



Civil Aviation Directive

Subject:

**Policy on the Use and Management of the Transport Canada
Civil Aviation (TCCA) Consolidated Record of Authorities and
Official Credentials**

Issuing Office:	Civil Aviation, Policy and Regulatory Services	Document No.:	CAD REG-009
File Classification No.:	Z 5000-31	Issue No.:	02
RDIMS No.:	9194394-V2	Effective Date:	2014-10-27

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1.0 INTRODUCTION

1.1 Purpose

- (1) The purpose of this document is to define the policy associated with the management of the Transport Canada Civil Aviation (TCCA) Consolidated Record of Authorities and the criteria for the issuance of official credentials for civil aviation safety inspectors/officers.

1.2 Applicability

- (1) This document applies to TCCA inspectors/officers who occupy positions linked to the legislative and regulatory authorities listed in the TCCA Consolidated Record of Authorities

1.3 Description of Changes

- (1) Changes have been incorporated as a result of recent TCCA organizational changes (NOTIP) and/or amendments to the *Canadian Aviation Regulations* (CARs) since 2005.

2.0 REFERENCES AND REQUIREMENTS

2.1 Reference Documents

- (1) It is intended that the following reference materials be used in conjunction with this document:
 - (a) *Aeronautics Act* (R.S., 1985, c. A-2), <http://laws-lois.justice.gc.ca/eng/acts/A-2/>;
 - (b) *Canadian Aviation Regulations*, <http://laws-lois.justice.gc.ca/eng/regulations/SOR-96-433/>;
 - (c) *TCCA Consolidated Record of Authorities*, RDIMS # [8496544](#);
Staff Instruction SI REG 014 — *Process and procedures associated with the Transport Canada Civil Aviation (TCCA) Consolidated Record of Authorities and Official Credentials* (RDIMS # [9070891](#));
 - (d) *Transport Canada inspector/officer official ID cards, badges and stamps policy* (RDIMS # [5536102](#));
 - (e) *Protocol for official TC inspector/officer official ID cards, badges and stamps* (RDIMS # [2131014](#));
 - (f) *Procedures respecting the issuance, tracking and use of Transport Canada inspector/officer official Designation ID cards, badges and other instruments* (RDIMS # [5536133](#)); and
 - (g) *Civil Aviation Directive CAD ADM 00 5 — Required Training for Civil Aviation Employees who Develop, Deliver and/or Support Oversight Activities* (RDIMS # [9290074](#)).

2.2 Cancelled Documents

- (1) As of the effective date of this document, the following document is cancelled:
 - (a) Directive No. 7A, 2002-04-01 — *Issuance and Monitoring of Official Credentials for Ministerial Delegation*.
- (2) By default, it is understood that the publication of a new issue of a document automatically renders any earlier issues of the same document null and void.

2.3 Definitions and Abbreviations

- (1) The following **definitions** are used in this document:
 - (a) **Inspector Credentials:** An Official TC designation ID card (non-biometric or biometric), badge and/or stamp;
 - (b) **Ministerial Authorization:** A document, signed by the Minister of Transport, within which are listed specific TCCA positions authorized to exercise the duties and functions associated with subsection 4.3 (3), section 5.1 and subsection 5.9(2) of the *Aeronautics Act*; and
 - (c) **TCCA Consolidated Record of Authorities:** A reference document that lists provisions of the AA and the CARs (including subsection 4.3 (3), section 5.1 and subsection 5.9(2) of the AA) and the corresponding TCCA inspector/officer positions authorized to exercise associated functions and duties.
- (2) The following **abbreviations** are used in this document:
 - (a) **TCCA:** Transport Canada Civil Aviation; and
 - (b) **TCID:** Transport Canada Inspector Credentials Database.

3.0 BACKGROUND

- (1) TCCA inspectors/officers and their managers draw their authority from section 24 of the *Interpretation Act* and the common law in accordance with their position, training and duties. Their authorities are recorded in the TCCA Consolidated Record of Authorities and their job descriptions or any other written evidence of their authority.
- (2) The powers, duties and functions they exercise are always subject to any conditions deemed necessary for safety, the protection of persons and/or property and to any limitations imposed by management in respect of employees who lack knowledge, experience or training needed to fully exercise the legislative and/or regulatory authorities assigned to their position.
- (3) The TCCA Consolidated Record of Authorities is a reference document that provides evidence of the powers, duties and functions to be exercised by persons employed in the positions set out in the following Schedules:
 - (a) Schedule A — Civil Aviation Executive Management
 - (b) Schedule N — National Operations
 - (c) Schedule P — Policy and Regulatory Services
 - (d) Schedule R — Regional Operations
 - (e) Schedule S — Standards
 - (f) Schedule T — National Aircraft Certification
- (4) Until required training and Structured-On-The-Job-Training (SOJT) have been completed, the authorities found in the TCCA Consolidated Record of Authorities shall be limited through a memorandum from the appropriate manager stating any restriction or condition.
- (5) Employees in a position associated with one of the Schedules listed in the TCCA Consolidated Record of Authorities may also be issued official credentials (TC designation ID card (non-biometric or biometric), badge and/or stamp) as evidence of their authority to exercise powers, duties and functions under the AA and associated CARs. The determination as to whether or not an employee requires official credentials is made by TCCA management after conducting individual assessments based on established criteria.

