

ANYBODY'S COMBINED AIRWORTHINESS EXPOSITION (CAE)

Organisation's name

Approval Certificate: CH.CAE.XXXX



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GENERAL

The proposed model outline in Annex 1 is based on the table of contents proposed in AMC1 CAO.A.025 of Annex Vd (Part-CAO) of amended Regulation (EU) 1321/2014.

An organisation may choose to adopt a different plan for its CAE than that proposed in this anybody's exposition. In this case, it will have to justify through an AltMOC that all the points required by AMC1 of CAO.A.025 are covered, for example by means of a table of correspondence between the adopted plan and the regulatory requirements.

Similarly, the organisation may choose to adopt a different organisation or procedures from those proposed. It is even recommended, and sometimes essential, that the CAE be customized to suit the specifics or practices of the organization. It will be necessary to justify that the organisation and procedures selected are adequate to ensure compliance with the regulatory requirements of the Part-CAO, and of Parts M and/or ML where applicable.

Note :

The proposed framework covers all privileges that a CAO organisation may request. When developing the CAE, it is the responsibility of the applicant to provide only the paragraphs corresponding to the requested privileges. The other paragraphs will be retained and will be marked "not applicable" (N/A).

Grey-bottomed comments should be removed from the CAE as they are only editorial guidance aids to the drafting of the document and text *in italics* are where suitable text is to be entered.

A combined continuing airworthiness organisation may apply by default to be approved for one or more of the following privileges:

a) Maintenance

1. Perform maintenance on aircraft or aircraft components within its area of approval and scope of activity at its CAE's approved sites
2. Subcontract the performance of maintenance tasks to another appropriately qualified organisation under the control of the Part-CAO, in accordance with procedures defined in its CAE and approved by the authority.
3. Perform maintenance tasks on aircraft or components at any site only if the tasks are required due to a defect in the aircraft or for occasional interventions according to procedures defined in its CAE.
4. Issue Approvals to Release to Service (CRS) upon completion of maintenance in accordance with chapters CAO.A.065 and CAO.A.070.

b) Continuing Airworthiness Management

1. Manage the continued airworthiness of non-CMPA and non-AOC aircraft within its area of approval
2. Approve the maintenance program and its amendments for aircraft managed in accordance with Annex Vb (Part-ML).
3. Extend ARC's (issued by the Competent Authority, CAMO or other CAO organisation) for managed aircraft in controlled environments.
4. Subcontract continuing airworthiness management tasks to subcontracted organisations under the Part-CAO quality system.

(c) Airworthiness Review

1. In the case of an organisation approved for continuing airworthiness management, conduct Part M or Part-ML airworthiness reviews, as applicable, and
 - i. Issue an ARC or a recommendation for the issuance of an ARC
 - ii. Extend the validity of an existing ARC
2. In the case where the organisation is approved for maintenance, conduct Part-ML airworthiness reviews and issue the associated ARC.

(d) Permit to Fly

1. Issuance of Permit to Fly on aircraft for which the organisation has the airworthiness review privilege.

OBLIGATION TO DEFINE AND INFORM A FIELD OF ACTIVITY

This guide is by default applicable to Combined Continuing Airworthiness Organisations covering the full range of privileges possible for a Part-CAO organisation, however it is to be adapted according to the privileges held. For example, if the organisation only holds the maintenance privilege then Part D of this guide is not applicable. If the organisation is limited to the continuing airworthiness privilege then Part C is not applicable. However, Parts A and B are to be completed for all organisations.

FORMAT AND LAYOUT OF THE MANUAL

It is recommended that the CAE follow the rules set out in this guide for those parties applicable to it based on the privileges and prerogatives held.

Detailed associated procedures may be presented in a separate document from the basic CAE. In this case, the CAE should describe the basic principles of each detailed procedure in question, namely:

- The purpose of the procedure.
- The reference of the associated detailed procedure.
- The conditions of application of the procedure.
- The main requirements to be met.
- The person in charge associated with the procedure.
- The main tasks to be carried out and the main means used.

The organisation must then provide separately an updated index of its directory identifying precisely the references of the documents that make up this directory.

The manual and its amendments shall be transmitted to FOCA in electronic format.

This directive applies to all elements constituting the CAE, including referenced and associated documents, separate from the basic document.

Format: Each page of the manual includes a title block with the following information:

- The name of the organisation (official name on the certificate and not the trade name)
- The document designation "Combined Airworthiness Organisation Specification Manual"
- The page numbers
- The manual revision number and its date

If the manual is modified, changes in the text are identified by a vertical line in the margin.

Management of changes:

It is recommended that the organisation manage changes to the manual by means of a single revision index for all pages of the manual.

If, however, the organisation chooses a dual edit/revision index system, the following principles apply:

- An edit covers all pages of the manual.
- A revision covers only the pages affected by the revision.
- Each page specifies the edit and revision number of the page.

- The manual contains a list of the pages in force. (for each page, the applicable revision index is specified)

In all cases, the manual contains a page of history of amendments, identifying for each amendment (re-edition or revision):

- The revision index. (edition and/or revision)
- Its classification. (minor/major)
- Its date.
- The object of the amendment.
- The impacted pages, (if choice of the 2nd solution)
- The data relating to its approval. (date of approval, reference to the authoritative approval or, in the case of indirect approval, internal approval (name and signature))

In all cases, each time the document is changed, a complete and consolidated electronic version is sent to FOCA

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CAM Approval		
Date:	Name:	Signature
Indirect Approval reference Number		

FOCA Approval		
Date:	Name:	Signature

ii **AMENDMENT RECORD**

KEEP THE MANUAL UP TO DATE by inserting all revisions immediately and checking that all sheets mentioned on the Revision Transmittal Letter have been received.

Revisions are numbered consecutively. When received, the number will be entered on this record. The "Date of Inclusion" column may be used for control purposes at your own discretion. A break in the sequence of Revision number indicates that a particular Revision has not been received and the Manual Holder immediately requests it from:

[name of organisation's CAM Tel. +41 9 555 555 -

Amendment N°:	Date	Classification	Description of the amendment	Date of approval or if indirectly approved Name & signature

iii DISTRIBUTION LIST

This Continued Airworthiness Management Exposition and any subsequent revision are distributed according to chapter A.5 to the following recipients.

Copy number	Receiver	Publication form ¹
1.	Accountable Manager	
2.	Continuing Airworthiness Manager (CAM)	
3.	Quality Manager	
4.	Contracted Maintenance Organisation	
5.	FOCA	

The CAE must include a mailing list to ensure proper distribution of the manual and to demonstrate to the Authority that **all** personnel involved have access to the necessary information. This does not mean that all personnel must be recipients of the manual, but a sufficient number of manuals should be distributed within the organisation so that the personnel involved have easy and quick access to them.

The manual should also be distributed to the competent authority.

¹ The CAO may use paper form or electronic data processing or a combination of both methods for publication of the CAE. However the CAE should be made available in Pdf copy to FOCA.

iv ABBREVIATIONS / DEFINITIONS

List all of the abbreviations used in the CAE

AD	Airworthiness Directive
ADD	Acceptable Deferred Defect
AltMOC	Alternative Means of Compliance
AMP	Aircraft Maintenance Program
AOG	Aircraft on Ground
ARC	Airworthiness Review Certificate
ARS	Airworthiness Review Staff
ATO	Aircraft Training Organisation
FOCA	Federal Office of Civil Aviation
CAE	Combined Airworthiness Exposition
CAO	Combined Airworthiness Organisation
CAM	Continuing Airworthiness Manager
CAWT	Continuing Airworthiness Management Task
C of A	Certificate of Airworthiness
CDL	Configuration Deviation List
CRS	Certificate of Release to Service
CMPA	Complex Motor-Powered Aircraft
CS-SR	Certification repair
CS-STAN	Certification standard
DAH	Design Approval Holder
DCAM	Deputy Continuing Airworthiness Manager
EASA	European Aviation Safety Agency
EASA Form 1	Authorised Release Certificate
ELA 1/ELA 2	European Light Aircraft 1 or 2
ICA	Instruction for Continuing Airworthiness
LSA	Light Sports Aircraft
MEL	Minimum Equipment List
MIP	Minimum Inspection Program
MM	Maintenance Manager
MMEL	Master Minimum Equipment List
MO	Maintenance Organisation
MOE	Maintenance Organisation Exposition
MOR	Mandatory Occurrence Report
MTOM	Maximum Take Off Mass
NDT	Non-Destructive Testing
QM	Quality Manager
ROR	Responsible person Organisational Review
SB	Service Bulletin
SIB	Service Information Bulletin
SIL	Service Instruction Leaflet
SMI	Scheduled Maintenance Inspection
SMP	Standard Maintenance Practice
STC	Supplemental Type Certificate
TCH	Type Certificate Holder

ANYBODY'S COMBINED AIRWORTHINESS EXPOSITION

TBO	Time Between Overhauls
VLA	Very Light Aeroplanes
VOR	Voluntary Occurrence Report

Add/delete as appropriate

DEFINITIONS USED

List all of the definitions used in the CAE

CMPA **Complex Motor-Powered Aircraft**

an aeroplane:

- with a maximum certificated take-off mass exceeding 5700 kg, or
- certificated for a maximum passenger seating configuration of more than nineteen, or
- certificated for operation with a minimum crew of at least two pilots, or
- equipped with (a) turbojet engine(s) or more than one turboprop engine, or

a helicopter certificated:

- for a maximum take-off mass exceeding 3175 kg, or
- for a maximum passenger seating configuration of more than nine, or
- for operation with a minimum crew of at least two pilots, or

a tilt rotor aircraft;"

Note 1: Different from this definition, ICAO defines a large aeroplane (in Annex 6 Part II) as 'an aeroplane of a maximum certificated take-off mass of over 5700 kg'.

