

Guide for Company Registration

This Guide is for any Canadian aerospace / MRO / space Company who is eligible to register on *AERO-Canada*.

Note: If your Company has several Sites, each Site needs to register separately. Companies with multiple Sites have the added option of having a 'roll-up' of all Sites to present a "Corporate" record, once all Sites have registered.

1. Overview and Key Points

The objective of *AERO-Canada* is to promote Canadian aerospace, MRO and space capabilities to buyers across the world. *AERO-Canada's* unique, industry-defined Product / Service architecture and lexicon provide the ability to present fully and accurately the breadth and depth of individual company capabilities. Through the <Power Search>, buyers can find specific capabilities quickly and effectively.

Please ensure that you reflect your Company's capabilities (by Site) fully and accurately. The completeness, correctness and currency of your Company information (by Site) are vital to *AERO-Canada's* integrity and to your success in promoting your capabilities.

Canada's provincial and national aerospace* industry associations act as Account Managers and 'gate keepers' to ensure that all Companies registered (by Site) on *AERO-Canada* are *bona fide* Canadian aerospace / MRO / space firms and to ensure a high level of quality assurance.

(* the Association of which you are a member, or, if you are a member of multiple Associations or not a member of any, the Association for the province in which your Company (Site) is situated.)

2. Steps to Register on AERO-Canada

Registration on *AERO-Canada* is done in two steps:

1. **Obtain authorization to register** (Tasks 1, 2 & 3 below)
 - select the Designated Data Provider for your company
 - provide essential information about your Company / Site
 - receive authorization from your Account Manager (Aerospace Association)*
2. **Register** (Tasks 4 – 8 below)
 - provide full information / data about your Company / Site;
 - your Account Manager (Aerospace Association)* will review your submitted record for completeness and consistency, and release it to appear on *AERO-Canada*

3. Product / Service Selection

Entering complete and accurate information about the Products / Services provided by your Company (by Site) is your single most important task in registering your Company (Site) in AERO-Canada.

It is also the most challenging, and will take a bit of time when you first select your Product / Service entries. Subsequent editing will be easier and quicker.

Please take time to become familiar with this aspect of *AERO-Canada* prior to starting your registration steps, which are detailed in Section 3, below. You can browse the Product / Service area on the *AERO-Canada* website at www.aero-canada.ca to get acquainted with the power and depth of *AERO-Canada's* architecture and descriptors.

IMPORTANT: Identify only those Products / Services that you offer for sale in the open marketplace. Do not identify those that you provide only for internal use or consumption or those that enter

Your objective should be to define your Company Products / Services (by Site) at the **finest level of detail** possible. Be assured that someone searching for Product(s) / Service(s) at a 'higher level' will always be able to find you. For example, an 'all levels' search on "Aircraft Components and Systems / Aircraft Structures" will reveal a Company (Site) that provides "Trailing Edge Flaps" – fully three (3) levels lower in the hierarchy. See the extract from the Product / Service architecture, below.

Here are the instructions you will see on the *AERO-Canada* website when you are entering your information:

Identify your full range of products and services by selecting the relevant groups below in the Products and Service structure. These are itemized by hierarchical groups (up to 5 levels). The lower levels are listed alphabetically.

- *Select the appropriate group, find your product/service, and then select Add.*
- *The selected Product/Service will appear above the line, and it has been added to your record.*
- *Proceed by group and repeat until you have added all your products and services.*

Note: The hierarchy approach which was adopted provides a high level of accuracy for your records. However, identifying all your products and services the first time may take a little time while future edits will be much easier.

