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TERMS OF REFERENCE

Emergency Locator Transmitter Maintenance **FOCUS GROUP**

March 21 to 23, 2016

PURPOSE

The purpose of these Terms of Reference is to define and record the Emergency Locator Transmitter (ELT) Maintenance Focus Group mandate, deliverables, membership, roles and responsibilities, and administrative aspects.

BACKGROUND

Information on ELTs:

There are two broad types of ELTs, those built and approved to the older CAN-TSO-C91 and CAN-TSO-C91a and those built and approved to CAN-TSO-C126/C91a or CAN-TSO-C126a, which are 406 MHz ELTs. Their signal carries data such as global positioning (GPS) location data and aircraft coded message and, when activated, transmits the data to the search and rescue (SAR) satellite system.

The coded message is the aircraft 24 BIT address that is collocated with the country of registration as well as the aircraft registration and owner information. This 24 BIT address, along with the aircraft owner information must be registered with the [Canadian Beacon Registry](#) as stated in section 605.38 of the *Canadian Aviation Regulations (CARs)*. Since February 2009, the 121.5 MHz signal is no longer being monitored by the SAR satellite system.

Maintenance Requirements:

The maintenance requirements and standards of airworthiness for ELTs installed on Canadian registered aircraft found in item 12 of [Appendix C of Standard \(STD\) 625](#) and [Appendix G of Standard \(STD\) 571](#) have seen only administrative change since the implementation of the CARs in 1996. The ELT maintenance interval in item 12 has remained consistent at 12 months with the introduction of 406MHz capable ELTs. The maintenance includes ELT performance test, corrosion inspection and verification of the battery expiry requirements, and an operational system test upon installation in accordance with Appendix G of Standard 571.

In 2009 Transport Canada, Civil Aviation (TCCA) and the Aircraft Electronics Association (AEA) developed a revision to [Appendix G of Standard 571](#) that defines the minimum maintenance standards associated for both 121.5 and 406 MHz ELTs. The proposed amendment was required in order to reflect maintenance requirements for 406MHz capable ELTs as part of the proposed changes to section 605.38 of the CARs.

Proposal from Stakeholders:

Stakeholders have suggested an increase to the interval of the annual inspection requirement for performance test and corrosion inspection of 406MHz capable ELTs, in order to reduce maintenance costs to aircraft owners, and to encourage the use 406MHz ELTs in the general aviation community. The proposed change was based on the higher design standards and self-testing capabilities of 406MHz ELTs.

Reported service difficulty occurrence data pertaining to the maintenance of 406 MHz capable ELTs was extracted from the Transport Canada Service Difficulty Reporting (SDR) System as part

of the determination of changes to the current maintenance requirements. Based the available SDR occurrence data, the risk of escalating the interval of the ELT performance test and corrosion inspection for 406MHz capable ELTs appears to be low and, further examination of the existing standard is warranted.

Consultation with Stakeholders:

Stakeholders were informed of the Department’s intent to review the maintenance requirements for 406MHz capable ELTs and consulted through a [Preliminary Issue and Consultation Assessment](#) published in July 2015. Nine stakeholders provided comments in support of the intent and two companies offered to be part of the focus group.

The relevant maintenance requirements of the 2009 proposed Appendix G of STD 571 and the current interval in item 12 of Appendix C of STD 625 will be discussed during the activities of the focus group taking into consideration the self-testing capabilities and design aspects of 406MHz ELTs. Additional in-service data pertaining to the maintenance of 406 MHz capable ELTs have been sought and will be consulted during the focus group activities.

MANDATE

The mandate of the Focus Group is to discuss the possible revision to the maintenance requirements contained within item 12 of Appendix C of STD 625 and Appendix G of STD 571, including the additional requirements to the standard for the maintenance of 406MHz capable ELTs while considering the design, self-testing capabilities, known and provided in-service data. The Focus Group will not engage in detailed discussions respecting other regulatory issues associated with emergency locator transmitters.

Members of the Focus Group will be invited to provide comment, share ideas and propose alternative viable options for consideration. The Focus Group discussion will contribute to the completion of a risk assessment that will identify acceptance and or changes to the proposed revision to item 12 of Appendix C of STD 625 and Appendix G of STD 571.

The Focus Group may be provided with supporting documentation to guide discussions. Transport Canada will aim to distribute any supporting documentation in advance of the Focus Group meeting. Any documentation provided to the Focus Group will be for the purpose of discussion and distribution will be limited to the Focus Group’s membership. The documentation shall not be distributed outside the Focus Group’s membership.

