



NEED TO KNOW

A CBAA Member Update

Targeted 604 Inspections INTERIM REPORT

Starting in April 2018, Transport Canada began inspecting CARs 604 operations, the first formal inspection program of PORD holders. CBAA responded by working directly with members to ensure that they were prepared with the correct tools and information. We also are in continuous contact with TC officials in charge of the inspections on behalf of our members to answer questions and help ensure that inspectors were well informed about BA operations.

To prepare for an inspection, and to assist in operations, CBAA members are strongly encouraged to access operational tools on our website

HERE

What you need to know:

For those yet to be inspected, the preliminary findings will provide further information to aid in preparation for the inspection as will the sample operations manual, on line SMS, and other documentation available to members on the CBAA RMS site (<https://nad.obds.com/framework/Login.a5w>).

The CBAA strongly encourages members to use this CBAA system as it has proven to be a user friendly, no frills or extras system to assure compliance with CAR 604 requirements. **CBAA members using the system had no major problems with the targeted inspection.**

Preliminary findings:

- TC targeted 66 operators, 47 of which are CBAA members.
- Analysis is complete for 24 CBAA-member operators. Nine had no findings or significant observations.
- Five had findings against their QA program including audits not completed or not completed within the validity period and risk analysis not done on audit findings before doing a corrective action plan. **(Please note: CBAA RMS automatically requires Risk Analyses on Audit Findings. Access it [HERE](#).)**
- Ten operators had findings related to SMS procedures not followed, not documented or both. These varied from no documented procedures at all to some procedures missing and not utilized.
- Four operators had findings related to training and most, if not all, operators had their training records inspected. In every case, CAR 604 training requirements were not documented and, in most cases, training was not completed. In some cases, proof of competency was missing.
- Four operators had findings related to documenting of SMS duties. The duties list was either missing or not complete.
- Two operators had findings related to lack of a documented safety policy including such things as the disciplinary policy.

CBAA's on-line RMS automatically performs risk analyses. Access it [HERE](#)

What's happening now:

- CBAA is working directly with, or prepared to work with, the twenty-three members who have either not been inspected yet or for whom the process is not yet complete.
- If you have any questions regarding these preliminary findings or the targeted inspections, please contact Merlin Preuss at 613 883 7738 or mpreuss@cbaa.ca.
- For more information on inspections, business aviation's national event, CBAA 2019, July 9th – 11th in Calgary, AB will feature special sessions on targeted inspections, including a briefing from Transport Canada and a review of best practices and lessons learned.

*If you are a CBAA member and hold a PORD, your convention registration is free.
Contact Lindsay Berndt,
Membership & Communication
Services Manager,
lberndt@cbaa.ca
or 613 236 5611 ex. 221*

Here is what members are saying about the value of CBAA's operational support:

"CBAA has been a great help this year for our flight dept with 2 PORD changes and SMS audits. Merlin Preuss has been a big help with technical knowledge and providing names for consulting.

"CBAA continues to provide the expertise and information required for today's sophisticated and challenging world of Private operator flight depts in Canada."

Bob Johnson
Chief Pilot and Ops Manager
Irving Air Service

"Every time I contact the CBAA, I had an excellent support and access to knowledgeable individuals who were very helpful.

"One of the biggest challenges was the implementation of an SMS system. The CBAA templates were used and customized for our operation. In the process, the team realized that the document was complete, having all the CARS requirements incorporated. It also helped demystify the SMS in most aspects.

"Last year, the organization had three different corporate audits and one Transport Canada targeted inspection, all went very well.

I would like to thank you and our team, for the support provided."

A multi aircraft 604 operation. *

*CBAA promotes and simplifies
business aviation.
Read more testimonials [HERE](#)*

This document does not constitute legal advice

***Company names are shared only with express permission. The CBAA respects the confidentiality and privacy of all of its members and values the opportunity to work on their behalf**