

CARAC: NPA System (External)

Canadian Aviation Regulation Advisory Council: Notice of Proposed Amendments System

USER GUIDE

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Introducing CARAC: NPA System

Implementation

The Regulatory Services branch of Civil Aviation requested to have the Canadian Aviation Regulation Advisory Council (CARAC): Notice of Proposed Amendments (NPA) System rebuilt from a client server database to a new web browser application. This system serves as an administrative tool used to track amendments for which consultation with the aviation stakeholders has been held in accordance with the CARAC Management Charter and Procedures. In accordance with subsection 103.01(1) of the Canadian Aviation Regulations (CARs), the Minister cannot introduce a standard, or a change to a standard, without triggering the CARAC process.

The CARAC: NPA System can be accessed and viewed by members of the aviation community, who can search for and view the details of NPAs, including the current position of an NPA within the consultation process and its approval status.

System Requirements



The CARAC: NPA System is a Web-based application designed to be used with Internet Explorer 5.5 or greater as the Web browser. The Adobe Reader must be installed and Java script must be enabled.

Types of NPA Documents

The CARAC: NPA System allows for searches of three types of NPA documents, namely a regulation, a standard, or advisory material. Once on the *NPA Search* screen, select the type of NPA document for which you are searching by clicking the appropriate option button to the right of the *NPA Type*.

NPA Type:	Regulation <input type="radio"/> Standard <input type="radio"/> Advisory <input type="radio"/>
------------------	--

How to access the CARAC: NPA System

1. Access the Internet using your Internet Explorer Web browser.
2. Enter the URL supplied to you by the CARAC: NPA System Administrator. The *Welcome* screen opens.
3. Select the language in which you prefer to work by clicking either the  or the  button. The *NPA Search* screen opens in the language you selected.



If you experience problems accessing the application, please contact your local NPA System Administrator. (For contact information, please refer to *Support for the CARAC: NPA System*).

Getting Started

About the CARAC: NPA User Guide

The Canadian Aviation Regulation Advisory Council (CARAC): Notice of Proposed Amendments (NPA) User Guide provides descriptions and systematic procedures for performing tasks while using the CARAC: NPA system. Help topics explain screen functionality, provide detailed field descriptions, as well as any pertinent business rules that may apply. An Online Help facility is also provided as a reference tool when using the CARAC: NPA application.

The CARAC: NPA System is intended to serve as a reference tool for members of the aviation community, enabling them to search for and view the details of NPAs, including the current position of an NPA within the regulatory process and its approval status.

How to use the CARAC: NPA User Guide

Table of Contents

The CARAC: NPA User Guide contains a Table of Contents, which lists each chapter, its sub-topics, and their page numbers, making it very easy for you to locate information.

Glossary of Terms

The CARAC: NPA User Guide includes a Glossary, listed in alphabetical order, to help you understand a variety of words and acronyms associated with NPAs.







Helpful Shortcuts

The following information will help you save time when you want to create, edit, and manage your records.




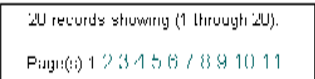
Using your mouse

If the procedure says...	You need to...
Select an option	Click the option button beside the value you wish to select. A dot displays in the circle. You may only select one option at any given time.
Clear an option	Click the selected option button you no longer wish to select to clear the circle.
Select text	Click and drag over the desired text to highlight it. The highlighting will stop when you let go of the mouse button. To highlight a single word, double-click on it. To clear highlighted text, simply click the mouse again.

Using your keyboard

Press	To move
	One character to the right.
	One character to the left.
	Up one line.
	Down one line.
	Back one character.
	+ C = Copy the selected text or object. + V = Paste text or an object. + Z = Undo the last action.

Using short-cuts

Screen Item	Function
	The Arrow button is available at the bottom of every screen, and it can be used to return to the top of the current screen.
	The Calendar icon, located to the right of date fields, can be used to open the "Calendar" pop-up window. You can select a date from the calendar rather than entering one manually.
	There are up and down arrows available within several column headers. Clicking these arrows enables you to toggle the column information from ascending to descending order.
	If the number of records found requires more than one page, the information can be easily accessed by clicking the Page links displayed at the bottom of any search results screen.

Support for the CARAC: NPA System

If you require technical support for NPA, please contact your designated CARAC: NPA System Administrator.

Support Level	Contact	Telephone / E-mail
NPA System Administrator	Mary MacDougall	(613) 990-1207 OR macdoum@tc.gc.ca
NPA System Administrator	Heather Scott	(613) 990-1175 OR scotthl@tc.gc.ca

Please forward any comments or suggestions regarding the CARAC: NPA System's User Guide to degooyt@tc.gc.ca.

Common Functionality

Screen Conventions

This section provides details on the common screen functionality used throughout the CARAC: NPA system.

CARAC: NPA Header

The content of the header varies by screen within each module.



CARAC: NPA Side-Menu Items



The CARAC: NPA System side-menu includes the following links:

NPA Search

Opens the new *NPA Search* screen.

Search Technical Committees

Opens the *Technical Committee Search* screen.

Search CARC

Opens the *CARC Search* screen.

Search Airworthiness Manual Change Number

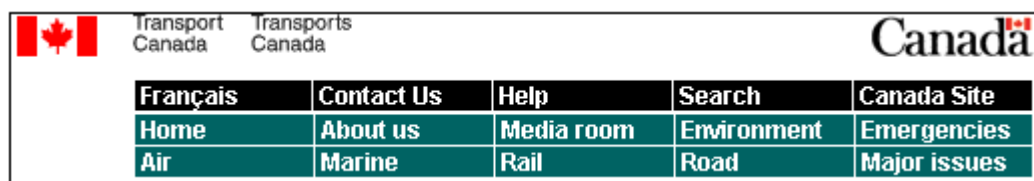
Opens the *Airworthiness Manual Change Number Search* screen.

PDF User Guide

Opens the User Guide for the CARAC: NPA System in the portable document format.

If necessary, you can click the **Adobe web site** link to download a free version of Adobe Acrobat Reader.

Transport Canada Header



Language link

Toggles the language of the current screen and all subsequent screens between the two official languages. When the application is in English, the **Français** link displays. When the application is in French, the **English** link displays.

Contact Us link

Opens the Regulatory Affairs Transport Canada web site where you can submit your questions to the CARAC contact.

Help link

Opens the corresponding help topic for the currently displayed screen.