Extract from the AERO-Canada Product / Service Architecture

Aircraft Components and Systems - [Hide](#)

B-1 - Aircraft Structures - Hide		Add
B-1-1 - Fuselage - Hide		Add
	B-1-1-1 - Aerial Tow Equipment Section	Add
	B-1-1-2 - Rotorcraft Tail Boom	Add
	B-1-1-3 - Fuselage Main Structure	Add
	B-1-1-4 - Fuselage Auxiliary Structure	Add
	B-1-1-5 - Plates / Skins (Auxiliary Fuselage)	Add
	B-1-1-6 - Fuselage Attach Fittings System	Add
	B-1-1-7 - Aerodynamic Fairings Structure	Add
	B-1-1-8 - Fuselage Wiring	Add
B-1-2 - Empennage Structure - Display		Add
	B-1-2-1 - Horizontal Stabilizer	Add
	B-1-2-2 - Elevators	Add
	B-1-2-3 - Vertical Stabilizer	Add
	B-1-2-4 - Rudder	Add
	B-1-2-5 - Attach Fittings (Flight Controls)	Add
	B-1-2-6 - Stabilizer System Wiring	Add
B-1-3 - Wing Structure - Display		Add
	B-1-3-1 - Main Frame (On Wing)	Add
	B-1-3-2 - Wing Auxiliary Structure - Display	Add
	B-1-3-3 - Plates / Skins (On Wing)	Add
	B-1-3-4 - Attach Fittings (On Wing)	Add
	B-1-3-5 - Flight Surfaces (Wing) - Display	Add
	B-1-3-5-1 - Ailerons	Add
	B-1-3-5-2 - Aileron Tabs	Add
	B-1-3-5-3 - Trailing Edge Flaps	Add
	B-1-3-5-4 - Leading Edge Devices	Add
	B-1-3-5-5 - Spoilers	Add
	B-1-3-6 - Wing Wiring	Add
B-1-4 - Doors - Display		Add
	B-1-4-1 - Passenger / Crew Doors	Add
	B-1-4-2 - Emergency Exit	Add
	B-1-4-3 - Cargo / Baggage Doors	Add
	B-1-4-4 - Service Doors - Display	Add
	B-1-4-4-1 - Galley Doors	Add
	B-1-4-4-2 - Electrical / Electronic Compartment Doors	Add
	B-1-4-4-3 - Hydraulic Compartment Doors	Add
	B-1-4-4-4 - Accessory Compartment Doors	Add
	B-1-4-4-5 - Air Conditioning Compartment Doors	Add

B-1-4-4-6 - Fluid Service Doors	Add
B-1-4-4-7 - Auxiliary Power Unit Door	Add
B-1-4-4-8 - Tail Cone Door	Add
B-1-4-5 - Fixed Inner Doors	Add
B-1-4-6 - Entrance Stairs	Add
B-1-4-7 - Door Warning	Add
B-1-4-8 - Landing Gear Doors	Add
B-1-4-9 - Door Wiring	Add
B-1-5 - Windows-Windshield System - Display	Add

4. Tasks

Company Contact Person:

1.	Select your Designated Data Provider [OFFLINE]	<ul style="list-style-type: none"> • Select the person who will be the 'Designated Data Provider' for your Company / Site <ul style="list-style-type: none"> • <i>Who should be Designated data provider?</i> The designated Designated Data Provider is the person in each organization registered on <i>AERO-Canada</i> who is responsible for the entry and upkeep of that organization's <i>AERO-Canada</i> record. Please note that <i>AERO-Canada</i> is a comprehensive and detailed capabilities database, not a public relations / advertising tool. It is therefore vital that the 'Designated Data Provider' for your Company / Site be, or have ready access to those who are, knowledgeable about the technical and business activities of your Company / Site). • <i>Why a Designated Data Provider?</i> To ensure that your organization's <i>AERO-Canada</i> record(s) is (are) complete, correct and current, all entries and changes to your record are to be done by a single <u>designated</u> person within your organization.
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Data Provider:

