

Elementary Maintenance Training Material

Standard 625 APPENDIX A - ELEMENTARY WORK

Content last revised: 2011/12/01

*(Refer to section [625.85](#) of this standard.)
(amended 2004/03/01)*

The following list is exhaustive; if a task is not listed, it is not elementary work. Elementary work is a form of maintenance that is not subject to a maintenance release. Hence, it need not be performed by a holder of an AME licence, or by persons working under an AMO certificate. The owner is responsible for controlling authorizations to persons who may perform elementary work.
(amended 1998/09/01)

For aircraft operated pursuant to Subpart 406 and Part VII, the applicable tasks listed below are elementary work, provided they are individually listed in the operator's maintenance control manual and or operational manual as applicable, along with a reference to the training to be undertaken by persons authorized to perform them in accordance with paragraph 571.10(3)(b) of the CARs.
(amended 2004/03/01)

The performance of all tasks designated as elementary work shall be entered in the technical record for the aeronautical product, as required by section 571.03 of the CARs and in accordance with Subpart 605, Division IV – Technical Records.
(amended 2004/03/01)

Information Note:

Under section 605.93 of the CARs, every person who makes an entry in a technical record shall enter the person's name and, if the entry is in respect of the performance of maintenance or elementary work, the signature or employee identifier or, where the record is kept as electronic data, enter the person's user code or an equivalent security designation.
(amended 2004/03/01)

Elementary Work Task Listings

(1) fabric patches measuring not more than 15 cm (6 in) in any direction and not requiring rib stitching or the removal of control surfaces or structural parts, on small privately operated aircraft;
(amended 2004/03/01)

(2) removal and replacement of tires, wheels, landing skids or skid shoes, not requiring separation of any hydraulic lines, on small privately operated aircraft;
(amended 2004/03/01)

(3) removal and replacement of skis on fixed landing gear, not requiring separation of any hydraulic lines, on small privately operated aircraft;
(amended 2004/03/01)

(4) repair of non-structural fairings, cover plates and cowlings, on small privately operated aircraft;
(amended 2004/03/01)

(5) cleaning and replacement of spark plugs, on small privately operated aircraft;
(amended 2004/03/01)

(6) checking of cylinder compression, on small privately operated aircraft;
(amended 2004/03/01)

(7) cleaning or changing of fuel, oil, and air filters, on small privately operated aircraft;
(amended 2004/03/01)

(8) draining and replenishing engine oil, on small privately operated aircraft;
(amended 2004/03/01)

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(9) checking the electrolyte level and specific gravity of lead acid batteries, on small privately operated aircraft;

(amended 2004/03/01)

(10) adjustment of generator or alternator drive belt tension, on small privately operated aircraft;

(amended 2004/03/01)

(11) cleaning of balloon burner nozzles;

(amended 2004/03/01)

(12) removal and replacement of balloon baskets, burners and gas tanks that are designed for rapid change in service;

(amended 2004/03/01)

(13) removal and replacement of glider wings and tail surfaces that are designed for quick assembly;

(amended 2004/03/01)

(14) repair of upholstery, trim and cabin furnishings;

(amended 2004/03/01)

(15) removal and replacement of role equipment designed for rapid removal and replacement;

(amended 2004/03/01)

(16) removal and replacement of passenger seat belts and harnesses;

(amended 2004/03/01)

(17) removal and replacement of fuses, light bulbs and reflectors;

(amended 2004/03/01)

(18) removal and replacement of avionics components that are rack mounted or otherwise designed for rapid removal and replacement, where the work does not require testing other than an operational check;

(amended 2004/03/01)

(19) removal and replacement of aircraft batteries;

(amended 2004/03/01)

(20) removal and replacement of co-pilot control levers, wheels, pedals and pedal guard plates that are designed for rapid removal and replacement, on other than transport category aircraft;

(amended 2004/03/01)

(21) opening and closing of non-structural access panels;

(amended 2004/03/01)

(22) removal and replacement of cabin doors on unpressurized aircraft, where the door is designed for rapid removal and replacement;

(amended 2004/03/01)

(23) removal, replacement and repositioning of non structural partitions in the passenger cabin;

(amended 2004/03/01)

(24) inspection and continuity checking of self-sealing chip detectors;

(amended 2004/03/01)

(25) removal and replacement of induction system anti-icing baffles, scoops and deflectors that are designed for rapid removal and replacement;

(amended 2004/03/01)

(26) removal, cleaning, replacement and adjustment of external components of chemical dispersal systems that are designed for rapid removal and replacement;

(amended 2004/03/01)