Search link

Opens a Transport Canada Search page where you can specify a variety of search criteria to search for information within the Transport Canada web site. You can search by keywords, for English and French documents, for documents modified as of a specific date, etc.

Canada Site link

Opens the Government of Canada main web site (www.gc.ca).

Home link

Opens the home page of the Transport Canada web site.

About Us link

Information on Transport Canada's mission, organization, senior management, departmental publications, programs, services and acts and regulations.

Media Room link

Information for the media, including news releases, backgrounders, speeches, subscription information to our Listserv, quotes from the Minister, photos and much more.

Environment link

Information on climate change, sustainable development, and Transport Canada's role in environmental protection.

Emergencies link

Information on Transport Canada's role in security, the regulation of dangerous goods, emergency preparedness and response to emergency and crisis situations.

Air link

Information for passengers, pilots, flight instructors and engineers and on our activities relating to commercial airlines, airports, infrastructure and security.

Marine link

Information on safety, security and regulations for the operators and passengers of small commercial vessels, large commercial vessels and pleasure craft.

Rail link

Information on rail safety including safety at railway crossings, infrastructure and bridges, as well as grain handling.

Road link

Information for drivers, passengers, especially child passengers as well as motor carrier operators. Information is also available on highway infrastructure.

Major Issues link

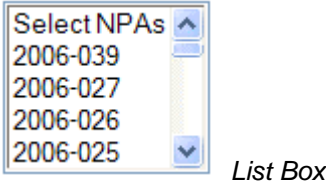
Transport Canada uses this menu page to highlight a number of initiatives that deserve special attention.

Field Conventions

The following section provides details on the common field conventions used throughout the CARAC: NPA system.

Data Entry Fields

Identified by white boxes. You can enter text in data entry fields by clicking on the text box or using the **TAB** key to advance to the field to enter the desired text. You can delete data in any text box by using the **BACKSPACE** key or by selecting the text and pressing the **DELETE** key.



Option Buttons

Represent a limited number of options for a specific field from which you can only choose one at any given time. The values for each option display beside the buttons. Once an option is selected, a dot appears in the circle. An empty circle indicates that this option was not selected.

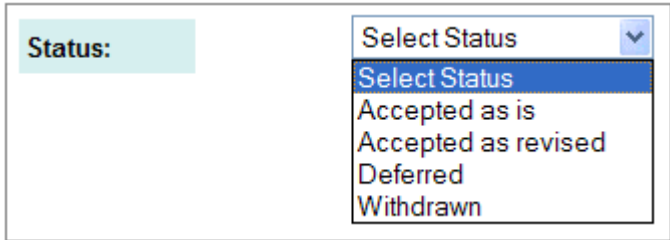


Check Boxes

Represent a choice of either on or off. When the choice is set to on, a check mark appears in the box. When the choice is set to off, the check box is empty .

Drop-Down Lists

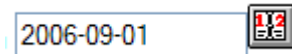
Contain all possible input values for the field. You can access the selections within a drop-down list by clicking the arrow button located to the right of the field, and then use either the mouse, or the scroll bar, or the **ARROW** keys to move up and down in the list. To make your selection, highlight the value and click on it. The drop-down list closes and your selection displays in the field.



Calendar Pop-up window

How to select a date

- Enter the date directly into CARAC: NPA date field using the YYYY-MM-DD format.




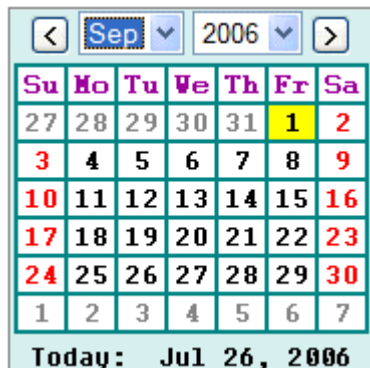
Note

The following pop-up window displays if you do not enter a date in the correct format:






OR

1. Click the **Calendar** icon  located to the right of the date field to open the "Calendar" pop-up window.



2. Select the month and year from the drop-down lists located at the top of the calendar.

Tip

Use the left arrow button  to view the previous month(s), and use the right arrow button  to view the following month(s). Use the down arrows  to select a different month / year from the drop-down lists.

3. Use your mouse to highlight the desired date in yellow and click. The "Calendar" pop-up window closes and the date you selected displays in the date field.

NPA Search screen

To access the NPA Search screen






- Log in to the CARAC: NPA system. The *NPA Search* screen opens.

OR

- Click the **New Search** link available at the top of several CARAC: NPA screens.

CARAC : NPA System
NPA search


To search for an NPA, specify your desired search criteria below and then click Search.



NPA Number:	<input type="text"/>
NPA Title:	<input type="text"/>
NPA Type:	Regulation <input type="radio"/> Standard <input type="radio"/> Advisory <input type="radio"/>
Adoption by Reference:	<input type="checkbox"/>
Dissent:	<input type="checkbox"/>
Reg. or Standard Reference (separate multiple values with a comma):	<input type="text"/>
Technical Committee Meeting Date:	Between <input type="text"/>  and <input type="text"/> 
CARC Meeting Date:	Between <input type="text"/>  and <input type="text"/> 
RU File Number:	Between <input type="text"/> and <input type="text"/>
RA File Number:	Between <input type="text"/> and <input type="text"/>
Status:	Select Status 

NPA Search screen Field Descriptions





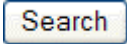
Tip

You can enter the date directly into the text box or you can click the **Calendar** icon  to open the "Calendar" pop-up window. (Please refer to *Calendar Pop-up window* for more details.)

Field	Attribute	Description
NPA Number	Text Box	Enter the full or partial NPA number for which you are searching.
NPA Title	Text Box	Enter the full or partial title of the NPA for which you are searching.
NPA Type	Option Buttons	Select the type of NPA for which you are searching. Options include: Regulation, Standard, and Advisory.
Adoption by Reference	Check Box	Select this check box if you wish your search results to include all Standard NPAs with an Adoption by Reference. Default is blank.  Note If selected, the following tabs will display: Consultation by Mail (Part V) and Publication.
Dissent	Check Box	Select whether or not a dissent has been submitted against the NPA for which you are searching.
Reg. or Standard Reference	Text Box	Enter one or more NPA reference numbers.  Tip You may search for multiple values in this field if you separate them with a comma.
Technical Committee Meeting Date	Text Boxes Displays: YYYY-MM-DD	Enter the range of dates during which the Technical Committee meeting was held either directly into the date fields or by clicking the Calendar icon and selecting the desired date.
CARC Meeting Date	Text Boxes Displays: YYYY-MM-DD	Enter the range of dates during which the CARC Meeting was held either directly into the date fields or by clicking the Calendar icon and selecting the desired date.
Airworthiness Manual Change Number	Text Box	Enter the change number of an airworthiness manual.
RU File Number	Text Boxes Displays: 10000-###	Enter range of RU File numbers.


