

EASA Part-CAMO CAME CHECKLIST

1. Scope

The purpose of the Continuing Airworthiness Management Exposition (CAME) compliance checklist and user guide is to assist organisation wishing to obtain EASA Part-CAMO approval. This document is complementary to the requirements of Implementing Rule (IR) - Regulation EU 1321/2014 Annex Vc, Part-CAMO “as amended” and does not supersede or replace the information defined within the IR.

The checklist includes suggested subject headings and all the relevant information as detailed in CAMO.A.300 and its AMC, the format of which may be modified to suit the organisation-preferred method. The checklist should show compliance by referring in the “CAME reference/comment” where the information in the CAME is located and explanation if not applicable.

This checklist, when completed, should be submitted with the initial draft CAME.

2. Important warning

This user guide to be used by:

- Part-CAMO organisation - To assist them in writing and maintaining their own CAME
- European CAA - As a comparison document for CAMEs submitted to them for approval; and

The user guide is provided for guidance only and should be customised by each organisation to demonstrate how they comply with Part-CAMO. It is the responsibility of the organisation to ensure compliance with the IR. The organisation may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.

For each detailed procedure described within the CAME, the CAMO should address the following questions:
Who should do it, what, when, where and how, including which procedure(s) and form(s) to be used?

3. Exposition format

The CAME may be produced in hardcopy or electronic format;

4. Structure of the Continuing Airworthiness Management Exposition

The CAME may be produced in the form of a single document or may consist of several separate documents.

- **Single document:** The standard CAME produced i.a.w. [AMC1 CAMO.A.300](#) is a unique and complete document. It must contain all the information required to show compliance with the regulation, including detailed continuing airworthiness management procedures and [detail of the management system \(see AMC1 CAMO.A.300 and Appendix V to AMC1 CAMO.A.300\)](#).
- **Several documents:** The CAME must contain at least the information as detailed in [Appendix V to AMC1 CAMO.A.300 Part 0.1 to 0.7 \(General organisation\)](#). The additional material may be published in separate documents which must be referenced from the CAME. In this case:
 - The CAME should cross-refer to the associated procedures, documents, appendices and forms, which are managed separately.
 - These associated documents must meet the same rules as described for the CAME.
 - This/these associated document(s), procedure(s) and form(s) etc. must be provided to ICETRA as part of the CAME.

For some organisations individual sections of the headings defined within [AMC1 CAMO.A.300 and Appendix V to AMC1 CAMO.A.300](#) maybe 'not applicable'. In this case, they should be annotated as such within the CAME.

5. Exposition pages' presentation

Each page of the CAME should be identified as follows (this information may be added in the header or footer;

- the name of the organisation (official name as defined on the EASA Form 14 approval certificate)
- the issue number of the CAME
- the amendment/revision number of the CAME
- the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the CAME)
- the chapter of the CAME
- the page number
- the name of the document "Continuing Airworthiness Management Exposition".

At the beginning of the volume, the Cover page should specify:

- Continuing Airworthiness Management Exposition;
- The name of the organisation (the official one defined on the EASA Form 14 approval certificate)
- The approval reference of the CAMO
- The copy number from the distribution list ([if applicable](#))

6. Corporate commitment by Accountable Manger

Prior to the submission of the 'draft' CAME to the ICETRA for approval, the accountable manager must sign and date the [accountable manager](#) statement (General organisation 0.1). This confirms that they have read the document and understand their responsibilities under the approval. [When the accountable manager is not the chief executive officer \(CEO\) of the organisation, then such CEO shall countersign the statement.](#) In the case of change of the accountable manager, the new incumbent should sign the document and submit a suitable amendment the ICETRA for approval.

CAME reference	
Organisation official name	
Date	
Summited by	

CAME checklist

Compl.	Content	IR reference	CAME reference / comment
	Cover page		
<input type="checkbox"/>	Continuing Airworthiness Management Exposition		
<input type="checkbox"/>	The official name of the organisation as defined on EASA Form 14		
<input type="checkbox"/>	The approval reference of the CAMO		
<input type="checkbox"/>	The copy number from the distribution list (if applicable)		
	Introduction		
<input type="checkbox"/>	Foreword		
<input type="checkbox"/>	Table of content		
<input type="checkbox"/>	List of effective pages		
<input type="checkbox"/>	List of issues/amendments or record of revision D Identify how the revision is approved, i.e. direct approved by ICETRA or indirectly (changes not requiring prior approval)	CAMO.A.30(11)(iv),(v)	
<input type="checkbox"/>	ICETRA Letter of Approval (LOA)		
<input type="checkbox"/>	The organisation internal approval page. This page is signed by the compliance manager and the nominated person or CAMO post holder (as applicable). D Internal approval statement D Title, name, date and signatures		
<input type="checkbox"/>	Revision highlights / Summary of changes		
<input type="checkbox"/>	The effective date of the current revision D The effective date is the date that the amendment introduced in this amendment takes effect D The effective date can be established just prior to the final approval of the CAME or just after. This is to obtain the necessary time to incorporate the amendment, e.g. to train personnel, print forms etc.		
<input type="checkbox"/>	Distribution list D CAME copy number (if applicable) D Location of copies D Holders of the copies		

	D Format of copies (electronic data processing (EDP) , paper etc.)		
<input type="checkbox"/>	Abbreviation, terminology and definitions		
<input type="checkbox"/>	Cross-reference list from the CAME to AMC1 CAMO.A.300 , if applicable AMC1 CAMO.A.300 provides an acceptable layout of the CAME. If the organisation uses a different format, then the exposition should contain a cross-reference list using the AMC1 CAMO.A.300 as an index with an explanation as to where the subject matter can be found in the exposition.	AMC1 CAMO.A.300	
<input type="checkbox"/>	Organisation information, i.e.: <ul style="list-style-type: none"> • Address of approved locations (Head Office (PPB) etc.) • Mailing Address(es) • Telephone number(s) • E-mail addresses This can be included in 0.2.		
	PART 0 GENERAL ORGANISATION, SAFETY POLICY AND OBJECTIVES		
<input type="checkbox"/>	0.1 Safety policy, objectives and accountable manger (AM) statement The safety policy must describe the overall philosophies and principles of the organisation with regards to safety The accountable manager statement needs to be amended to cover all Part-M, Part-ML and Part-CAMO requirements, as applicable When the AM is not the CEO of the organisation, then such CEO shall countersign the accountable manager statement	CAMO.A.300(a)(1) CAMO.A.300(a)(2) CAMO.A.200(a)(2) AMC1 CAMO.A.200(a)(2) GM1 CAMO.A.200(a)(2)	
<input type="checkbox"/>	0.2 General information and scope of work <ul style="list-style-type: none"> D Description of the organisation D Relationship with other organisation <ul style="list-style-type: none"> o Subsidiaries/mother company o Consortiums D A general description and location of the facilities <ul style="list-style-type: none"> D Location of facilities D General description <ul style="list-style-type: none"> o Layout of premises D Office accommodation for: <ul style="list-style-type: none"> o Planning o Technical records o Compliance monitoring o Technical reference area o etc. 	CAMO.A.125(c) CAMO.A.300(a)(3) CAMO.A.300(a)(9)	