Note 2: Alleviation for complex motor-powered aeroplanes with turboprop engines

The definition of a complex motor-powered aeroplane deviates from the ICAO definition of a large aeroplane insofar as a complex motor-powered aeroplane includes expressly a multi-engine turboprop aeroplane with a maximum take-off mass at or below 5,7 t. Under ICAO SARPs, such an aeroplane is classified as a small aeroplane.

The AIR OPS Regulation (EU) 965/2012 contains an alleviation in this sense: Article 6.8 states that operators of complex motor-powered aeroplanes with an MCTOM at or below 5700 kg, equipped with turboprop engines, involved in non-commercial operations, shall operate those aircraft in accordance with Annex VII (Part-NCO).

ELA **European Light Aircraft**

ELA 1

- an aeroplane with a Maximum Take-off Mass (MTOM) of 1200 kg or less that is not classified as complex motor-powered aircraft;
- a sailplane or powered sailplane of 1200 kg MTOM or less;
- a balloon with a maximum design lifting gas or hot air volume of not more than 3400 m³ for hot air balloons, 1050 m³ for gas balloons, 300 m³ for tethered gas balloons.

ELA 2

- an aeroplane with a Maximum Take-off Mass (MTOM) of 2000 kg or less that is not classified as complex motor-powered aircraft;
- a Very Light Rotorcraft (VLR) with a MTOM not exceeding 600 kg which is of a simple design, designed to carry not more than two occupants, not powered by turbine and/or rocket engines; restricted to VFR day operations."
- a sailplane or powered sailplane of 2000 kg MTOM or less;
- a balloon;

VLA **Very Light Aeroplanes**

Aeroplanes with a single engine (spark- or compression ignition) having not more than two seats, with a Maximum Certificated Take-off Weight (MTOM) of not more than 750 kg and a stalling speed in the landing configuration of not more than 83 km/h or 45 kts (CAS), being approved for day-VFR only. Some specific, nonconventional designs such as canards, tandem wings, winglets, may need additional requirements.

Add/delete as appropriate

PART A GENERAL ORGANISATION

A.1 Statement by accountable manager

Rule	AMC	GM
CAO.A.025(a)(1) CAO.A.035(a)	-	-

The Accountable Manager's exposition statement should embrace the intent of the following Chapter and in fact, this statement may be used without amendment. Any modification to the statement should not alter the intent.

This manual, and any associated documents referenced in it, describes the organisation and procedures on the basis of which [name of organisation] is accredited under the CAO Part.

These procedures are approved by the signatory and shall be followed to ensure that all activities necessary for the continuing airworthiness of aircraft managed and/or maintained by [name of organisation] are carried out on time and to an approved standard in accordance with the requirements of the Part-CAO, Part-M and Part-ML.

It is accepted that these procedures shall not take precedence over new or amended regulations where these conflict with these procedures.

If this manual can no longer meet the requirements of the Part-CAO, Part M and Part-ML due to a regulatory development, a change in the organisation or its activities, or for any other reason, an amendment to the manual will be prepared and submitted to the approval process as appropriate.

It is understood that FOCA reserves the right to suspend, amend or revoke the CAO Part Approval if:

- it has determined that procedures are not being followed or applicable regulatory requirements are not being met ;
- the Authority does not have access to the CAO for the purpose of exercising oversight

Signed: Date:

Name: Title: Accountable Manager

A.2 General presentation of the organisation

Rule	AMC	GM
CAO.A.100(e) CAO.A.035(a)	-	GM1 CAO.A.100(e)

A.2.1 Description of the Organisation

[Name of organisation] is a Part-CAO approved organisation which is structured under the management of (Accountable Manager's name). A Quality system or Organisational review System ² is established which monitors all activities on the continuing airworthiness management (CAM)-system and/or performance of aircraft maintenance to ensure that it remains in conformity with the applicable Part-M and/or Part ML requirements. For the complete management structure, refer to the organisation's management chart in Chapter A.8.

The location of the office accommodations and/or maintenance facilities for the proper performance of the continuing airworthiness management and or performance of aircraft maintenance is/ are located in (name of the organisation's address)

[Name of organisation] is a small operator and uses a suitably approved Part-CAO or Part 145 maintenance contractor to satisfy the requirements of Part M and/or Part ML

Note: If the organisation is considered a "small" CAO then this paragraph of the manual should provide justification that the criteria in CAO.A.100(e) are being met by the organisation.

For this purpose, it should be noted that an organisation may hold both maintenance privileges and of continuing airworthiness management privileges and can therefore be considered to be "small" in relation to maintenance and not "small" in relation to the management of the airworthiness (and vice versa). In such cases, the organisation cannot be considered small.

Details of the current maintenance contractor are contained in Chapter E.3 of this CAE,
The main operating base is (enter operating base)

A.2.2 Relationship with other Organisations

[Name of organisation] currently operates independently of any other organisations with the exception of maintenance support, which is provided by the Part-145 or Part-CAO maintenance organisation(s) given in Chapter E.3

Describe (if applicable) the CAO's position within a consortium
Describe the relation to other organisations, the extend of the relations in particular if the links and relations have an effect on the maintenance or operational systems
(Where the organisation belongs to a consortium, this should be indicated here.
The other members of the consortium should be specified, as well as the scope of organisation of the consortium [e.g. operations, maintenance, design (modifications and repairs), production etc...]. The reason for specifying this is that consortium maintenance may be controlled through specific contracts and through consortium's policy and/or procedures manuals that might unintentionally override the maintenance contracts. In addition, in respect of international consortiums, the respective competent authorities should be consulted and their agreement to the arrangement clearly stated. This Chapter

² Please indicate the system applied by the operator. Refer to M.A.712(f) and AMC M.A.712(f) for applicability

should then make reference to any consortium's continuing airworthiness related manual or procedure and to any competent authority agreement that would apply.)

A.2.3 Type of operation

The organisation was set up in year to provide, aircraft management, maintenance (This Chapter should describe briefly the CAO's scope of work)

A.3 Description and location of the facilities³

Rule	AMC	GM
CAO.A.025(a)(9); CAO.A.030	AMC1 CAO:A.030-	-

Provide a general description here (and possibly as an annex, e.g. for plans) of the facilities at each site of the organisation, specifying the facilities assigned to each activities, particularly for organisations that perform both maintenance and management of the continuing airworthiness.

General information regarding the facilities (hangars, workshops, offices, room of archives, library, storage rooms) :

- Site plan and descriptive plan of the locations of each site (annexed to the CAE)
- List of locations where maintenance and/or continuing airworthiness management is carried out as well as a general description of the facilities (location, surface area, main dimensions, type, etc.) of use
- Protection system against weather and contamination, conditions of heating, lighting, security...
- computer means
- communication media

This paragraph shall specify the conditions for the availability and use of premises which are not the property of the organisation.