DELIVERABLES

The Focus Group will produce a report, which will consist of a series of recommendations, supporting rationale, and an accepted revision to Appendix G of STD 571 and proposed interval for item 12 of Appendix C of STD 625 for 406 MHz capable ELTs .

The Focus Group report will be provided to the Directors of Standards and Policy and Regulatory Services, Civil Aviation. Focus group participants will be provided a draft version of the Report for review, and will be given appropriate time to send comments.

Once approved by TCCA, the Focus Group Final Report will be translated and will be made available through the CARAC Activity Reporting System.

MEMBERSHIP

Membership will consist of invited industry representatives and Transport Canada representatives. In identifying industry representatives, Transport Canada recognizes that the participation and involvement of aviation industry stakeholders will contribute to the success of this initiative. Transport Canada is seeking to have membership that is representative of the implicated stakeholders in manufacturing, maintenance and inspection of 406MHz ELTs. The Focus Group will consist of approximately 8 persons.

Invited industry organizations may select their own representatives. Members should be individuals with specialized technical knowledge of the subject matter relating to the maintenance of 406MHz capable ELTs.

ROLES AND RESPONSIBILITIES

Group Leader

The Group Leader is responsible for:

- Managing the Focus Group activities in accordance with the Terms of Reference;
- Convening the meeting;
- Coordinating the work of the Focus Group;
- Working with the Facilitator and members of the Focus Group to prepare and distribute documents, as required;
- Consultation with the Chief, Operational Airworthiness, regarding progress and when required asked to provide guidance and direction to the Focus Group; and
- Providing briefings on status of the Focus Group discussions to management, as required.

The Focus Group members are responsible for:

- Sharing ideas based on their professional experience;
- Providing guidance on the proposed approach;
- Providing their professional perspective on the regulatory proposal;
- Providing technical review and input in relation to specific tasks;
- Conducting the risk assessment;
- Providing input on proposed solutions, including the potential need for further rulemaking activities, and on their implementation, and
- Supporting Transport Canada in the development of recommendations to the National Civil Aviation Management Executive (NCAMX).

Additional roles and responsibilities of the focus group are outlined in Appendix A.

GROUP LEADER

The Focus Group Leader will be Ryan Hennigar, Program Manager, Operational Airworthiness, Standards Branch, Transport Canada, (613) 990-1087, ryan.hennigar@tc.gc.ca.

GROUP FACILITATOR

The Focus Group will be facilitated by Ryan Hennigar, Transport Canada.

REPORTING

The Focus Group will report to the Directors of Standards Branch and Policy and Regulatory Services, Civil Aviation. The resulting advice will inform recommendations that will be submitted to the National Civil Aviation Management Executive (NCAMX).

The Focus Group members are responsible to report all decisions reached, unresolved issues, and planned action back to their respective organizations.

MEETING TIMES AND LOCATION

The Focus Group meeting will consist of a three day session to be held in Ottawa on March 21 to 23, 2016 inclusively.

Time of the meeting: 9:00 am to 5:00 pm

Location of the meeting: Transport Canada, Place de Ville, Tower C (Boardroom 561).

Unless arrangements have been made with the Focus Group Leader, it is expected that all participants will attend the full meeting.

BUDGET

Costs incurred with the Focus Group members travel, accommodations, meals and incidental expenses shall be borne by their respective organizations.

TCCA – Policy and Regulatory Services Branch will be responsible for providing meeting facilities and secretarial functions in addition to all necessary administrative support.

APPROVAL

The undersigned approve these Terms of Reference.

(original signature on file)

