirements. The use of matrices, tables and diagrams to facilitate system operation understanding is encouraged.

DATA ITEM DESCRIPTION					
1. Title		2. Identification Number	Page #		
Acceptance Test Plan		SE-003	1	of	2

3. Description / Purpose
The Acceptance Test Plan describes the methods that will be used by the Contractor to verify the UAS compliance with the SOW and SPS for Acceptance by Canada.

4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable
Not used	Technical Authority	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL SE-003	Not used	None

10. Preparation Instructions

10.3 Format

10.3.1 The Acceptance Test Plan may be prepared in Contractor's format.

10.3.2 The Acceptance Test Plan must be in Microsoft Word 2013 format.

10.4 Content

10.4.1 The Acceptance Test Plan must include a description of:

(1) Developmental Testing - Documentation review, analysis, inspection, demonstration, and testing that the Contractor may wish to propose for Authorization by Canada to conclusively Qualify the function and integration of all developmental UAS elements;

(2) Documentation and Analysis Review - Documentation and analysis review that the Contractor may wish to propose for Authorization by Canada to conclusively demonstrate the UAS compliance with selected SOW or SPS requirements that may not be suited for inspections, demonstrations, and tests;

(3) Environmental Testing - Documentation review, analysis, inspection, demonstrations, and testing as Authorized by Canada to conclusively Qualify the UAS design in accordance with the environmental conditions of the SPS;

(4) Functional Audit - Verification and Acceptance by Canada, that all Acceptance test and evaluation results, demonstrate compliance of the UAS with the Functional Baseline;

(5) Physical Configuration Audit - Verification and Acceptance by Canada, that the UAS configuration is compliant with its corresponding Product Configuration Documentation;

(6) Harbour Acceptance Trials (HAT) - Testing to Qualify the design, production, installation, and Set-To-Work (STW) processes of each UAS fitted onboard Halifax-class ships with respect to the SOW and SPS requirements, to the extent possible;

(7) Sea Acceptance Trials (SAT) - Testing for final Qualification of the design, production, installation, and STW processes of each UAS fitted onboard a Halifax-class ship with respect to the SOW and SPS requirements;

(8) Land Environment Acceptance Trials - Testing for final Qualification of the design, production, installation, and STW processes of a UAS fitted for land operations with respect to the SOW and SPS requirements; and

(9) TDP and Manuals Data Acceptance - Verification by Canada that the final UAS TDP and Manuals provided to Canada with all of the information necessary to install, set-to-work, operate, maintain, and manage all aspects of the CAF UAS services and associated Deliverables;

(10) Test Resources – The Contractor's test authorities, organization and skills conducting and witnessing Acceptance Testing; Information, materials, equipment, services, prerequisites, and Government Furnished Resources for Acceptance Testing; and The coordination of these resources required to complete the Acceptance Program.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Airworthiness Team Organization and Resumes		AW-001	1 of 1	
3. Description / Purpose				
The Airworthiness Team Organization and Resumes will describe the qualifications and experience of the personnel who will be supporting and executing the Contractor's Airworthiness program.				
4. Approval Date	5. Office of Primary Interest		6. GIDEP Applicable	
Not used	Technical Authority		No	
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-001		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The Airworthiness Team Organization and Resumes may be prepared in Contractor's format.

10.1.2 The Airworthiness Team Organization and Resumes must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The Airworthiness Team Organization and Resumes must include:

a. An organization chart depicting the Contractor's airworthiness team;

b. Descriptions of the level of airworthiness authority placed upon each position;

c. Resumes for at least the airworthiness team members consisting of: Senior Design Engineer (SDE); Senior Maintenance Manager (SMM); Flight Safety Manager; and Airworthiness Manager, including, but not limited to:

i. Technical Airworthiness Manual eligibility criteria, including, position specific and appropriate knowledge, skills and experience in: Aerospace Engineering Processes; UAS Design, Maintenance and/or Operations; Airworthiness; Flight Safety Investigations; and Management of Technical Risk;

ii. Specific courses and experience which would indicate compliance for assignment of technical airworthiness authority; and

iii. Qualifications and authorizations that have special currency or re-qualification requirements.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Airworthiness Clearance Plan		AW-002	1 of 2	
3. Description / Purpose				
The Airworthiness Clearance Plan will describe the Contractor's processes, work and schedule to support DND/CAF issuance of both a UAS technical and operational airworthiness clearance for the UAS, and a flight permit for all ISTAR Service activities.				
4. Approval Date	5. Office of Primary Interest		6. GIDEP Applicable	
Not used	Technical Authority		No	
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-002		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The Airworthiness Clearance Plan (ACP) may be prepared in Contractor's format.

10.1.2 The ACP must be in Microsoft Word 2013 compatible format.

10.2 Content

10.2.1 The ACP must describe how the Contractor intends to demonstrate that the technical and operational airworthiness activities necessary to issue the UAS airworthiness clearance and Special Purpose Flight Permit (SPFP) will be or have been completed. These include:

a. Design Assurance;
b. Product Assurance, and
c. In-Service Support.

10.2.2 The ACP must meet the intent of all relevant Technical Airworthiness Clearance (TAC) Work Breakdown Structure (WBS) in C-05-005-001/AG-001, which defines responsibilities for the elements of the TAC, and references to the Technical Airworthiness Manual (TAM) C-05-005-001/AG-001. The ACP is to address each required element of the TAC WBS; the level of detail for each element will vary considerably, and the plan is to show that any given requirement is either covered by existing documentation, procedures or other material, or to propose a method of satisfying the Technical Airworthiness Authority (TAA) that the requirement has been satisfactorily addressed by the Contractor.

10.2.3 The ACP must describe the Airworthiness Clearance process established for the UAS, which will demonstrate that the UAS design addresses the differences between any current operational intent upon which the original UAS was based and the Statement of Operating Intent (SOI) of the UAS. The UAS ACP must include any additional airworthiness clearance requirements and special conditions required for any resulting design changes.

10.2.4 The ACP must include an Airworthiness Clearance Record, which either contains or references the location of all documentation and data pertaining to the ACP.

10.2.5 The ACP must contain a summary of and reference to the following relevant DIDs when the ACP is addressing the related TAC elements:

a. UAS System Safety Analysis (CDRL AW-010);
b. Master Minimum Equipment List (MMEL (CDRL AW-004),
c. UAS Operating Instructions (CDRL AW-003), and
d. Air Vehicle Marking Plan.

10.2.6 Operational Airworthiness Clearance (OAC)

a. The ACP must address each required element of the OAC as referenced at B-GA-104-000/FP-001; the level of detail for each element will vary considerably, and the ACP must show that existing documentation, procedures or other material either covers any given requirement, or to propose a method of satisfying the Operational Airworthiness Authority (OAA) that the requirement has been satisfactorily addressed by the Contractor.

b. Canadian Air Division Orders, Volume 1, 1-623, contains the Operational Airworthiness rules, standards and checklists (a tailored version of Annex C checklist is attached to this DID). An OAC is confirmation that the operational airworthiness activities necessary to issue the UAV airworthiness clearance and flight permit have been completed. The ACP is to address the OAC requirements, which include:

a. Operating Documentation – UAS Operating Instructions (CDRL AW-003), and UAS Checklists and Standard Manoeuvre Manuals (CDRL AW-005);

b. Summary of Contractor UAS operator qualifications and authorizations (CDRL AW-006)

c. Summary of UAS Specific Training, Training Standards and Currency Requirements (CDRL AW-007);

d. Summary of Maintenance Personnel Qualifications, Authorizations, Experience and Training Received (CDRL AW-008); and

e. Flight Testing (if applicable).

10.2.7 There are areas of overlap between the TAC WBS and the Appendix I of this DID. The ACP may use cross-references between the TAC and OAC sections to avoid duplication of work. The ACP may also reference the Airworthiness Management Plan (CDRL AW-012) the Contractor's Manual of Airworthiness Procedures and other relevant documentation.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
UAS Operating Instructions		AW-003	1 of 1	
3. Description / Purpose				
The UAS Operating Instructions will provide instructions on how to operate the UAS.				
4. Approval Date	5. Office of Primary Interest		6. GIDEP Applicable	
Not used	Technical Authority		No	
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-003		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The UAS Operating Instructions may be prepared in Contractor's format.

10.1.2 The UAS Operating Instructions must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The UAS Operating Instructions must contain:

a. Unmanned Aircraft (UA) and Ground Control Station (GCS) performance characteristics and system description. This must describe the performance to be expected from the UA (operating ranges, service ceiling, airspeeds, endurance, etc.) and descriptions of the components associated with the UA, GCS and ground support equipment. Some examples of these components are the airframe, propulsion system, electrical system, flight control system, avionics, data links and communications, navigation systems, payload, autopilot, mission planning tools, imagery processing system, landing gear, etc;
b. Limitations of all UAS sub-system components detailing such information as, but not limited to, altitude restrictions, weather limitations/restrictions, landing area restrictions, environmental limitations and Electromagnetic Interference (EMI) restrictions;
c. Information that is necessary for safe operation because of design, operating or handling characteristics;
d. The use of "Système Internationale" units, with the exception of airspeed (knots), altitude (feet), vertical speed (feet per minute), altimeter setting (inches of mercury - Hg) and distance (nautical miles);
e. Properly identify, cross reference and present the system of units used to prevent any misunderstanding;
f. Present aircraft instrument readings in the units used on the instruments;
g. Critical and non-critical emergency procedures and indications; and
h. Provide all equipment and system limitations such as but not limited to: operating temperatures, pressures, RPM; petroleum, oil and lubricant specifications; and electrical power requirements and limits.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Master Minimum Equipment List		AW-004	1 of 1	
3. Description / Purpose				
A Master Minimum Equipment List (MMEL) is a Technical Airworthiness Authority (TAA) approved document created specifically to regulate the dispatch of an aircraft type with inoperative equipment.				
4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable		
Not used	Technical Authority	No		
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-004		Not used	None	

10. Preparation Instructions

10.1 <u>Format</u>

10.1.1 The MMEL may be prepared in Contractor's format.

10.2 <u>Content</u>

10.2.1 The MMEL must include:

a. The minimum equipment, including conditions, for the UAS to maintain conformity with the applicable approved type design (if there is no minimum equipment listed, it will be deemed that all UAS equipment is required to maintain conformity);

b. The identification of the conditions and minimum equipment which may be inoperative while maintaining the level of safety of the aircraft type dictated by the type of operation for which the aircraft was certified and the minimum standards specified in the Basis of Certification (BoC);

c. The maintenance and/or operational procedures necessary to maintain the required level of safety;

d. The maintenance procedures necessary to secure any inoperative equipment; and

e. Engineering justification with sufficient detail of each item of equipment identified for inclusion in the MMEL, to ensure that the level of safety of the UAS is maintained as established during type certification.

DATA ITEM DESCRIPTION		
1. Title	2. Identification Number	Page #
UAS Checklists and Standard Manoeuvre Manual	AW-005	1 of 1

3. Description / Purpose
The UAS Checklists and Standard Manoeuvre Manual will demonstrate that procedures exist to maintain airworthiness during operations.