(27) deactivating or securing inoperative systems in accordance with sections 605.09 or 605.10 of the CARs, including the installation of devices specifically intended for system deactivation, where the

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work does not involve disassembly, the installation of parts, or testing other than operational checks;
(amended 2004/03/01)

(28) checking and adjusting air pressure in helicopter floats and aircraft tires except on aircraft operated under CAR 705.
(amended 2011/12/30)

(29) repetitive visual inspections or operational checks (including inspections and tests required by airworthiness directives) not involving disassembly or the use of visual aids, performed out of phase with the aircraft's scheduled check cycle at intervals of less than 100 hours air time, provided the tasks are also included in the most frequent scheduled maintenance check.
(amended 2004/03/01)

Information Notes:

(i) An operational check referred to in (27) above constitutes a check to determine if the unit is working. Operational checks do not involve measuring the unit's performance against a predetermined standard. Where the testing procedures require such measurement, replacement of the unit shall not constitute Elementary Work.

(amended 2004/03/01)

(ii) Tasks referred to in (29) above are elementary work when performed out of phase, but require a maintenance release when done as part of a scheduled maintenance check.

(amended 2004/03/01)

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Canadian Aviation Regulations - Regulation 571.02 / 571.03 / 571.10(3)

Maintenance and Elementary Work Performance Rules

[SOR/2000-404, s. 4]

- **571.02 (1)** Subject to subsection (2), a person who performs maintenance or elementary work on an aeronautical product shall use the most recent methods, techniques, practices, parts, materials, tools, equipment and test apparatuses that are
 - **(a)** specified for the aeronautical product in the most recent maintenance manual or instructions for continued airworthiness developed by the manufacturer of that aeronautical product;
 - **(b)** equivalent to those specified by the manufacturer of that aeronautical product in the most recent maintenance manual or instructions for continued airworthiness; or
 - **(c)** in accordance with recognized industry practices at the time the maintenance or elementary work is performed.
- **(2)** A person who performs maintenance or elementary work pursuant to subsection (1) shall ensure that any measuring device or test equipment used
 - **(a)** meets the specifications of the manufacturer of the aeronautical product with respect to accuracy, taking into account the intended use; and
 - **(b)** if calibration requirements are published by the manufacturer of the measuring device or test equipment, is calibrated by means traceable to a national standard.
- **(3)** Except if the work is performed in respect of an aircraft that is operated under a special certificate of airworthiness in the owner-maintenance or amateur-built classification, no person shall supervise, or perform without supervision, an inspection using a method set out in column I of an item of Schedule I to this Subpart unless the person holds the personnel certification set out in column II of that item.
- SOR/2002-112, s. 4;
- SOR/2003-122, s. 1.

Recording of Maintenance and Elementary Work

571.03 A person who performs maintenance or elementary work on an aeronautical product shall ensure that

- **(a)** the details required by Chapter 571 of the *Airworthiness Manual* are entered in the technical record for the aeronautical product, in respect of the task performed; and
- **(b)** the technical record is accurate with respect to any outstanding elements of the work performed, in particular, the need to secure any fastening device that was disturbed to facilitate the work.

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571.10(3) Maintenance Release

- **(3)** No maintenance release is required in respect of any task designated as elementary work in the *Aircraft Equipment and Maintenance Standards* that is performed by
 - **(a)** in the case of a glider, a balloon or an unpressurized small aircraft that is powered by a piston engine and not operated pursuant to Part IV or VII, the pilot of the aircraft;
 - **(b)** in the case of an aircraft operated under Part IV or VII, a person who has been trained and authorized in accordance with the flight training unit's or the air operator's maintenance control manual (MCM), approved under Subpart 6 of Part IV or of Part VII, respectively; or
 - **(c)** in the case of an aircraft operated pursuant to Subpart 4 of Part VI, a person who has been trained in accordance with those sections of a private operator's operations manual that contain details of the operator's maintenance control system.

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Canadian Aviation Regulations - Standard 571.02 / 571.03

571.02 Maintenance and Elementary Work Performance Rules

(amended 2002/09/01)

Information Note:

Section 571.02 of the Canadian Aviation Regulations (CARs) is applicable to the performance of maintenance or elementary work. It addresses how work should be done, as opposed to what work should be done. For example, required contents of a maintenance schedule, or approval of design data, are not covered by that section but are addressed in Subpart 605 and Subpart 521 of the CARs respectively.