	<p>D Storage</p> <p>D Scope of work - Aircraft managed</p> <ul style="list-style-type: none"> o Quote aircraft types/series o Date included in the scope of work o List of aircraft maintenance programmes o List of “generic” and “baseline” maintenance programmes o Quote number of aircraft of each type o Quote each aircraft registration (or elsewhere by agreement with ICETRA – see note 1 below) o List for each aircraft, aircraft owner/operator o CAMO contract reference <p>D Type of operation</p> <p>D Organisation scope of work (scope of approval) CAMO.A.125(c) - see note 2 below</p> <p>Note 1: It is crucial to be able to identify which aircraft is managed by the CAMO at a given time, especially when it comes to determining whether or not an aircraft has remained in “controlled environment” and or when aircraft are removed from an AOC but will be kept managed by the CAMO as a private aircraft. By only referring to the current list on the AOC, will automatically discontinue the aircraft from being managed by the CAMO when removing the aircraft from the AOC. For large aircraft, that will automatically invalidate the ARC.</p> <p>Note 2: The EASA Form 14 will refer to the section containing the Scope of Approval (Scope of Work).</p>		
<input type="checkbox"/>	<p>0.3 Management personnel</p> <p>D Accountable Manager</p> <p>D Nominated post holder for continuing airworthiness activities</p> <p>D Nominated safety manager</p> <p>D Nominated compliance manager</p> <p>D Airworthiness Review staff</p> <p>D Nominated person(s) authorised to extend ARC</p> <p>D Nominated person(s) authorised to issue Permit to Fly</p> <p>D Make it clear who require prior approval as per point CAMO.A.130(a)(2)</p> <p>D The duties, accountabilities, responsibilities and authorities (job functions) of:</p> <ul style="list-style-type: none"> o Accountable Manager o Continuing Airworthiness Manage o Safety manager o Compliance monitoring manager o Airworthiness Review staff 	<p>CAMO.A.300(a)</p> <p>CAMO.A.305(a)(b)</p>	

	<ul style="list-style-type: none"> ○ Nominated person(s) authorised to extend ARC ○ Nominated person(s) authorised to issue Permit to Fly D Title(s) and name(s) of persons above (AR staff can be in 5.2) D Ensure that one of the accountable manager responsibility is to establish and promote the safety policy (CAMO.A.200) or safety and quality policy if Part-145 approved as well, specified in point 145.A.65(a) as required in point 145.A.30(a)(2). D Manpower Resources and <ul style="list-style-type: none"> ○ Manpower Recourses table should show broad figures of the number of staff assigned to CAM ○ Should show an adequate amount of staff vs scope ○ The date the staff number is established ○ When the staff number will be updated D Man-hour plan development and updating <ul style="list-style-type: none"> ○ All activities, also activities not performed under the Part-CAMO approval ○ Include subcontracted organisation if applicable D Training Policy <ul style="list-style-type: none"> ○ Training Policy ○ How the training need is assessed ○ How the recurrent and continuing training is assessed ○ Recording and follow-up 		
<input type="checkbox"/>	<p>0.4 Management organisation chart</p> <ul style="list-style-type: none"> D General organisation chart showing D Continuing Airworthiness Management Organisation Chart D The nominated persons as per CAMO.A.305 should be identified in the chart D Compliance monitoring personnel must be shown to be independent of the continuing airworthiness management and must report directly to the accountable manager <p>The organisation chart must show associated chains of accountability and responsibility between all the person(s) referred to in points (a)(3) to (a)(5), (b)(2), (e) and (f) of point CAMO.A.305, and related to point (a)(1) of point CAMO.A.200;</p>	CAMO.A.200(a)(1) CAMO.A.300(a)(7)	
<input type="checkbox"/>	<p>0.5 Procedure for changes requiring prior approval</p> <ul style="list-style-type: none"> D Changes that affect the scope of the certificate or the terms of approval of the organisation D Changes to personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305 D Changes to reporting lines between the persons nominated per points CAMO.A.305(a)(3) to (a)(5) and (b)(2), and the accountable manager; 	CAMO.A.130 CAMO.A.200(a)(3) GM1 CAMO.A.130 GM1 CAMO.A.130(a)(1) GM2 CAMO.A.130(a)(1) GM1 CAMO.A.130(b)	

	<ul style="list-style-type: none"> D The procedure as regards changes not requiring prior approval referred to in point CAMO.A.130(c) D CAME procedure for the completion of an AR under supervision (CAMO.A.310(c)) D Changes listed in GM1 CAMO.A.130(a)(1) D Notification before such changes take place (AMC1 CAMO.A.130) D Management of the safety risks related to any change to the organisation per AMC1 CAMO.A.200(a)(3) point (e) D Conduct risk assessment for any change requiring prior approval and provide it to ICETRA upon request D Internal pre-audit before application 		
<input type="checkbox"/>	<p>0.6 Procedure for changes not requiring prior approval</p> <p>Procedure addressing:</p> <ul style="list-style-type: none"> D How the changes will be manage D How changes will be notified to ICETRA D Scope of changes not requiring prior approval 	<p>CAMO.A.130(c)</p> <p>CAMO.A.115(b)</p> <p>CAMO.A.300(a)(11)(iv)</p> <p>CAMO.B.330(e)</p>	
<input type="checkbox"/>	<p>0.7 Procedure for alternative means of compliance (AltMoC)</p> <ul style="list-style-type: none"> D Management of AltMoC – prior approval D Submitting the AltMoC to ICETRA <ul style="list-style-type: none"> o Prior to using it o Provide a full description of the AltMoC o Revision of CAME procedures o Assessment demonstrating compliance with regulation (EU) 2018/1139 and its delegated and implementing acts o Receiving notification from ICETRA o Listing of AltMoC in Part 5.7 Supporting documents 	<p>CAMO.A.120</p> <p>CAMO.A.300(a)(14)</p> <p>CAMO.B.120(d)</p>	
<input type="checkbox"/>	<p>0.8 CAME amendment procedure</p> <p>Exposition Amendment Procedures (including, delegated procedures)</p> <ul style="list-style-type: none"> D Amendments that need prior approval D Amendments not requiring prior approval D Description of how such amendments will be managed D The person that is responsible for monitoring and amending the CAME, including the associated procedures as per CAMO.A.300(c) D Normally the compliance manager is responsible for the monitoring, and control the amendments of the CAME D Sources of proposed amendments within the organisation D Internal approval process D Verifying and validation of amended procedures before use 	<p>CAMO.A.300(a)(11)(v)</p>	

	<ul style="list-style-type: none"> D Technical manager and compliance manager sign the internal approval page, see the introduction D The approval process with ICETRA D Revision acknowledge receipt process D Summary of documents, including "lower-order" documents, constituting the total exposition, if applicable D The effective date of the amendment 		
PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES			
□	<p>1.1a Use of aircraft continuing airworthiness records system and if applicable, aircraft technical log (ATL) system</p> <ul style="list-style-type: none"> D The records system <ul style="list-style-type: none"> o Description – paper form, electronic format o Computer backup and prevention for data alteration o Retention period o Accessible within a reasonable time whenever they are needed o Organised in a manner that ensures their traceability and retrievability through their required retention period D Aircraft technical log and continuing airworthiness records system <ul style="list-style-type: none"> o General and contents o Instruction for use o Aircraft technical log approval (initial approval by competent authority) o Procedure for changes to the technical log system without prior approval 	CAMO.A.220 CAMO.A.300(c) M.A.305 ML.A.305 M.A.306 ORO.MLR.105	
□	<p>1.1b MEL application</p> <ul style="list-style-type: none"> D Mel application <ul style="list-style-type: none"> o General o MEL procedure o MEL categories o MEL application by maintenance staff o MEL application by the crew (if applicable) o Acceptance by the crew o Aircraft dispatch by the crew in accordance with MEL o Management of the MEL time limits o MEL time limitation overrun (ORO.MLR.105) (only for category B, C (and D if applicable)) 	M.A.301(b) ML.A.301(b) ML.A.403(b)(2) M.A.403(b) CAMO.A.315(b)(5) CAMO.A.315(b)(6) ORO.MLR.105	