³ Note: A layout plan and a broad description of the facilities should be included in this chapter. The description of the facilities shall be amended, complemented as appropriate

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A.4 Scope of Work

Rule	AMC	GM
CAO.A.020(a); CAO.A.025(a)(2) CAO.A.95(e) Appendix I point (a)		GM1 CAO.A.020 GM CAO.A.020(a)-

PRIVILEGES - MAINTENANCE	
CAO.A.095(a)(1) - Performing maintenance on any aircraft or component for which it is approved, at the locations specified on the certificate of approval and in the CAE	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAO.A.095(a)(2) - Subcontract the performance of maintenance tasks to another appropriately qualified organisation under the control of the Part-CAO, in accordance with procedures defined in its CAE and approved by the authority.	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAO.A.095(a)(3) - Perform maintenance on any aircraft or component for which it is approved, at any location , provided that the need for such maintenance arises either from the unserviceability of the aircraft or from the need to perform occasional maintenance in accordance with procedures defined in its CAE and approved by the authority.	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAO.A.095(a)(4) - Issuing approvals for return to service after completion of maintenance in accordance with CAO.A.065 or CAO.A.070.	<input type="checkbox"/> Yes <input type="checkbox"/> No

PRIVILEGES - CONTINUING AIRWORTHINESS MANAGEMENT	
CAO.A.095(b)(1) - Managing the continuing airworthiness of any aircraft for which it is approved.	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAO.A.095(b)(2) - To approve the aircraft maintenance program for aircraft managed in accordance with Annex Part-ML in accordance with ML.A.302(b)(2).	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAO.A.095(b)(3) - Perform limited continuing airworthiness tasks with any subcontracted organisation , working under its quality system, listed in the certificate of approval.	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAO.A.095(b)(4) - Extending an airworthiness review certificate issued by the Authority, or another Part-CAMO or Part-CAO approved organisation, in accordance with point (f) of point M.A.901 of Annex Part M or point (c) of point ML.A.901 of Annex Part ML.	<input type="checkbox"/> Yes <input type="checkbox"/> No

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PRIVILEGES - AIRWORTHINESS REVIEW	
CAO.A.095(c)(1) - Conducting airworthiness reviews in accordance with point M.A.901 of Annex Part M or point ML.A.903 of Annex Part ML and issuing an ARC or recommendation or extending an ARC only for <u>organisations with a continuing airworthiness management privilege.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No
CAO.A.095(c)(2) - Conducting airworthiness reviews in accordance with ML.A.903 of the Part-ML Annex and issuing an ARC for <u>organisations with maintenance privileges.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No

PRIVILEGES – PERMIT TO FLY	
CAO.A.095(d) - Issue a permit to fly in accordance with paragraph 21.A.711(d) of Annex I (Part-21) to Regulation (EU) 748/2012 for <u>aircraft for which it may issue the airworthiness review certificate.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No

For each prerogative checked "yes", the organisation must indicate the paragraph of its manual in which it has developed a procedure justifying this prerogative.

PREROGATIVES	
CAO.A.017 - Use of alternative means of compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
M.A.302(c) - Indirect approval of an aircraft maintenance program and its amendments for Part-M relevant aircraft for an organisation with continuing airworthiness management privilege.	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
M.A.201(i) - Development and management of the approval of a maintenance program for Part-M relevant aircraft for an organisation with a continuing airworthiness management privilege for the benefit of an owner who manages the continuing airworthiness of its aircraft on its own.	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
M.A.306(b) - Approval of Aircraft technical Log System amendments	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
Chapter of CAO.A.100(b) - Execute its internal monitoring cycle in 24 months instead of 12 months	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
CAO.A.020(c) - Limited fabrication of parts for internal use on an ongoing job site	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
Chapter of AMC1 CAO.A.030 - Carrying out declared off-site maintenance for aircraft liable to Part ML	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
For an organisation approved to work on aircraft (category A), carry out maintenance on an on-wing aircraft component, in accordance with CMM, without having a category C rating on the component.	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
For an organisation approved to work on an engine (category B), carry out maintenance on an engine component which has not been removed, in accordance with an CMM, without having category C on the component concerned.	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
For an organisation approved to work on an engine (category B), carry out maintenance on an engine that has not been removed as part of a maintenance project.	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
For an organisation approved to work on a component (category C), carry out maintenance on a component that has not been removed as part of a maintenance project.	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:
TM.02.020-60 Approve minor aircraft modifications	<input type="checkbox"/> Yes <input type="checkbox"/> No See § of CAE:

A.4.1 Scope of work aircraft maintenance

Before registering one or more aircraft models in a category within its scope of work, the organisation shall ensure that it has:

- Premises suitable for the work and aircraft in the field of activity.
- Qualified personnel holding a maintenance licence covering the area of activity (this area may be covered by several personnel holding complementary maintenance licences).
- Personnel(s) with the ARS capability corresponding to this field of activity (training, recent experience).
- Maintenance manuals and maintenance data referenced in these manuals, corresponding to the field of activity.
- Tools specific to the aircraft models of the business area, in addition to the standard tools (these tools are listed in the maintenance manuals).

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Scope of work aircraft maintenance							
SITE name (the scope of work have to be given for each site)							
Aircraft category	Applicability	Holder of Type certificate	Type	Models	Engine type (Turbine and/or piston)	Issuance of ARC 15c	Issuance of Permit to Fly
Non-light aircraft	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable						
Light aircraft	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> ELA1 <input type="checkbox"/> ELA2 <input type="checkbox"/> All light aircraft				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
Non-light Helicopters	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable						
Light Helicopters	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> ELA2 <input type="checkbox"/> All type of helicopter light				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
Airships	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	Non ELA2				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	ELA2 <input type="checkbox"/> Gas <input type="checkbox"/> Hot air				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
Balloons	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Hot air <input type="checkbox"/> Gas <input type="checkbox"/> Rozière				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
Sailplanes	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> ELA1 <input type="checkbox"/> All type of sailplane				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable

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Information associated with the maintenance and airworthiness review privilege and associated passes, if applicable:

Non-light aircraft:	indicate the type of aircraft according to the current Part-66 list
Light aircraft:	indicate the type of propulsion (turbine or piston) and category (ELA1, ELA2 or all light aircraft)
Light helicopters:	indicate the type of propulsion (turbine or piston)
Gliders:	indicate the category ELA1 or all light aircraft
Balloons:	indicate the type (hot air balloon, gas balloon or Rozière balloon)
Airships:	indicate the type for non ELA2s and hot air airship or gas airship for others
Note:	In the case of a CAO organisation that employs a single person to plan and perform maintenance tasks, the following maintenance privileges are not possible:
	Turbine-powered aeroplane
	Turbine-powered helicopter or more than one piston engine

A.4.2 Scope of work aircraft component maintenance, specialized services and continuing airworthiness management

Prior to placing an engine(s) and/or equipment or part in the aircraft component category of the approved scope of work on its capability list, the organisation shall ensure that it has:

- Premises suitable for work on the engines and/or equipment removed (engine workshop, equipment workshop, metrology room, test bench, etc.) according to the scope of work of the business area.
- Staff trained in the work of this field of activity and in the issuing of an EASA Form1.
- Manuals for repairs, general overhaul, and other maintenance data required to carry out the work of the business area. Specific tools required for the work of the business area, in addition to the standard tools (these tools are listed in the repair, overhaul and maintenance manuals...).

Note:

In the case of a CAO organisation that employs a single person to plan and perform maintenance tasks, it is not possible to hold the following maintenance privileges:

- Complete piston engine maintenance over 450 HP,
- Complete turbine maintenance

The category "Specialized Services" includes only non-destructive testing (NDT) which is not necessarily related to an aircraft, engine or other component. This category is only required for organisations performing NDT operations for another organisation as a specific task. An approved organisation holding an 'aircraft' or 'aircraft component' class rating may carry out NDT operations on its products without the need for this category provided the associated NDT procedures are developed in the Certificate of Airworthiness.

Before listing an NDT method as a Specialist Service Category in the approved subject area, the organisation shall ensure that it has the appropriate NDT method available:

- Qualified personnel(s) in accordance with EN 4179,
- Material means,
- Necessary facilities as defined by all applicable requirements of Part M and ML and EN 4179.

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Scope of work aircraft component maintenance

SITE name (the scope of work have to be given for each site)

Category	Applicability	Category following classification system C1 to C22	Holder of Type certificate	Limitation (level of authorized maintenance)
Complete turbine engine	<input type="checkbox"/> Applicable <input type="checkbox"/> Non-applicable			
Complete piston engine	<input type="checkbox"/> Applicable <input type="checkbox"/> Non-applicable			
Electrical engine	<input type="checkbox"/> Applicable <input type="checkbox"/> Non-applicable			
Equipment	<input type="checkbox"/> Applicable <input type="checkbox"/> Non-applicable			

Information associated with the component maintenance privilege:

- Piston engine without distinction
- Turbine engine indicate manufacturer or group or series or type or type of maintenance tasks
- Identification of equipment according to the classification system from C1 to C22 see CAO.A.020(4)

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Specialized Services		
Category	Applicability	List of authorized methods
Non-destructive controls	<input type="checkbox"/> Applicable <input type="checkbox"/> Non- applicable	

Information associated with the Specialized Services Privilege:

- List approved methods among: Fluorescent Penetrant Testing, Ultrasound, Eddy Current, Radiography, Magnetic Testing, Interferometry and Thermography.