RA File Number	Text Boxes Displays: 20000-###	Enter range of RA File numbers.
Status	Drop-Down List	Select the status of the NPA for which you are searching from the list.
Search	Command Button	Click this button to initiate the NPA search based on your specified criteria. NPAs matching your search criteria will display on the <i>NPA Search results</i> screen.
Clear	Command Button	Click this button to clear all entries and selections made on this screen.

How to search for NPAs

1. Access the Internet using your Internet Explorer web browser.
2. Enter the URL supplied to you by the CARAC: NPA System Administrator. The *Welcome* screen opens.
3. Select the language in which you prefer to work by clicking either the  or  button. The *NPA Search* screen opens in the language you selected.
4. Enter your search criteria and click . All NPAs matching your specified search criteria display on the *NPA Search results* screen.



Note

If you wish to clear all entries and selections made on the *NPA Search* screen, click  at the bottom of the screen.

NPA Search results screen

To access the NPA Search results screen

1. Access the *NPA Search* screen.
2. Enter your search criteria and click . All NPAs matching your specified search criteria display on the *NPA Search results* screen.

CARAC : NPA System
Search results

[New Search](#)

NPAs : 10 record(s) found.

[Printable version](#)

NPA Number ▲▼	Title ▲▼	CAR Section ▲▼	Current Status ▲▼
2005-019	Entering or Leaving a Helicopter in Flight	722.19	Pending Technical Committee Meeting (2006-05-30)
2005-010	Operational Flight Plan	724.17(2)(t) (na i)	Pending Technical Committee Meeting (2006-05-30)
2005-017	Operational Flight Plan	723.18 (aero)	Pending Technical Committee Meeting (2006-05-30)
2005-016	General Requirements - Exception	703.XX	Pending Technical Committee Meeting (2006-05-30)
2005-015	General Requirements	703.61	Pending Technical Committee Meeting (2006-05-30)
2005-014	Recency Requirements	422.05	Pending Technical Committee Meeting (2006-11-21)
2005-013	ATC Training	402.05 & 402.09	Pending Technical Committee Meeting (2006-11-21)
2005-012	ATC Licence Ratings	422.03	Pending Technical Committee Meeting (2006-11-21)
2005-011	ATC Licence Ratings	402.07	Pending Technical Committee Meeting (2006-11-21)
2005-010	Miscellaneous Cabin Safety Changes	525.809, .812, .813, .853, .855, .1111, .1117	Pending Consultation by Mail


10 records showing (1 through 10).


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NPA Search results screen Field Descriptions



Tip

You can toggle column information from ascending to descending order by clicking the up and down arrows  available within the column headers on this screen.

Field	Attribute	Description
New Search	Link	Click this link to return to the <i>NPA search</i> screen.
NPAs	Text Read Only	Displays the total number of NPAs records found that match your search criteria.
Printable Version	Link	Click this link to print the <i>NPA Search results</i> screen as it appears.
NPA Number	Column with Links	Displays the NPA Number in the YYYY-### format. Click this link to open the <i>NPA details</i> screen for the selected NPA.
Title	Column	Displays the NPA Title.
CAR Section	Column	Displays the CAR section to which the NPA applies.
Current Status	Column	<p>Displays the current status of the NPA.</p> <p> Note</p> <p>If applicable, a date will display. For example, if the current status is "Published", the date on which the NPA was published will display in the following format: (YYYY-MM-DD)</p>

Technical Committee Search screen


To access the Technical Committee Search screen

1. Log in to the CARAC: NPA system.
2. Click the **Search Technical Committees** link within the CARAC: NPA side-menu to open the *Technical Committee Search* screen.

The screenshot shows the 'CARAC: NPA System' interface for 'Technical Committee Search'. The page title is 'CARAC: NPA System' and the subtitle is 'Technical Committee Search'. Below the title, there is a blue header bar. The main content area contains the following elements:

- Instructions:** 'To search for a Technical Committee meeting, specify your desired search criteria below and then click Search.'
- Search Criteria:**
 - Technical Committee:** A dropdown menu with the text 'Select the Technical Committee'.
 - Meeting Date (YYYY-MM-DD):** Two date input fields with calendar icons, separated by the word 'and'. The text 'Between' is placed to the left of the first field.
 - Status:** A dropdown menu with the text 'Select Status'.
 - Dissent:** A checkbox.
 - NPAs (To search for multiple NPAs, click and hold the Ctrl key while selecting.):** A list box with the text 'Select NPAs' and a scrollable list containing '2006-035', '2006-034', '2006-033', and '2006-032'.
- Buttons:** 'Search' and 'Clear' buttons at the bottom.

Technical Committee Search screen Field Descriptions

Field	Attribute	Description
Technical Committee	Drop-Down list	Select the Technical Committee for which you are searching for the Technical Committee meeting information.
Meeting Date	Text Boxes Displays: YYYY-MM-DD	Enter the date range during which the Technical Committee meeting you are searching for was held either directly into the date fields or by clicking the Calendar icon and selecting the desired date. Please refer to the <i>Calendar Pop-up window</i> for more details.
Status	Drop-Down List	Select the status of the NPAs reviewed at the Tech Comm meeting; Accepted as is, Accepted as revised, Deferred, and Withdrawn.
Dissent	Check Box	Select whether or not NPAs reviewed at the Tech Comm meeting had a dissent.
NPAs	Drop Down List	Select the NPAs being discussed at the Technical Committee meeting for which you are searching.  Tip Click and hold the CTRL key while selecting NPAs if you wish to search for multiple NPAs.
Search	Command Button	Click this button to search for Technical Committee meetings matching your specified search criteria. Results will display on the <i>Technical Committee Search results</i> screen.
Clear	Command Button	Click this button to clear any selections or entries made on this screen.

