

In this course, students will be introduced to the various sections found in Transport Canada's Air Regulatory Library (CAR's). The Canadian Aviation Regulations will be studied and discussed to give the student a clear understanding of the procedures that must be adhered to in Canada's aircraft maintenance industry. Logbook entries and Airworthiness Publications will be studied.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. ***Discuss Transport Canada's aviation regulations as they pertain to structural repairs.***

Potential Elements of the Performance:

- discuss the purpose for Air Regulations as they pertain to aircraft safety
- describe how to access the CAR's to obtain information about a specific publication
- discuss A.M.O. organizations and the requirements as per CAR's
- describe the purpose of a Maintenance Control Manual
- discuss weight and balance control as per CAR's
- identify abbreviations used in CAR's

2. ***Describe aircraft publications as they apply to structural repairs.***

Potential Elements of the Performance:

- discuss various publications needed for the safe operation of aircraft and related equipment
- discuss the importance of aeronautical publications
- describe the difference between a service bulletin and an Airworthiness Directive
- discuss Federal Aviation Regulations
- identify who is responsible for issuing service bulletins and other publications

3. ***Discuss and identify how to complete log book entries.***

Potential Elements of the Performance:

- identify both Journey and Technical Logbooks
- discuss what information should be entered in both Logbooks
- describe all the various sections of the Technical Logbooks
- identify where Service Bulletin completions can be verified using the Technical Logbooks
- describe how to make maintenance entries in each of the two Logbooks

III. TOPICS:

1. Air Regulations
2. Aeronautical Publications
3. Aircraft Logbooks

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Teacher Handouts
CAR's (Online)
D2L

V. EVALUATION PROCESS/GRADING SYSTEM:

One written test (Test #21): Accounts for 100% of the final grade.

Note:

Students in the Aircraft Structural Repair Program require a minimum of seventy (70) percent in a course to obtain a passing grade. This equates to a "B" grade.

Notes:

- 1/ Students in the Aircraft Structural Repair Program require a minimum of seventy (70) percent in a course to obtain a passing grade. This equates to a “B” grade.**
- 2/ Course attendance is mandatory. If a student is absent, he/she must have a valid reason – documentation is required. Students having missed more than 5 percent of the program through absences, shall not qualify for experience credit from Transport Canada, and will not be granted make-up or re-write options for theory tests and shop projects.**
- 3/ If a student misses a test, he/she must have a valid reason – documentation is required. In addition, the instructor must be notified prior to the test, or the student will receive a mark of zero, with no make-up option.**
- 4/ All assignments must be completed. Failure to complete assignments will result in removal of 10% from the test associated with the assignment.**
- 5/ Re-writes for tests, and Repeats for shop projects will not be granted.**

Valid reasons for being absent:

- **Illness – supported by doctor’s note**
- **Family death or serious illness – supported by applicable documents**

Rewrite exams may be granted by the course instructor at the end of the semester. The rewrite exam may be a theory exam if the student fails only that portion of the course or a practical project if the student fails that portion of the course. If the student fails both portions of the course he will have to rewrite a theory exam to cover the theory portion of the course and complete a practical project to complete the practical portion of the course. The final theory exam is evaluated separately from the practical project. Each portion of the evaluation must attain a passing mark of 70%. The final grade will equate to a “B” grade.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	
A	80 – 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

CR (Credit)	Credit for diploma requirements has been awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

COURSE NOTE: All assignments must be completed. Failure to complete assignments will result in removal of 10% from the test associated with the assignment.

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

VI. SPECIAL NOTES:Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.

**CELL PHONES MUST NOT BE USED
IN THE SHOP OR CLASSROOM**

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located in D2L and on the portal form part of this course outline.