2.	Obtain authorization to register on <i>AERO-Canada</i> [ONLINE]	<ul style="list-style-type: none"> • Go to the <i>AERO-Canada</i> website (www.aero-canada.ca) • Select 'Create New' under Company Record on the left menu • Enter the basic required information / data for your Company (by Site), and click 'Submit' (Note that there are several mandatory fields) • A window will appear with the message: "Your account has been created, but prior to being active in the system you must first be authorized to participate." • <i>Who gives authorization?</i> Canadian aerospace associations in each province act as Account Managers and gate keepers to ensure only bona fide aerospace companies register on <i>AERO-Canada</i>.
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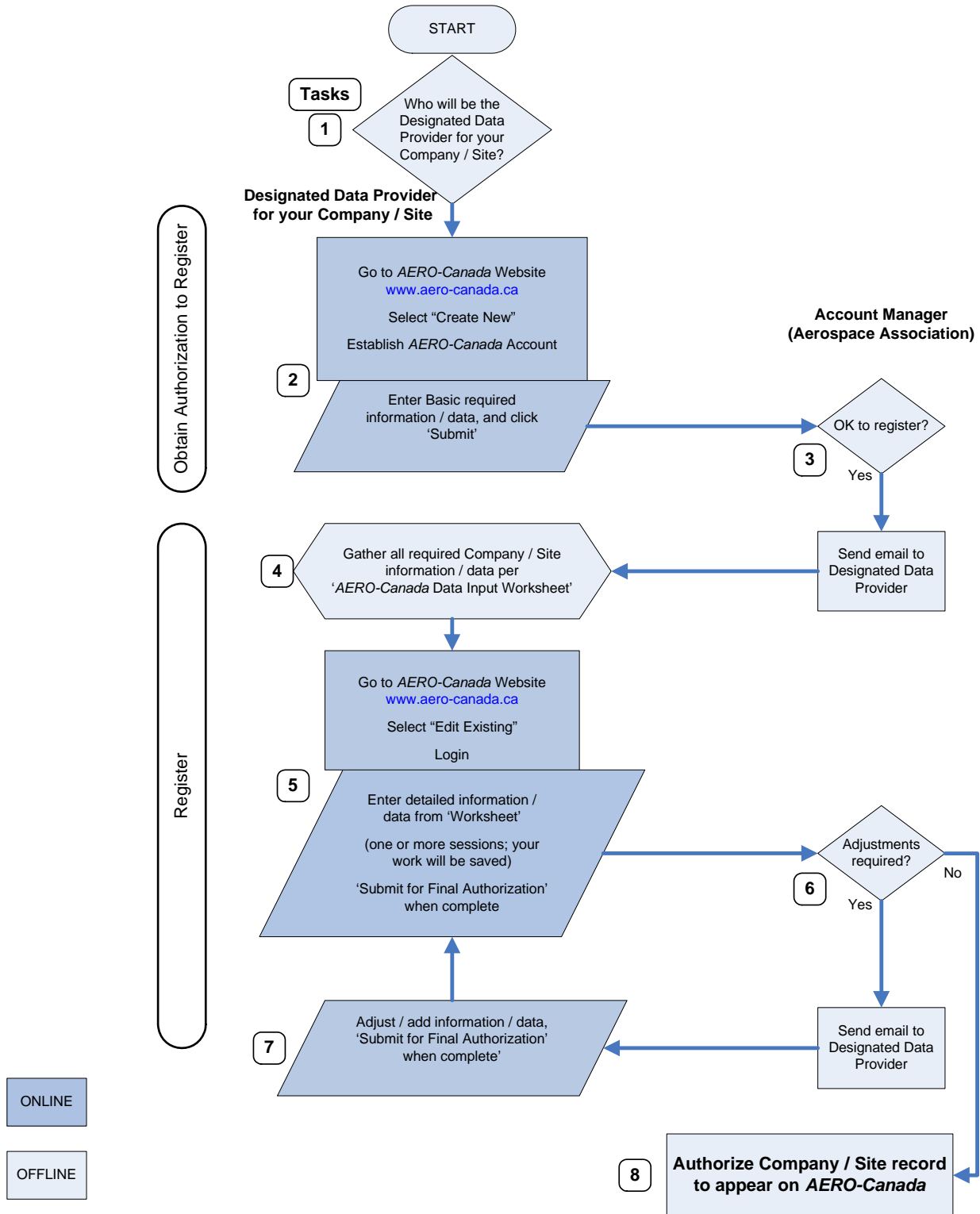
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3.	Await authorization from your Account Manager (Aerospace Association)* [OFFLINE]	<ul style="list-style-type: none"> ▪ Your 'Account Manager' (Aerospace Association)* will review the data / information you have provided for your Company / Site ▪ You will receive an email within 2 business days letting you know that your Company / Site is authorized to register on <i>AERO-Canada</i> ▪ <i>Why Account Managers?</i> Account Managers act as gatekeepers for quality assurance purposes
4.	Gather required Company / Site information / data [OFFLINE]	<ul style="list-style-type: none"> ▪ Gather all the required Company / Site information / data, per the full '<i>AERO-Canada</i> Data Input Worksheet' which can be obtained under 'Edit Existing' (Supplied separately in PDF)
5.	Enter detailed Company / Site information / data [ONLINE]	<ul style="list-style-type: none"> ▪ Go to the <i>AERO-Canada</i> website (www.aero-canada.ca) ▪ Select 'Edit Existing' under Company Record on the left menu ▪ Login using your <i>AERO-Canada</i> Username and Password ▪ Enter your detailed Company / Site information / data ▪ You may do this in one or more sessions; when you logoff from a session, your work will be saved ▪ When you have fully completed entering your Company / Site information / data, click 'Submit for Final Authorization'.
6.	Await confirmation from your Account Manager (Aerospace Association)* [OFFLINE]	<ul style="list-style-type: none"> ▪ Your 'Account Manager' (Aerospace Association)* will review the data / information you have provided for your Company / Site <ul style="list-style-type: none"> ▪ If no additions / adjustments are required, you will receive an email letting you know that your Company / Site listing will appear on <i>AERO-Canada</i>
7.	Adjust your information / data (as requested) [ONLINE]	<ul style="list-style-type: none"> ▪ If additions / adjustments to your Company / Site information are needed, your Account Manager (Aerospace Association)* will contact you and inform you about what changes are needed ▪ Go to the <i>AERO-Canada</i> website (www.aero-canada.ca), click 'Edit Existing', login using your <i>AERO-Canada</i> Username and Password, and make the necessary changes ▪ When you have fully completed entering your Company / Site information / data, click 'Submit for Final Authorization'.
8.	Await confirmation from your Account Manager (Aerospace Association)* [OFFLINE]	<ul style="list-style-type: none"> ▪ If no further additions / adjustments are required, you will receive an email letting you know that your Company / Site listing will appear on <i>AERO-Canada</i>

