

## **EASA Part CAMO CAME Part 4 - Airworthiness Review Draft Procedures**

**AMC1 CAMO.A.300** Continuing Airworthiness Management Exposition (CAME)  
ED Decision 2020/002/R Identifies the following Subjects related to Airworthiness Reviews.

### **Part 4 Airworthiness Review Procedures**

- 4.1 Airworthiness review staff
- 4.2 Documented review of aircraft records
- 4.3 Physical survey
- 4.4 Additional procedures for recommendations to competent authorities for the import of aircraft
- 4.5 ARC recommendations to competent authorities
- 4.6 Issue of ARC
- 4.7 Airworthiness review records, responsibilities, retention and access 4.8 ARC extension

**CAMO.A.125** Terms of approval and privileges of the organisation Regulation (EU) 2020/270

An organisation approved in accordance with this Annex may:

- Manage the continuing airworthiness of aircraft, except those used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, as listed on the certificate;
- Manage the continuing airworthiness of aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, when listed both on its certificate and on its air operator certificate;
- Arrange to carry out limited continuing airworthiness tasks with any subcontracted organisation, working under its management system, as listed on the certificate;
- Extend an airworthiness review certificate under the conditions of point M.A.901(f) of Annex I (Part-M) or point ML.A.901(c) of Annex Vb (Part-ML), as applicable.
- Approve the AMP, in accordance with point (b)(2) of point ML.A.302, for aircraft managed in accordance with Annex Vb (Part-ML).
- An organisation approved in accordance with this Annex and having its principal place of business in one of the Member States, may additionally be approved to carry out airworthiness reviews in accordance with point M.A.901 of Annex I (Part-M) or point ML.A.903 of Annex Vb (Part-ML) as applicable, and:
  - Issue the related airworthiness review certificate and extend it in due time under the conditions of point M.A.901(c)(2) and point

- M.A.901(e)(2) of Annex I (Part-M) or point ML.A.901(c) of Annex Vb (Part-ML), as applicable;
- Issue a recommendation for the airworthiness review to the competent authority of the Member State of registry, under the conditions of point (d) of point M.A.901 or point (b) of point M.A.904 of Annex I (Part-M).
- An organisation holding the privileges referred to in point (e) may additionally be approved to issue a permit to fly in accordance with point (d) of point 21.A.711 of Annex I (Part-21) to Regulation (EU) No 748/2012 for the particular aircraft for which the organisation is approved to issue the airworthiness review certificate, when the organisation is attesting conformity with approved flight conditions, subject to an adequate procedure in the CAME referred to in point CAMO.A.300.

#### **Part 4 Introduction**

XYZ Airlines has been approved in accordance with CAMO.A.125 to:

- Issue Airworthiness Review Certificates (ARC) and;
- Make recommendations for Airworthiness Reviews (AR) to EASA Member State Authorities.
- Extent Airworthiness Review Certificates for aircraft it has managed for more than 12 months
- Airworthiness Reviews may be contracted (shall not be subcontracted).
- Airworthiness reviews shall be performed by appropriately authorized airworthiness review staff.
- Airworthiness Review Certificates are valid for one year.

XYZ Airlines may only perform Airworthiness Reviews I.A.W the scope of approval as identified within this Continuing Airworthiness Management Exposition.

- An Airworthiness Review shall be performed by XYZ Airlines approved Airworthiness Review Staff in accordance with these procedures
- Airworthiness review staff may:
  - Issue an airworthiness review certificate i.a.w.
  - For airworthiness review certificates previously issued by either XYZ Airlines or EASA competent authorities, providing the aircraft has been maintained by XYZ CAMO for a minimum of 12 months and maybe considered to be within a controlled Environment
  - Perform acceptance (import) inspections and make recommendation to the Competent Authority (CA) for issuance of a CofA.
  - Perform Export inspections and make recommendations to the CA with respect to the issuance of a CoA for export.
    - Extend twice the validity of the airworthiness review certificate for a period of one year each time, after satisfactory verification i.a.w. these procedures.

**Note** - The Airworthiness Review Certificate shall not be issued or extended if XYZ Airlines has reason to believe that the aircraft is not airworthy.

For Aircraft outside of a controlled environment XYZ Airlines Airworthiness Review Staff may make a recommendation for the full airworthiness review conducted by the CA the country of registration of the aircraft. (Airworthiness Review Certificates shall be issued by the authority of the country of registration of the aircraft.)