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Scope of work continuing airworthiness management							
SITE name (the scope of work have to be given for each site)							
Aircraft category	Applicability	Holder of Type certificate	Type	Models	Engine type (Turbine and/or piston)	Issuance of ARC 15c and or 15b	Issuance of Permit to Fly
Non-light aircraft	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable					<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
Light aircraft	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> ELA1 <input type="checkbox"/> ELA2 <input type="checkbox"/> All light aircraft				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
Non-light Helicopters	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable					<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
Light Helicopters	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> ELA2 <input type="checkbox"/> All type of helicopter light				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
Airships	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	Non ELA2				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	ELA2 <input type="checkbox"/> Gas <input type="checkbox"/> Hot air				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
Balloons	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Hot air <input type="checkbox"/> Gas <input type="checkbox"/> Rozière				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable
Sailplanes	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> ELA1 <input type="checkbox"/> All type of sailplane				<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable	<input type="checkbox"/> Applicable <input type="checkbox"/> Not-applicable

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Information associated with the continuing airworthiness management privilege and associated airworthiness review and pass privileges, if applicable:

The organisation maintains a list of aircraft managed (via a management contract as provided for in chapter E.1, unless the organisation owns the aircraft). This list shall specify for each aircraft the registration, owner/operator name, approved maintenance program reference, type(s) of operation (regions/countries/continents overflown, etc.) and operating regime (non-commercial ops, specialised commercial, etc.) of each aircraft managed by the organisation.

A.5 Exposition amendments and changes to the organisation

Rule	AMC	GM
CAO.A.025(a)(11)(c)	-	-
CAO.A.045(b)		
CAO.A.105		

Any changes will be notified to the FOCA as soon as practicable, by the Accountable Manager to enable the FOCA to determine continued compliance with Part-CAO, Part-ML and Part-M, to approve the change prior to incorporation and to make any necessary amendments to the EASA Form 14 or EASA Form 3 that may be appropriate.

The FOCA will determine continued compliance with Par-CAO, and may during the interim period set the conditions under which the operator will operate until formal approval of the intended changes.

A.5.1 Changes Requiring Authority Approval

The following changes require the prior approval of the Authority:

- Changes affecting the information on the certificate of approval
- Change of ACM, CAM, QM, MM
- Addition or removal of non-light aircraft type from the field of activity
- Addition or removal of a complete turbine engine from the field of activity
- Changes to the organisation's change control procedure that do not require approval by the authority.

In addition, in accordance with CAO.A.045(b), the organisation shall inform the authority of its willingness to add an ARS to its list of personnel authorised to carry out airworthiness reviews. Implementation of this change will only be possible after formal acceptance of the ARS by the authority.

This procedure shall form an integral part of this paragraph or refer to a procedure in an annex to its manual.

A request for such changes must be made through the FOCA internet site. The implementation of the change shall only take place after approval by the Authority, except in cases where the Authority has defined the conditions under which the organisation may continue to operate pending approval (e.g. unforeseen change of personnel, complete relocation of the organisation, change of name).

A.5.2 Changes that do not require approval by the authority

All amendments other than those above and concerning in particular :

- Location,
- Premises and facilities,
- The equipment,
- The tools,
- The equipment,
- Procedures (other than this one),
- The field of activity (other than specified in chapter changes requiring approval),

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- Staff (other than those mentioned in chapter changes requiring approval)
- and so on

The organisation shall control these changes through a procedure. It may, for example, take the form of a series of checklists specific to each change that may be envisaged, making it possible to check whether the organisation has the regulatory requirements before proceeding with the change (authorised personnel, suitable premises and tools, approved documentation, staff training, etc.). If a change has to be made and is not provided for in the procedure, then the organisation must modify the procedure and have it approved by the Authority before proceeding with the change.

In the case of a change as stated above, the organisation shall submit a description of the changes and the modifications affecting the CAE, if any, to the Authority **not later than 15 days** after the effective date of implementation of the change. The Authority, as part of its oversight, shall verify that the procedure for managing such changes not requiring prior approval is applied.

A.6 Procedure for alternative means of compliance

Rule	AMC	GM
CAO.A.017		
CAO.B.017		

Explain the procedure to develop a full description of alternative means of compliance (AltMoC) to be used to the acceptable means of compliance adopted by the Agency. That description shall include an assessment demonstrating compliance of alternative means of compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts.

The organisation may use alternative means of compliance subject to prior approval by the competent authority, and upon receipt of the notification as provided for

Complementing the legal provisions, the Agency has developed further criteria that may be used to characterise an AltMoC:

- It is technically different in character to the published EASA AMC;
- An EASA form included in EASA AMC is changed in layout or by adding/deleting fields;
- A change of numbering, e.g. table of contents of the Operations Manual, is not per se an AltMoC, only if the order or numbering of whole chapters is changed (e.g. Chapter A.7 becomes Chapter A.8).

A.7 Management personnel

Rule	AMC	GM
CAO.A.025(a)(3)	-	-
CAO.A.035(b)	-	-
CAO.A.100(a)	-	

In this paragraph, the organisation shall list the persons it has appointed to the various positions according to their privileges and shall specify the role of each person.

Function	Name and first name	Title
Accountable Manager (CAO-A.035(a))		Examples: -Manager of the Society -CEO of the SA -President of the aeroclub
Responsible persons (CAO.A.035(b))	There may be more than one person responsible depending on the maintenance and/or management activities, including deputies.	Examples: -Maintenance Manager -Technical Director -Workshop Manager
Quality Manager or Person responsible for the organisational review (if small organisation) (CAO.A.100(f))	Same as above	

The organisation shall appoint deputies for persons provided for under CAO.A.035(b).

A.7.1 Accountable Manager

Because of his position in the organisation, the ACM has overall responsibility for the operation of the organisation.

As such:

- he puts in place the financial, human and material resources necessary for the organisation's activities, in accordance with the regulations.
- he validates the general organisation of the organisation and appoints the management staff,
- it is accountable to the Authority for compliance with the required standards, for the application of the provisions of this CAE, for the evolution of the CAE and for compliance with the amendment procedure of the CAE,
- It shall ensure the existence and proper general functioning of a quality system or an organisational review program, where appropriate, and shall take the necessary action following the assessments and reports arising therefrom. To this end, he should hold regular meetings with the staff to check the progress of the implementation of corrective measures. If these meetings are delegated to the QM on a day-to-day basis, then the ACM should :
 - Meet with the senior managers involved at least twice a year to assess the overall performance of the compliance monitoring function; and
 - Receives at least a half-yearly summary report on findings of non-compliance.
- ensure that bills are paid,
- He guarantees the Authority access to the organisation.

A.7.2 Continuing Airworthiness (CAM) and/or Maintenance Manager (MM)

If more than one responsible person has been designated, distinguish between their respective responsibilities.

For a CAO organisation limited to maintenance, the technical manager (TM) may be called the maintenance manager (MM).

For a CAO limited to continuing airworthiness management, he may be called the continuing airworthiness manager (CAM).

For a CAO with both maintenance and continuing airworthiness management privileges, although it is possible to appoint a separate MM and CAM, it is recommended that a Technical Authority be appointed to perform both functions and to oversee the overall activity of the organisation.

A.7.2.1 Continuing Airworthiness Manager (CAM) Responsibilities

He/she will, ensure that all maintenance is carried out on time and to an approved standard. For every aircraft managed in the continuing airworthiness organisation the CAM has the following responsibilities:

- a) Establishment of continuing airworthiness management contract in cooperation with the owner/operator.
- b) Establishment of an Aircraft Technical Log.
- c) Establishment of an Combined Airworthiness Exposition (CAE), monitoring and amending the CAE and submission to FOCA for approval.
- d) Establishment and development of continuing airworthiness policy, including the approval of the maintenance Program's as required by M.A.302./ ML.A:302