4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable
Not used	Technical Authority	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL AW-005	Not used	None

10. Preparation Instructions

10.1 Format

10.1.1 The UAS Checklists and Standard Manoeuvre Manual may be prepared in Contractor's format.

10.1.2 The UAS Checklists and Standard Manoeuvre Manual must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The UAS Checklists and Standard Manoeuvre Manual Contractor must contain:

a. **Checklists** - Critical and non-critical emergency procedures must be clearly detailed such that they are readily accessible for immediate use. These must describe the immediate actions and remedial procedures to be followed in the event of failures in various aircraft systems. In addition to detailing regular aircraft systems emergency procedures (engine failures, electrical problems etc) a detailed description of loss of command and control (C2) link procedures and rules of safety must be provided. The checklist must describe what actions the Operators must take to regain or improve connectivity and what procedures the UA will follow on the determination of a loss of link with the GCS.

b. **Standard Manoeuvre (How to fly) Manual** - Operational procedures for the UAS airborne and ground systems. This must include all normal procedures for the entire range of UAS operations and payloads to include any initial setup and checkout of the system components, and all pre-flight, in-flight, and post flight operating procedures and checks. Additionally, any warnings and cautions regarding the systems operation must be provided and clearly depicted.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Summary of Contractor UAS Operator Qualifications and Authorizations		AW-006	1 of 1	
3. Description / Purpose				
The Summary of Contractor UAS Operator Qualifications and Authorizations will support DND Operational Airworthiness Clearance, and review of Contractor Operating personnel qualifications and authorizations.				
4. Approval Date	5. Office of Primary Interest		6. GIDEP Applicable	
Not used	Technical Authority		No	
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-006		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The Summary of Contractor UAS Operator Qualifications and Authorizations may be provided in Contractor format.

10.1.2 The Summary of Contractor UAS Operator Qualifications and Authorizations must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The Summary of Contractor UAS Operator Qualifications and Authorizations must include:

a. Documentation verifying the UAS specific training that the crews have received, and their experience levels indicating hours flown by platform, qualifications, valid currency(ies) and medical certification;

b. Documentation of any recognized standard to which Contractor UAS Operator crews have been trained (e.g. pilots license, instrument ratings, qualified flight instructors, etc.); and

c. Where additional crews are to be trained, detailed description of the training standards and experience the personnel will have at the time of deployment.

DATA ITEM DESCRIPTION		
1. Title	2. Identification Number	Page #
CAF Record of Airworthiness Risk Management	AW-007	1 of 2

3. Description / Purpose
The Canadian Armed Forces Record of Airworthiness Risk Management (CAF-RARM) process defines the procedures and methods used in identifying, analyzing, evaluating and mitigating operational risk. Contractor input is required to complete the CAF-RARM.

4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable
Not used	Technical Authority	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL PM-008	Not used	None

10. Preparation Instructions

10.1 Format

10.1.1 The CAF-RARM may be provided in Contractor format.

10.1.2 The CAF RARM must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The CAF-RARM must describe:

a. The total number of UAS accumulated hours of service in support of military operations;

b. The total number of UAS accumulated hours of service in support of military operations for NATO, Australia, and New Zealand;

c. Where the UAS flown in support of military operations;

d. What are the characteristics of the UAS, including as a minimum;

i. Wingspan (m);

ii. Length (m);

iii. Empty mass (kg);

iv. Maximum Take-Off Weight: (kg);

v. Typical minimum safe operating speed at sea level (knots, m/s);

vi. Cruise Speed: (knots, m/s);

vii. Maximum Speed: (knots, m/s); and

viii. Maximum service ceiling (ft, m);

e. The launch and recovery safety template of the UAS when operating from a land site.. Provide a sketch showing the recommended typical safety template for clearing an obstacle 10 m higher than the launch site, and showing the extended area affected if the aircraft requires additional time to accelerate before achieving a sustained rate of climb;

f. The launch and recovery safety template when operating from a ship at sea. Provide a sketch showing the recommended typical safety template for clearing an obstacle 10 m higher than the launch site, and showing the extended area affected if the aircraft requires additional time to accelerate before achieving a sustained rate of climb;

g. The warnings that are provided to the UAS operator when the UA approaches assigned aerospace boundaries (I.E. what warnings are provided when the UA reaches a restricted airspace boundary or elevation boundary);

h. Any other information required as described in Technical Airworthiness Manual C-05-005-001/AG-001 Chapter 5 and Operational Airworthiness Manual B-GA-104-000/FP-001 Chapter 5 Annex C.

a. The lost link protocol. The description should consider: a pre-programmed ceiling to attempt re-establishing the data link; routing options to a pre-determined recovery location; and pre-programmed options if the the data link is not re-established;

b. The anticipated loss of data link event rate at maximum operational range;

c. The failure rate of the control system or navigation system that could result in a departure from a assigned airspace;

d. Operator options to control the UA in the event of a loss of GPS signal;

e. The failure rate of the propulsion system, aircraft components, electrical system or flight controls preventing the aircraft from returning to a pre-planned recovery point;

f. The operator warnings for propulsion, flight control system and electrical malfunctions or failures;

g. The “missed approach” procedure, including operator inputs, when an aircraft is not able to land;

h. The operator procedures in the event that electrical power falls below system minimum operating requirements;

i. Pre-flight checks to ensure components are properly installed and secured (last chance checks);

j. The systems automatically tested during pre-flight checks;

k. Which system parameters are automatically monitored during flight? (Sample parameters are provided below)

Avionics cold	Avionics hot
Air temperature above limit	Air temperature near freezing
Air temperature below limit	Aircraft reporting telemetry uplink failure
Airspeed fast	Airspeed slow
Barometric altitude higher than GPS alt	Barometric altitude lower than GPS alt
Above mission altitude limit	Above commanded altitude
Below commanded altitude	Below min mission altitude
Pilot’s Console uplink timeout	Electrical voltage high
Electrical voltage low	Battery discharging
GPS error	GPS failure
RPM or current draw high	RPM or current draw low
Caution: Terrain;	

l. Which critical and non-critical emergency checklist items are built into the system controls or online and which ones are provided on separate checklist documents; and

m. The recording of failure events, analysis of failure events, and the feedback to operators on failure prevention process.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Summary of Contractor UAS Maintainers Qualifications and Authorizations		AW-008	1 of 1	
3. Description / Purpose				
This document will support DND Operational Airworthiness Clearance, and review of Contractor maintenance personnel qualifications and currency standards.				
4. Approval Date	5. Office of Primary Interest		6. GIDEP Applicable	
Not used	Technical Authority		No	
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-008		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The Summary of Contractor UAS Maintainers Qualifications and Authorizations may be provided in Contractor format.

10.1.2 The Summary of Contractor UAS Operator Qualifications and Authorizations must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The Summary of Contractor UAS Maintainers Qualifications and Authorizations must include, but not be limited to, a description of:

a. Recognized Basic Aviation Training Course;
b. Previous Experience in Aerospace Industry (military and civilian);
c. UAS Maintenance Experience;
d. Basic Airworthiness Knowledge;
e. Work Experience in an Airworthiness Program;
f. On Job Training and Employment Record (Log Book);
g. AME License or equivalent training;
h. Apprenticeship Program; and
i. Maintenance Experience in a Deployed Environment.

10.2.2 The Summary of Contractor UAS Maintainers Qualifications and Authorizations must include documentation verifying the training the maintenance personnel have received, their qualifications, and valid currency.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Flight Safety Manual		AW-009	1 of 1	
3. Description / Purpose				
The Flight Safety Manual establishes the process and procedures which the Contractor will follow to ensure Flight Safety.				
4. Approval Date	5. Office of Primary Interest		6. GIDEP Applicable	
Not used	Technical Authority		No	
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-009		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The Flight Safety Manual may be prepared in Contractor format.

10.1.2 The Flight Safety Manual must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The Flight Safety Manual must:

i. Be IAW A-GA-135-001/AA-001 *Flight Safety for the Canadian Armed Forces*

ii. Describe the goals and objectives of the Flight Safety program;

iii. Describe the roles, responsibilities of the Flight Safety Manager who will administer the Flight Safety Program;

iv. Describe the Contractor process to report and investigate any flight safety occurrences, incident or accident;

v. Describe the Response Plan that details the actions to be taken by the Contractor in response to accidents or incidents involving the UAS;

vi. Describe the Response Plan that details the actions to be taken by the Contractor in response to accidents or incidents involving the UAS operated/maintained by DND;

vii. Describe how the Contractor will support Directorate of Flight Safety (DFS) investigations into accidents/incidents;

viii. Describe the collection and quarantining of data, documents, reports and equipment in the event of an accident or incident;

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
UAS System Safety Analysis		AW-010	1 of 1	
3. Description / Purpose				
The UAS System Safety Analysis is required to determine the overall UAS level of safety related to performing the UAS missions under all operational environments.				
4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable		
Not used	Technical Authority	No		
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-010		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The UAS System Safety Analysis may be prepared in Contractor format.

10.1.2 The UAS System Safety Analysis must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The UAS System Safety Analysis must take into account all the considerations regarding airworthiness and safety related to performing the UAS missions, roles and tasks, under all operational circumstances and environments, as identified in the Statement of Operating Intent (SOI).

10.2.2 An internationally recognized methodology must be used to demonstrate the level of safety. The UAS System Safety Analysis must address the entire system, and not just the UA. Any identified risks related to shortfalls in the level of safety are to be recorded with suggested mitigation measures. Risks to persons on the ground and other airspace users are to be identified.

10.2.3 The UAS System Safety Analysis must be produced based on generally accepted industry standards or other regulator's processes such as advisory circulars or military standards or specifications, including associated documentation. An appropriate hazard analysis must be included.

10.2.4 The Contractor may propose Type Design Examination and/or information from an Original Certifying Authority to demonstrate compliance with TAC WBS items.

10.2.5 If special conditions, exemptions and findings of equivalent safety are used as part of the UAS System Safety Analysis, the Contractor may be required to submit associated documentation to the TAA to support the airworthiness clearance.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Airworthiness Management Plan		AW-012	1 of 2	
3. Description / Purpose				
The Airworthiness Management Plan describes the contractor's engineering support, maintenance support, and logistic support concepts.				
4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable		
Not used	Technical Authority	No		
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-012		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The Airworthiness Management Plan (AMP) may be prepared in the Contractor's format.

10.1.2 The AMP must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The AMP may link to other publications or contract deliverables to satisfy each requirement, if the information is clearly described in those other publications.