	<p>D This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of a MEL limitation. This should refer to the technical log procedures</p> <p>Indirect approval of MEL time limitation overrun: such a delegation is to be based upon the ability of the compliance system to deal adequately with the Part-CAMO requirements. This ability cannot be, therefore demonstrated at the time of the initial approval. Hence, procedure without prior approval cannot be detailed in the CAME before the first 2-year period has been completed. In any case, the ICETRA must continue to receive a copy and acknowledge receipt of all such MEL time limitation overrun “indirectly” approved.</p>		
<input type="checkbox"/>	<p>1.2 Aircraft Maintenance Programme (AMP) – development amendment and approval</p> <p>D General</p> <p>D Content Development</p> <ul style="list-style-type: none"> o Sources o Responsibilities o AMP amendments o Approval by the authority (or ICETRA as applicable) <p>D Part ML maintenance programme (if applicable)</p> <ul style="list-style-type: none"> o General o Content Development o Sources o Responsibilities o Deviations, justifications, records o AMP amendments o Approval by the CAMO (ML.A.302(b)(2)) <p>Indirect approval of AMP for air carrier: such a delegation is to be based upon the ability adequate competence and knowledge within the organisation and of function to monitor compliance to deal adequately with the Part-CAMO. This ability cannot be, therefore demonstrated at the time of the initial approval. Therefore, an indirect approval procedure for air carrier AMP cannot be detailed in the CAME before the first 2-year period has been completed. In any case, the ICETRA must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved.</p>	<p>M.A.302 ML.A.302 CAMO.A.315(b)(1) CAMO.A. 315(b)(2)</p>	
<input type="checkbox"/>	<p>1.3 Continuing airworthiness records: responsibilities, retention and access.</p> <p>D Format of records</p> <p>D Adequate storage and reliable traceability</p> <p>D Storage of records – protection from damage, alteration and theft</p> <p>D Computer records system backup</p>	<p>M.A.305 ML.A.305 CAMO.A.220(a) CAMO.A.220(d) CAMO.A.220(e) CAMO.A.220(f)</p>	

	<ul style="list-style-type: none"> D Backup of data stored in a different location than working data D Hours and cycles recording D Continuing airworthiness records D Preservation of Continuing Airworthiness records D Access to continuing airworthiness records D Transfer of continuing airworthiness records <p>Note: The record-keeping system must ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period of all activities developed.</p>		
<input type="checkbox"/>	<p>1.4 Accomplishment and control of airworthiness directives</p> <ul style="list-style-type: none"> D Airworthiness directive information D Airworthiness directive decision D Airworthiness directive control D Airworthiness directive listing 	<p>CAMO.A.315(a) CAMO.A.315(c)(2) M.A.301(f) ML.A.301(d) M.A.303 ML.A.303 M.A.305(d)(1)</p>	
<input type="checkbox"/>	<p>1.5 Analysis of the effectiveness of the maintenance programme(s)</p> <ul style="list-style-type: none"> D Procedure to analyse the effectiveness of the AMPs <ul style="list-style-type: none"> o Spares o Defects o Malfunctions o Damage D Procedure to analyse the effectiveness of the Part-ML AMPs <ul style="list-style-type: none"> o AMC1 ML.A.302 D Amendment to the AMP D Liaison Meetings D Frequency of Meetings 	<p>M.A.301(e) M.A.302(h) ML.A.302(c)(9) M.A.315(b)(1)</p>	
<input type="checkbox"/>	<p>1.6 Non-mandatory modification and inspections</p> <ul style="list-style-type: none"> D Policy D Procedure to assess/analyse and decisions taken <ul style="list-style-type: none"> o The decision on their application o Use of the organisation risk management process o Records keeping of the assessment/analyse risk management and decisions taken D Modification – General D Inspections D Service Bulletins D Service letters D Other modification D Minor modification 	<p>CAMO.A.315(b)(4) CAMO.A.315(c) AMC1 CAMO.A.315(c)(g) CAMO.A.200(a)(3) 21.A.90B 21.A.431B CS-STAN</p>	

	<ul style="list-style-type: none"> D Standard changes and standard repairs D Instruction for continuing airworthiness - AMP D Recording of modification D Liaison with OPS/owner <p>Note: For all complex motor-powered aircraft or aircraft used by air carriers licenced in accordance with Regulation (EC) No 1008/2008</p> <p>The CAMO managing the continuing airworthiness of the aircraft must establish and work according to a policy, which assesses non-mandatory information (modification or inspections) related to the airworthiness of the aircraft. Non-mandatory information refers to service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer, the competent authority or the Agency.</p> <p>Records of the assessment and risk management process to decide on non-mandatory modification and or inspections application must be kept.</p>		
<input type="checkbox"/>	<p>1.7 Repairs and modifications</p> <ul style="list-style-type: none"> D Modification – General D Type of approval required D Assessment D Instruction for continuing airworthiness – AMP D CDCCL taking into account D Recording of modification D Liaison with OPS / owner e.g. regarding FM, MEL and other supplements 	<ul style="list-style-type: none"> M.A.301(g) ML.A.301(e) ML.A.302(c)(5)(b) ML.A.302(e)(3)(b) M.A.304 ML.A.304 M.A.305(c)(2) M.A.305(e)(2)(ii) ML.A.305(d)(2) ML.A.305(h)(6) CAMO.A.315(b)(3) 	
<input type="checkbox"/>	<p>1.8 Defect reports</p> <ul style="list-style-type: none"> D Analysis D Liaison with manufacturers and regulatory authorities D Deferred defect policy D Non-deferrable defects away from the base D Repetitive defects D Mandatory occurrence reporting D Liaison meetings <p>Article 9 paragraph 1. in Basic Regulation 2018/1139 refer to Annex II - Essential requirement for airworthiness. In Annex II, point 3.1(b) is a requirement for the organisations to (must) implement and maintain a management system to ensure compliance with the essential requirements for airworthiness,</p>	<ul style="list-style-type: none"> M.A.202 ML.A.202 M.A.301(b) ML.A.301(b) M.A.305(c)(4) M.A.403 ML.A.403 CAMO.A.160 AMC 20-8 Regulation (EU) 376/2014 	

	<p>manage safety risks and to aim for continuous improvement of the system.</p> <p>Continuous improvement requires:</p> <ul style="list-style-type: none"> ➤ an open mind, the commitment of all; ➤ objective analyses of relevant data; and ➤ perseverance to implement improvements <p>In the said Annex II point, 3.1(d) state that the organisation must establish an occurrence reporting system as part of the management system, in order to contribute to the aim of continuous improvement of safety. Therefore, review of relevant incidents, accidents, occurrences is essential, in order to learn, improve, and strengthen the system.</p> <p>Note the occurrence reporting system must comply with Regulation (EU) No 376/2014.</p>		
<input type="checkbox"/>	<p>1.9 Engineering activity</p> <ul style="list-style-type: none"> D Procedure for approval of modifications and repairs D General D The person responsible for accepting the design before submission to the EASA D Developing and submitting a modification/repair design for approval to EASA D Application process D Supporting documents D Form used D If DOA approved under Part-21, indicate here, and the related manuals should be referred too 	<p>M.A.304 ML.A.304 CAMO.A.315(b)(3)</p>	
<input type="checkbox"/>	<p>1.10 Reliability programmes</p> <ul style="list-style-type: none"> D Extent and scope of the reliability programmes D Specific organisational structure, duties and responsibilities D Establishment of reliability data D Corrective action system (AMP amendment) D Schedule reviews – reliability meetings D When participation of the ICETRA and or competent authorities (if applicable) is needed. In general, ICETRA and or competent authority should be invited to all meetings 	<p>M.A.302(g) ML.A.302 CAMO.A.315(b)(1)</p>	
<input type="checkbox"/>	<p>1.11 Pre-flight Inspection</p> <ul style="list-style-type: none"> D General – scope and definition D Evaluation of pre-flight inspection content <ul style="list-style-type: none"> ○ Walk-around ○ Inspection of AJTL 	<p>M.A.201(d) M.A.301(a) ML.A.301(a)</p>	