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- e) Presenting on behalf of the owner/operator aircraft maintenance Programs and its amendments to FOCA for approval and provide a copy of the Programs to the owner.
- f) Analysis of the effectiveness of the Maintenance Program as required by ML.A.302(c)(9), & Appendix 1 to AMC1 ML.A.302 (c)(9).
- g) Ensuring that owner's/CAO's technical records are kept as required by ML.A.305 and in accordance to part B.8 of this CAE.
- h) Presenting the continuing airworthiness records to FOCA on request.
- i) Ensuring work planning and follow up
- j) Ensuring technical follow up
- k) Ensuring that modifications and repairs (changes) are carried out to an approved standard
- l) Review of Airworthiness Directive status and ensure embodiment
- m) Non mandatory modification embodiment policy
- n) Reporting any occurrences (according national law) to register office of NAA, EASA and the aircraft manufacturers. This includes both operational occurrences and occurrences related to maintenance findings, which fall outside the mandatory scheme.
- o) Ensuring that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation.
- p) Ensuring that the aircraft is taken to an approved maintenance organisation whenever necessary, or
- q) that maintenance is carried out by authorised persons
- r) To coordinate scheduled maintenance, the application or airworthiness directives, the replacement of service life limited parts and component inspection to ensure the work is carried out properly.
- s) Ensuring that the mass and balance statement reflects the status of the aircraft.
- t) Initiate the airworthiness review or perform the airworthiness review to issue an ARC or send the recommendation to the responsible register office NAA or,
- u) Initiate the Airworthiness Review for the extension of the ARC
- v) Ensure that the Certificate of Airworthiness for each aeroplane operated/managed remains valid in respect to the expiry date specified on the ARC.
- w) Validates the contracts with the contracted and/or subcontracted organisations where appropriate,
- x) Supervises suppliers, contracted organisations and/or subcontractors as appropriate,
- y) Ensures that it has an appropriate and sufficient number of qualified staff,
- z) Ensures that it has the necessary means to conduct the organisation's activities (maintenance data, facilities, instruments, tools, equipment, continuing airworthiness management tools, etc.),
- aa) Manages and coordinates the maintenance and continuing airworthiness management activities as appropriate,

The Continuing Airworthiness Manager (CAM) reports to the Accountable Manager.
In the absence of the CAM, these responsibilities are transferred to his or her deputy.

A.7.2.2 Maintenance Manager (MM) Responsibilities

The Maintenance Manager is responsible for ensuring that the organisation is always in compliance with applicable regulations and adheres to the written procedures in this CAE. In this capacity he is involved in the following areas:

- a) it defines the organisation and operating procedures necessary to comply with the regulations,
- b) it ensures that these procedures are properly described in the CAE, and if necessary, prepares or causes to be prepared amendments to the CAE,
- c) it validates management contracts with aircraft owners where applicable,
- d) it validates the contracts with the contracted and/or subcontracted organisations where appropriate,
- e) it supervises suppliers, contracted organisations and/or subcontractors as appropriate,
- f) it ensures that it has an appropriate and sufficient number of qualified staff,
- g) it ensures that it has the necessary means to conduct the organisation's activities (maintenance data, facilities, instruments, tools, equipment, continuing airworthiness management tools, etc.),
- h) it directs and coordinates maintenance and continuing airworthiness management activities as appropriate
- i) it prepares requests for exceptional authorisation for deviation from organisation procedures if required

The Maintenance Manager (MM) reports to the Accountable Manager.

In the absence of the MM, these responsibilities are transferred to his or her alternate.

A.7.2.3 Lengthy absence of the CAM and /or MM and QM

In case of lengthy absence of the *Continuing Airworthiness and/or Maintenance Manager*, a deputy has to take over his authority. He has, however, to confer with the *Postholder for Continuing Airworthiness and/or Maintenance Manager* before making any essential decisions and keep him informed about any major irregularities in technical cases.

Deputising situations are lengthy absence of the *Postholder Continuing Airworthiness and/or* due to vacations, illness or training. His/her qualification to fulfil this position for the required period will be verified by the *Postholder Continuing Airworthiness and or the Maintenance Manager* and/or the Accountable Manager.

FOCA, as the competent authority, shall be informed accordingly for absence longer than the above period for acceptance of the deputy position if adequate qualification can be shown.

A.7.2.4 Fleet Manager (if applicable)

[name of organisation] is currently managing several aircraft at different bases according to document in chapter E1 in this CAE.

At each base, a fleet manager has been nominated who takes the responsibility for the accurate application of the procedures described in the organisation FOM and CAE. He monitors the proper completion of the technical log book. He reports the hours and cycles to the CAO office via the IT-System of the organisation, on a weekly basis.

ANYBODY'S COMBINED AIRWORTHINESS EXPOSITION

- a) He coordinates, on behalf of the CAM, scheduled maintenance actions (50 hrs check etc.)
- b) He immediately informs the CAM about any defect or malfunction not mentioned in the MEL.
- c) He has the duties and responsibilities according to the continuing airworthiness arrangement.

The fleet manager will be trained by the CAM in the relevant fields to the proper execution of his duty, CAE and it's Quality System . The fleet manager will be audited at least once every 12 calendar months.

A.7.3 Designated Quality Manager (QM) or responsible person for the organisational review (ROR)

Rule	AMC	GM
CAO.A.100(f))	-AMC1 CAO.A:100(f) Appendice II AMC1 CAO.A.100(f)	- -

If the organisation has a quality system in place (mandatory in the case of a CAO not considered "small" or when the organisation wishes to subcontract part of its continuing airworthiness management activity) then a QM must be appointed.

If the organisation does not have a quality system, an organisation review system must be put in place and a person responsible for organisational review (ROR) must be appointed (by default, the responsibility for the ROR rests with the ACM). The title of this paragraph and the drafting proposals below should be adapted accordingly.

The Quality Manager is responsible for the following functions:

- a) Defines the organisation and operating procedures necessary to comply with the regulations,
- b) Ensures that it has the skills and resources necessary to implement the quality system or the organisation review system.
- c) Ensures that the CAE is representative of the activities of the organisation and complies with the applicable regulations,
- d) Ensures the implementation of monitoring actions (audit planning, checklist, notification of possible non-conformities, etc.)) and ensures that any non-conformities found are dealt with, including at the level of subcontractors if applicable and at the various declared sites of the organisation, it reports to the accountable manager on the results of the Quality System or the organisation review system, it authorises the staff to issue the Approval for Release to Service, the airworthiness review staff, the staff for the approval of the MOUs, the staff for the issue of passes if applicable,
- e) Is the Authority's privileged interlocutor:
 - Considers the results of external audits,
 - Ensures the conformity of all developments in the organisation and their proper repercussion in the CAE and,
 - Validates CAE amendments when they do not require an prior approval of the authority,
 - Notifies the authority of all developments and ensures that developments which require prior approval of the authority are not implemented before approval.
 - Submits to the Authority requests for exceptional authorisation for deviation to the agency procedures ,
 - Coordinate the organisation of audits carried out by the authority,

ANYBODY'S COMBINED AIRWORTHINESS EXPOSITION

- Ensures the proper implementation of the event reporting system set up within the body and notifies the authority when necessary.

The QM shall not be involved or responsible for CAO-functions. A report of audits carried out must be made to the Accountable Manager, so that appropriate corrective measures can be taken if deemed necessary.