10.2.2 The AMP must include:

a. A description of the Contractor's Engineering Process including:
   - i. Configuration management system;
   - ii. Engineering(design) change concept;
   - iii. Technical and operation manual management;
   - iv. Supplier management and customer parts support;
   - v. Technical problem support including:
     - a. Technical queries;
     - b. Non-standard repairs;
     - c. Field Service Reps; and
     - d. Maintenance program deviations;
   - vi. Minimum requirements for internal engineering staff approving engineering data;
   - vii. In-service monitoring of customer/supplier problems; and
   - viii. Quality management system.

b. A description of the Contractors Maintenance Process including:
   - i. Training requirements for maintainers (including DND first line maintainers);
   - ii. Qualification and authorization process;
   - iii. Maintenance certification process;
   - iv. UAS release to operations process;
   - v. Maintenance record management;
   - vi. Maintenance scheduling and control;
   - vii. Parts control;
   - viii. Access to special tools and test equipment;
   - ix. Access to facilities suitable for the scope of work being performed;
   - x. Maintenance publication management; and
   - xi. Quality management system.

c. A description of the Contractors Logistics Support System including:
   - i. Receiving of parts;
   - ii. Packaging and handling;

iii. Storage;
iv. Shelf life control;
v. Part documentation control;
vi. Vendor selection and parts ordering; and
vii. Quality management system.

d. A description of how the Airworthiness Manager will deliver the support required for DND to meet their Type Certificate Responsibilities that include:
    i. Ensure the establishment and maintenance of data needed to support the UAS such as operating instructions, maintenance manuals, drawings, and parts catalogues;
    ii. Ensure access to any data provided by the UAS OEM to the TAA in support of the Technical Airworthiness Clearance;
    iii. Monitor and report UAS in-service issues to the TAA;
    iv. Support the preparation of the Annual Airworthiness Report by providing in-service data to DND;
    v. Provide data to support the assessment of airworthiness risks identified during operational service in accordance with the Manual of Aerospace Procedures (MAP) (DG01.003);
    vi. Ensure that the configuration management of the UAS is established and maintained; and
    vii. Establish and maintain the arrangements with organizations providing the required engineering, logistic and maintenance support.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Annual Airworthiness Report		AW-013	1 of 1	
3. Description / Purpose				
The annual airworthiness report will document the airworthiness activities that have occurred in the previous reporting period with respect to airworthiness of the CAF UAS Service.				
4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable		
Not used	Technical Authority	No		
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-013		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The format of the Annual Airworthiness Report is to follow the example provided in Appendix II.

10.1.2 The Annual Airworthiness Report must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The content of the Annual Airworthiness Report is to include the content as provided in Appendix II, with a similar level of detail for any input affecting operational airworthiness.

10.2.2 The level of detail of the content of the report will be discussed with the Contractor, TAA and OAA. The guiding principle for the report is to document any changes in the previous year that would impact the airworthiness of the system.

10.2.3 The DND AF9000 process found in the Manual of Aerospace Procedures (DG09.017/b-02) defines the roles, activities and responsibilities associated with the Airworthiness Review Board (ARB).

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Previous Flight Certification or Permit Documentation		AW-015	1 of 1	
3. Description / Purpose				
This documentation, gathered from a previous airworthiness application, will support the DND Technical and Operational Airworthiness Clearances Processes.				
4. Approval Date	5. Office of Primary Interest		6. GIDEP Applicable	
Not used	Technical Authority		No	
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL AW-015		Not used	None	
10. Preparation Instructions				

10.1 The Previous Flight Certification or Permit Supporting Documentation must include:

a. Flight Certification or Permit approval documents from Australia, New Zealand, or NATO civil or military authority. The supporting documentation used to obtain the certification or permits and the actual certificates and permits themselves are required, not just a list of previous flight certification or permits.

b. Existing certification/permits, including:

i. The particulars of the certification/permit approval authority;

ii. Descriptions of UAS usage limitations and special conditions for the conduct of operations;

iii. Approval date(s);

iv. A copy of the certification/permit approval documentation issued; and

v. A copy of the special conditions/limitations (data sheets).

c. If an existing certification/permits exists, it must be summarized and accompanied by the supporting documentation.

DATA ITEM DESCRIPTION					
1. Title		2. Identification Number	Page #		
UAS Service History, Design and Test Data		AW-016	1	of	1
3. Description / Purpose					
This document will provide a summary of operational history and suitability assessment for the UAS.					
4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable			
Not used	Technical Authority	No			
7. Application / Interrelationship	8. Originator	9. Applicable Forms			
CDRL AW-016	Not used	None			

10. Preparation Instructions

10.1 Format

10.1.1 The UAS Service History, Design and Test Data may be provided in Contractor format.

10.1.2 The UAS Service History, Design and Test Data must be in Microsoft Office 2013 compatible format.

10.2 Content

10.2.1 The UAS Service History, Design and Test Data must include, but is not be limited to:

i. Development history of the UAS;

ii. UAS service history including foreign military or civilian operators of UAS;

iii. Operational history including hours flown/operated, length of deployment, number of systems deployed, losses including causes, fault arising rates, details of significant airworthiness issues and resolutions;

iv. Suitability assessment for maritime, littoral and land operations, based on operational history/experience, including reference to anticipated design or procedural changes, identification of any potential problems related to the nature of the operational environment;

v. Description of any special operational conditions including support documentation; and

vi. Description of flight or regulatory exemptions including support documentation.

DATA ITEM DESCRIPTION		
1. Title	2. Identification Number	Page #
Training Master Plan	TR-001	1 of 1

3. Description / Purpose
The Training Master Plan will describe how the Contractor plans to train personnel for all areas relating to the CAF UAS Service.

4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable
Not used	Technical Authority	No

7. Application / Interrelationship	8. Originator	9. Applicable Forms
CDRL TR-001	Not used	None

10. Preparation Instructions

10.1 <u>Format</u>

10.1.1 The Training Master Plan may be prepared in Contractor format.

10.1.2 The Training Master Plan must be in Microsoft Office 2013 compatible format.

10.2 <u>Content</u>

10.2.1 A Training Master Plan will be developed for Contractor and CAF Operators and for CAF Maintainers

10.2.2 The Training Master Plan must include:

i. Description of how the Contractor plans to train Contractor personnel to support Stream 1 assignments;

ii. Description of how the Contractor plans to train CAF personnel for Stream 2 assignments;

iii. Description of how the Contractor plans to train Contractor instructors;

iv. Description of how the Contractor plans to “train the trainer” to support a CAF internal training program;

v. Describe how the contractor will incorporate STANAG 4670 / ATP 3.3.8.1 Edition A Version 1 October 2016 *Guidance for the Training of Unmanned Aircraft Systems (UAS) Operators* into UAS Operator training;

vi. Instructor course pre-requisites including previous training, prior experience and medical category;

vii. Recertification requirement for Instructors;

viii. Candidate course pre-requisites including previous training, prior experience and medical category; and

ix. Recertification requirements for trained personnel.

DATA ITEM DESCRIPTION				
1. Title		2. Identification Number	Page #	
Training Standard and Packages		TR-002	1 of 2	
3. Description / Purpose				
This document will describe the content, duration, locations and provide other details on the training standard and packages used to support the CAF UAS Services.				
4. Approval Date	5. Office of Primary Interest	6. GIDEP Applicable		
Not used	Technical Authority	No		
7. Application / Interrelationship		8. Originator	9. Applicable Forms	
CDRL TR-002		Not used	None	

10. Preparation Instructions

10.1 Format

10.1.1 The Training Standard and Packages may be provided in Contractor format.

10.1.2 The Training Standard and Packages must be in Microsoft Office 2013 compatibleformat.

10.2 Content

10.2.1 The Training Standard and Packages must contain comprehensive information about the design, development and management of operator training courses, including, but not limited to:

a. Summary - an overview of the required training to meet the needs of the project.

b. Approach and Procedures - the approach used for developing and integrating such items as courseware, training equipment and training facilities into an effective training program.

c. Training Objectives - describe the skill level to be attained through the training;

d. Performance Objectives - provide detailed guidance to the student. The Performance Objectives describe the tasks the graduate must be able to perform on the job, the conditions under which they must be performed and the minimum acceptable standard of performance. Performance Objectives must be developed and formatted IAW Annex F and G of A-P9-050-000/PT-003.

e. Training Limitations - describe any limitations on length, type, and amount of training for each type of personnel to be trained as well as any limitations on training related to facilities and/or training equipment.

f. Instructional Strategy - describe the instructional strategy selected for training (e.g. Self-study modules, computer based training, instructor-led etc.)

g. Course schedule - detail the course schedule showing hours of instruction, topics covered, periods of student assessment, breaks, and instructor allocation.

h. Instructional Material - lesson plans and other instructional materials that are prepared to implement training such as cut-aways, mock-ups, animations, graphics, etc.

i. The Training Packages must contain all of the collected materials required to conduct the applicable course. These materials include all documentation not identified elsewhere, lesson plans, presentations, handouts, training aids, job aids, forms, instructions, videos, computer software/courseware, etc. In addition, it includes all the administrative, managerial and logistic information.

j. The Training Packages must include Course Title, Performance Objective Number, and Lesson Title. Lesson plans must be presented in modules (i.e. A single lesson plan must not cover a full course).

k. Student assessment - the method for ensuring that students have achieved the desired performance objectives and may be a combination of practical and theoretical assessment.

l. Course evaluation - the method for obtaining and acting on course feedback.

m. Performance Verifications - include tests (written, practical or computer based) that are used to measure the degree to which students have achieved the prescribed performance objectives. Three types of tests may be required: pre-tests, progress tests (Enabling Objective Checks), and post-tests or criterion tests (Performance Checks) and all tests must be in accordance with A-P9-050-000/PT-007.

n. Instructor qualifications - instructional and practical experience directly related to the course material to be delivered.

o. Training Reviews - describe the process for conducting training reviews of students who do not obtain the prerequisite skills and knowledge, including how communications with Project Authorities and 1 Canadian Air Division will be performed.

10.2.2 Training for UAS Operators will follow the applicable sections of STANAG 4670 / ATP 3.3.8.1 Edition A Version 1 October 2016 Guidance for the Training of Unmanned Aircraft Systems (UAS) Operators.

Appendix I - Airworthiness Clearance Plan

A Provisional Operational Airworthiness Clearance (POAC) will be issued if a suitable substitute can be used until the requirement is completed. For example, if the Aircraft Operating Instructions are not ready and an Aircrew Order is issued which satisfactorily describes the equipment and the operating instructions, then a POAC may be promulgated.