February 11, 2016

Date: _____

Jean-François Mathieu
Acting Director, Standards
Civil Aviation

ROLES & RESPONSABILITIES OF A FOCUS GROUP – APPENDIX A

| <p>Roles and Responsibilities Focus Group Leader</p> | <p>Guidance for the Focus Group Leader</p> |
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| <p>Work with the Director and the CARAC Secretariat to establish the focus group.</p> | <p>The focus group leader keeps an updated list of members and provides it to the Secretariat.</p> |
| <p>Work with the Director to seek and maintain a balanced focus group membership that contributes to the final product and team success. The focus group leader may, with the agreement of the Director, expand or contract the focus Group as necessary.</p> | <p>Members attend regular meetings. The focus group leader can recommend to the Director removal of members who do not participate or are disruptive.</p> |
| <p>Establish task groups, as appropriate, to accomplish a sub task.</p> | <p>When established by the focus group, a task group must report to the focus group, and the focus group is responsible for approving the work of the task group. The task group has no authority; consequently, the focus group leader is responsible for presenting all concepts, proposals, recommendations, etc., to the Director.</p> |
| <p>In addition to his/her role as facilitator, the leader may be an active member of the focus group unless another representative of the leader’s organization represents that organization.</p> | <p>The focus group leader normally has a voice whenever a consensus is sought; however, he/she may not count his/her opinions in determining the level of consensus if another person represents the same organization. The same applies to other focus group members – one voice per organization.</p> |
| <p>Ensure adherence to the focus group guidelines (ground rules) adopted by the focus group.</p> | <p>The focus group should establish guidelines or ground rules for conducting business. Ground rules could include how many meetings a member can miss before a recommendation to remove a member is made and whether a member may bring an associate and when/if that associate may participate in discussions.</p> |
| <p>Ensure that, at each meeting, notes are taken; recommendations are recorded; and that all decisions/consensus are documented.</p> | <p>To draft other recommendations, the focus group leader needs to document all decisions, etc. The leader should arrange to have someone take the appropriate notes. Copies of records should be sent to the Secretariat for the file.</p> |
| <p>Ensure that the agreed group size and member representation is maintained.</p> | <p>To ensure and maximize consensus, the leader must ensure that the appropriate level of expertise is available and that balance of interests is maintained. The focus group leader should advise the Director if the focus group members change in such a way that upsets this balance. A decision to adjust the size or</p> |

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| | <p>membership of the focus group may therefore be required.</p> <p>If the focus group is deliberating on a task and it determines that it needs the expertise of an individual with experience or expertise not available from the members, the focus group Leader may then seek out an individual with the appropriate expertise to ensure completeness of the focus group discussions.</p> |
| <p>Call meetings and strive to balance meeting locations in order to minimize participant costs and schedule tentative meeting dates in advance to reduce work conflicts and maximize participation.</p> | <p>Some of the focus group members may have budget constraints or work conflicts that would keep them from attending every focus group meeting. The focus group leader should attempt to schedule meetings at locations that would allow as many members as possible to attend. A number of meetings should be scheduled in advance for members to adjust schedules to allow participation.</p> |
| <p>Compile agenda items and distribute them to each focus group member well in advance of focus group meetings.</p> | <p>The focus group leader should have a formal agenda for each meeting and distribute the agenda to each member at least 30 days before the meeting unless a shorter time has been agreed to by focus group members.</p> |
| <p>Report on progress, decisions reached, follow-up actions, schedule and issues remaining to be resolved to the Director.</p> | <p>The focus group leader updates the Director on the progress of the focus group (e.g., on schedule, decisions made, and any bottlenecks preventing task completion) The leader should contact the Secretariat to establish target dates for distributions of the final report to NCAMX.</p> |
| <p>Consultation with the Chief, Operational Airworthiness on progress.</p> | <p>The focus group leader updates the Chief, Operational Airworthiness, regarding progress and when required asks to provide guidance and direction to the focus group or leader</p> |
| <p>Ensure progress toward consensus is being achieved.</p> | <p>Although the goal of every focus group is to reach consensus, that may not be possible in every case. If the focus group believes that the service of a facilitator would help them reach consensus, the focus group leader may request the Secretariat to arrange for that service. If profound differences among the focus group members remain after all reasonable attempts to resolve them have been made, the focus group may cease activity if the members agree to do so. The focus group should document all agreements that have been reached as well as any unresolved issues, and the focus group leader should then brief the Director. The focus group leader may, however, present recommendations or proposals</p> |

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| | that, in his/her opinion, best fit the positions discussed. |
| If regulatory or benefit/cost issues arise during deliberations, obtain informal regulatory or economic advice through the Secretariat. | The focus group has at its disposal the services of both regulatory specialists and benefit/cost analysts. When needed, these individuals will provide informal input on regulatory and economic issues or proceed to ensure that formal opinions are provided. |
| Ensure the proposed documents (excluding the benefit/cost analysis) are drafted. Supporting documentation (e.g., notes, suggestions, decisions/consensus) and justifications for each decision made and action recommended must be made available to Transport Canada for use when drafting NPAs. | It is the focus group leader's responsibility to ensure that Transport Canada has sufficient information on which to base an NPA and to ensure the accuracy of the NPA as a result of the focus group recommendations. |