	<ul style="list-style-type: none"> ○ Inspection of the validity of CofA and ARC ○ Control of consumable fluids, gases etc. & recording ○ Control of refuelling ○ Control of cargo and baggage loading ○ Control of doors security ○ Control of control surface and landing gear locks, pitot/static covers, restraint device and engine/aperture blanks have been removed ○ Control that all the aircraft external surfaces and engines are free from ice, snow, sand, dust etc. ○ Assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety ○ Control of oil and hydraulic fluid uplift by the crew and tyre inflation, if considered as part of the pre-flight inspection by the crew and possible maintenance action <p>D Concurrent with AMP</p> <p>D For air carriers licenced in accordance with Regulation (EC) No 1008/2008 – control of publishing guidance to maintenance and flight personnel performing pre-flight inspection, defining responsibilities for these actions</p> <p>D Responsibility of training of personnel performing a pre-flight inspection</p> <p>D Content of pre-flight training – training standard</p> <p>D Records of training</p>		
<input type="checkbox"/>	<p>1.12 Aircraft Weighing</p> <p>D What occasion an aircraft has to be weighed</p> <p>D Who perform the weighing</p> <p>D What procedure is used</p> <p>D State who calculate the new weight and balance</p> <p>D Process of weighing result in the organisation</p> <p>D Liaison with OPS/owner as applicable</p>	<p>Regulation /EU) No 965/2012</p> <p>Regulation /EU) No 2018/395</p> <p>Regulation /EU) No 2018/1976</p>	
<input type="checkbox"/>	<p>1.13 Maintenance check flight procedures</p> <p>D General of MCF</p> <ul style="list-style-type: none"> ○ Flight preparation ○ Maintenance check flight ○ Post-flight activities <p>D Involvement of maintenance personnel or organisation</p> <p>D Different scenarios:</p> <ul style="list-style-type: none"> ○ Incomplete maintenance as per maintenance data – flown under its CofA (no PtoF needed) 	<p>M.A.301(i)</p> <p>ML.A.301(f)</p> <p>145.A.50(e)</p> <p>ML.A.801(f)</p> <p>Regulation /EU) No 965/2012, amendment 2019/1384</p>	

	<ul style="list-style-type: none"> ○ Convenient MCF, the aircraft has been released- flown under its CofA (no PtoF needed) ○ Defect and dispatch not possible as per maintenance data. PtoF/FC is needed <p>D Criteria for check flights</p> <p>D Check flight procedure</p> <p>D Process for applying for approval of flight condition and permit to flight when applicable</p> <p>D MCF flight crew competency required for the flight (965/2012)</p>		
□	<p>1.14 Planning procedures</p> <p>D General</p> <p>D Planning of AMP tasks, modifications, AD's, SB's, defects on MEL, open defects, etc.</p> <p>D Creation of work package, including work cards</p> <p>D Ordering maintenance</p> <p>D Supervise activities and coordinate related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determined of aircraft airworthiness</p> <p>D Monitoring of maintenance between scheduled maintenance</p> <p>D Variation procedure</p> <p>D Updating planning software after maintenance completions</p> <p>The Appendix IV to AMC1 CAMO.A.315(c) – contract maintenance does give good information about the planning function and communication that is needed to take place between CAMO planning and maintenance whether the maintenance is contracted or not.</p>	<p>CAMO.A.315(a)</p> <p>CAMO.A.315(b)(5)</p> <p>CAMO.A.:315(b)(6)</p> <p>Appendix IV to AMC1 CAMO.A.315(c)</p>	
	<p>1.15 Airworthiness data control</p> <p>D Control of information</p> <ul style="list-style-type: none"> ○ Technical library ○ Subscriptions control ○ Information held / need regarding the scope of work ○ Issue / amendment control <p>D Technical information amendment procedures</p> <ul style="list-style-type: none"> ○ Manuals ○ Service Information (AD, SB, SIL, etc.) ○ Distribution: access to the staff <p>D Company Technical Procedures / Instructions</p> <ul style="list-style-type: none"> ○ Issue / Amendments control ○ Distribution: access to the staff <p>D Maintenance documentation</p> <ul style="list-style-type: none"> ○ Preparation from approved sources ○ Work card/worksheet system (AMC 145.A.45 I) 	<p>M.A.401</p> <p>CAMO.A.215</p> <p>CAMO.A.325</p>	

	<ul style="list-style-type: none"> ○ Differentiate disassembly, accomplishment, reassemble and testing ○ Lengthy maintenance task – supplementary work-card/worksheet ○ Amendment control ○ Transfer / transcribe of airworthiness data ○ Review and identification of amendment status of maintenance instructions ○ Distribution of airworthiness data: access to the staff <p>D Modifying maintenance instruction (145.A.45 (d))</p> <p>D Verification and validation of new procedures where practicable</p> <p>D Incorporation of best practice and human factors principles</p> <p>D Control of customer supplied maintenance data</p> <p>D Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.)</p> <p>D Incorporation of CDCCL concept. ED Decision No 2009/007R</p> <ul style="list-style-type: none"> ○ compliance with CDCCL instructions ○ traceability of CDCCL completion <p>D Awareness of Technical Publications, Instructions and Service Information by the staff</p>		
□	<p>1.16 Subcontracting management control procedure (if applicable)</p> <p>D Subcontract content and its continuing control</p> <ul style="list-style-type: none"> ○ Content as per Appendix II to the IR ○ Tasks to be subcontracted ○ Procedure to be used and its control ○ Handling of findings ○ No subcontracting by the subcontracted organisation allowed ○ Individual responsibility clearly defined ○ Subcontracted organisation to notify the operator of any changes affecting the contract <p>D Subcontract approval by ICETRA</p> <ul style="list-style-type: none"> ○ Notifying the ICETRA of any changes affecting the contract <p>D Tasks that can be subcontracted</p> <p>D Active control of the activities and or endorsing the recommendation made by the subcontracting organisation</p> <ul style="list-style-type: none"> ○ Individual responsibility clearly defined <p>D Access to relevant data</p> <p>D Establish staff competence (same as in Part 2.9)</p> <p>D Assessment of subcontracted staff</p> <p>D Training and continuation training of subcontracted staff</p>	<p>CAMO.A.125(d)(3)</p> <p>CAMO.A.200(a)(3)</p> <p>CAMO.A.200(a)(6)</p> <p>CAMO.A.205</p> <p>Appendix II to AMC1 CAMO.A.125(d)(3)</p>	