Table 1 - Checklist of OAC Considerations

Items for: _____ *(state fleet and equipment)*		REMARKS
Technical	Authority to install equipment into the aircraft	DTA
Operating Documentation	Operating Instructions	The Operating Documentation will contain all information described in Annex A Appendix 5. Should the Contractor not provide one of these publications, provided all the information required in Annex A, Appendix 5 is provided in the publications provided by the Contractor, this would be deemed acceptable.
	Standard Manoeuvre Manual/Guide *(if applicable)*	
	Aircraft Checklist for applicable aircrew	
	Other pubs specific to aircraft fleet tactics, operations, or special equipment operating instructions	Should there be any additional Contractor developed publications relative to operating the system or its equipment (such as specialized payload or tactics documentation) that may not be included in AOI, SMM or checklists, these must be provided by the Contractor.
Training and Standards	Training Program for operational, instructional, and testing aircrew	Review of the training program is applicable to both the Contractor flight personnel (for operational, instructional and testing crews) and the CAF crews (as operational crews). This requirement will be evaluated based on the deliverables provided in **CDRL TR-001** for CF crews and **CDRL AW-006** for Contractors.
	Currency and standards for contractor's operational, instructional, and testing aircrew	Details of the Contractor's currency requirement to ensure crews maintain their proficiency will be required to verify its acceptability. Additionally, as part of the airworthiness and certification process and in order to meet the regulatory requirements of **B-GA-100**, IAW **CDRL AW-006** the Contractor must provide the standards to which its flight personnel have been qualified to
	Training Plan and Training Standards for DND students	In order to reduce the project and airworthiness risks, detailed documentation of the Contractor's training plan must be provided. Additionally to ensure the CF can provide an appropriate level of flight authority to its GCS personnel there must be a clear understanding as to what skill and knowledge levels CF personnel have been trained to.
	Training aids *(e.g. simulator, part-task trainer, etc)*	Where training aids are used these are to be true representation with a required degree of fidelity to provide realistic and appropriate training. A full description of the simulator based training hours and their use as part of the training plan must be clearly described.
Maintenance	Maintenance Procedures and checklists	This will be conducted as part of the TAC efforts and continuing airworthiness program.

	Training Program for Maintenance personnel	Details of the Contractor's Maintenance Training program are not required, however, sufficient numbers of suitably qualified and authorized maintenance personnel are required prior to the issue of the Flight Permit. This will be assessed as part of the Technical Airworthiness Clearance process (TAC). The standards to which the contractor's maintenance personnel are certified will also be assessed as part of the TAC.
Test & Evaluation (T&E) Process	All recommendations from T&E addressed	It is not expected that there will be any outstanding or additional T&E activities required. Details of the system's developmental T&E efforts must be included as part of the operational assessment and suitability. If outstanding T&E exists this would be assed as part of the Type Design Evaluation.
Logistics	Supply/Support Plan	Will be assessed as part of the TAC IAW item 1.03.3 in the Airworthiness Work Breakdown Structure (WBS).
Regulations and Plans	Amend as required: Operation Plans and Orders	DND Responsibility

(See additional information at the end of this Appendix)

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance NOTES Remarks provided are minimum requirements for the DID with supplemental information only. For further guidance and background, refer to the relevant Technical Airworthiness manual chapter.					
Design Requirement				**Responsibility**	**Remarks**
1.01 Type Design DND Type Certificate				(Header)	
	1.01.1 Type Certification Documentation (TAM Pt 2, Ch 1)			(Header)	
		1.01.1.1 Statement of Operating Intent (SOI) (TAM Pt 2, Ch1 - 2.1.2.S1 & Annex A)		DND	SOI will be provided by DND. To be used as reference by the Contractor for operational information to allow clearance plans to be produced.
		1.01.1.2 Hazard Analysis (TAM Pt 2, Ch 1 - 2.1.2.S1)		Contractor	***For DID AW-002 and AW-012:*** **Hazard** Analysis and System Safety Assessment. Analysis to address roles identified in **SOI**, and includes risks to other airspace users and persons on ground. To include reference to a defined level of safety or safety target (for instance related to general aviation or military manned operations, with - if applicable - a quantitative assessment, recognized methodology and terminology, and where applicable hazards assessed as outside the design target, or acceptable level of safety. Analysis is to also address system loss probability even though this need not necessarily be assessed as catastrophic.
		1.01.1.3 Basis of Certification (BoC) (TAM Pt 2, Ch 1 - 2.1.2.R3)		Contractor	***For DID AW-002 and AW-012:*** Complete description of the standards used in the design of the UAV. Where no complete standards are defined, a description of the design rationale, or any relevant standards or specifications that were used to guide design. Must include references to relevant documentation.

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance NOTES Remarks provided are minimum requirements for the DID with supplemental information only. For further guidance and background, refer to the relevant Technical Airworthiness manual chapter.					
Design Requirement				**Responsibility**	**Remarks**
		1.01.1.4 Compliance Record (TAM Pt 2, Ch 1 - 2.1.2.S1.9)		Contractor	***For DID AW-002 and AW-012:*** A summary body of evidence that the UAV System Design meets the standards selected in the BoC, or those outlined at 1.01.1.3. The evidence should include short descriptions of compliance and where applicable shortfalls in the following areas: Structures Flight dynamics Propulsion Avionics including navigation, stability systems, electrics, communications etc. Ground station and communications links Any other relevant information
		1.01.1.5 Type Certificate Data Sheet (TCDS) (TAM Pt 2, Ch 1 - 2.1.2.S8)		Contractor	***For DID AW-002 and AW-012:*** Where a Type Certificate or equivalent document has been issued, copy of complete type certificate or equivalent (including Type Certificate Data Sheets etc). This is to include any and all restrictions placed on the system by the certifying or approving authority. Where authorization is by means of a flight permit (or equivalent), all associated conditions are to be included.
		1.01.1.6 Exemptions & Deviations (TAM Pt 2, Ch 1 - 2.1.2.S1 & Pt 5, Ch 9)		Contractor	***For DID AW-002 and AW-012:*** A description of any waivers and deviations that have an effect on the level of safety defined at 1.01.1.2 above. Cross reference to relevant risk assessment should be made when applicable
		1.01.1.7 Issue Papers (TAM Pt 2, Ch 1 - 2.1.2.S.1)		Contractor	***For DID AW-002 and AW-012***: Where applicable, a summary description of open issue papers affecting safe operation (or equivalent documents), including projected remedial action(s) and timescales for resolution. Process to initiate, analyze, manage and resolve issues arising during the contract should be briefly described.
		1.01.1.8 Design Specification (TAM Pt 2, Ch 1 - 2.1.2.S.1)		Contractor	***For DID AW-002 and AW-012:*** Reference to a defined design specification or equivalent, and evidence that the specification addresses the roles and missions identified in the **SOI**. It is not necessary to supply the specification itself, but summary details relevant to mission accomplishment and safety may be may be included (e.g. design safety target if applicable).

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance NOTES Remarks provided are minimum requirements for the DID with supplemental information only. For further guidance and background, refer to the relevant Technical Airworthiness manual chapter.					
Design Requirement				**Responsibility**	**Remarks**
		1.01.1.9 Design Type Examination (TAM Pt2, Ch 5)		DND	***For DID AW-002 and AW-012:*** Type Design and Maintenance organization validation will be conducted after contract award. Details of any similar work by other third-party certifying authority is requested including supporting evidence (e.g. certificate or short report) if available, may be included.
		1.01.1.10 Flight Manual (TAM Pt2, Ch.1)		Contactor	***For DID AW-002 and AW-012:*** Reference to and brief description of the document set equivalent to a flight manual i.e. system operating manual Process for approving changes to the flight manual, SMM and emergency procedures. Maybe cross-referenced to Annex of **1 Cdn Order 1-623**.
		1.01.1.11 Instructions for Continuing A/W and Maintenance Program (TAM Pt 2, Ch 1 – 2.2.R.4 & PT.5, Ch.3)		Contractor	***For DID AW-002 and AW-012:*** Details and process for approving changes to the ICAs with details of approval by regulatory authority if applicable (e.g. cross-reference to Type Certificate or equivalent). A summary or list of ICAs all maintenance documents.
		1.01.1.12 Master Minimum Equipment List (MMEL) (TAM Pt 2, Ch 6)		Contractor	***For DID AW-002 and AW-012:*** If applicable, copy of MMEL (maybe cross-referenced to Annex of DID AW-04) and processes to maintain the MMEL.
	1.01.1.2 Design Change Control Process (TAM Part 3, Ch 2)			(Header)	
		1.01.2.1 Establish Design Change Approval Process (TAM Pt 3, Ch 2)		Contractor	***For DID AW-002 and AW-012:*** List and brief description of any design changes planned or required to meet the System Requirements Specification and to perform the roles and missions in the **SOI**. Processes for formal design change approval and control. The applicable quality procedure(s) or Engineering Process Manual(s) to be referenced. Must include details of system for authorizing personnel to approve design changes.

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance NOTES Remarks provided are minimum requirements for the DID with supplemental information only. For further guidance and background, refer to the relevant Technical Airworthiness manual chapter.					
Design Requirement				**Responsibility**	**Remarks**
			1.01.2.1.1 Establish Basis of Certification (BoC) Amendment Process (TAM Pt 3, Ch 2)	Contractor	***For DID AW-002 and AW-012:*** Where applicable, a description of the process to amend the design standards
			1.01.2.1.2 Design Change Compliance Process (TAM Pt 3, Ch 2)	Contractor	***For DID AW-002 and AW-012:*** A description of the management process that ensures design changes are in compliance with the applicable standards. The applicable quality procedure(s) or engineering process manual(s) to be referenced. Must include details of system for authorizing personnel to approve design changes. Must include details of system of incorporating design changes into individual system and system record.
	1.01.3 Miscellaneous Type Related Records (TAM Part5, Ch 5)			(Header)	
		1.01.3.1 Airworthiness Directives (AD) (TAM Pt.5, Ch. 6)		Contractor	***For DID AW-002 and AW-012:*** A summary of any ADs or equivalent instructions issued (including dates), and if applicable those that are outstanding. Process for the initiation, execution and recording of ADs.
		1.01.3.2 Type In-Service History (TAM Pt 2, Ch 5)		Contractor	***For DID AW-002 and AW-012:*** A brief description of the scope, nature and notable deployment periods of the design's in-service history and technical records. Processed used to maintain type in service history. Evidence that type in service history is meant to initiate design improvements.
		1.01.3.3 Airworthiness Risk Assessments (TAM Pt 5, Ch 1)		Contractor	***For DID AW-002 and AW-012:*** A description of any outstanding airworthiness risk assessments. Processes for the identification, classification and management of airworthiness risk. Must include brief details of or reference to a system for authorizing risk assessments.

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance

NOTES remarks provided are minimum requirements for DID response with supplemental information only – not fully inclusive. For further guidance and background, refer to the relevant Technical Airworthiness Manual chapter.

Aeronautical Product Requirement				**Responsibility**	**Remarks**
1.02 Aeronautical Product	1.02.1 Flight Authority Documents (TAM Part 5, Ch 7)				
	1.02.1.1 Certificate of Airworthiness (TAM Part5, Ch 9)			Contractor	***For DID AW-002 and AW-012:*** For DND registered systems, the C of A or equivalent document issued by an airworthiness authority.
	1.02.1.2 Flight Permits (TAM Part5, Ch 9)			Contractor	***For DID AW-002 and AW-012:*** Flight Permit Application. DND will assist with advice in completion of application specified in EMT09.047/a-03 process.
	1.02.1.3 Conformance Certificates (TAM Part5, Ch 5)			Contractor	***For DID AW-002 and AW-012:*** Conformance Certificates for all DND registered systems or evidence that all systems are in conformance with the design.
	1.02.2 UAV System Technical Record (TAM Part5, Ch5)			(Header)	
	1.02.2.1 Product Certification Documents (TAM Part5, Ch 5)				***For DID AW-002 and AW-012:*** Description of the technical record for each system, and how the record is controlled and maintained. Reference to Engineering Process Manual or equivalent QA procedure or equivalent documents.
		1.02.2.1.1 Maintenance Release Records (TAM Part3, Ch 1 - 3.1.2.R10)		Contractor	***For DID AW-002 and AW-012:*** Processes for maintenance release, recording and retention. Reference to Engineering Process Manual or equivalent QA procedure or equivalent documents. Example of completed maintenance release may be included.

