



## **Person Responsible for Maintenance Control (PRMC) Workshop**

**March 15, 2012  
Westin Hotel, Ottawa, On  
0830-1630**

**Presented by:  
Canadian Council for Aviation & Aerospace  
Bernie Wurster**

*This course will be delivered if there is sufficient registration by March 1 2012.*

**REGISTRATION FEE – Member Rate: \$450 ea. Non-Member Rate: \$550 ea.**

Canadian Council for Aviation & Aerospace (CCAA, formerly CAMC) has developed a workshop for individuals acting as the aircraft owner/operator's (AO) representative with regard to the control of maintenance. This workshop is focused on the regulatory requirements for the PRMC role and the responsibilities of individuals in this position.

The workshop is intended for individuals employed by an Approved Maintenance Organization (AMO) preparing to accept the role of a Person Responsible for Maintenance (PRM).

### **The PRMC workshop is designed for:**

- Individuals preparing to become the person responsible for maintenance control
- Individuals currently in the role of PRMC looking for a refresher on responsibilities
- Accountable Executives wishing to understand the roles of the PRMC
- Quality or Management personnel wanting to learn more about the regulatory requirements for the control of maintenance and the responsibilities of the PRMC

### **Course Content:**

- Accountable Executive responsibilities and the duties of the certificate holder with respect to maintenance
- PRMC responsibilities and qualifications
- Maintenance Control Systems
- Maintenance Control Manuals and process/procedures documents
- Quality Assurance, Quality Control and Audit fundamentals
- Reporting Responsibilities
- Delegation of authority
- Work performance rules and the maintenance release
- Maintenance, Elementary Work, and Servicing
- Maintenance schedules
- Maintenance arrangements
- Technical Dispatch
- Defect recording, rectification and control procedures
- Unserviceable Equipment
- Service Difficulty Reporting
- Safety Management Systems



Helicopter Association of Canada

# PRE-CONVENTION COURSE REGISTRATION FORM

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March 15, 2012  
0830-1630  
Westin Hotel, Ottawa, ON

Return form to: HAC, 130 Albert Street, Suite 500, Ottawa, ON K1P 5G4 Fax: (613) 369-5097

Attendee Name 1		Title	
Attendee Name 2		Title	
Attendee Name 3		Title	
Attendee Name 4		Title	
Company Name			
Address			
City		Prov/State	Postal/Zip Code
Phone ( )		Fax ( )	
Email			

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SEPARATE FEE FROM CONVENTION REGISTRATION**

No. of Registrations	@	Member Rate – CAN \$450 ea.	
No. of Registrations	@	Non-Member Rate – CAN \$550 ea.	
			Sub-Total
			HST 13%
			Total

### METHOD OF PAYMENT

<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	Card Number	Exp Date
Name of Card Holder			Signature

**CANCELLATION POLICY** Registration may be cancelled by notifying HAC Administrative Services **IN WRITING ONLY**. Cancellations up to and including January 25, 2012 will receive full reimbursement. Cancellations from January 26, 2012 up to and including March 1, 2012 will receive a 50% reimbursement. **Cancellations received after March 1, 2012 will NOT be reimbursed.**

<b>For HAC Use Only</b>		<b>HST#: 878769199</b>
Date Rec'd	Amount Due	Amount Paid