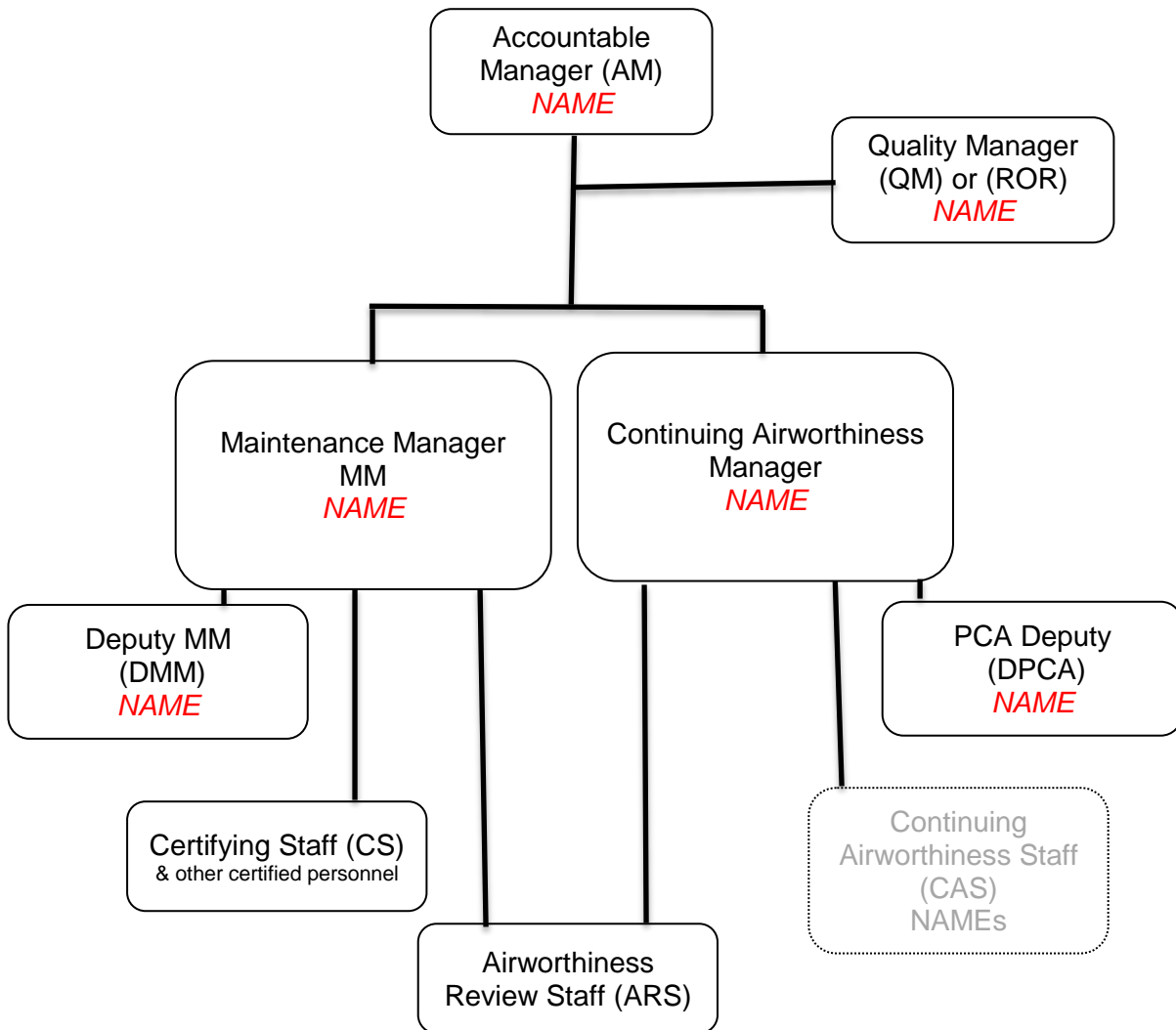
A.8 Organisation chart

Rule	AMC	GM
CAO.A.025(a)(4)	-	-

Present the organisation's overall organisational chart showing reporting relationships, and functional between the different functions.

Mention the name of the management staff.

It is recommended that several organisational charts be presented depending on the complexity of the organisation if necessary. In the example below, the organisation has privileges to maintenance and continuing airworthiness management.



- Accountable Manager :Name, tel. n° and address
- Continuing Airworthiness Manager :
- Deputy CAM :
- Maintenance Manager :
- Deputy Maintenance Manager :
- Quality Manager :
- Deputy Quality Manager :

A.9 Manpower resources

Rule	AMC	GM
CAO.A.035(d)/(e)(1)	-	-

A.9.1 Manpower resources⁴

The organisation will at all times employ sufficient appropriately qualified staff to ensure, that the expected work can be performed and that all duties can be fulfilled This includes qualified personnel:

Maintenance:

- to issue aircraft Certificate of Release to Service (CAO.A.065),
- to issue Component Certificate of Release to Service (CAO.A.070),

Continuing Airworthiness Management :

- to manage continuing airworthiness,
- for the development and approval of aircraft maintenance programs,
- to extend ARC's.

Airworthiness Review :

- to conduct airworthiness reviews, issue recommendations or issue ARC's,

Permit to Fly

- For issuing permit to fly and approving flight conditions.

Provide here a general description of the organisation's human resources:

- total staff complement (including administrative staff related to the activity)
- for the primary and secondary sites :
 - breakdown of staff employed by service/function (technical office, preparation, stores, workshops, component, airworthiness review, continuing airworthiness management, development of AMP's, issuance of Permit to Fly where applicable
 - breakdown of technical staff by speciality (airframe, engine, radio equipment, welders, NDT controllers...)

The organisation shall demonstrate here that it has sufficient qualified staff to be able to carry out the planned work.

Where continuing airworthiness management tasks are subcontracted, the subcontractor's staff dedicated to these tasks and the organisation's internal staff necessary to supervise the subcontracted tasks shall also be taken into account in the resource adequacy analysis. The same applies if the organisation is itself subcontracting on behalf of another organisation.

It can be done through a table as shown below

⁴ The organisation shall demonstrate here that it has sufficient qualified staff available to carry out the planned work. Where continuing airworthiness management tasks are subcontracted, the number of staff of the subcontractor dedicated to these tasks and the number of staff within the organisation necessary to supervise the subcontracted tasks shall also be taken into account in the resource adequacy analysis. The same applies if the organisation is itself a subcontractor for another organisation.

ANYBODY'S COMBINED AIRWORTHINESS EXPOSITION

As of ...(date)...., the number of employees dedicated to the performance of the continuing airworthiness and/or aircraft maintenance is the following:

Function	Full time % or h	Part time % or h	Freelance % or h
AM			
CAM			
DCAM			
MM			
DMM			
QM			
DQM			
ARS*			
CS			
NDT			
Etc.			

A.10 List of certifying staff

Rule	AMC	GM
CAO.A.025(a)(5)		-

Provide here the list of personnel authorized to issue a Certificate of release to Service (aircraft CRS and/or EASA Form 1). An amendment to this list must be made in accordance with the procedure laid down in this manual, the organisation then has 15 days from this amendment to inform the Authority. Individuals with a one-off CRS clearance for operational emergency (see CAE chapter B.5) need not be included in the list.

Presentation proposal:

Name Surname	Aircraft Entitlement Domain	Mechanic	Avionic
Describe the field of each authorised person clearly and precisely, in terms of aircraft and tasks, according to the drafting rules used for the field of activity in chapter A.4 Differentiate the fields of authorisation according to the operations "Mechanical", "Avionics". In the case of an organisation with only one CRS staff, it is possible to be satisfied with "The entire scope of the organisation's activities"			
Name Surname			
Name Surname			

Name Surname	Other than aircraft entitlement domain	Mechanical	Avionic
If the organisation does not hold a C rating, Specialized Services or Engine, this table is not to be included in the CAE. Describe the area of competence of each person clearly and precisely, in terms of products and tasks, according to the drafting rules used for the field of activity in chapter A.4. In the case of an organisation with only one CRS staff, it is possible to be satisfied with "The whole field of activity of the organisation".			
Name Surname			
Name Surname			

A.11 List of staff responsible for the development and approval of the aircraft maintenance programme (AMP)

Chapter Before	Rule	AMC	GM
- -	CAO.A.025(a)(6)	AMC1 CAO.A.025	-

Provide here the list of personnel authorized to develop and approve maintenance programs for an organisation with continuing airworthiness management privileges. The CAM is responsible for the accuracy of this list.

Name Surname	Domain of entitlement Aircraft Maintenance Program
Describe the domain of each authorised person clearly and precisely, in terms of aircraft, according to the drafting rules used for the domain in chapter A.4.	
Name Surname	
Name Surname	

A.12 List of airworthiness review staff

Rule	AMC	GM
CAO.A.025(a)(7); CAO.A.045(b)(d)	AMC1 CAO.A.045	-

The CAM is responsible for the accuracy of this list.

The organisation shall maintain a record of all its airworthiness review staff, which shall include details of any appropriate qualification and a summary of relevant continuing airworthiness experience and training of the person concerned, as well as a copy of his or her authorisation. It shall retain that record for a period of at least 2 years after the date at which the person concerned no longer works for the CAO.

No.	Function within the organisation	Name Surname	ARS authorisation reference ⁵	A/C Type (ICAO A/C Type)	ARC extension authorisation for all A/C type managed
<i>01</i>	<i>CAM</i>	<i>Mr. L.Muster</i>	<i>CH.ARS.1234-01.D</i>	<i>PC12</i>	<i>YES</i>
<i>02</i>	<i>Deputy CAM</i>	<i>Mr. P.Kruster</i>	<i>CH.ARS.1234-02</i>	<i>AS50</i>	<i>YES</i>

A.12.1 List of personnel authorised to extend the airworthiness review certificate

(This list is applicable for CAO without I privilege or for CAO where the CAM/DCAM are not ARS. The CAM and DCAM are the only person in the organisation who may be listed on it).

The CAM is responsible for the accuracy of this list.

No.	Function within the organisation	Name	ARC extension authorisation for all A/C type managed	Authorisation N°
<i>01</i>	<i>CAM</i>	<i>Mr. L. Muster</i>	<i>YES</i>	<i>CAM-70136</i>
<i>02</i>	<i>Deputy CAM</i>	<i>Mr. P. Kruster</i>	<i>YES</i>	<i>DCAM-70137</i>

⁵ This reference is given by the FOCA, e.g. CH.ARS.1234-01[.D]
 - where CH.ARS. is the designation code for a Swiss AR Staff,
 - where "1234" is the Subpart G approval number,
 - where "-01" is the continuing numbering system for the AR Staff,
 - and where ".D" [if applicable] stands for the "Designated ARS Instructor", that has been supervised during his 1st review by FOCA. This staff is allowed to provide supervision for reviews within your organisation!