	<ul style="list-style-type: none"> D Subcontracting management control procedure to ensure that the action taken by the subcontracted organisation(s) meet the standards required by Part-CAMO D Involvement of the quality system including pre-audit D ICETRA provision for monitoring (auditing the subcontract organisation) D Effect on Man-hour planning, see Part 0.3 D The periodic subcontract review process <p>The above list is not exhaustive, refer to AMC1 CAMO.A.125(d)(3) and its Appendix II for detail information</p>		
	PART 2 MANAGEMENT SYSTEM PROCEDURE		
<input type="checkbox"/>	<p>2.1 Hazard identification and safety risk management schemes</p> <p>Procedure to:</p> <ul style="list-style-type: none"> D Identify aviation safety hazards entailed by its activities D Evaluation of safety hazards identified D Management of the associated risks <ul style="list-style-type: none"> o Taking action to mitigate the risks o Verify the effectiveness of the action taken to mitigate the risks o Continuous activity 	CAMO.A.200(a)(3)	
<input type="checkbox"/>	<p>2.2 Internal safety reporting and investigations</p> <p>Contain the following elements</p> <ul style="list-style-type: none"> D Clearly identify aims and objectives with a demonstrable corporate commitment D A just culture policy as part of the safety policy, and related just culture implementation procedure D A process to <ul style="list-style-type: none"> o Provide staff access to the internal safety reporting scheme (system), including any subcontracted organisation o Collection o Evaluation of those errors, near misses, and hazards reported internally that do not fall under CAMO.A.160 o Identify those reports which require further investigation o Investigate all the causal and contributing factors o Analyse the collective data showing their trends and frequencies of the contributing factors D Appropriate corrective actions D Initial and recurrent training for staff involved in the internal investigation 	CAMO.A.202 CAMO.A.160 CAMO.A.200(a)(3) CAMO.A.305(g)	

	<ul style="list-style-type: none"> D Cooperation with the owner or operator on occurrence investigations D Cooperation with any other organisation having a significant contribution to the safety of its own continuing airworthiness management activities D Ensure confidentiality to the reporter D Closed-loop, to ensure that actions are taken internally to address any safety issues and hazards D <u>Feed into recurrent training</u> as defined in AMC2 CAMO.A.305(g) while maintaining appropriate confidentiality D Feedback to staff, individual (reporter) and on a more general basis D Retaining of all reports <p>Note: The scheme is a tool to identify those instances in which routine procedures have failed or may fail.</p>		
<input type="checkbox"/>	<p>2.3 Safety action planning</p> <ul style="list-style-type: none"> D A conclusive safety analysis which summarises individual occurrence data and provides an in-depth analysis of a safety issue 	CAMO.A.200(a)	
<input type="checkbox"/>	<p>2.4 Safety performance monitoring</p>	CAMO.A.200(a)(3)	
<input type="checkbox"/>	<p>2.5 Change management</p> <ul style="list-style-type: none"> D Manage the safety risk related to any changes to the organisation per AMC 1 CAMO.A.200(a)(3) point (e) D All changes, large or small, its safety implications proactively considered D The team – involvement of all the personnel affected by the change are engaged and participate in the process D Assessment of the magnitude of a change, its safety criticality, and its potential impact on human performance D Principle and a structured framework for managing all aspect of the change D Changes that trigger to perform the hazard identification and risk management 	<p>CAMO.A.130 CAMO.A.200(a)</p>	
<input type="checkbox"/>	<p>2.6 Safety training and promotion</p> <p>Promotion</p> <ul style="list-style-type: none"> D Promotion of the safety policy D Promotion activities to include: <ul style="list-style-type: none"> o The safety policy o Encouraging a positive safety culture 	<p>CAMO.A.200(a)(4) CAMO.A.220(c) AMC1 CAMO.A.202(c)(3) CAMO.A.305(a)(2) CAMO.A.305(c) CAMO.A.305(g)</p>	

	<ul style="list-style-type: none"> ○ Creating an environment that is favourable to the achievement of the organisation safety objectives ○ Organisational learning ○ Implementation of an effective safety reporting scheme ○ Development of a just culture <p>Training</p> <ul style="list-style-type: none"> D Initial training and recurrent training (AMC/GM CAMO.A.305(g)) D Recurrent training taking into account certain information reported through the internal safety reporting scheme D Training needs per job description, e.g.: <ul style="list-style-type: none"> ○ Safety training (SMS) ○ Human factors ○ Procedures ○ Regulations ○ Fuel Tank Safety (FTS) (if applicable) ○ Electrical Wire Interconnection System EWIS (if applicable) ○ Continuing structural integrity programme ○ Critical Design Configuration Control (CDCCL) ○ Specific technical training <ul style="list-style-type: none"> ▪ Aircraft maintenance programme ▪ Reliability programme (if applicable) ▪ Internal investigations ▪ Auditing/compliance monitoring ▪ Quality assurance ▪ Aircraft general familiarisation (Gen Fam) ▪ Airworthiness review ▪ Etc. ○ On-the-job training D Recurrent training intervals D Record-keeping D In accordance with the job function/role, adequate initial and recurrent training should be provided and recorded to ensure <u>continued competency so that it is maintained throughout the employment/contract.</u> <p>Note: There is a need to analyse the need for “bridging training” for all current staff by assessment going from Part M Subpart G to Part-CAMO</p>		
<input type="checkbox"/>	<p>2.7 Immediate safety action and coordination with the operator's emergency response plan (ERP)</p> <p>Procedure to</p> <ul style="list-style-type: none"> D Enable the organisation to act promptly when it identified safety concerns with the potential to have an immediate effect on flight safety 	CAMO.A.200(a)(3)	

	<ul style="list-style-type: none"> D Including clear instructions on who to contact at the owner/operator D How to contact them, including outside of regular business hours D Enable the organisation to react promptly if the operator triggers the ERP and it requires the support of the CAMO 		
<input type="checkbox"/>	<p>2.8 Compliance monitoring</p> <ul style="list-style-type: none"> D Independent monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures D Request action where non-compliances are identified D The independence of the compliance monitoring should be established by always ensuring that audits and inspections are carried out by personnel who are not responsible for the functions, procedures or products that are audited or inspected. 	CAMO.A.200(a)(6)	
<input type="checkbox"/>	<p>2.8.1 Audit plan and audit procedure</p> <p>Audit Plan (Programme)</p> <ul style="list-style-type: none"> D Show when, how often D All aspect verified every year, including: <ul style="list-style-type: none"> o Independent audits of the quality system o Subcontracted activities (if applicable) o Product sampling o Each location approved D The audit plan is properly implemented, maintained, and continually reviewed and improved D Compliance audit procedure D Issue of audit report describing: <ul style="list-style-type: none"> o What was checked (area, product etc.) o What paragraphs were audited o What amendment in regulation was used o What procedures were audited o The resulting non-compliance findings against applicable requirements and procedures o The target date for proposal for a corrective action plan (PCAP) o Target closure date for corrective action (CA) o Responsible manager for PCAP and CA D Compliance audit remedial action procedure <ul style="list-style-type: none"> o Identifying the responsible manager o Root cause analysis (RCA) (contributing factor(s)) o PCAP with immediate fix/correction if applicable 	<p>CAMO.A.200(a)(6)</p> <p>CAMO.A.220(b)</p> <p>CAMO.A.150</p> <p>CAMO.B.350</p>	