(amended 2009/12/01)

Persons who perform maintenance or elementary work are required to follow the manufacturer's recommendations, or equivalent practices. Where the recommendations of the aircraft manufacturer are incompatible with those of the engine, propeller, or appliance manufacturer, the recommendations of the aircraft manufacturer shall be used. Where the manufacturer has not made specific recommendations, standard industry practices are to be used. These practices include, but are not limited to, methods published by Transport Canada, a foreign Civil Aviation Authority, the manufacturer of a similar product, or other practices that may not be published provided they are generally accepted by the Canadian aviation industry. Similar requirements apply to the selection of parts, materials, tools and test apparatus.

Information Note:

Subsection 571.02(3) of the CARs requires that persons who perform specified tasks meet the personnel qualification or training standards applicable to the performance of those tasks.

571.03 Recording of Maintenance and Elementary Work

Information Note:

Compliance with section 571.03 of the CARs is the responsibility of the person performing the work. This regulation is applicable to the making of an entry into a technical record, which is distinct from the maintenance release addressed by section 571.10 of the CARs.

(1) A person who performs maintenance or elementary work on an aeronautical product shall ensure that the following information is recorded in the technical records, established in accordance with Subpart 605 of the CARs, for the aeronautical product:

Information Note:

[Appendix A](#) of Standard 625 - Aircraft Equipment and Maintenance lists the tasks and conditions associated to elementary work and section 605.94 of the CARs requires that all tasks designated as elementary work be recorded in the journey log.

(a) product identification (aircraft registration marking, nomenclature, type/model number, name of manufacturer, part number, and serial number), unless the entry is being made in technical record that contains this information;

(b) a brief description of the work performed;

(c) where a standard other than the manufacturer's recommended practice is being used, reference to the standard used in the performance of the work;

Information Notes:

(i) If manufacturer's instructions are being followed and there is no optional method provided to perform the work, it is not necessary to state the standards that were used to perform the work. In cases where optional methods can be used, the method chosen shall be referenced. In cases where damage is being assessed, the extent of the damage and the associated reference to manufacturer's limitations shall be referenced.

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(ii) If this entry constitutes the maintenance release, ensure that the date on which the work was performed is indicated, and that all other requirements of section 571.10 and section 605.93 of the CARs are complied with.

(d) the date on which the maintenance was performed and the identification of the employee who accomplished the task;

(e) where the maintenance involves a repair that includes making and installing repair parts in accordance with subsection 571.06(4) of the CARs, a statement to that effect;

(f) where disassembly is required during performance of work, a general description of any defect found prior to re-assembly;

(g) where a task is partially completed, a general description of any outstanding work, including the specific location of any parts/systems that have been disturbed, is to be recorded. Where the open work lists, inspection sheets or job cards used to accomplish the work clearly indicate any outstanding work, they are acceptable for meeting this requirement; and

(h) where the part has been accepted pursuant to [Appendix H](#) of this standard, a statement indicating that it has been inspected and tested to ensure it conforms to its type design and is in a safe condition, and a maintenance release has been issued to that effect.

(amended 2002/03/01)

Journey Log Requirements

- **605.94 (1)** The particulars set out in column I of an item in Schedule I to this Division shall be recorded in the journey log at the time set out in column II of the item and by the person responsible for making entries set out in column III of that item.
- **(2)** No person shall make a single entry in a journey log in respect of a series of flights unless
 - **(a)** the aircraft is operated by the same pilot-in-command throughout the series; or
 - **(b)** a daily flight record is used pursuant to section 406.56.
- **(3)** The owner of an aircraft shall retain every entry in a journey log for a period of not less than one year.
- **(4)** Unless recorded in the operational flight plan or operational flight data sheet, the pilot-in-command of an aircraft engaged in a commercial air service and operating in international flight shall record in the journey log the following particulars in respect of each flight:
 - **(a)** the names of all of the crew members and their duty assignments;
 - **(b)** the places and times of departure and arrival;
 - **(c)** the flight time;
 - **(d)** the nature of the flight, such as private, aerial work, scheduled or non-scheduled; and
 - **(e)** any incidents or observations relating to the flight.
- SOR/2006-77, s. 23.