Technical Committee Search results screen

To access the Technical Committee Search results screen

1. Log in to the CARAC: NPA system.
2. Click the **Search Technical Committees** link within the CARAC: NPA side-menu to open the *Technical Committee Search* screen.
3. Enter your desired search criteria, and then click . Technical Committees matching your search criteria display on the *Technical Committee Search results* screen.

CARAC : NPA System
Technical Committee Search results

[New Search](#)

Technical Committees : 3 record(s) found.

Technical Committee ▲ ▼	Meeting Date ▲ ▼	NPAs	Details
Part III - Aerodromes & Airports (AA)	2000-05-29	2000-111 2000-114	View
Part III - Aerodromes & Airports (AA)	2001-04-17	2001-007	View
Part III - Aerodromes & Airports (AA)	2006-03-16	2004-066	View


3 records showing (1 through 3).

Page(s) 1

Technical Committee Search results screen Field Descriptions

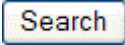


Tip

You can toggle column information from ascending to descending order by clicking the up and down arrows  available within several of the column headers on this screen.

Field	Attribute	Description
New Search	Link	Click this link to return to the <i>NPA search</i> screen.
Technical Committees	Text Read Only	Displays how many technical committees match your search criteria.
Technical Committee	Column	Displays the full name and acronym of all Technical Committees matching your search criteria.
Meeting Date	Column Displays: YYYY-MM-DD	Displays the dates on which the Technical Committee meetings were held.
NPAs	Column with Links	Displays the NPA Number (s) in the YYYY-### format for all NPAs discussed at that Technical Committee meeting. Clicking the NPA Number link opens the <i>NPA details</i> screen for the selected NPA.
Details	Column with Link	Click this link to open the <i>Technical Committee Meeting Details</i> screen for the selected meeting date.

How to view the details of a Technical Committee meeting

1. Click the **Search Technical Committees** link within the CARAC: NPA side-menu to open the *Technical Committee Search* screen.
2. Enter your desired search criteria, and then click . Technical Committees matching your search criteria display on the *Technical Committee Search results* screen.
3. Click the **View** link within the *Details* column to open the *Technical Committee Meeting Details* screen for the desired Technical Committee meeting.

CARC Search screen

To access the CARC Search screen

1. [Log in to the CARAC: NPA system.](#)
2. Click the **Search CARC** link within the CARAC: NPA side-menu to open the *CARC Search* screen.

CARAC : NPA System
CARC Search


To search for a CARC meeting, specify your desired search criteria below and then click Search.

Meeting Date (YYYY-MM-DD): Between and

Status:

NPAs (To search for multiple NPAs, click and hold the Ctrl key while selecting.):
2006-035
2006-033
2006-013
2006-009

CARC Search screen Field Descriptions

Field	Attribute	Description
Meeting Date	Text Boxes Displays: YYYY-MM-DD	Enter the date range during which the CARC meeting you are searching for was held either directly into the date fields or by clicking the Calendar icon and selecting the desired date. Please refer to the <i>Calendar Pop-up window</i> for more details.
Status	Drop-Down List	Select the status of the NPAs reviewed at the CARC meeting.
NPAs	Drop Down List	Select the NPAs being discussed at the CARC meeting for which you are searching.  Tip Click and hold the CTRL key while selecting NPAs if you which to search for multiple NPAs.
Search	Command Button	Click this button to search for CARC meetings matching your specified search criteria. Results will display on the <i>CARC Search results</i> screen.
Clear	Command Button	Click this button to clear any selections or entries made on this screen.

CARC Search results screen

To access the CARC Search results screen

1. Log in to the CARAC: NPA system.
2. Click the **Search CARC** link within the CARAC: NPA side-menu to open the *CARC Search* screen.
3. Enter your desired search criteria, and then click . CARCs matching your search criteria display on the *CARC Search results* screen.

CARAC : NPA System
CARC Search results

[New Search](#)

CARC meetings : 2 record(s) found.

Meeting Date ▲ ▼	NPAs	Details
2006-06-28	2005-066 2005-067 2005-089 2005-093 2006-001 2006-002 2006-027	View
2006-03-07	2005-078	View


2 records showing (1 through 2).

Page(s) 1

CARC Search results screen Field Descriptions

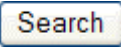


Tip

You can toggle column information from ascending to descending order by clicking the up and down arrows  available within the *Meeting Date* column header.

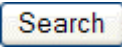
Field	Attribute	Description
New Search	Link	Click this link to return to the <i>CARC Search</i> screen.
CARC meetings	Text Read Only	Displays how many CARC meetings match your search criteria.
Meeting Date	Column Displays: YYYY-MM-DD	Displays the dates on which the CARC meetings were held.
NPAs	Column with Links	Displays the NPA Number (s) in the YYYY-### format for all NPAs discussed at that CARC meeting. Clicking the NPA Number link opens the <i>NPA details</i> screen for the selected NPA.
Details	Column with Link	Click the View link to open the <i>CARC Meeting Details</i> screen for the selected meeting date.

How to view the details of a CARC Meeting

1. Click the **Search CARC** link within the CARAC: NPA side-menu to open the *CARC Search* screen.
2. Enter your desired search criteria, and then click . CARCs matching your search criteria display on the *CARC Search results* screen.
3. Click the **View** link within the *Details* column to open the *CARC Meeting Details* screen for the desired CARC meeting.

NPA Details screen

How to view the details of NPAs

1. Access the *NPA Search* screen.
2. Enter your search criteria and click . All NPAs matching your specified search criteria display on the *NPA Search results* screen.
3. Click the **NPA Number** link within *NPA Number* column. The *NPA details* screen opens for the selected NPA.




Important Note

Information displayed on all form screens is "Read Only". You may access any of the "Form" screens by clicking the appropriate tab. You can only access forms that have been completed and saved to the database.

- Click the **Back to search results** link to return to the *NPA Search results* screen.
- Click the **New Search** link to open the *NPA Search* screen.

Regulation NPA screen

NPA	Tech Comm	CARC	Canada Gazette, Part I	Canada Gazette, Part II	CARs Publication
NPA Number:	2003-214				
NPA Type:	Regulation 				
Reg. or Standard Reference:	104.01 Schedule IV				
English Title:	Charges				
French Title:	Redevances				
Language:	Bilingual				
Associated NPAs:					
Tech Comm Meeting dates:					
NPA documents going to Technical Committee					
English (WORD):					
English (HTML):					
Other documents					
English (WORD):					
English (HTML):					


Regulation NPA screen Field Descriptions



Note

Information on this screen is "Read Only". A message will display in place of a link if documents are not yet available.