	<ul style="list-style-type: none"> ○ Information if other area or product may be affected and if it has been checked and the outcome ○ CA ○ Acceptance or rejection of RCA, PCAP and CA ○ Extension of due dates for PCAP and CA <p>D Record-keeping</p> <p>This paragraph must describe the procedures of follow up of corrective actions, including adequate <u>root cause analysis</u> to ensure proper corrective and preventive actions. Analysis of the root cause is an essential part of implementing satisfactory corrective actions and subsequently achieving and remaining an adequate quality and safety system.</p> <p>The audit plan should ensure that all aspects of Part-CAMO compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a single complete exercise or subdivided over the annual period. The independent audit should not require each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings. Where findings have been identified, the particular procedure should be verified against other product lines until the findings have been closed, after which the independent audit procedure may revert to a yearly interval for the particular procedure.</p> <p>Pay special attention to root cause analysis!</p>		
<input type="checkbox"/>	<p>2.8.2 Monitoring of continuing airworthiness management activities Procedure to</p> <p>D Periodically review the activities of the continuing airworthiness management personnel and how they fulfil their responsibilities, as defined in Part 0</p>	CAMO.A.200(a)(6)	
<input type="checkbox"/>	<p>2.8.3 Monitoring of the effectiveness of the maintenance programme(s) Procedure to</p> <p>D Periodically review that the effectiveness of the maintenance programme(s) is analysed as defined in Part 1</p>	CAMO.A.200(a)(6)	
<input type="checkbox"/>	<p>2.8.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation Procedure to</p> <p>D Periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the operators fleet</p>	CAMO.A.200(a)(6)	

	<p>D Including feedback information from any contracted organisation on any actual or contemplated amendment to ensure that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements</p> <p>D If necessary, the procedure may be subdivided as follows:</p> <ul style="list-style-type: none"> o Aircraft maintenance o Engines o Components 		
<input type="checkbox"/>	<p>2.8.5 Monitoring that all contracted maintenance is carried out per the contract, including subcontractors used by the maintenance contractor</p> <p>Procedure to</p> <p>D Periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract</p> <p>D Ensure that the system allows all the personnel involved in the contract (including the contractors and their subcontractors) to familiarise themselves with its terms and that, for any contract amendment, the relevant information is distributed in the organisation and to the contractor</p>	CAMO.A.200(a)(6)	
<input type="checkbox"/>	<p>2.8.6 Compliance monitoring personnel</p> <p>D Nominated person (compliance monitoring manager)</p> <p>D Other compliance monitoring personnel</p> <p>D Required experience</p> <p>D Required training, e.g. relevant legislation, quality system theory and auditing techniques CAME procedures, on-the-job training etc.</p> <p>D Required competence</p> <p>D Required recurrent / continuation training (including HF, EWIS & FTS if applicable)</p> <p>D Examination, test and assessment procedures (as necessary – can refer to 0.3)</p> <p>D Assessment must ensure adequate knowledge and competence of the quality audit personnel to perform the allocated tasks effectively including monitor compliance with Part-CAMO identifying non-compliance in an effective and timely manner so that the organisation may remain in compliance with Part-CAMO.</p>	CAMO.A.305(a)(4)	

	<ul style="list-style-type: none"> D Independence of quality audit personnel when the organisation uses skilled personnel working within another department than that of Quality D Retention of records <ul style="list-style-type: none"> o Duration and location o Type of documents D This paragraph must describe how the compliance monitoring personnel are managed, and competency is ensured and assessed 		
<input type="checkbox"/>	<p>2.9 Control of personnel competency</p> <p>Objectives</p> <ul style="list-style-type: none"> D Job descriptions for each job function/role in the organisation. Job descriptions should contain sufficient criteria to enable the required competency assessment D Initial - staff need to be assessed for competency before unsupervised work commences D Continuous - staff competency must be controlled continuously D Assessment for each job function/role. New job function/role, new assessment D Assessment performed by trained and qualified personnel D Competency assessed by the evaluation of, e.g.: <ul style="list-style-type: none"> o Desk-top – records for training and experience. May include confirmation check o Testing and or interview o On-the-job performance D Result of the assessment <ul style="list-style-type: none"> o Ongoing supervision or unsupervised work permitted o Need for additional training D Issuance of authorisation for unsupervised work for each job function/role D All staff should be able to demonstrate knowledge of, and compliance with, the CAMO procedures, as applicable to their duties. D Also able to demonstrate an understanding of safety management principles including human factors, related to their job function and receive safety training as per AMC3 CAMO.A.305(g) D Competency may be assessed by having the person work under the supervision of another qualified person for a sufficient time to arrive at a conclusion. Sufficient time could be as little as a few weeks if the person is fully exposed to relevant work. The person need not be assessed against the complete spectrum of their intended duties. If the person has been recruited from 	<p>CAMO.A.305(g)</p> <p>CAMO.A.220(c)</p>	

	<p>another approved CAMO, it is reasonable to accept written confirmation from the previous organisation</p> <p>D All prospective continuing airworthiness management staff need to be assessed for their competency related to their intended duties</p> <p>D Record-keeping</p> <p>Procedure</p> <p>D Specify</p> <ul style="list-style-type: none"> ○ the persons who are responsible for this process; ○ when the assessment should take place; ○ how to give credit from previous assessments; ○ how to validate qualification records; ○ the means and methods to be used for the initial assessment; ○ the means and methods to be used for the continuous control of competency, including to gather feedback on the performance of personnel; ○ the aspects of competencies to be observed during the assessment in relation to each job function; ○ the actions to be taken if the assessment is not satisfactory; and ○ how to record assessment results. 		
<input type="checkbox"/>	<p>2.10 Management system record-keeping</p> <p>D Ensure that the following records are retained</p> <ul style="list-style-type: none"> ○ records of management system key processes as defined in point CAMO.A.200 ○ contracts, both for contracting and subcontracting, as defined in point CAMO.A.205 <p>D Management system records, as well as any contracts pursuant to point CAMO.A.205, shall be kept for a minimum period of 5 years</p> <p>General</p> <p>D The record-keeping system must ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period of all activities developed</p> <p>D Format of records</p> <p>D Legible throughout the required retention period</p> <p>D Backup of computer records</p> <p>D Backup kept at a different location</p>	<p>CAMO.A.220(b) CAMO.A.205 CAMO.A.220(d) CAMO.A.220(e) CAMO.A.220(f)</p>	