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance

NOTES remarks provided are minimum requirements for DID response with supplemental information only – not fully inclusive. For further guidance and background, refer to the relevant Technical Airworthiness Manual chapter.

Aeronautical Product Requirement				**Responsibility**	**Remarks**
		1.02.2.1.2 UAV System Release Records (TAM Part3, Ch 1 - 3.1.2.R11)		Contractor	***FOR DID AW-002 AND AW-012:*** Process to be used for the retention and handling and inclusion in airworthiness record of system. Reference to Engineering Process Manual or equivalent QA procedure or equivalent documents. Example of completed system release may be included.
		1.02.2.1.3 Operating Records (TAM Part5, Ch 5)		Contractor	***FOR DID AW-002 AND AW-012:*** Process to be used for retention and handling and inclusion in airworthiness record of system. Reference to Engineering Process Manual or equivalent QA procedure or equivalent documents. . Example of completed system release may be included
		1.02.2.2 Product Status Documents (TAM Part5, Ch 5)		Contractor	***FOR DID AW-002 AND AW-012:*** Process to be used to maintain the configuration status of the system. Description of documents that define system status and contain individual system technical record. Confirmation that each system has the required documentation set. Reference to Engineering Process Manual or equivalent QA procedure or equivalent documents.
		1.02.2.2.1 Airworthiness Directive Records (TAM Part5, Ch 5)		Contractor	***FOR DID AW-002 AND AW-012:*** Process to be used to initiate, coordinate, execute and record ADs applied to each system or any equivalent instruction. Reference to Engineering Process Manual or equivalent QA procedure or equivalent documents.
		1.02.2.2.3 Maintenance Records (TAM Part5, Ch 3)		Contractor	***FOR DID AW-002 AND AW-012:*** Process used to record and certify UAV System maintenance. Reference to Engineering Process Manual or equivalent QA procedure or equivalent documents.
		1.02.2.2.2 Product Related Deviations and Waivers (TAM Part5, Ch 5)		Contractor	***FOR DID AW02 & AW12:*** Process to be used to record and maintain Product Related Deviations and Waivers. A list of deviations and waivers that affect level of safety for each DND registered system is to be provide to DND at or before registration. Reference to Engineering Process Manual or equivalent QA procedure or equivalent documents.
	1.02.3 Fleet Registration Data (TAM Pt2, Ch2)			DND	To be provided by DND – Fleet Serial Numbers in form ***CUcccyyy.***

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance

NOTES remarks provided are minimum requirements for DID response with supplemental information only – not fully inclusive. For further guidance and background, refer to the relevant Technical Airworthiness Manual chapter.

Aeronautical Product Requirement				**Responsibility**	**Remarks**
	1.02.3.1 Type Designation (TAM Part2, Ch 2 - 2.1.2.R1)			DND	To be provided by DND - CUxxx and system name. Reference to Engineering Process Manual or equivalent QA procedure or equivalent documents.
	1.02.3.2 Registration Number (TAM Part2, Ch 2 - 2.1.2.R2)			DND	To be provided by DND
	1.02.3.3 Aircraft Markings (TAM Part2, Ch 2 - 2.1.2.R3)			DND	Aircraft marking scheme to be approved by DND for Contractor installation (refer to **DID SE-02**).
	1.02.3.4 Identification of Aircraft and Other Aeronautical Products (TAM Pt 2, Ch 8)			Contractor	***FOR DID AW-002 AND AW-012:*** Description and process of how the system and components are identified (can be linked to Configuration Status see 1.02.4).
	1.02.4 Configuration Status (Pt.3 Ch.3)			Contractor	***FOR DID AW-002 AND AW-012:*** Description and process of how an individual system's configuration is defined recorded and maintained.
	1.02.4.1 Configuration Status Records (TAM Part3, Ch 3)			Contractor	***FOR DID AW-002 AND AW-012:*** Description and process of how the Configuration Status Records are maintained.

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance

Remarks provided are minimum requirements for DID response with supplemental information only. For further guidance and background, refer to the relevant TAM chapter.

Establish In-Service Support Programs Requirement				**Responsibility**	**Remarks**
1.03 Establish In-service Support Program					
	1.03.1 Engineering Support Program (TAM Part 1, Ch 4)			(Header)	Design Support Network
		1.03.1.1 Organizational Accreditation (TAM Part 1, Ch 4)		Contractor	***FOR DID AW-002 AND AW-012***: Details of any organisational accreditation or similar approvals issued by an airworthiness authority. Plan to facilitate the DTAES Maintenance and Engineering Support organization recognition of organisation performing maintenance and operations.
		1.03.1.2 Type Record Management (TAM Part 5, Ch 5)		Contractor	***FOR DID AW-002 AND AW-012:*** A description of the process for the managing the system type record (e.g. design master records, design changes, etc).
		1.03.1.3 Organizational Record Management		Contractor	***FOR DID AW-002 AND AW-012:*** A description of how the Contractor manages organizational records related to airworthiness (reference to process manual etc).
		1.03.1.4 Design Change Management (TAM Part 3, Ch 2)		Contractor	***FOR DID AW-002 AND AW-012:*** The process for initiating, controlling, authorizing, implementing and recording, system design changes including the role of the SDE or equivalent individual.
		1.03.1.5 Configuration Control Program		Contractor	***FOR DID AW-002 AND AW-012:*** Process by which the system configuration is controlled (e.g. Configuration Management Plan/procedure).

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance

Remarks provided are minimum requirements for DID response with supplemental information only. For further guidance and background, refer to the relevant TAM chapter.

Establish In-Service Support Programs Requirement				Responsibility	Remarks
		1.03.1.6 Training, Qualification and Authorization Process (TAM Pt.1, Ch.4)		Contractor	***FOR DID AW-002 AND AW-012:*** The process (es) for training, qualifying and authorizing individuals to carry out tasks for which specific authorizations are required. List of tasks to be included. (See additional information at the end of this Appendix)
		1.03.1.7 Maintenance Program Management Process (TAM Part.5, Ch. 3)		Contractor	***FOR DID AW-002 AND AW-012:*** The process for managing the maintenance program, both at design level and the individual system level.
		1.03.1.8 In-service Monitoring Program		Contractor	***FOR DID AW-002 AND AW-012:*** Processes, methodologies and reporting requirements to monitor the in-service airworthiness of the "fleet of systems".
		1.03.1.9 Risk Management Process (TAM Part 5, Ch.1)		Contractor	***FOR DID AW-002 AND AW-012:*** The process to be used to identify, classify, analyze and manage airworthiness risks.
	1.03.2 Maintenance Support Program (TAM Part1, Ch.4)			(Header)	
		1.03.2.1 Organizational Accreditation (TAM Part 1, Ch 4 Annex C)		Contractor	***FOR DID AW-002 AND AW-012:*** Details of any existing organizational accreditations e.g. National Regulator, ISO, Approved technical, Design / Maintenance/ Manufacturing Organizations etc. Plan to achieve DTAES recognition. (Note that 1.03.1.1 is for design change)

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance

Remarks provided are minimum requirements for DID response with supplemental information only. For further guidance and background, refer to the relevant TAM chapter.

Establish In-Service Support Programs Requirement				Responsibility	Remarks
		1.03.2.2 Implementation of the Approved Maintenance Program (TAM Part 3, Ch 1)		Contractor	***FOR DID AW-002 AND AW-012:*** Plan for implementing the approved maintenance program in deployed operations (IAW **SOI**)). May be cross-referenced to organizational chart.
		1.03.2.3 Technical Records Management (TAM Part 5, Ch 5)		Contractor	***FOR DID AW-002 AND AW-012:*** Processes to manage the technical records relating to the maintenance program (Note linkage to 1.03.1.7) e.g. retention, analysis.
		1.03.2.4 Recording and Reporting of Maintenance Process (TAM Part 3, Ch 1)		Contractor	***FOR DID AW-002 AND AW-012:*** Processes for ensuring the maintenance process is initiated, recorded and reported.
		1.03.2.5 Training Qualification and Authorization Process		Contractor	***FOR DID AW-002 AND AW-012:*** Processes for training, qualification and authorization of personnel involved in maintenance. Must include list of positions / trades and authorizations.
	1.03.3 Logistics Support Program (TAM Pt1, Ch4)			(Header)	
		1.03.3.1 Organizational Accreditation (TAM Part 1, Ch.4)		Contractor	***FOR DID AW-002 AND AW-012:*** A description of the supply network (a diagram may be included) and a statement that all sub-contractors satisfy all quality system requirements of the Contractor. Internal processes for the logistics support system. Any existing accreditation may be provided.
		1.03.3.2 Procurement of Aviation Parts (TAM Part 5, Ch.2)		Contractor	***FOR DID AW-002 AND AW-012:*** A description or statement that all system components are approved parts meeting the requirements of TAM Change 4 Part 5 Chapter 2. Aviation parts are defined here as any part of a system component with functions that affect or influence the airworthiness of the system. Processes for ensuring that this is maintained.

Airworthiness Clearance / Management Plan Minimum Requirements / Guidance Remarks provided are minimum requirements for DID response with supplemental information only. For further guidance and background, refer to the relevant TAM chapter.					
Establish In-Service Support Programs Requirement				**Responsibility**	**Remarks**
		1.03.3.3 Manufacture of Aviation parts (TAM Part 5,Ch.4)		Contractor	***FOR DID AW-002 AND AW-012:*** A statement that the bidder formally approves all parts vendors and parts. Processes for ensuring that this is maintained.
		1.03.3.4 Packaging, Handling, Storage, Shelf Life, Control and Transport of Aviation Parts (TAM Part 5, Ch.2)		Contractor	***FOR DID AW-002 AND AW-012:*** Processes used to ensure the proper packaging handling, storage and transport of parts.
		1.03.3.5 Disposal of Aeronautical Products (TAM Part 4, Ch.1)		Contractor	***FOR DID AW-002 AND AW-012:*** Processes to ensure safe, environmental and legal disposal of all system components in accordance with national legislation international standards. Requires a statement the bidders system complies with all relevant regulations for any region in which the system is operated, maintained or manufactured, and Canadian Government regulations pertaining to deployed military operations.