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.
English Title	Text	Displays the English title of the NPA.
French Title	Text	Displays the French title of the NPA.
Language	Text	Displays the language (s) in which the NPA is

		written: English, French, or Bilingual.
Associated NPAs	Text	Displays the numbers for any Associated NPAs.
Tech Comm Meeting dates	Date Displays: YYYY-MM-DD	Displays the date(s) of the Technical Committee Meeting(s).
Document Section	Links	<p>To view the original NPA documents going to Technical Committee meetings, click the View NPA link in the desired format (Word / HTML).</p> <p>To view Other documents, click the desired format (Word/HTML) link.</p> <p> Tip</p> <p>To access the French version of these documents, simply click the Français link within the Transport Canada Header. The French version of the screen will appear and links to the French documents will display.</p>

Standard NPA screen

NPA	Tech Comm	Legal Editing	CARs Publication
NPA Number:			2004-080
NPA Type:			Standard
Reg. or Standard Reference:			223.03(4)(g)(i)
English Title:			Leasing Operations - General
French Title:			Utilisation d'aéronefs loués - Généralités
Adoption by reference:			No
Language:			Bilingual
Associated NPAs:			
Tech Comm Meeting dates:			2004-11-22
NPA documents going to Technical Committee			
English (WORD):			View NPA
English (HTML):			View NPA
Other documents			
English (WORD):			
English (HTML):			

Standard NPA screen Field Descriptions



Note

Information on this screen is "Read Only". A message will display in place of a link if documents are not yet available.

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.
English Title	Text	Displays the English title of the NPA.
French Title	Text	Displays the French title of the NPA.
Adoption by Reference	Text	Displays whether or not this NPA has an Adoption by Reference. Displays either Yes or No.
Language	Text	Displays the language (s) in which the NPA is written: English, French, or Bilingual.
Associated NPAs	Text	Displays the numbers for any Associated NPAs.
Document Section	Links	<p>To view the original NPA documents going to Technical Committee meetings, click the View NPA link in the desired format (Word / HTML).</p> <p>To view Other documents, click the desired format (Word/HTML) link.</p> <p> Tip</p> <p>To access the French version of these documents, simply click the Français link within the Transport Canada Header. The French version of the screen will appear and links to the French documents will display.</p>

Advisory NPA screen

NPA	Tech Comm	Legal Editing	CARs Publication
NPA Number:	2002-060		
NPA Type:	→ Advisory		
Reg. or Standard Reference:	841		
English Title:	Canadian Domestic Flight Information Services Training Guidance Material		
French Title:	Documents de référence de formation des services d'information de vols intérieurs canadiens		
Language:	Bilingual		
Associated NPAs:			
Tech Comm Meeting dates:	2003-05-06 2002-10-29		
NPA documents going to Technical Committee			
English (WORD):			
English (HTML):			
Other documents			
English (WORD):			
English (HTML):			


Advisory NPA screen Field Descriptions



Note

Information on this screen is "Read Only". A message will display in place of a link if documents are not yet available.

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.
English Title	Text	Displays the English title of the NPA.
French Title	Text	Displays the French title of the NPA.
Language	Text	Displays the language (s) in which the NPA is written:

		English, French, or Bilingual.
Associated NPAs	Text	Displays the numbers for any Associated NPAs.
Tech Comm Meeting dates	Date Displays: YYYY-MM-DD	Displays the date (s) of the Technical Committee Meeting (s).
Document Section	Links	<p>To view the original NPA documents going to Technical Committee meetings, click the View NPA link in the desired format (Word / HTML).</p> <p>To view Other documents, click the desired format (Word/HTML) link.</p> <p> Tip</p> <p>To access the French version of these documents, simply click the Français link within the Transport Canada Header. The French version of the screen will appear and links to the French documents will display.</p>

Tech Comm screen

NPA	Tech Comm	CARC	Canada Gazette, Part I	Canada Gazette, Part II	CARs Publication
NPA Number:			2004-096		
NPA Type:			Regulation		
Reg. or Standard Reference:			605.94(1)		
Tech Comm Meeting details:					
Meeting Date	Recommendation	Post-Tech Comm NPA			
2004-11-22	Accepted as revised	View WORD View HTML			
Dissent:			Nu		


Tech Comm screen Field Descriptions



Note

Information on this screen is "Read Only". A message will display in place of a link if documents are not yet available.

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.

Tech Comm Meeting details	Table	<p>Displays the date(s) of the Technical Committee meeting (s), the recommendations submitted, and a link to any Post-Tech Comm NPAs in Word/HTML.</p> <p> Tip</p> <p>To access the French version of these documents, simply click the language link within the Transport Canada Header. The French version of the screen will appear and links to the French documents will display.</p>
Dissent	Text	Displays whether or not a dissent was made for this NPA.

Technical Committee Meeting Details screen

CARAC : NPA System
Technical Committee Meeting Details

[Back to search results](#) | [New Search](#)

Technical Committee: Part III - Aerodromes & Airports (AA)
Meeting Date: 2000-05-29

Table of Contents:

English (WORD):
English (HTML):

Other Technical Committee documents:

English (WORD):
English (HTML):

NPAs:

NPA Number	Recommendation	Post-Tech Comm NPA
2000 114	Accepted as is	View WORD View HTML
2000 113	Accepted as revised	View WORD View HTML
2000 112	Accepted as revised	
2000 111	Accepted as is	
1999 279	Accepted as revised	
1999 030	Accepted as revised	

Decision Records:

English (WORD): [View](#)
English (HTML): [View](#)

Appendix D - Issue Paper for CAR 305

English (WORD): [View WORD](#)
English (HTML): [View HTML](#)

Technical Committee Meeting Details screen Field Descriptions



Note

Information on this screen is "Read Only". If a link to a document containing details for the selected Technical Committee meeting is not available, the following message displays: "Document not available at this time."

