

Due to the overwhelming amount of incoming vendor audit forms being processed by Victoria Air Maintenance, we have produced a generic audit form that will be returned in place of the form supplied by you. This will help us provide you with a quicker response to your inquiries. Approval Certificates can be downloaded on our website. If you have any questions, please feel free to contact us at 250-656-7600.

Transport Canada AMO 461-91 | EASA 145-7295
Legal Name: VICTORIA AIR MAINTENANCE LTD.
Certificate Location: Victoria, BC
Mailing Address: 9650 Hurricane Road North Saanich BC V8L 5V5
Telephone: 250-656-7600
Email: info@vicair.net
Website: www.vicair.net

BUSINESS TYPE

Victoria Air Maintenance Ltd. meets the requirements of an Approved Maintenance Organization pursuant to Canadian Aviation Regulation 573.10.

FACILITY

The facility is of adequate size to house all necessary tooling, equipment, materials, and parts to perform the work.

RATINGS

Avionics: radio systems and auto flight systems.
Structures: sheet metal structures, tubular structures and wooden structures.
Components: electrical systems.
Instruments: Miscellaneous instruments or display devices, gyroscopic instruments and pitot-static instruments.

SCOPE OF WORK

Aero L-39 Albatros series aeroplanes, all non-specialized work
Aero Vodochody L-29 aeroplanes, all non-specialized work
Canadair T33 series aeroplanes, all non-specialized work
DeHavilland D.H. 98 Mosquito aeroplanes, all non-specialized work
Piston powered aeroplanes with a MTOW greater than 5700kg, all non-specialized work
Piston powered aeroplanes with a MTOW of 5700kg and below, all non-specialized work
Turbo-Propeller powered aeroplanes with a MTOW greater than 5700kg, all non-specialized work
Turbo-Propeller powered aeroplanes with a MTOW of 5700kg and below, all non-specialized work

MAINTENANCE STANDARDS

All work carried out by this organization is performed in accordance with the requirements of CARs 571.02, the manufacturer's recommendations, and standard industry practices.

Ex-military aircraft which operate under Special Certificate of Airworthiness Limited rules are maintained in accordance with the manufacturer's maintenance schedule or, at a minimum, the regulations outlined in Standard 507 Appendix F "Standards Respecting Ex-military Aircraft."

KEY PERSONNEL

Accountable Executive: Mike Ingram

Person Responsible for Maintenance: Mike Ingram

Quality Assurance Manager: Mike Ingram

Administrative Manager: Kim Ingram

Stores Controller: Connie McInnis

Health & Safety Representative: Mike Cooper

QUALITY CONTROL SYSTEM

The Victoria Air Maintenance Ltd. Quality Assurance Program conforms to Canadian Aviation Regulations 573.09. A continuous review of organization activities accomplishes quality assurance. The audit program ensures appropriate corrective action to findings made under the program. All audit findings and corrective actions files are maintained for at least three years. A detailed description of the Quality Assurance Program is located in Victoria Air Maintenance Ltd.'s Maintenance Policy Manual.

VENDORS

Victoria Air Maintenance Ltd. maintains a list of subcontracted maintenance arrangements and approved vendors who are audited at frequent intervals.

PARTS AND MATERIALS

Victoria Air Maintenance Ltd. performs a receiving inspection procedure on all parts and materials. All aeronautical parts and materials are stored and clearly identified with appropriate information to show traceability to the original manufacturing source. Customer-supplied parts are controlled and recorded on applicable Work Orders.

WHMIS

Victoria Air Maintenance Ltd. is WHMIS 2015 compliant. Material Safety Data Sheets for all controlled products in the workplace are stored digitally and are for employee use. All hazardous materials are stored in accordance with the Canada Labour Code Part II, OHS Regulations.

EMPLOYEE POLICY

Employee grounds for automatic dismissal include assault or harassment of co-workers, theft, drug or alcohol abuse and any serious breach of the company policies or procedures.

TRAINING PROGRAM

Victoria Air Maintenance Ltd. has a documented training program that includes initial, additional and update training. All employees with technical responsibilities receive Human Factors training that meets the requirements of Canadian Aviation Regulations.

MAINTENANCE RELEASE

The identities of individuals authorized to sign a maintenance release on behalf of Victoria Air Maintenance Ltd. are listed, including their particular authority. Each employee has demonstrated a combination of training and experience appropriate to the authority granted.

TECHNICAL DATA

Appropriate and current technical data is readily available to all personnel. No work is initiated unless the latest regulatory and technical information is available to all persons performing work on behalf of the AMO.

MEASUREMENT AND TEST EQUIPMENT

Victoria Air Maintenance Ltd. identifies each precision tool, calibration frequency, and calibration due date in a Document Incorporated by Reference to the Maintenance Policy Manual. All calibration certificates for each item calibrated by an outside source are maintained. Calibrated tools and equipment are marked to show the calibration status.

SAFETY

Operations are conducted in a safe manner and environment. Fire protection devices are inspected periodically. Fire lanes, doors, and fire extinguishers are clear of obstructions. Safety guards are in place on power equipment. All flammable, toxic, or volatile materials are properly identified and stored.