### **ARC Anticipation**

- Airworthiness reviews may be anticipated by a maximum period of 90 days without the loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check.
- Extensions may be anticipated by 30 Days

### **ARC Certification**

- An airworthiness review certificate (EASA Form 15b), or a recommendation (for an EASA Form 15a), is issued by XYZ Airlines appropriately authorized airworthiness review staff
  - When satisfied that the airworthiness review has been completely carried out and
  - That there is no non-compliance which is known to endanger flight safety.
  - A copy of any airworthiness review certificate issued or extended for an aircraft shall be sent to the CA within 10 days - together with a copy of the Airworthiness Review Report and supporting data as per Airworthiness review checklist.

**Note** - Should the outcome of an airworthiness review be inconclusive, the CA shall be informed as soon as practicable but in any case, within 72 hours of identification

### **ARC Technical Records**

- Airworthiness reviews shall be fully documented in accordance with these procedures
- The airworthiness review records, including copies of the airworthiness review certificates shall be retained by XYZ Airlines until one year after the aircraft has been permanently withdrawn from service.
- These records shall be stored in accordance with these procedures.

#### **4.1 Airworthiness Review Staff**

##### **Qualification Requirements**

- Minimum five years' experience in continuing airworthiness.

- An appropriate Part-66 license (category B or C-license in subcategory of aircraft reviewed) or an aeronautical degree or equivalent.
- Formal aeronautical maintenance training.
- A position within the approved organization with appropriate (maintenance and/or airworthiness management) responsibilities.
- Supervision of an AR, including training / mentoring on the procedures and limitations of this Part 4

### **Airworthiness Review Staff - Nomination**

- To be nominated as airworthiness review staff comply with the following:
  - Assessment of qualifications – Action CAM.
  - Completion of ARC Training Program
  - Competence Assessment Carried Out – Action CAM - QAM
  - Acceptance by the CA following an AR under supervision
    - Application form with supporting records provided to the CA

### **Airworthiness Review Staff - Records**

- CAM maintains records of all airworthiness review staff
  - Details of qualifications
  - Summary of Relevant Continuing Airworthiness Management experience
  - Details of all Training Undertaken
  - A copy of the authorization.

Note - Airworthiness Review Staff shall be maintained until two years after the airworthiness review staff have left the organization.

- Airworthiness Review Staff Records Consist of
  - Full Name
  - Date of birth
  - Basic education
  - Experience
  - Aeronautical Degree and/or Part-66 qualification
  - Initial & Recurrent Training Records
  - Experience in Continuing Airworthiness and within the organisation
  - Current Role & Responsibilities
  - Copy of the authorisation
  - Practical Experience Record – Copy (evidence at least six months in every two-year period – or at least one airworthiness review during the last twelve-month period.)
  - Conducted an Airworthiness Review under supervision during initial grant of approval.
  - Conducted an Airworthiness Review under supervision as part of Annual Competence Assessment

The CAM maintains the list of airworthiness review staff, concurrent with a copy of their airworthiness review authorizations.

- Periodic competence assessments at intervals not exceeding one year to ensure that all Airworthiness Review Staff can demonstrate appropriate recent continuing airworthiness management experience
- Airworthiness Review Staff should not have been involved in the airworthiness management of the aircraft on which they perform the airworthiness review

#### **4.2 Documented Review of Aircraft Records**

- To satisfy the requirements of an airworthiness review.
  - Carry out a full documented review of the aircraft records in accordance with Airworthiness Review Checklist
  - Any findings during the airworthiness review of the aircraft records shall be documented in an Airworthiness Review Report and either
    - An Engineering Order created or
    - Submission to Quality Assurance concerning assessment of any lapses
    - All records used shall be documented in the record archive.

#### **4.3 Physical Survey**

XYZ Airlines airworthiness review staff shall carry out a physical survey of the aircraft.

For this survey, airworthiness staff not appropriately qualified to Part-66 shall be assisted by such qualified personnel.

Through the physical survey of the aircraft, the airworthiness review staff shall ensure that an inspection is carried out i.a.w airworthiness review checklist.

- The findings of an airworthiness review of the aircraft records shall be documented in an Airworthiness Review Report
- If findings are made that are considered to endanger flight safety ARC staff shall issue an occurrence report form and forward to Compliance Manager for additional actions and submission to the CA.

#### **4.4 Additional Procedures for Recommendations to Competent Authorities for the Import of Aircraft**

##### **Transfer of aircraft from another EU country**

When transferring an aircraft from another EU country, XYZ Airlines shall:

- Apply to the CA for the issue of a new Certificate of Airworthiness.