Field	Attribute	Description
Back	Link	Click this link to return to the previous screen.
Technical Committee	Text	Displays the full name and acronym of the Technical Committee.
Meeting Date	Text Displays: YYYY-MM-DD	Displays the date on which the Technical Committee meeting was held.
Table of Contents	Links	Displays links to the Word/HTML <i>Table of Contents</i> for the Technical Committee meeting.
Other Technical Committee documents	Links	Displays links to the Word/HTML versions of <i>Other Technical Committee documents</i> .
NPAs	Table	Displays information about the NPAs discussed at the Technical Committee meeting. The NPA Number displays in the YYYY-### format, and serves as a link to the <i>NPA Detail</i> screen. The Technical Committee's recommendation displays, as well as links to any available Post-Tech Comm NPAs.
Decision Records	Links	Displays links to any decision records that resulted from the meeting in Word/HTML. Tip To access the French version of these decision records, simply click the language link within the Transport Canada Header. The French version of the screen will appear and links to the French decision records will display.
Appendices to Decision Records	Links	This section displays links to appendices to the uploaded decision records related to the meeting in Word/HTML. Note This section will only appear if Decision Records have been uploaded.

CARC screen

NPA	Tech Comm	CARC	Canada Gazette, Part I	Canada Gazette, Part II	CARs Publication
NPA Number:		2004-088			
NPA Type:		Regulation			
Reg. or Standard Reference:		201.05			
CARC Meeting details:					
Meeting Date	Decision	Post-CARC NPA			
2005-02-25	Approved				
2005-02-23	Approved	View WORD View HTML			
2005-01-06	Approved				

CARC screen Field Descriptions



Note

Information on this screen is "Read Only". A message will display in place of a link if documents are not yet available.

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.
CARC Meeting details	Table	<p>Displays the date(s) of the CARC Meeting(s), the decision made, and a link to any Post-CARC NPA(s) in Word/HTML.</p> <p> Tip</p> <p>To access the French version of these documents, simply click the language link within the Transport Canada Header. The French version of the screen will appear and links to the French documents will display.</p>

CARC Meeting Details screen

CARAC : NPA System
CARC Meeting Details

[Back](#)

Meeting Date: 2005-06-29

NPAs:

NPA Number	Decision	Post-CARC NPA
2004-144	Approved	
2004-143	Approved	View WORD View HTML
2004-142	Approved	View WORD View HTML
2004-141	Approved	View WORD View HTML
2004-140	Approved	

Decision Records:

English (WORD): [View](#)

English (HTML): [View](#)

Appendix 1

English (WORD):

English (HTML): [View HTML](#)

Appendix 2

English (WORD):

English (HTML): [View HTML](#)

Appendix 3

English (WORD):

English (HTML): [View HTML](#)

Other CARC Documents

English (WORD):



English (HTML):

CARC Meeting Details screen Field Descriptions



Note

Information on this screen is "Read Only". If a link to a document containing details for the selected CARC meeting is not available, a message will display.

Field	Attribute	Description
Back	Link	Click this link to return to the previous screen.
Meeting Date	Text Displays: YYYY-MM-DD	Displays the date on which the CARC meeting was held.
NPAs	Table	Displays information about the NPAs discussed at the CARC meeting. The NPA Number displays in the YYYY-### format, and serves as a link to the <i>NPA Detail</i> screen. The CARC's recommendation displays, as well as links to any available Post-CARC NPAs.
Decision Records	Links	Displays links to any decision records that resulted from the meeting in Word/HTML.  Tip <div style="border: 1px solid black; padding: 5px; background-color: #e6f2ff;"> To access the French version of these decision records, simply click the language link within the Transport Canada Header. The French version of the screen will appear and links to the French decision records will display. </div>
Appendices to Decision Records	Links	Displays links to appendices to decision records in Word/HTML.  Note <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> This section will only appear if Decision Records have been uploaded. </div>
Other CARC Documents	Links	Displays links to other CARC documents related to the meeting in Word/HTML.

Consultation by Mail (Part V) screen

NPA	Consultation by Mail (Part V)	CARC	Final Version	CARs Publication
NPA Number:				2002-064
NPA Type:				Standard
Reg. or Standard Reference:	527-Sec 602 (Normal category aircraft)			
Date sent out:				2002-12-09
Date consultation period ends:				2003-01-16
Dissent:				Yes
Withdrawn:				No
Effective Date:				2003-06-23

Consultation by Mail (Part V) screen Field Descriptions



Note

Information on this screen is "Read Only".

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.
Date sent out	Text Displays: YYYY-MM-DD	Displays the date on which the NPA was sent out for consultation.
Date consultation period ends	Text Displays: YYYY-MM-DD	Displays the date on which the consultation period ends for the selected NPA.
Dissent	Text	Displays whether or not this NPA has a dissent.
Withdrawn	Text	Displays whether or not this NPA was withdrawn.
Effective Date	Text Displays: YYYY-MM-DD	Displays the date on which the NPA will come into effect.

Legal Editing screen

NPA	Tech Comm	CARC	Legal Editing	CARs Publication
NPA Number:		2003-031		
NPA Type:		Standard		
Reg. or Standard Reference:		724.44(Aero/Avions)		
File Number:		20000-018		
To be withdrawn:		No		

Legal Editing screen Field Descriptions



Note

Information on this screen is "Read Only".

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.
File Number	Text	Displays the legal editing file number of the NPA.
To be withdrawn	Text	Displays whether or not the NPA has been withdrawn at the Legal Editing stage.

Canada Gazette, Part I screen

NPA	Tech Comm	CARC	Canada Gazette, Part I	Canada Gazette, Part II	CARs Publication
NPA Number:	2001 291				
NPA Type:	Regulation				
Reg. or Standard Reference:	604 (New)				
File Number:	10000488				
Date of pre-Publication:	2005-07-12				
To be withdrawn:	No				
Date consultation period ends:	2005-04-16				
Link to Canada Gazette, Part I:	View draft Regulation				
Associated Standard NPAs					
English (WORD):					
English (HTML):					

Canada Gazette, Part I screen Field Descriptions



Note

Information on this screen is "Read Only". A message will display if a link to the CGI is not yet available.

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.
File Number	Text	Displays the legal editing file number of the NPA.
Date of pre-Publication	Text Displays: YYYY-MM-DD	Displays the date on which the NPA has been published in the Canada Gazette, Part I.
To be withdrawn	Text	Displays whether or not the NPA has been withdrawn.
Date consultation period ends	Text Displays: YYYY-MM-DD	Displays the date on which the consultation period ends for the selected NPA.
Link to Canada Gazette, Part I	Link	If a link to the CGI has been created on the internal application, the following link will appear: View draft Regulation .
Associated Standard NPAs	Links	If other Standard NPAs are associated with this NPA, they will display in this section.