<input type="checkbox"/>	<p>2.11 Occurrence reporting Procedure – occurrence reporting system</p> <ul style="list-style-type: none"> D Meet requirements defined in Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018 D Reported to the competent authority and to the organisation responsible for the design of the aircraft D Made in a form established by the competent authority D shall contain all pertinent information about the condition known to the organisation D Reports shall be made as soon as possible, but in any case within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this D Where relevant, the organisation shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified <ul style="list-style-type: none"> o This report shall be produced in a form and manner established by the competent authority D If the organisation holds more than one organisation certificates within the scope of Regulation (EU) 2018/1139, then <ul style="list-style-type: none"> o the organisation may establish an integrated occurrence reporting system covering all certificate(s) held D Single reports for occurrences should only be provided if <ul style="list-style-type: none"> o The report includes all relevant information from the perspective of the different organisation certificates held o The report addresses all relevant specific mandatory data fields and clearly identifies all certificate holders for which the report is made o The competent authority for all certificates is the same, and such single reporting was agreed with that competent authority D Assign responsibility to one or more suitably qualified persons with clearly defined authority, for coordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity <ul style="list-style-type: none"> o If more than one person is assigned such responsibility, the organisation should identify a single person to act as the main focal point for ensuring a single reporting channel is established to the accountable manager D The list in Regulation (EU) 2015/1018 should not be understood as exhaustive, and therefore the reporting should not be limited to items listed in that regulation 	<p>CAMO.A.160 ML.A.202 Regulation (EU) No 376/2014 Regulation (EU) 2015/1018 AMC 20-8 Regulation 2018/1139 - Annex II</p>	
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	<p>Article 9(1) in Basic Regulation 2018/1139 refer to Annex II. In Annex II point 3.1(b) is a requirement for the organisations to (must) implement and maintain a management system to ensure compliance with the essential requirements for airworthiness, manage safety risk and aim for continuous improvement of the system.</p> <p>Continuous improvement requires:</p> <ul style="list-style-type: none"> ➤ an open mind, a commitment of all; ➤ objective analyses of relevant data; and ➤ perseverance to implement improvements <p>In the said Annex II point 3.1(d) state that the organisation must establish an occurrence reporting system as part of the management system under point (b) and the arrangements under point (c), in order to contribute to the aim of continuous improvement of safety. The occurrence reporting system shall be compliant with the applicable Union law. Therefore, review of relevant incidents, accidents, occurrences, in order to learn, improve, and strengthen the system.</p>		
	PART 3 CONTRACTED MAINTENANCE – MANAGEMENT OF MAINTENANCE		
□	<p>3.1 Maintenance contractor selection procedure</p> <p>Maintenance contractor selection procedure</p> <ul style="list-style-type: none"> D General D Maintenance contractor selection process <ul style="list-style-type: none"> ○ How a maintenance contractor is selected ○ Verification of approval ○ Applicable aircraft type and engine ○ Industrial capacity D Contract review – ensure the contract is comprehensive and that it has no gaps or unclear area D Everyone involved in the contract (both CAMO and MO) agrees with the terms of the contract and fully understands their responsibilities D Functional responsibilities of all parties are clearly identified D Liaison with owner if not air carries licence operator D Listing in CAME 5.4 <p>Procedure to follow to develop the maintenance contract</p> <ul style="list-style-type: none"> D The process to implement the different elements described in Appendix IV to AMC1 CAMO.A.315(c) 	<p>M.A.201(e)(3) M.A.201(f)(3) M.A.201(h)(3) ML.A.201 CAMO.A.205 CAMO.A.300(a)(13) CAMO.A.315(b)(5) CAMO.A.315(c) CAMO.A.315(e)</p>	

	<p>D Responsibilities, task and interaction with the maintenance organisation and with the owner/operator</p> <p>D Describe when necessary, the use of work order for unscheduled line maintenance and component maintenance as per CAMO.A.315(d)</p> <p>D The work order to ensure that the applicable elements of Appendix IV to AMC1 CAMO.A.315(c) are considered – template sample in Part 5.1</p> <p>Note: The organisation shall ensure that human factors and human performance limitations are taken into account during continuing airworthiness management, including all contracted activities The organisation shall ensure that when contracting maintenance that any aviation safety hazards associated with such contracting are considered as part of the organisation management system</p>		
<input type="checkbox"/>	<p>3.2 Product audit of aircraft</p> <p>D General – audit of an aircraft</p> <p>D Different between an airworthiness review and quality audit</p> <p>D Compliance with approved procedures</p> <p>D Contracted maintenance carried out in accordance with the contract</p> <p>D Continued compliance with Part-CAMO</p>	CAMO.A.200(a)(6)	
<input type="checkbox"/>	<p>3.3 Quality audit of sub-contracted Part-CAMO tasks</p> <p>D Subcontractor selection process</p> <ul style="list-style-type: none"> o Hazard identification and risk management o Pre-audit o Control procedure o Etc. as per Appendix II to AMC1 CAMO.A.125(d)(3) <p>D Compliance with approved procedures;</p> <p>D Contracted continuing airworthiness functions are carried out in accordance with the contract;</p> <p>D Continued compliance with Part-CAMO</p> <p>D Record-keeping</p> <p>D List of subcontractor in CAME 5.3</p> <p>D Copy of contracts for subcontracted work</p> <p>Note: The organisation shall ensure that when subcontracting any part of its continuing airworthiness management activities that these activities conform to the applicable requirements; and any aviation safety hazards associated with such subcontracting are considered as part of the organisation's management system.</p>	<p>CAMO.A.125(d)(3)</p> <p>CAMO.A.200(a)(6)</p> <p>CAMO.A.200(a)(3)</p> <p>CAMO.A.205(a)</p> <p>CAMO.A.205(b)</p> <p>CAMO.A.220(b)</p> <p>Appendix II to AMC1 CAMO.A.125(d)(3)</p>	

	<p>When the organisation subcontracts any part of its continuing airworthiness management activities to another organisation, the subcontracted organisation shall work under the approval of the organisation. The organisation shall ensure that the competent authority is given access to the subcontracted organisation, to determine continued compliance with the applicable requirements.</p> <p>This paragraph is only applicable when any continuing airworthiness tasks are subcontracted and should set out the procedures when performing a quality audit of the continuing airworthiness functions sub-contracted out.</p>		
PART 4 AIRWORTHINESS REVIEW PROCEDURES			
□	<p>4.1 Airworthiness review staff</p> <ul style="list-style-type: none"> D Independency of the AR staff D Assessment of AR staff D Experience, qualification, competence and training of AR staff D Formal acceptance by the competent authority D Issuance of authorisation D Staff records D Maintaining the AR authorisation by: <ul style="list-style-type: none"> o Being involved in continuing airworthiness management activities for at least 6 months in every two year period, or o conducted at least one airworthiness review in the last 12-month period. D Restore the staff lost validity of AR authorisation <p>The first AR staff has to be assessed by ICETRA, i.e. perform AR under supervision of ICETRA. For others, after that, it can be delegated to the organisation according to a procedure.</p> <p>Formal acceptance by the competent authority</p> <p>The approval by the competent authority of the CAME, containing, as specified in point CAMO.A.300(a)(8), the nominative list of CAMO.A.305(e) personnel, constitutes the formal acceptance by the competent authority of the airworthiness review staff.</p> <p>If the airworthiness review is performed under the supervision of existing airworthiness review staff, <u>evidence</u> should be provided to the competent authority.</p> <p>The inclusion of an airworthiness review staff in such CAME list also constitutes the formal authorisation by the organisation.</p>	<p>ML.A.904(b) CAMO.A.220(c) CAMO.A.300(a)(8) CAMO.A.305(e) CAMO.A.310(a) to (d)</p>	
□	<p>4.2 Documented review of aircraft records</p> <ul style="list-style-type: none"> D Performed by the same AR staff as the physical survey D Documented review of aircraft records as per ML.A.903 	<p>CAMO.A.320 M.A.901 ML.A.903(a)</p>	

	<ul style="list-style-type: none"> D Documented review of aircraft records as per M.A.901 D Aircraft records to review, including the depth of sampling – in detail D Level of detail that needs to be reviewed D Number of records D 90 days anticipation to maintain the pattern D Inconclusive airworthiness review D 4.9 D Etc. 		
<input type="checkbox"/>	<p>4.3 Physical survey</p> <ul style="list-style-type: none"> D Performed by the same AR staff as the review of the documented review of aircraft records D How to perform the physical review, including the depth of sampling (inspection) D Topics that need to be reviewed D The physical area that needs to be inspected D Which document on-board that need to be reviewed D Review of the AMP effectiveness as per ML.A.903(h) D 90 days anticipation to maintain the pattern D Inconclusive airworthiness review D Part 4.9 below D Etc. 	<p>CAMO.A.320 M.A.901 ML.A.903(b) ML.A.903(h)</p>	
<input type="checkbox"/>	<p>4.4 Additional procedures for recommendations to competent authorities for the import of aircraft</p> <ul style="list-style-type: none"> D Additional tasks for import D Additional documents D Communication with ICETRA or competent authorities D Additional items to be reviewed, records and physical D Specification of maintenance required to be carried out D Etc. <p>Note: Recommendation can only be made when <u>all findings are closed</u>, and the aircraft is considered airworthy by complying with the relevant requirements.</p>	<p>M.A.901(d) M.A.901(o) M.A.904</p>	
<input type="checkbox"/>	<p>4.5 Recommendations to competent authorities for the issue of an ARC</p> <ul style="list-style-type: none"> D Communication procedure with ICETRA and competent authorities D Content of the recommendation <ul style="list-style-type: none"> o Application from the owner o Record compliance report o Physical compliance report o Recommendation for the issue of ARC 	<p>M.A.901(d) M.A.901(o)</p>	