^{19:20} Replace "7013" with your own CAMO reference number

A.13 List of staff responsible for the issuance of permits to fly

Rule	AMC	GM
CAO.A.025(a)(8)	AMC1 CAO.A.025	-

The CAM is responsible for the accuracy of this list.

No.	Function within the organisation	Name Surname	Permit to Fly authorisation reference ⁸	A/C Type (ICAO A/C Type)
<i>01</i>	<i>CAM</i>	<i>Mr. L.Muster</i>	<i>CH.ARS.1234-01.D</i>	<i>PC12</i>
<i>02</i>	<i>Deputy CAM</i>	<i>Mr. P.Kruster</i>	<i>CH.ARS.1234-02</i>	<i>AS50</i>

Note:

In accordance with CAO.A.095(d), Permit to Fly may only be issued on aircraft for which the organisation can issue an ARC.

⁸ This reference is given by the FOCA, e.g. CH.ARS.1234-01[.D]

- where CH.ARS. is the designation code for a Swiss AR Staff,
- where "1234" is the Subpart G approval number,
- where "-01" is the continuing numbering system for the AR Staff,
- and where ".D" [if applicable] stands for the "Designated ARS Instructor", that has been supervised during his 1st review by FOCA. This staff is allowed to provide supervision for reviews within your organisation!

^{19;20} Replace "7013" with your own CAMO reference number

Part B GENERAL PROCEDURES

B.1 Quality (or organisational review) system

Rule	AMC	GM
CAO.A.100(a)/(b)/(d)/(e)/(f)	AMC1 CAO.A.100(a) AMC1 CAO.A.100(b) AMC1 CAO.A.100(f) Appendix II to AMC1 CAO.A.100(f)	GM1 CAO.A.100(a)-

The establishment of a quality system is mandatory for CAO that are not considered "small". Small" CAOs have the option of replacing their quality system with an organisational review system. Thus, one or the other of the chapters "quality system" or "organisation review" must be kept.

Non-conformities notified by the authority shall be treated in the same way as non-conformities notified by the quality system or the organisation review system of the body with the following specificities :

- The action plan must be submitted for acceptance by the authority,
- The level of non-compliance is established by the authority,
- The deadlines for closure are set by the authority,
- Only the authority can close a deviation it has notified.

Failure to comply with the deadlines for closure of a deviation notified by the authority may result in limitation, suspension or withdrawal of approval.

B.1.1 Quality system

The quality system is composed of :

- An independent audit system,
- and a feedback system.

This paragraph should describe the procedures related to the management of the quality system:

Independent audit system:

- Independence of the quality system (team of dedicated auditors, non-dedicated auditors, subcontracting of audits).
- Principles for scheduling audits of procedures (independence of auditors, common audit procedures for several product lines, specific audit procedure per product line, audits during the realization of worksites, organisation by complete audits or several audits, principles when deviations are found on a product line, audit grouping).
- Principle of implementation (programming, information, preparation, questionnaires, sampling, summary meeting, etc.)
- Annual audit planning (audits of Part-CAO, Part-ML and Part-M items over 12 months),
- Type of audits to be programmed/implemented (internal, subcontractor, maintenance site).
- Audit reports (documents used, writer, distribution, points checked and discrepancies observed, deadline for rectification)

- Archiving of reports (2 years or over a period allowing the Authority to accept the increase in audit periods)

A feedback system (function which cannot be outsourced):

- Feedback system to the heads of the audited services and "in fine" to the Responsible Manager to ensure that corrective actions are carried out.
- Preventive corrective action, corrective action root cause analysis
- Planning and follow-up of corrective actions.
- Responsibility for the implementation of corrective actions (managers of the departments concerned and the Responsible Manager).
- Regular meetings held by the Responsible Manager or by the Quality Manager, in case of delegation, to control the progress of the corrective actions.
- Bi-annual meetings with the Responsible Manager for a review of the global results.

B.1.2 Monitoring of maintenance and/or continuing airworthiness management activities

B.1.2.1 Reporting Format and Procedure

The quality audit reports are made using the audit reports as shown in Part E of this exposition. The reports are held and reviewed by the Quality Manager and copies issued to the Accountable Manager and manager/supervisor within the area concerned showing a summary of the non-conformities which have been identified during the audit.

B.1.2.2 Methods

The primary purpose of the audit(s) will be to observe, in an objective fashion, a particular event/action/document etc. in order to verify whether established operational and continuing airworthiness procedures and requirements are followed during the accomplishment of that event. This with a view to ensuring that the required standard is being achieved.

The quality audits of the company comprise a combination of three activities, product sampling, spot checking and the verification and adherence by staff to the applied company procedures.

- a) **Product sampling**
During the routine audit the auditor will carry out a sample survey of a continuing airworthiness process for a specific aircraft type of the organisation's fleet and monitor the quality of the resultant product.
Under special circumstances, the Quality Manager can delegate product sampling audits to a qualified staff member of a third party organisation, provided these persons have adequate system knowledge, audit training and audit experience. This staff should not be involved in the continuing airworthiness management or release of this specific aircraft.
- b) **Spot Checks**
The auditor may also carry out "spot checks" on a continuing airworthiness management activity in progress. This will be done at the discretion of the auditor and will not be subject to an audit Program timescale.
- c) **Unscheduled Audits**

In light of negative trends or major change in the organisation unscheduled audits shall be performed.

The Quality Manager may delegate audits to third party organisation auditors and/or to an external audit team if he/she deems it necessary.

B.1.2.3 Quality Audit Feedback system

Every audit is undertaken by the Quality Manager or a quality auditor as part of the overall audit program and will be the subject of an audit report. Before distribution, the preliminary conclusions will be advised to the person(s) in charge of the areas subject to audit. The Quality Manager or quality auditor and the persons responsible for the areas/subjects audited will determine and agree together the corrective actions to be taken. This will also define the time allowed for corrective actions to be implemented. The corrective action should be determined taking into account the root cause of the finding, such that the corrective action may be carried out in a fashion that will prevent possible re-occurrence of the finding.

Non-conformities identified during the any audit will be detailed on the organisation quality audit corrective action report form (see sample in Part E of this Exposition). A copy of this Form is forwarded to the responsible person for action and a copy is retained by the Quality Manager and quality auditor (if the audit has been carried out by another person than the Quality Manager). The form includes provisions for preventive action(s), corrective action(s) root cause analysis and effectiveness of the corrective action(s), which is returned to the auditor when the particular problem has been resolved.

B.1.2.4 Findings

Any findings are classified into the following categories:

- Level 1: Is any significant non-compliance with Part-M and/or ML requirements, which lowers the safety standard and hazards seriously the flight safety.
- Level 2 Is any non-compliance with the Part-M and or ML requirements which could lower the safety standard and possibly hazard the flight safety or is a non-compliance to the CAE procedures.

The above-mentioned levels of findings require rectifications by the responsible management personnel within the following time frame:

- Level 1: immediately
- Level 2: up to 3 months (depending on nature of finding)

B.1.2.5 Corrective Action and Timescale – Remedial action

Corrective action shall be positive and will contribute to a permanent solution to the particular problem. The auditor will assess the responses received from the concerned responsible person and may request additional details or actions to be provided. All non-conformity reports shall be closed within the time frame agreed upon.

At 6 months intervals the Quality Manager will meet the Accountable Manager to discuss those reports which have been closed and those which remain outstanding. The purpose of this meeting is to ensure that all remedial actions are satisfactory and to determine if any wider issue emerge which require either more general action or changes in the company procedures.

B.1.2.6 Management Responsibilities

It is the responsibility of all managers to ensure that the non-conformities reported in the quality audit report form are satisfactorily resolved although the Quality Manager is responsible for the monitoring of any corrective action's progress. It is not the responsibility of the auditor to achieve resolution, but it is his responsibility to ensure that the action taken is adequate and likely to ensure future satisfactory performance.

Retention of quality records shall be at least 2 years.

B.1.2.7 Audit finding extension process

If the corrective action can for any valid reason not be closed within the agreed time frame an extension has to be submitted, by the persons responsible for the areas/subjects audited, to the Quality Manager with a corrective action plan. Once the corrective action planned is approved, the Quality Manager will extend the time frame accordingly.

B.1.3 Monitoring of continuing airworthiness management activities

Rule	AMC	GM
CAO.A.100(a)/(b)/(d)/(e)/(f)	-	-

The Audit Plan includes an assessment of the Continuing Airworthiness Management activities against the procedures defined in the CAE and in particular the ability of the CAM to discharge their responsibilities effectively with respect to Part-M and/or Part ML.