Canada Gazette, Part II screen

NPA	Tech Comm	CARC	Canada Gazette, Part I	Canada Gazette, Part II	CARC Publication
NPA Number:	2001-231				
NPA Type:	Regulation				
Reg. or Standard Reference:	604 (New)				
File Number:	1000-595				
SOR Number:	2005-341				
SOR Date:	2005-11-15				
Date of CG II publication:	2005-11-30				
To be withdrawn:	No				
Link to Canada Gazette, Part II:	View published Regulation				
Disposition of Comments					
English (WORD):					
English (HTML):					

Canada Gazette, Part II screen Field Descriptions



Note

Information on this screen is "Read Only". A message will display if a link to the CGII is not yet available.

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.
File Number	Text	Displays the file number of the NPA.
SOR Number	Text	Displays the Statutory Order and Regulations number of the NPA.
SOR Date	Text Displays: YYYY-MM-DD	Displays the date on which the NPA was given the Statutory Order and Regulations number.
Date of CGII publication	Text Displays: YYYY-MM-DD	Displays the date on which the NPA was published in the Canada Gazette, Part II.
To be withdrawn	Text	Displays whether or not the NPA has been withdrawn.
Link to Canada Gazette, Part II	Link	If a link to the CGII has been created on the internal application, the following link will appear: View published Regulation .
Disposition of Comments	Link	Displays a link to any Word or HTML documents regarding this NPA.

Final Version screen

NPA	Consultation by Mail (Part V)	CARC	Final Version	CARs Publication
NPA Number:				2006-002
NPA Type:				Standard
Reg. or Standard Reference:				621.19.13, table 13.2
Change Number:				2006-12
Effective Date:				2006-07-28
Final Version				
English (WORD):				View document
English (HTML):				View document
Other documents				
English (WORD):				
English (HTML):				

Final Version screen Field Descriptions



Note

Information on this screen is "Read Only". The **Final Version** tab only displays for Adoption by Reference NPAs.

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.
Change Number	Link	Displays the change number assigned by the Airworthiness group to track changes applicable to several different NPAs. These Change Numbers also serve as a link to the <i>Airworthiness Manual Change Number Details</i> screen.
Effective Date	Link	Displays the date on which the Final version of this NPA becomes effective.
Final Version	Links	To view the <i>Final Version</i> of this NPA, click the View document link in the desired format (Word / HTML).
Other documents	Links	To view the <i>Other documents</i> related to this NPA, click the View document link in the desired format (Word / HTML).

CARs Publication screen

NPA	Tech Comm	CARC	Canada Gazette, Part I	Canada Gazette, Part II	CARs Publication
NPA Number:	2005-024				
NPA Type:	Regulation				
Reg. or Standard Reference:	303				
Effective Date:	2006-06-30				
Published Date:	2006-06-30				
Link to CARs Consolidation:	View NPA published in CARs Consolidation				

CARs Publication screen Field Descriptions



Note

Information on this screen is "Read Only". A message will display if a link to the CARs Consolidation is not yet available.

Field	Attribute	Description
NPA Number	Text	Displays the NPA Number in the YYYY-### format.
NPA Type	Text	Displays the type of NPA: Regulation, Standard, or Advisory.
Reg. or Standard Reference	Text	Displays the NPA reference number.
Effective Date	Text Displays: YYYY-MM-DD	Displays the date on which the NPA will come into effect.
Published Date	Text Displays: YYYY-MM-DD	Displays the date on which the NPA was published in the Canada Gazette, Part II.
Link to CARs Consolidation	Link	If a link to the CARs Consolidation has been created on the Internal application, the following link will appear: View NPA published in CARs Consolidation.

Airworthiness Manual Change Number Search screen

To access the Airworthiness Manual Change Number Search screen

- Click the **Search Airworthiness Manual Change Number** link available within the side-menu of any CARAC: NPA screens. The *Airworthiness Manual Change Number Search* screen opens.

The screenshot shows a web application window titled "CARAC : NPA System" and "Airworthiness Manual Change Number Search". Below the title bar, there is a heading "Airworthiness Manual Change Number Search" and a sub-heading "To search for an Airworthiness Manual Change Number, specify your desired search criteria below and then click Search." The search form includes a "Change Number:" text box, an "NPAs" dropdown menu with a list of values (2006-009, 2006-008, 2006-007, 2006-006), and an "Effective Date (YYYY-MM-DD):" section with two date pickers and the word "Between" and "and" in between. At the bottom of the form are "Search" and "Clear" buttons.

CARAC : NPA System
Airworthiness Manual Change Number Search

To search for an Airworthiness Manual Change Number, specify your desired search criteria below and then click Search.

Change Number:

NPAs
(To search for multiple NPAs, click and hold the Ctrl key while selecting.):


Select NPAs
2006-009
2006-008
2006-007
2006-006


Effective Date (YYYY-MM-DD): Between and

Airworthiness Manual Change Number Search screen Field Descriptions



Tip

You can enter the date directly into the text box or you can click the **Calendar** icon  to open the "Calendar" pop-up window. (Please refer to *Calendar Pop-up window* for more details.)

Field	Attribute	Description
Change Number	Text Box	Enter the Change Number of the Airworthiness Manual for which you are searching.
NPAs	Scrolling List Box	<p>Select the NPAs for which you are searching.</p> <p> Tip</p> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 2px; width: fit-content;"> Click and hold the CTRL key while selecting NPAs if you wish to search for multiple NPAs. </div>
Effective Date	Text Boxes Displays: YYYY-MM-DD	Enter the date range during which the Airworthiness Manual Change Number becomes effective.
Search	Command Button	Click this button to search for Airworthiness Manual Change Numbers matching your specified search criteria. Results will display on the <i>Airworthiness Manual Change Number Search Results</i> screen.
Clear	Command Button	Click this button to clear any selections or entries made on this screen.

Airworthiness Manual Change Number Search Results screen

To access the Airworthiness Manual Change Number Search Results screen

1. Click the **Search Airworthiness Manual Change Number** link available within the side-menu of any CARAC: NPA screens. The *Airworthiness Manual Change Number Search* screen opens.
2. Enter your desired search criteria, and then click . Airworthiness Manual Change Numbers matching your search criteria display on the *Airworthiness Manual Change Numbers Search Results* screen.