ADDITIONAL INFORMATION

The list of items below is intended to assist the Contractor in preparing the Airworthiness Clearance and Management plans, and indicates the areas that are examined during the recognition process leading to formal airworthiness clearance. Each can be linked to one or more elements of the matrices above. This is a non-exhaustive list, and concentrates on the support organizations.

a. Type Design and TDE: An examination of the type design to determine that the system design is able to perform the roles and missions at the acceptable level of safety, or where there is a shortfall, that the shortfall is clearly analysed and any resulting airworthiness risk is properly disposed of. The TDE consists of the following determinations:

i. Airworthiness standards or equivalent design standards, practices or processes are clearly identifiable;

ii. The System Safety Assessment is acceptable and identifies all critical functions and associated hazards related to the intended operation;

iii. The airworthiness standards and certification requirements identified in the Basis of Certification (or equivalent documents) used to certify the original design, and where applicable subsequent design changes, are acceptable;

iv. The processes and procedures used to certify the original design are acceptable;

v. If applicable, Finding Authorities (FAs) or equivalent persons used by the original certification authority to make airworthiness determinations are acceptable;

vi. The means and methods of compliance are adequately described; and

vii. Proof of compliance, by documentation or other evidence such as inspection or TAA analysis clearly establishes that the airworthiness (or applicable) standards have been met, or that shortfalls are clearly identified, analysed and disposed of correctly.

b. Maintenance Support: Examine the scope and depth of airworthiness authority that the Contractor will exercise as related to:

i. The conduct of the proposed UAV system maintenance, including, if applicable, a list of activities that the Contractor identifies as requiring Government approval;

ii. Responsibilities for personnel conducting airworthiness related activities;

iii. Authorization system for personnel conducting maintenance certifications;

iv. Eligibility criteria for personnel conducting maintenance certifications including or equivalent functions as applicable:

1. UAV System Release Authority equivalent to Aircraft Release Authority (ARA) ;

2. UAV System Certification Authority equivalent to Aircraft Certification Authority;

3. Maintenance Release Authority (MRA), and

4. Shop Certification Authority (SCA).

v. Eligibility criteria for personnel granting authorizations to personnel conducting maintenance certifications as applicable;

vi. Eligibility criteria for personnel to perform maintenance;

vii. Description of the approved maintenance program and schedule to be followed;

viii. Description of the technical records proposed for use, including traceability of component histories;

ix. Description of the process for the completion, correction and retention of technical records;

x. Description of the process that ensures that only approved aviation replacement parts are used including procurement, materiel control and disposal;

xi. Description of the process to be used to enter into and sustain any maintenance support arrangements with other companies, including relevant quality assurance, and where necessary accreditation.

xii. A copy of the policies, processes, procedures, work instructions and forms currently in use by the Contractor for:

1. Training requirement and eligibility criteria to (cross-reference to CDRL AW-09 as applicable):

a. Perform maintenance tasks; and

b. Certify maintenance tasks for both on and off aircraft work;

2. Controlling and granting authorization to perform and certify maintenance tasks;

3. Maintaining and managing the aircraft technical records;

4. Contractor's methodology for recording maintenance tasks on "work order(s)" including a copy of a blank work order;

5. Procuring aeronautical products including the mandatory documentation;

6. Description of the differences between the scope and depth of maintenance related activities currently conducted by the Contractor and the scope and depth of these processes required to maintain the UAV system, and

7. A list of the approach, activities and items that the Contractor would require to become recognized for the UAV system, including technical data, tools, training and facilities as applicable to overcome the differences noted above.

c. Engineering Support: Examine the scope and depth of technical airworthiness authority that the Contractor will utilize, related to:

i. The conduct of UAV System design change development, engineering support and technical management, including a list of the activities that require approval by the DND TA or TAA;

ii. Responsibilities for personnel conducting airworthiness-related activities;

iii. Personnel authorization system for authorizing personnel involved in the development and approval of design changes, including:

1. Eligibility criteria for personnel to perform and approve design changes, and

2. Eligibility criteria for personnel granting authorizations.

iv. Description of the engineering process to be followed for managing the proposed UAV system design, including assigned design change and configuration management responsibilities;

v. Description of the design data management system;

vi. Description of the process to be used to enter into and sustain any engineering support arrangements with other companies.

vii. A copy of the policies, processes, procedures or work instructions currently in use by the Contractor in the following areas:

1. Training standard and authorization system for engineering staff;

2. Engineering process for development, approval of design changes and configuration management as applicable;

3. Engineering and design data management system;

4. Description of any changes required to the current policies, processes, procedures or work instructions identified so that they accommodate the requirements of the **TAM**:

5. A description of the engineering support differences between the aeronautical products currently supported by the Contractor, and those intended in support of the proposed UAV system;

6. A description of the differences between the scope and depth of engineering activities currently conducted by the Contractor and the scope and depth of these processes described in the SOW, and

7. A description of the approach, activities and/or items that the Contractor would require to become recognized or accredited as an Accredited Design Organization (ADO) for the UAV system described, including technical data, training and facilities as applicable to overcome the differences noted above.

d. Operational Airworthiness: Examine documentation, procedures and practices regarding the operation of the UAV system and training of flight crew and where relevant maintainers as follows:

i. Air Vehicle (AV) and UAV Ground Control Station (GCS) performance characteristics and system description;

ii. Limitations of all system components (AV, GCS, Command and Control Links, etc);

iii. Critical and non-critical emergency procedures (should be clearly detailed in the system checklist so as to be readily accessible for immediate use);

iv. Operating procedures and Aircraft Operating Instructions (AOI) for the UAV airborne and ground systems;

v. If the UAV system is not equipped with an auto-takeoff-and-landing (ATOL) system and DND does not conduct launch and recovery, the Contractor must provide AVOs and POs (if required) to take-off and land AV. These AVOs must have been qualified under the Contractor's operational airworthiness program prior to their deployment into theatre and are to maintain their currency throughout their deployment.

vi. Examination of the Contractor training program and currency standards for Contractor provided crews and instructors, including:

1. Documentation verifying the UAV specific training the crews have received, their experience levels, qualifications and valid currency including confirmation as a minimum for the AVOs:

   a. a civil aeroplane Commercial Instrument Flight Rules (IFR) rating; or

   b. training and experience that would equate to the standards identified for issuance of a CF(UAV)IR IAW B-GA-100-001/AA-000, Book 2.

2. Documentation of any recognized standard to which UAV Ground Control Station (GCS) crews have been trained, and

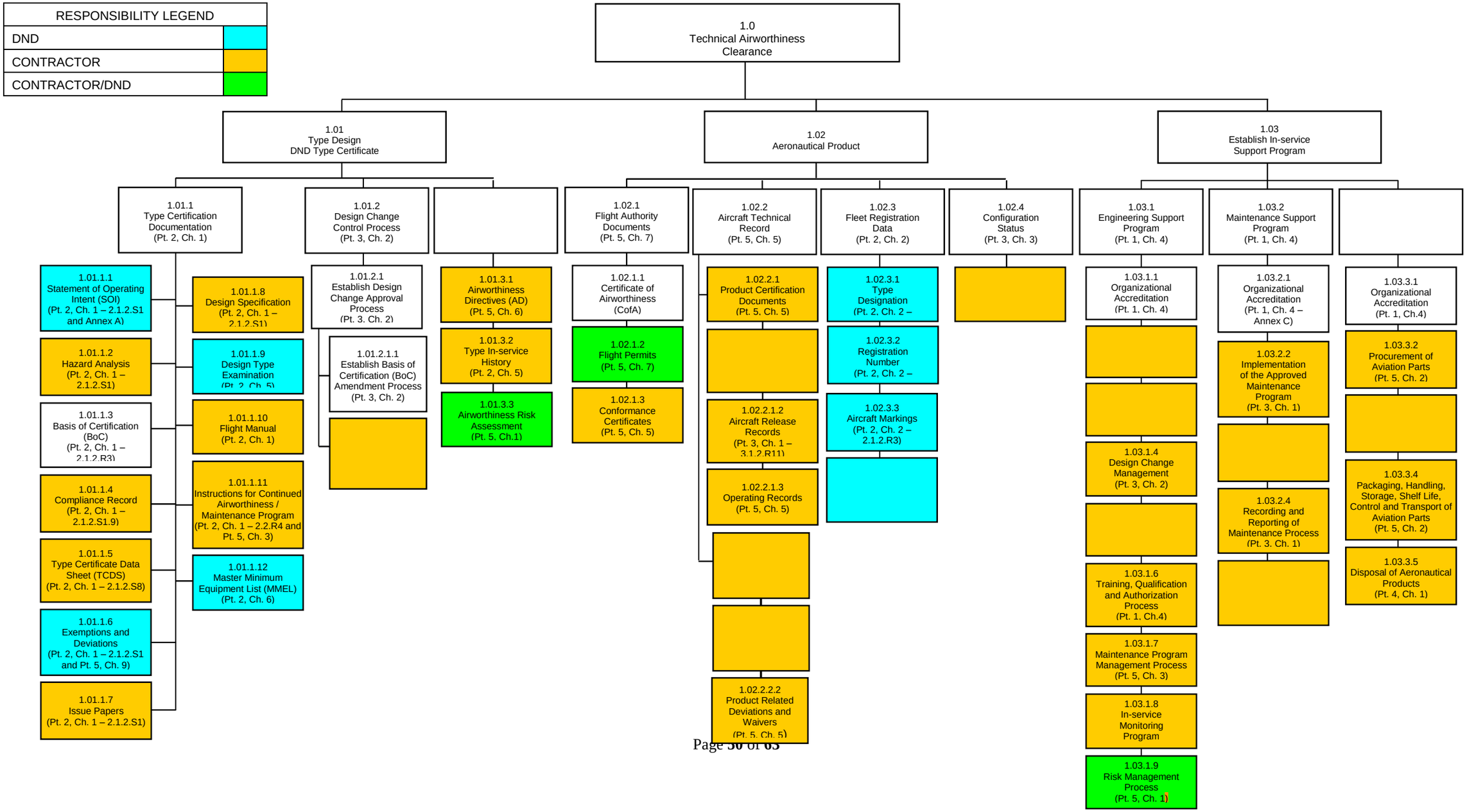
3. Guidelines or regulations dictating what crews must accomplish to maintain their UAV currency/qualification.

vii. Examination of the following (in conjunction with technical airworthiness representative):

1. Documentation verifying the training maintenance personnel have received, their qualifications and valid currency;

2. Documentation of any recognized standard to which maintenance personnel have been trained.

3. A summary document detailing all technical manuals, maintenance procedures manuals and checklists. DND reserves the right to request any document for review.