- (6) The TCCA Consolidated Record of Authorities management procedures and associated criteria for the issuance of official credentials are described in Staff Instruction SI REG 014 - *TCCA Consolidated Record of Authorities and Official Credentials*, RDIMS # [9070891](#).
- (7) The policy and procedures associated with the issuance and monitoring of Official Credentials are described in Transport Canada Inspector/officer Official Credentials Policy (RDIMS # [5536102](#)) procedures associated with the issuance and monitoring of Official Credentials are described in RDIMS # [5536133](#) (*Procedures Respecting the Issuance, Tracking and Use of Transport Canada Inspector/Officer Credentials, Badges and Other Instruments*).

4.0 ROLES AND RESPONSIBILITIES

- (1) Director General Civil Aviation responsibilities:
 - (a) Administer the TCCA Consolidated Record of Authorities. The Director General Civil Aviation (DGCA) approves and signs the TCCA Record of Authorities (and any amendments thereof).
- (2) Director, Regulatory Services (AARB) responsibilities:
 - (a) Oversee all activities associated with *Ministerial Authorizations and the Record of Authorities* including the development of associated policies and procedures with regards to management, coordination, monitoring and maintenance;
 - (b) Oversee, manage, monitor, and process requests for Official Credentials through the Transport Canada Inspector credentials Database (TCID) for Civil Aviation.
- (3) Functional Directors are responsible to:
 - (a) Review TCID applications; and
 - (b) Approve/decline/cancel requests on behalf of the Director General, Civil Aviation.
- (4) Managers' responsibilities:
 - (a) Assess and as a result, assign functions and duties associated with authorities under the AA and the CARs on behalf of the DGCA;
 - (b) Assess and recommend approval, refusal or cancellation of official credentials and document assessment results;
 - (c) Ensure that requests for Official Credentials are submitted, approved and monitored in accordance with this directive and those referenced in this document;
 - (d) Exercise duties and functions associated with authorities under the AA and the CARs in accordance with their job description and as specified by their respective managers; and
 - (e) Submit requests for Official Credentials in accordance with this directive and the *Procedures Respecting the Issuance Tracking and Use of Transport Canada Inspector/Officer Credentials, Badges and Other Instruments* in RDIMS # [5536133](#).
- (5) Managers' responsibilities related to the process, procedures and criteria associated with the TCCA Consolidated Record of Authorities are outlined in RDIMS # [9070891](#), SI REG 014 — *TCCA Consolidated Record Of Authorities and Official Credentials*.
- (6) Managers' responsibilities for the procedures respecting the issuance, tracking and use of Transport Canada official credentials are outlined in RDIMS # [5536133](#) — *Procedures Respecting the Issuance Tracking and Use of Transport Canada Inspector/Officer Credentials, Badges and Other Instruments*.
- (7) Inspector/officer responsibilities:

- (a) Exercise duties and functions associated with authorities under the AA and the CARs in accordance with their job description and as specified by their respective managers; and
- (b) Submit requests for Official Credentials in accordance with this directive and the Procedures Respecting the Issuance Tracking and Use of Transport Canada Inspector/Officer Credentials, Badges and Other Instruments in RDIMS # [5536133](#).

5.0 REPORTING

- (1) The Director, Policy and Regulatory Services shall report annually to the National Civil Aviation Management Executive (NCAMX) as to the status of the TCCA Consolidated Record of Authorities document. The Director will also provide a report of the managers and inspectors/officers registered in the TCID.

6.0 INFORMATION MANAGEMENT

- (1) All information and documents relating to the TCCA Consolidated Record of Authorities and Official Credentials shall be retained as follows:
 - (a) The Memorandum, used by management to record assessment results, shall be retained in the employee's file and a copy shall be provided to the employee.
 - (b) Managers shall use the TCID to make their recommendation for issuance, denial or cancellation of official credentials. Where a recommendation for issuance applies, managers are to use the comments section within the TCID to confirm which credential items are to be issued (non-biometric or biometric card, stamp and /or badge) and also to indicate whether or not any authority restrictions apply.

7.0 DOCUMENT HISTORY

- (1) Civil Aviation Directive CAD REG-009, Issue 01, 2008-08-08 — *Issuance of Official Credentials*, RDIMS 3906571 (EN) and RDIMS 3905600 (FR).

8.0 CONTACT OFFICE

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