CARAC : NPA System
Airworthiness Manual Change Number Search Results

[New Search](#)

Airworthiness Manual Change Numbers : 2 record(s) found.

Change Number ▲ ▼	NPAs (Effective Date)	Details
2006-12	2006-001 (Pending) 2006-002 (2006-07-28) 2006-008 (Pending)	View
2003-24	2003-256 (2006-07-27)	View


2 records showing (1 through 2).
Page(s) 1



Tip

Each NPA number also serves as a link to the *NPA details* screen.

Airworthiness Manual Change Number Search results screen Field Descriptions

Field	Attribute	Description
Airworthiness Manual Change Numbers	Text Read-Only	Displays the number of records found that match your search criteria.
Change Number	Column with Links	Displays the Change Numbers matching your specified search criteria.
NPAs (Effective Date)	Column with Link Display: YYYY-MM-DD	<p>Displays a list of NPAs and the date on which this Change Number comes into effect for each NPA. If this date is not yet known, the word "Pending" will display beside the NPA number instead.</p> <p> Tip</p> <p>To access the French version of these documents, simply click the language link within the Transport Canada Header. The French version of the screen will appear and links to the French documents will display.</p>
Details	Column with Link	Click the View link in this column to open the <i>Airworthiness Manual Change Number Details</i> screen.

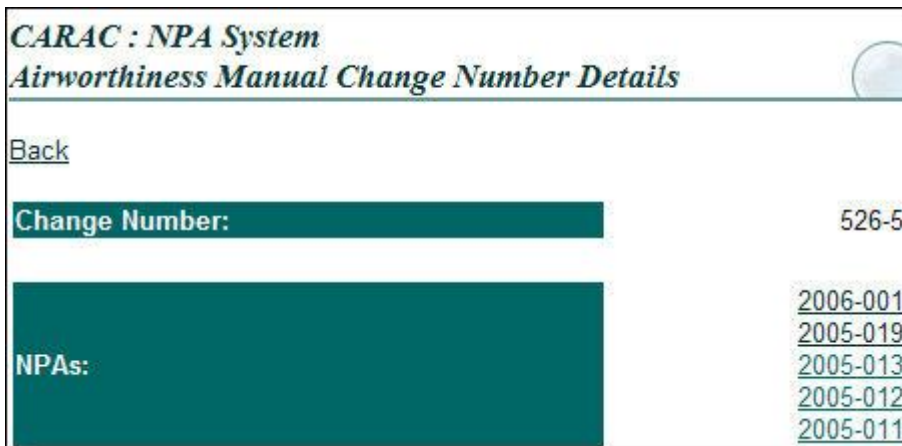
Airworthiness Manual Change Number Details screen

To access the Airworthiness Manual Change Number Details screen

1. Click the **Search Airworthiness Manual Change Number** link available within the side-menu of any CARAC: NPA screens. The *Airworthiness Manual Change Number Search* screen opens.
2. Enter your desired search criteria, and then click . Airworthiness Manual Change Numbers matching your search criteria display on the *Airworthiness Manual Change Numbers Search Results* screen.
3. Click the **View** link in the *Details* column to access the *Airworthiness Manual Change Number Details* screen.

OR

1. Access the *NPA Search* screen.
2. Enter the Change Number in the *Airworthiness Manual Change Number* field, and then click . The *NPA Search results* screen opens, displaying any NPAs associated with the Change Number you entered on the *NPA Search* screen.
3. Click the **NPA Number** link to open the *NPA details* screen.
4. Click the **Final Version** tab to open the *Final Version* screen, which lists the Change Numbers associated with this NPA Number.
5. Click the desired **Change Number** link to open the *Airworthiness Manual Change Number Details* screen.



Tip


Each NPA number also serves as a link to the *NPA details* screen.

Airworthiness Manual Change Number Details screen Field Descriptions



Note

Information on this screen is "Read Only".

Field	Attribute	Description
Change Number	Text	Displays the Change Number.
NPAs	Links	Displays a list of NPAs associated with this Change Number.  Tip Each NPA Number also serves as a link to the <i>NPA details</i> screen.

List of Acronyms

AC

Aircraft Certification

CARAC

Canadian Aviation Regulation Advisory Council

CARC

Canadian Aviation Regulatory Committee

CARs

Canadian Aviation Regulations

CGI

The Canada Gazette Part I is published every Saturday.

<http://canadagazette.gc.ca/partI-e.html>

CGII

The Canada Gazette Part II is published every second Wednesday.

<http://canadagazette.gc.ca/partII-e.html>

HQ

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- Canada Civil Aviation, Program Communications (AARC)
- Marine Safety (AMS)
- Rail Safety Branch
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M&M

Maintenance & Manufacturing

NCR

National Capital Region

NPA

Notice of Proposed Amendment

OPI

Office of Primary Interest

OTI

Office of Technical Interest

PCO

Privy Council Office

RU

Regulatory Unit

SOR

Statutory Orders and Regulations

TATC

Transportation Appeal Tribunal of Canada

TC

Transport Canada

Glossary

Canadian Aviation Regulation Advisory Council

CARAC:

A forum for the Civil Aviation regulatory program composed of representatives from the aviation community and Transport Canada Civil Aviation representing the overall viewpoint of the interested parties.

Canadian Aviation Regulations

CARs:

An eight-part publication of regulations and standards designed to provide an accessible, clear and logical set of regulatory documents.

Canadian Aviation Regulatory Committee

CARC:

Composed of senior executives representing all functional authorities of Transport Canada, Civil Aviation, whose roles and responsibilities are to recommend final regulatory decisions to the Minister, to identify and prioritize regulatory issues, and to consider, approve, and direct the implementation of recommendations made by the Technical Committees.

Dissent

An objection, whether verbal or written, made by a Technical Committee member according to his or her right, which is added, at the member's request, to the Technical Committee meeting decision record as a formal dissent.

The dissent is then presented to the CARC for consideration, whether or not consensus on a recommendation is reached during discussions at the Technical Committee meeting.

Technical Committee

Consists of representatives from the aviation community, Transport Canada, and other interested parties, whose role is to consider amendments to the CARs and make recommendations for the CARC's consideration.

Working Group

Consists of representatives from the aviation community, Transport Canada, and other interested parties whose mandate is to develop proposals and recommendations in accordance with tasks assigned to it by the Technical Committee.