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SCHEDULE I(Paragraph 604.127(i), subsection 605.94(1) and Item 3 of Schedule II) **JOURNEY LOG**

Column I	Column II	Column III	
Item	Particulars to be entered	Time of entry	Person responsible for entry
1	Aircraft nationality and registration marks Aircraft manufacturer, type, model and serial number	On starting to keep a journey log and on bringing a new volume of an existing log into use	The owner of the aircraft
2	Except where an approved fleet empty weight and balance control program is in place, aircraft empty weight and empty centre of gravity and any change in the aircraft empty weight and empty centre of gravity	On starting to keep a journey log and on bringing a new volume of an existing log into use and, when a change is made, as soon as practicable after the change but, at the latest, before the next flight	The owner of the aircraft and, for any change, the person who made the change
3	Where an additional flight authority has been issued in respect of an aircraft under section 507.08, any change in the flight authority in effect	On changing the flight authority in effect	The person who made the change
4	Air time of each flight or series of flights and cumulative total air time and, where applicable, number of operating cycles or landings since date of manufacture	Daily, on completing each flight or series of flights	The pilot-in-command of the aircraft or a person designated by an air operator, a private operator or a flight training unit
5	Except where an equivalent technical dispatch procedure is in place in accordance with section 706.06, <ul style="list-style-type: none"> • (a) a description of the applicable maintenance schedule; and • (b) the date, air time, operating cycle or landing at which the next scheduled maintenance action is required 	On bringing the maintenance schedule into use and on completing each scheduled maintenance action referred to in column I of this item	The owner of the aircraft
6	Particulars of any abnormal occurrence to which the aircraft has been subjected	As soon as practicable after the abnormal occurrence but, at the latest, before the next flight	The pilot-in-command of the aircraft or, where the abnormal occurrence took place during maintenance, the operator of the aircraft at the time of the occurrence

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	Column I	Column II	Column III
Item	Particulars to be entered	Time of entry	Person responsible for entry
7	Particulars relating to a conditional maintenance release signed in accordance with section 571.10	As soon as practicable after the aircraft has received a conditional maintenance release for a test flight, but at the latest, prior to that test flight	The person who signed the conditional maintenance release
8	Particulars relating to the results of a test flight entered pursuant to subsection 605.85(3)	On completing the test flight but, at the latest, before the next flight	The pilot-in-command of the aircraft who conducted the test flight
9	Particulars of any defect in any part of the aircraft or its equipment that becomes apparent during flight operations	As soon as practicable after the defect is discovered but, at the latest, before the next flight	The pilot-in-command of the aircraft
10	Except where a technical dispatch procedure is in place in accordance with section 706.06, the particulars of any defect in any part of the aircraft or its equipment that is not rectified before the next flight	Before the next flight	The person who discovered the defect
11	Particulars of any maintenance action or elementary work performed in respect of items 2, 6, 9, and 10	As soon as practicable after the maintenance action or elementary work is performed but, at the latest, before the next flight	The person who performed the maintenance action or elementary work and, where applicable, the person signing the maintenance release

- SOR/2006-77, s. 24;
- SOR/2014-131, s. 22;
- SOR/2015-160, s. 30.

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SCHEDULE II(Subsections 605.96(1) and (2))

TECHNICAL RECORD FOR AN AIRFRAME, ENGINE, PROPELLER OR COMPONENT

	Column I	Column II	Column III
Item	Particulars to be entered	Time of entry	Person responsible for entry
1	<p>Aircraft manufacturer, type, model designation and serial number and, in the case of an airframe, aircraft nationality and registration marks In the case of an engine, propeller or component, the identification number of the aircraft or higher assembly on which the aeronautical product is, or has been, installed</p> <p>Any features of the configuration of the airframe, engine, propeller or component that would affect its use or its suitability for installation on a higher assembly</p>	On starting to keep a technical record and on bringing a new volume of an existing record into use, after any change in the data on the manufacturer's data plate or following the installation or removal of an engine, propeller or component	The owner of the aircraft
2	The details outlining the scheduling provisions of any airworthiness directive applicable to the airframe, engine, propeller or component, or to any airframe, engine, propeller or component of the same type, and any part thereof	On the coming into effect of the airworthiness directive	The owner of the aircraft
3	The particulars of any abnormal occurrence to which the airframe, engine, propeller or component has been subjected and that has been recorded in the journey log pursuant to item 6 of Schedule I	No later than 30 days after the abnormal occurrence	The owner of the aircraft
4	The particulars of any maintenance performed, including the particulars of any maintenance performed in order to comply with the requirements of an airworthiness directive	As soon as practicable after the maintenance action is performed but, at the latest, before the next flight or, in the case of particulars transferred from the journey log, no later than 30 days after the maintenance action is performed	The person who performed the maintenance action or, in a case where particulars are transferred from the journey log, the owner of the aircraft
5	Total air time and, where applicable, the number of operating cycles or landings since date of manufacture, at the time of each abnormal occurrence or maintenance action recorded pursuant to item 3 or 4	No later than 30 days after the abnormal occurrence or maintenance action	The person responsible for the entry pursuant to item 3 or 4

- SOR/2006-77, s. 24.