	<ul style="list-style-type: none"> ○ Documents accompanying the recommendation <p>Note: Recommendation can only be made when <u>all findings are closed</u>, and the aircraft is considered airworthy by complying with the relevant requirements.</p>		
<input type="checkbox"/>	<p>4.6 Issue of an ARC</p> <ul style="list-style-type: none"> D Issuance of ARC (EASA Form 15b or 15c) after AR has been properly carried out D Airworthiness of the aircraft when ARC is issued <ul style="list-style-type: none"> ○ All findings closed ○ Aircraft airworthy ○ Discrepancy found in the AMP has been satisfactorily addressed (ML.A.302(c)(9)(a), ML.A.903(e)(3) & ML.A.903(h)) D Record keeping (see 4.7) D Distribution of the ARC copies D Copy of the ARC sent to the competent authority of the Member State of Registry of the aircraft within 10 days of the date of issue 	M.A.901(a) M.A.901(b) M.A.901(c) M.A.901(e) CAMO.A.125(e) ML.A.903(e) ML.A.903(h) ML.A.302(c)(9)(a)	
<input type="checkbox"/>	<p>4.7 Airworthiness review records, responsibilities, retention and access</p> <ul style="list-style-type: none"> D What records to be kept D Format of the records D How records are kept D How it is ensured protection from damage, alteration and theft D Periods of records keeping D Location of record storage D Access to the records D Responsibilities <p>The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability and retrievability of all activities developed</p>	CAMO.A.220(a)(3) CAMO.A.220(a)(5) CAMO.A.220(a)(6) CAMO.A.220(d) CAMO.A.220(e) CAMO.A.220(f)	
<input type="checkbox"/>	<p>4.8 ARC extension</p> <ul style="list-style-type: none"> D Procedure <ul style="list-style-type: none"> ○ When and how to extend ○ When continuity can be maintained (pattern) ○ With the loss of continuity (pattern) ○ Copy to the competent authority within 10 days ○ Etc. D Aircraft need to be airworthy D The organisation shall nominate persons authorised to extend D AR staff automatically authorised D List of staff 	CAMO.A.125(d)(4) CAMO.A.125(e)(1) CAMO.A.300(a)(5) CAMO.A.305(a)(5) CAMO.A.305(e) CAMO.A.305(f) M.A.901(f) ML.A.901(c) ML.A.903	

	<p>D The extension of the ARC may be anticipated for a maximum period of 30 days, without loss of continuity</p>		
□	<p>4.9 Annual review of the AMP (only for aircraft under Part M Light when the annual review of the AMP is not performed by the CAMO or CAO managing the continuing airworthiness of the aircraft.)</p> <p>D May be included in 4.2 and 4.3 above</p> <p>D By the same person who performs the airworthiness review</p> <p>D What to review (see further text in AMC1 ML.A.302(c)(9))</p> <ul style="list-style-type: none"> ○ The result of the maintenance performed during the year ○ The result of the airworthiness review conducted on the aircraft ○ Revisions introduced on the documents affecting the programme basis, e.g., ML.A.302(d) MIP or Design Approval Holder data (DAHD) ○ Changes in the aircraft configuration, and type and specificity of operation ○ Changes in the list of pilot-owners ○ Applicable mandatory requirements for compliance with Part-21, such as ADs, AIs, CMRs and TCDS maintenance requirements <p>D Any defects found that could have been prevented by introducing in the maintenance programme specific recommendation from the DAHD which were initially disregarded by the owner, CAMO or CAO</p> <p>D If the review shows deficiencies of the aircraft linked with deficiencies in the content of the AMP, the AMP shall be amended accordingly. In this case, the person performing the review shall inform the competent authority of the Member State of Registry <u>if he does not agree with the measures amending the AMP taken by the owner, CAMO or CAO</u>. The competent authority shall decide which amendments to the AMP are necessary.</p> <p>When reviewing the effectiveness of the AMP, the AR staff may need to review the maintenance carried out during the last 12 months, including unscheduled maintenance. To this end, he or she should receive the records of all the maintenance performed during that year from the owner/CAMO/CAO.</p>	<p>ML.A.903(e) ML.A.903(h) ML.A.302(c)(9)(a)</p>	

PART 5 APPENDICES			
<input type="checkbox"/>	<p>5.1 Sample documents, including the template of the ATL system</p> <ul style="list-style-type: none"> D Sample of <u>all</u> forms used and referred to in the procedures D Example of forms: D Technical log system forms D Airworthiness Review record compliance report D Airworthiness Review physical compliance report D EASA Form 15b (or refer to the form on ICETRA website) D Permit to Fly if applicable D Variation request and approval form D MEL extension request and approval form D Internal reporting D Engine condition monitoring D The audit report, nonconformity, PCA and CA form D Work order (to ensure that the applicable elements of Appendix IV to AMC1 CAMO.A.315(c) are considered) D Task card D Revision acknowledge D Damage record sheet (Dent and buckle) form D Etc... <p>All sample of forms must contain revision control!</p>	CAMO.A.300	
<input type="checkbox"/>	<p>5.2 List of airworthiness review staff</p> <ul style="list-style-type: none"> D Name, scope and authorisation identification D List of personals authorised to extend ARC <ul style="list-style-type: none"> o Name and authorisation identification 	CAMO.A.300(a)(5) CAMO.A.305(f)	
<input type="checkbox"/>	<p>5.3 List of subcontractors as per CAMO.A.125(d)3</p> <ul style="list-style-type: none"> D Name of the subcontractor D Location, address D Scope of CAM tasks subcontracted 	CAMO.A.125(d)3	
<input type="checkbox"/>	<p>5.4 List of contracted maintenance organisations and list of maintenance contracts as per point CAMO.A.300(a)(13)</p> <ul style="list-style-type: none"> D Name of the maintenance organisation D Location, address D Part-145 or Part-CAO approval reference number D Scope of the work contracted D List of the maintenance contracts, contract reference 	CAMO.A.300(a)(13) CAMO.A.315(c)	

<input type="checkbox"/>	<p>5.5 Copy of contracts for subcontracted work (Appendix II to AMC1 CAMO.A.125(d)(3))</p> <ul style="list-style-type: none"> D A cover sheet that lists the contract reference and revision status D Copy of the contract(s) 	<p>CAMO.A.125(d)(3)</p>	
<input type="checkbox"/>	<p>5.6 List of approved maintenance programme as per CAMO.A.300(a)(12)</p>	<p>CAMO.A.300(a)(12)</p>	
<input type="checkbox"/>	<p>5.7 List of currently approved alternative means of compliance as per point CAMO.A.300(a)(14)</p>	<p>CAMO.A.300(a)(14)</p>	