- Carry out an acceptance inspection to determine if the aircraft configuration complies to the EASA regulations.
- The acceptance check will be carried out to the highest standard of full Airworthiness Review (For Due Diligence Purposes)
- Provide the (valid) former airworthiness review certificate for amendment to the CA

**Note** - the ARC shall remain valid until its expiry date.

### **Transfer of Aircraft from a Third Country**

When importing an aircraft into the EU country from a third country, XYZ Airlines shall:

- Send an application and recommendation to the CA for the issue of a new Certificate of Airworthiness,
- Perform a full airworthiness review of the aircraft and its records
- Carry out an acceptance inspection to determine if the aircraft configuration complies to the EASA regulations.
- Check of Specific Items including
  - Mode S, ELS, EHS, TCAS 7.1, etc
- When satisfied that the aircraft is in full compliance with the relevant requirements, XYZ Airlines will send a documented recommendation for the issue of an airworthiness review certificate to the CAA. (ARC Form 15A)

Note 1 – CA to be informed at least 10 working days in advance of the time and location of the airworthiness review.

Note 2 – CA will issue a new certificate of airworthiness when it is satisfied that the aircraft complies with the requirements of Part-21 and an ARC Form valid for 1 year

### **4.5 ARC Recommendations to Competent Authorities.**

- In case an aircraft has not operated in a controlled environment during the preceding XYZ Airlines shall send its recommendation for the issue of an airworthiness review certificate
- Once the Competent Authority is satisfied, they will issue the airworthiness certificate. This certificate will be managed In accordance with normal process by XYZ Airlines.

### **4.6 Issue of Airworthiness Review Certificates**



XYZ Airlines may issue airworthiness review certificates for aircraft models listed in its Continuing Airworthiness Management Exposition (CAME) and have remained in a controlled environment.

- The airworthiness review certificate shall be issued in the form of EASA Form 15b.
- The original airworthiness review certificate shall be placed on board of the aircraft.
- One copy of the airworthiness review certificate, together with the airworthiness review report and supporting documents, shall be sent to CA within 10 days.
- Another copy of the airworthiness review certificate and the airworthiness review report shall be kept on file at XYZ Airlines

#### **4.7 Airworthiness Review Records, Responsibilities Retention & Access**

Airworthiness review records are considered as Continuing Airworthiness Records and afforded the same security and retention as other aircraft records

- Airworthiness review records shall be retained until one year following the aircraft have been permanently withdrawn from service.

#### **4.8 ARC Extension**

ARC staff may extend the ARC of aircraft it manages twice.

- The ARC Extension Checklist will be used prior to the extension of the ARC.
- Once satisfied that the conditions are met the ARC may be extended.

Note - An extension maybe anticipated by up to 30 days prior to the original due date of the ARC.

ARC's issued by aviation authorities may be extended when the aircraft is in an controlled environment. (12 Months minimum with the same CAMO)

#### **4.9 Airworthiness Review Findings**

Where corrective action is required the review findings will be classified as follows:

- Level 1: Any significant non-compliance with Part-M requirements that lowers the safety standard and is expected to be rectified before next flight.
- Level 2: Any non-compliance with the Part-M requirements that could lower the safety standard and possibly flight safety and is expected to be rectified as soon as possible.

**Note1** - For level 1 findings an internal occurrence report will be required and may lead to an MOR being submitted to the CA

- All findings should be rectified at the moment of the recommendation, or deferred I.A.W. AMO Part 145 Procedures including acceptance related to MEL Acceptable Deferred Defects (ADD)
- Airworthiness review certificates and recommendations cannot be issued until all findings are satisfactory managed.

**Note 2** - After receipt of notification of findings according to point M.A.904, the person or organization accountable referred to in point M.A.201 shall

- Define a corrective action plan and
- Demonstrate corrective action to the satisfaction of the CA
  - Within a period agreed with the CA including appropriate corrective action to prevent reoccurrence of the finding and its root cause.

**Note 3** - When findings have a direct relation to flight safety an occurrence report shall be submitted to the CA by the Airworthiness Review Staff.

Sofema Aviation Services (SAS) [www.sassofia.com](http://www.sassofia.com) & Sofema Online (SOL) [www.sofemaonline.com](http://www.sofemaonline.com) offers EASA Compliant Regulatory & Vocational Training to meet the full intent of EASA Part CAMO Regulation 1321/2014 as amended by Regulations (EU) 2019/1383 & (EU) 2020/270. Please see the websites or email [team@sassofia.com](mailto:team@sassofia.com)