RESPONSIBILITY LEGEND
DND
CONTRACTOR
CONTRACTOR/DND
1.0 Technical Airworthiness Clearance
1.01 Type Design DND Type Certificate
1.02 Aeronautical Product
1.03 Establish In-service Support Program
1.01.1 Type Certification Documentation (Pt. 2, Ch. 1)
1.01.2 Design Change Control Process (Pt. 3, Ch. 2)
1.01.1.1 Statement of Operating Intent (SOI) (Pt. 2, Ch. 1 – 2.1.2.S1 and Annex A)
1.01.1.2 Hazard Analysis (Pt. 2, Ch. 1 – 2.1.2.S1)
1.01.1.3 Basis of Certification (BoC) (Pt. 2, Ch. 1 – 2.1.2.R3)
1.01.1.4 Compliance Record (Pt. 2, Ch. 1 – 2.1.2.S1.9)
1.01.1.5 Type Certificate Data Sheet (TCDS) (Pt. 2, Ch. 1 – 2.1.2.S8)
1.01.1.6 Exemptions and Deviations (Pt. 2, Ch. 1 – 2.1.2.S1 and Pt. 5, Ch. 9)
1.01.1.7 Issue Papers (Pt. 2, Ch. 1 – 2.1.2.S1)
1.01.1.8 Design Specification (Pt. 2, Ch. 1 – 2.1.2.S1)
1.01.1.9 Design Type Examination (Pt. 2, Ch. 5)
1.01.1.10 Flight Manual (Pt. 2, Ch. 1)
1.01.1.11 Instructions for Continued Airworthiness / Maintenance Program (Pt. 2, Ch. 1 – 2.2.R4 and Pt. 5, Ch. 3)
1.01.1.12 Master Minimum Equipment List (MMEL) (Pt. 2, Ch. 6)
1.01.2.1 Establish Design Change Approval Process (Pt. 3. Ch. 2)
1.01.2.1.1 Establish Basis of Certification (BoC) Amendment Process (Pt. 3, Ch. 2)
1.01.3.1 Airworthiness Directives (AD) (Pt. 5, Ch. 6)
1.01.3.2 Type In-service History (Pt. 2, Ch. 5)
1.01.3.3 Airworthiness Risk Assessment (Pt. 5, Ch.1)
1.02.1 Flight Authority Documents (Pt. 5, Ch. 7)
1.02.2 Aircraft Technical Record (Pt. 5, Ch. 5)
1.02.3 Fleet Registration Data (Pt. 2, Ch. 2)
1.02.4 Configuration Status (Pt. 3, Ch. 3)
1.02.1.1 Certificate of Airworthiness (CofA)
1.02.1.2 Flight Permits (Pt. 5, Ch. 7)
1.02.1.3 Conformance Certificates (Pt. 5, Ch. 5)
1.02.2.1 Product Certification Documents (Pt. 5, Ch. 5)
1.02.2.1.2 Aircraft Release Records (Pt. 3, Ch. 1 – 3.1.2.R11)
1.02.2.1.3 Operating Records (Pt. 5, Ch. 5)
1.02.2.2.2 Product Related Deviations and Waivers (Pt. 5, Ch. 5)
1.02.3.1 Type Designation (Pt. 2, Ch. 2 –
1.02.3.2 Registration Number (Pt. 2, Ch. 2 –
1.02.3.3 Aircraft Markings (Pt. 2, Ch. 2 – 2.1.2.R3)
1.03.1 Engineering Support Program (Pt. 1, Ch. 4)
1.03.2 Maintenance Support Program (Pt. 1, Ch. 4)
1.03.1.1 Organizational Accreditation (Pt. 1, Ch. 4)
1.03.1.4 Design Change Management (Pt. 3, Ch. 2)
1.03.1.6 Training, Qualification and Authorization Process (Pt. 1, Ch.4)
1.03.1.7 Maintenance Program Management Process (Pt. 5, Ch. 3)
1.03.1.8 In-service Monitoring Program
1.03.1.9 Risk Management Process (Pt. 5, Ch. 1)
1.03.2.1 Organizational Accreditation (Pt. 1, Ch. 4 – Annex C)
1.03.2.2 Implementation of the Approved Maintenance Program (Pt. 3. Ch. 1)
1.03.2.4 Recording and Reporting of Maintenance Process (Pt. 3. Ch. 1)
1.03.3.1 Organizational Accreditation (Pt. 1, Ch.4)
1.03.3.2 Procurement of Aviation Parts (Pt. 5, Ch. 2)
1.03.3.4 Packaging, Handling, Storage, Shelf Life, Control and Transport of Aviation Parts (Pt. 5, Ch. 2)
1.03.3.5 Disposal of Aeronautical Products (Pt. 4, Ch. 1)

Appendix II
Annual Airworthiness Report

NOTE

Red text is for informational or requested information purposes and must be deleted or replaced with black text before report is submitted.

CUXXX – Aircraft Name
Annual Airworthiness Report
(Technical)
Submitted to the
Spring/Fall XX
(Delete 1 season, enter appropriate year)
Airworthiness Review Board

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

The Approved by signature is normally the SDE or CMATC for the fleet.

Approved by: _____ Date: _____
SDE

The Released by signature is to be signed after the ARB to ensure that all changes as ordered at the ARB are incorporated.

Released by: _____ Date: _____

SECTION 1

Introduction

1.1 Introduction

1.1.1 The following Annual Airworthiness Report – Technical (AAR - Tech) is submitted to the Airworthiness Review Board (ARB). The information provides a summary of the significant technical airworthiness issues for the (enter fleet designation) fleet from (previous report approval date) to (this report approval date). The AAR (Investigative) has been reviewed by Weapon System Management (WSM) staff for significant airworthiness issues prior to the approval of this report.

1.2 Fleet Documentation

1.2.1 Table 1 depicts relevant fleet documentation as per the DND/CF Type Certificate Data Sheet (TCDS) or Canadian Military Aircraft Type Certificate (CMATC).

Document Title	Document Identifier	Revision Number (Latest version)	Date	RDIMS Number (If applicable)
TCDS or CMATC (Select only one)				
Statement of Operating Intent (SOI)				
Basis of Certification (BoC)				
Approved Maintenance Program (Current ECIR for example)				
Master Minimum Equipment List (MMEL) (Enter "N/A" if there is no MMEL)				
Fleet Registration Data	Military Aircraft Register		N/A	365562

Table 1 Fleet Documentation

1.3 Changes to Fleet Status

1.3.1 Of the original (enter original number of aircraft), there are currently (enter current number) active aircraft in the (enter fleet designation) fleet.

1.3.2. Table 2 identifies significant changes to fleet registration status that have occurred during this reporting period.

Change	Status/Comment
New aircraft	Identify each newly introduced aircraft to the fleet since the last report, including tail number, reason for addition and date. If not applicable, enter N/A. CH124445 – Purchased as crew trainer – 15 Jan 06.
Retired aircraft (Do not include aircraft that have sustained "A" category damage, as they are included in the Damaged Aircraft section)	Identify each aircraft retired from the fleet since the last report, including tail number, current location and date of retirement. If not applicable, enter N/A. CH124402 – Pedestal aircraft in Tuktoyaktuk – 15 Sep 05. CH124411 – Sold to Bills Logging and Powder Puff Co. Transferred to Civil Registry 15 Nov 05.
Damaged Aircraft ("A" or "B" category only)	Identify each aircraft that has sustained "A" or "B" category damage since the last report. Include tail number, damage category, date of accident and intended course of action. If not applicable, enter N/A. CH124492 – "A" Cat damage – 14 Jun 05. CH124458 – "B" Cat damage – 26 Aug 04. Aircraft shipped to Canadian Tire for repair. Expected completion date 30 Aug 09.
Other (Specify)	Identify any other significant changes to the status of individual aircraft within the fleet as applicable. If not applicable, enter N/A.

Table 2 Changes to Fleet Status

1.4 Changes to Personnel Status

1.4.1 Table 3 identifies significant changes to the Trained Effective Strength (TES) for all aircraft maintenance personnel that have occurred during this reporting period.

Change	Comment
Contractor Personnel	Comment on significant issues affecting Contractor personnel and how they may affect the airworthiness of the fleet.
Aircraft Maintenance Personnel	Comment on significant issues affecting aircraft technicians. (This could include but not be limited to: training, qualifications/authorizations, manpower shortages, percentage of untrained personnel, etc. These comments must point out how the issues may (or do) affect the airworthiness of the fleet

Table 3 Changes to Personnel Status

1.5 Fleet Organizational Accreditation

1.5.1 Table 4 identifies Fleet Organizational Accreditation of Accredited Maintenance Organizations (AMO) and Accredited Technical/Design Organizations (ATO/ADO) supporting the (enter fleet designation) fleet.

(Identify only major military maintenance organizations and primary contractors supporting the fleet)

Organization	Organization Type (AMO/ATO/ADO)	Date of Accreditation	Comments
Org #1	ATO	Not Accredited	Accreditation audit scheduled 15 Dec 2027
XXX Sqn	AMO	XX XXX XX	
XXX Sqn	AMO	Not accredited	Accreditation audit scheduled 15 Jul 2006

Table 4 Fleet Organizational Accreditation

1.6 Significant Organizational Change to the Training, Qualification and Authorization (TQ&A) Weapon System Support Network (WSSN)

1.6.1 The following is a summary of the significant organizational or manpower changes that have occurred during this reporting period:

a. Summarize each significant organizational or manpower changes within the WSSN or other support arrangements during the reporting period. Only changes that have had the potential to impact airworthiness should be reported. Examples of changes that may need to be reported include major re-organization of an AMO or ATO, major personnel changes (SDE/SME/SAMS, etc) or the replacement of a major support contractor. If no significant organizational changes have occurred, enter “Nil”.

b. (Continue as required.)

SECTION 2

In-service support program update

2.1 In-service History

2.1.1 The current Estimated Life Expectancy (ELE) of the (enter fleet designation) fleet is (enter year). Detailed information can be found at RDIMS# (enter number).

2.1.2 The fleet has flown a total of (enter hours or other applicable index) during this reporting period.

2.1.3 The fleet high time aircraft is (tail number) at (enter number) hours. There are (enter number) hours remaining until this aircraft reaches its maximum hours.

(Where the life of the aircraft is based on indices other than hours, such as a fatigue life index, this statement must be adapted to suit the situation)

2.1.4 The following significant issues of concern affecting the ELE, have arisen in the fleet ELE during this reporting period:

a. (Consider such things as major structural component changes, structural, life extension programs, other systems life extension or replacement programs, etc).

b. (Continue with each relevant issue as required).

2.2 Aircraft Structural Integrity

2.2.1 The current Aircraft Structural Integrity Management Plan is (Document Identifier including date and revision). The next planned revision is scheduled for (date).

2.2.2 The following significant activities were undertaken in reference to the above plan. Concerns arising from the In-service Monitoring Program (e.g. significant difference in usage) are also listed.

a. (List and summarize as applicable)

b. (Continue with each relevant activity as required)

2.3 Airworthiness Directives (AD)

2.3.1 Airworthiness Directives issued by the Technical Airworthiness Authority (TAA) or any other applicable regulatory authority during this reporting period are listed in Annex A, Table A1.

2.4 Other In-service Airworthiness Notices

(Other In-service Airworthiness Notices include airworthiness documentation such as, Special Inspections, Service Bulletins, Fleet Campaigns, Alerts, Foreign Operator Bulletins, Special Maintenance Instructions and other similar documentation as applicable to your fleet)

2.4.1 Other In-service Airworthiness Notices issued by the TAA or any other applicable regulatory authority during this reporting period are listed in Annex A, Table A2.

2.5 Design Changes

2.5.1 Design changes (as described in the C-05-005-001/AG-001, Technical Airworthiness Manual, (TAM) Pt 3, Chap 2) made to the TCDS/CMATC during this reporting period are listed in Annex B, Tables B1-B3.