Congratulations! Your Company / Site is now registered on *AERO-Canada*, the best aerospace capabilities database in the world.

Steps to Register on *AERO-Canada*



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5. Revising / Updating Your Company Record (by Site)

You should update your record anytime something changes at your Company / Site that affects your *AERO-Canada* record. For example:

- the launch of a new product or service
- an expansion of your markets or your customers
- quality system approvals
- personnel changes
- new research activities
- etc.

IMPORTANT: You will be prompted to review and update (as necessary) your profile every 6 months; if this is not done within 30 days, your Company / Site record will be withdrawn from *AERO-Canada* and held offline until you update it. When you logon and affirm your record or make necessary changes, your Company / Site record will be placed back on *AERO-Canada*.

We encourage you to keep your Company / Site record complete, current and correct and help keep *AERO-Canada* as the best aerospace capabilities database in the world. It's to your advantage.

6. AERO-Canada Partners

The following are the partners who have established *AERO-Canada*, and who are responsible for its ongoing management:

Aerospace Industries Association of British Columbia (AIABC)
Aviation Alberta (AvA)
Saskatchewan Aerospace
Manitoba Aerospace Association (MAA)
Ontario Aerospace Council (OAC)
Association québécoise de l'aérospatiale (AQA)
New Brunswick Aerospace & Defence Association (NBADA)
Aerospace & Defence Industries Association of Nova Scotia (ADIANS)
Aerospace Industries Association of Newfoundland & Labrador (AIANL)
Aerospace PEI
Aerospace Industries Association of Canada (AIAC)

7. Contacts / Help

If you require assistance with registering on *AERO-Canada*, please contact your Account Manager (Aerospace Association)*.

For suggestions regarding improvements to *AERO-Canada*, please contact:

Rod Jones	OAC	519-895-2442	rjones@ontaero.org
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