2.6 Technical Airworthiness Clearances (TAC)

2.6.1 All TACs, including Provisional TACs (PTAC), which have been approved for the fleet or mission equipment, are summarized in Annex C, Table C1.

2.7 Flight Permit

2.7.1 Flight Permits issued during this reporting period are summarized in Annex C, Table C2.

2.8 Fleet Operational Restrictions

2.8.1 Fleet Operational Restrictions imposed during this reporting period are summarized in Annex C, Table C3.

2.9 Maintenance Program Deviations

2.9.1 Deviations from the approved maintenance program during this reporting period are summarized in Annex C, Table C4.

2.10 Configuration Management

2.10.1 The following is a summary of significant configuration management issues during this reporting period:

a. List any significant configuration management concerns that have arisen during this reporting period. If no significant issues have arisen, enter “Nil”.

b. Continue as required.

2.11 Records of Airworthiness Risk Management (RARM)

2.11.1 Table 5 is a listing of fleet RARMs that have been raised or closed during this reporting period. The table also includes those risk assessments that remain open from previous reporting periods.

Table 5 List of Fleet RARMs							
TITLE (Identifier)	**RDIMS #**	**DESCRIPTION**	**REVISIONS**	**RISK LEVEL ACCEPTED**	**TECHNICAL APPROVAL DATE**	**OPERATIONAL COMMAND ACCEPTANCE DATE**	**REASONS FOR REVISION**
RARM Serial Number and the title of the Risk Assessment	Enter the RARM RDIMS #	Provide a Brief Summary of the Hazard Condition	List all revisions starting with Rev 0	Risk Level for each revision	Date when the risk level for each revision was approved	Date when the risk level for each revision was accepted.	Provide details on the requirement for the revision
Continue as Required							

2.12 Other Airworthiness Concerns/Issues

2.12.1 Significant airworthiness concerns/issues identified during this reporting period are summarized below:

Include any issues that may negatively affect the airworthiness of your fleet. This must include outstanding issues identified in audit reports and problems in areas such as airworthiness documentation, logistical support programs and issues that you believe should be brought to the attention of the ARB. If no other issues have arisen, enter "Nil".

a. Provide a very short summary of how the concern was identified and the status of the investigation, indicating if a risk assessment will be carried out.

b. Continue with the next concern as applicable.

2.13 Contractor Maintenance Airworthiness Concerns/Issues

2.13.1 Significant airworthiness concerns/issues identified during this reporting period are summarized below:

Include any issues that may negatively affect the airworthiness of the fleet. This must include outstanding issues identified in audit reports and problems in areas such as airworthiness documentation, logistical support programs and issues that you believe should be brought to the attention of the ARB. If no other issues have arisen, enter "Nil".

a. Provide a very short summary of how the concern was identified and the status of the investigation, indicating if a risk assessment will be carried out.

b. Continue with the next concern as applicable.

2.14 Action Items (AI) from Previous ARB Meetings

2.14.1 The following AI remain open from previous ARB meetings:

(Enter the action item number and the full description of the item; for example:

a. AI-May-00-35 DAEPM(TH) to provide an update on some problem at the next ARB.

(Enter update, and if applicable make recommendation to the ARB for way ahead)

b. (Continue with next AI to be addressed, as applicable)

(If no AIs remain open from previous ARB meetings, enter "Nil")

2.15 Technical Airworthiness Clearance (TAC)

2.15.1 The (enter fleet designation) fleet is considered to be technically airworthy. It is recommended that the TAC remain valid until reviewed at the next annual ARB.

Annex A to AAR (Tech) for CUxxx Fleet

A.1 Airworthiness Directives (AD)

A.1.1 Table A1 provides a summary of ADs that have been issued, carried over and/or closed during this reporting period:

(List in chronological order, all ADs that are currently open or which have been closed during this reporting period)

Document Identifier and Date (1)	Title	Status/Comments (2)
(Include amendment number)		
(Continue as required)		

Table A1 Record of In-service Airworthiness Directives (AD)

Instruction Notes:

(1) Include every AD issued as "ACTION" by TAA or other regulatory authority since the last report as well as Notices issued as "INFORMATION" if you decided to take fleet actions. For a Notice staffed for "INFORMATION" for which you decided to take fleet actions, it is said to be applicable and Instruction Note (2) applies.

(2) Status legend for Airworthiness Directives:

Compliant: The solution and the time compliance requirements as specified in the AD are met or will be met. If recurring actions are required, state the actions and the associated intervals, e.g. re-inspection at 600 hours flight time. If the solution must be changed or the time compliance during the implementation of the notice can no longer be met, an Alternate Means of Compliance must be approved by the TAA. State the document(s) identifier of the instructions provided to operating units.

Alternate Means Of Compliance (AMOC): Either a different solution was adopted, or the time compliance as specified in the AD was changed, and the Technical Airworthiness Authority has approved the change. If recurring actions are required, state the actions and the associated intervals, e.g. re-inspection at 600 hours flight time. If the intent of the Notice is satisfactorily addressed within the current maintenance program, an AMOC is required to explain this. State the document identifier of the AMOC.

Applicable but will not be embodied: Explain the circumstances as to why the AD will not be embodied. Risk Assessment, etc.

Not applicable: AD staffed for "ACTION" by DTA and found NOT applicable means that the intent of the AD has been assessed and the equipment problem defined is not likely to occur on the CF equipment. Enter not applicable and state the rationale.

Closed: Notices, which have been closed during this reporting period.

A.2 Other In-service Airworthiness Notices

A.2.1 Table A2 provides a summary of the other Airworthiness Notices that have been issued/closed during this reporting period:

(Consider Other In-service Airworthiness Notices to include airworthiness documentation such as Special Inspections, Service Bulletins, Fleet Campaigns, Alerts, Foreign Operator Bulletins, Special Maintenance Instructions and other similar documentation as applicable to your fleet. The table should be separated to indicate the type of notice and to indicate notices that have been closed during the reporting period, items which are still open and by the type of notice as shown below)

Closed During This Reporting Period		
Document Identifier & Date	Title	Status/Comments
		Closed, 15 Feb 06
(Continue as required)		
Carried Over From Previous Reporting Period		
Document Identifier & Date	Title	Status/Comments
Special Inspections		
Service Bulletins (Carry on with as many sub parts to the table as required to cover off all Other Service Notices as described above)		
New This Reporting Period		
Document Identifier & Date	Title	Status/Comments
Special Inspections		
		Insert useful comment, eg “8 out of 14 aircraft completed”, not just ”in progress”
Foreign Operator Bulletins (Carry on with as many sub parts to the table as required to cover off all Other Service Notices as described above)		

Table A2 Record of In-service Airworthiness Notices

Annex B to AAR (Tech) for CUxxx Fleet

B.1 Record of Design Changes

The following 3 tables provide a summary of the design changes which have occurred in the fleet during this reporting period as described in the TAM Pt 3, Chap 2. For guidance on determining the design change category, refer to TAM 3.2.2.S1 and 3.2.3.1.

B.2 Major Design Changes / Modifications / Project Upgrades

B.2.1 Table B1 provides a summary of the Major Design Changes / Modifications / Project Upgrades incorporated during this reporting period.

(A Major Design change / Modification / Project upgrades has or may have more than a negligible effect on airworthiness)

(Identify design changes made to the type design, resulting in changes to the aircraft configuration resulting from modifications, service bulletins, and alterations. If no significant changes were approved, enter "Nil")

Document Identifier & Date	Title/Description	Status/Comments
(Include amendment number)		(Include the reason why the change was made and the status of the implementation, e.g. 25% of the fleet fitted, estimated completion time, etc)
(Continue as required)		(Project upgrade status i.e. blocks, is to be included for information purposes only)

Table B1 Design Changes / Modifications / Project Upgrades

B.3 Changes to the Approved Maintenance Program

B.3.1 Table B2 provides a summary of the Changes to the Approved Maintenance Program made during this reporting period.

(Consider significant changes to the approved maintenance program (refer to 3.2 of the TAM. If no significant changes were made, enter "Nil")

Document Identifier & Date	Title/Description	Status/Comments
(Include amendment)		(Include the reason why the change was made)
(Continue as required)		

Table B2 Changes to the Approved Maintenance Program

Annex B to AAR (Tech) for CUxxx Fleet

B.4 Changes to the Approved Role, Mission and/or Operating Environment

B.4.1 Table B3 provides a summary of the Changes to the Approved Role, Mission and/or Operating Environment made during this reporting period.

(Consider significant changes to the approved role, mission and/or Operating Environment (refer to the TAM Pt 3, Chap 2) made to the TCDS or CMATC Annex A. If no significant changes were made, enter "Nil")

Document Identifier & Date	Title/Description	Status/Comments
(Include amendment number)		(Include the reason why the change was made)
(Continue as required)		

Table B3 Changes to the Approved Role, Mission and/or Operating Environment

Annex C to AAR (tech) for CUxxx Fleet

C.1 Technical Airworthiness Clearances (TAC)

C.1.1 Table C1 provides a summary of the TACs and Provisional TACs (PTAC) issued during this reporting period.

(List TACs/PTACs issued within the fleet during the reporting period including non-specific items such as ALSE, PEDS, etc. If no TACs were issued, enter "Nil")

Document Identifier & Date	Title/Description	TAC Provisions (if applicable)	Status/Comments
(Include amendment number and RDIMS # if applicable)	Provide a brief description of the issued clearance.	List all provisions related to the issued clearance.	Include the status of any provisions associated with the issued clearance.
(Continue as required)			

Table C1 Technical Airworthiness Clearances

C.2 Flight Permits

C.2.1 Table C2 provides a summary of the Flight Permits issued during this reporting period.

(List Flight Permits issued within the fleet during the reporting period. If no Flight Permits were issued, enter "Nil")

Document Identifier & Date	Title/Description	Status/Comments
(Include amendment number and RDIMS # if applicable)		
(Continue as required)		

Table C2 Flight Permits

C.3 Fleet Operational Restrictions

C.3.1 Table C3 provides a summary of the Fleet Operational Restrictions imposed during this reporting period. (List only operational restrictions imposed on the entire fleet, or a portion thereof, during the reporting period. Operational restrictions imposed on individual aircraft as a result of a deferred defect should not be reported. If no operational restrictions were imposed enter "Nil").

Document Identifier & Date	Title/Description	Status/Comments
(Include amendment number)		(As a minimum, the following information must be included: rationale for the restriction and intended course of action)
(Continue as required)		

Table C3 Fleet Operational Restrictions

C.4 Maintenance Program Deviations

C.4.1 Table C4 provides a summary of the Maintenance Program Deviations made during this reporting period.

(Do not report deviations to specific aircraft that were the result of a deferred defect as authorized. Report only those deviations that apply to the fleet as a whole, not individual aircraft. If there were no Maintenance Program Deviations enter "Nil").

Document Identifier & Date	Title/Description	Status/Comments
(Include amendment number and RDIMS # if applicable)		(As a minimum, the following information must be included: rationale for the deviation and intended course of action)
(Continue as required)		

Table C4 Maintenance Program Deviations