B.1.4 Monitoring of the effectiveness of the maintenance program(s)

Rule	AMC	GM
CAO.A.100(a)/(b)/(d)/(e)/(f)	-	-

The Audit Planning as carried out by the Quality Manager includes a review of the effectiveness of the Maintenance Program. This review will critically analyse the findings and actions taken as a result of Chapter D.3 of this CAE.

B.1.5 Quality audit of aircraft / products

Rule	AMC	GM
CAO.A.100(a)	-	GM CAO.A.100(a)

The purpose of a quality audit of aircraft or products is to ensure that all required continuing airworthiness tasks are performed. In no way may a quality audit of an aircraft or product be confused with a periodic airworthiness review carried out by an appropriately approved organisation or FOCA.

Quality audit of aircraft are tools to have a feedback on the quality level of the organisation to the management staff. Findings of quality audit of aircraft do not affect the airworthiness review certificate but are submitted to the CAM for closure.

Quality audit of aircraft are performed by the Quality Manager or by quality audit personnel according to Part B.4 of this exposition.

B.1.5.1 Performance of quality audit of aircraft/product

- a) A quality audit of aircraft report form must be used to record the outcome and findings.
- b) Quality audits of aircraft are planned in the audit planning (see Part B.2) regarding flexibility on time scheduling.
- c) Contents:
 - Inspections if all approved procedures are complied with.
 - Inspection if all maintenance was carried out in accordance with the approved Operator Maintenance Program and maintenance contract.
 - Inspection if all maintenance was performed according to standard practices.
 - Inspection if the requirements of Part-ML/-M/-CAO are complied with.
- d) All findings of the audit are recorded with a time limit on which the finding must be closed.
- e) The report is submitted to the Quality Manager / CAM for further management.

B.1.6 Organisational review

The organisational review system is to be used for small CAO organisations (Ref definition under B.1)

The proposal below requires adaptations in the case where the functions of Maintenance Manager / CAM and Responsible person of Organisational Reviews (ROR) are occupied by the same person, or in the case where the organisational review is entrusted to persons other than the ROR.

B.1.6.1 Objectif

The purpose of the organisation review is to assess the organisation's compliance with the regulatory requirements as well as its internal procedures by carrying out formal verifications of the accomplishment of the tasks related to its scope of approval.

B.1.6.2 Preparation of the organisational review

For each organisational review scheduled, the person in charge of organisational reviews, after a detailed study of the organisation and procedures of the organisation in relation to the subject of the review, prepares a checklist of verifications to be carried out.

Appendix II to AMC1 CAO.A.100(f) can be used as a basis for developing the organisation review checklist, and it is necessary to customize it to the organisation.

B.1.6.3 Conducting an organisational review

The organisational review is carried out in three stages:

- The field survey, aimed at verifying that the organisation is working in accordance with the CAE and the regulations. The following techniques are used:
 - Study of documentation, records, internal anomaly reports etc.
 - Sample check on equipment under maintenance
 - Audit sampling of continuing airworthiness management records,

- Audit sampling of airworthiness review files conducted
 - Spot-checking of issued passes
 - Spot-checking of actual practices
 - interview with the personnel involved
 - Review of customer complaints
 - Control of compliance with all procedures (CAE and associated documents) of the organisation.
 - Review of the handling of past anomalies
 - Etc.
-
- Debriefing, with the persons concerned, the ACM and the responsible of organisational reviews if necessary, to explain the anomalies detected
 - Writing the report, consisting of the checklist used for the review, completed by the mention of the documents, materials, persons checked, and by the detailed description of the anomalies detected.

The report is sent to the ACM, who analyses it and archives it for a minimum period of 2 years, during which it is kept at the disposal of the Authority.

B.1.6.4 Processing of findings and follow-up of corrective actions

In the event of non-compliance detected during an organisational review, the person in charge of organisational reviews ensures that each staff member concerned defines and records an action plan:

- the corrective and remedial actions to be implemented
- the person(s) responsible for this implementation
- the maximum time frame for implementation

In the case of significant corrective actions, the responsible of organisational review may decide on a follow-up review to confirm that the corrective action has been implemented as planned and is effective.

When satisfied that the deficiency has been corrected, the responsible of organisational review balances the deficiency and signs and dates the follow-up log.

B.1.6.5 Feedback to the responsible manager

This chapter is not necessary when the responsible of organisational review is also the Accountable Manager.

The responsible of organisational Reviews reports to the Accountable Manager on the results of the organisational Reviews and reports at least once a year on the non-conformities identified.

B.2 Audit plan (or frequency and content of organisational review)

Rule	AMC	GM
CAO.A.100(b)/(f)	-	-

This paragraph shall contain the schedule of the audits planned as part of the quality system. Depending on the complexity of the organisation, the extent of the field of activity and the number of declared sites, the organisation shall organise and plan its surveillance over a 12-month period in order to cover all the requirements applicable to it. Thus, this monitoring can be carried out through a single audit that covers all requirements (simple body) or through the planning of several audits (more complex bodies).

The audit schedule:

- Shall reference the regulatory requirements and the chapters of the CAE audited,
- Shall indicate the planned and actual date of completion of the audit(s),
- Shall indicate the location(s) of the audit(s), shall demonstrate that compliance with all requirements applicable to the organisation is verified at an interval not exceeding 12 months.

For organisations filing an organisation review system, the audit schedule:

- Must reference the topics that make up the audit checklist,
- must indicate the planned date of completion and the actual date of completion of the audit(s),
- must indicate the location(s) where the audit(s) will be carried out,
- must demonstrate that the entire checklist is covered over an interval not exceeding 12 months.

B.3 Monitoring of maintenance contracts

Rule	AMC	GM
CAO.A.100(b)(2)	-	-

A CAO organisation which as part of its continuing airworthiness management privileges contracts one or more maintenance organisations for the performance of maintenance on the aircraft it manages shall, in cooperation with the organisations concerned, establish a contract and ensure that the maintenance tasks performed are carried out under the terms indicated therein in accordance with a procedure included in this paragraph.

Also indicate the person responsible for validating a maintenance contract and the typical contents of such a contract.

Prior to signature, the organisation must provide for a contract review to ensure that :

- The contract is clear and complete,
- The responsibilities of each party involved are formalised.
- All persons involved in the contract agree on the terms of the contract and have a clear idea of their respective responsibilities.

The current Part-CAO or Part 145 Maintenance Contractors are listed in chapter E.3 of this exposition.

B.4 Qualification, assessment and training of staff

Rule	AMC	GM
CAO.A.035(c)/(d)/(e)/(f); CAO.A.040(a); CAO.A.045(a)/(b)/(c) CAO.A.060(a)	-	-

B.4.1 Training policy⁹

B.4.1.1 Initial training

Appropriate training is provided for each new employee or when new responsibilities are assigned.

(Indicate here the title of the person in charge) assesses the need for training, based on the person's prior knowledge, qualifications and experience, and designates the appropriate trainer within the organisation. He may also choose to call upon an external organisation (depending on the case: training organisation, external contributor, manufacturer, maintenance organisations, etc.).

In particular, the training focuses on:

- Regulation
- The organisation's procedures, including the office automation or IT tools used to perform the tasks in its area of accreditation
- Aircraft types in the organisation's area of approval
- The technical documentation used to carry out the tasks in its area of approval.

It may include a phase of practical experience under supervision.

B.4.1.2 Competence assessment

For each new employee, or where new responsibilities are assigned, the organisation shall ensure that the person is fit to work before authorizing him or her to work without direct and constant supervision.

Possible evaluation methods are:

- an oral examination to assess knowledge of the organisation's regulations and procedures related to the function in question.
- an "in-situ" assessment in the context of work under supervision, for the evaluation of technical skills and compliance with work procedures ;

(Indicate here the title of the person in charge) refers to the evaluator(s).

B.4.1.3 Continuation training

In order to maintain their competence, personnel involved in carrying out tasks in the organisation's area of approval shall receive continuous training in relation to developments:

- Regulation

⁹ This paragraph should show that the training and qualification standards for the personnel quoted above are consistent with the size and complexity of the organisation. It should also explain how the need for recurrent training is assessed and how the training recording and follow-up is performed.

- The organisation's procedures
- Technical (new types or variants of equipment, changes in maintenance manuals, new AD/SB/SIL/SIB etc.).

(Indicate here the title of the person in charge) defines the continuing education plan. It shall appoint the appropriate trainer within the organisation or may also choose to use an external service provider (as appropriate: Authority, manufacturer, maintenance organisations etc.).

B.4.1.4 Training records

The archiving of personnel documents is dealt with in chapter B.9.

B.4.2 Extension of the scope of authorisation to issue Certificate of Release to Service (CRS)

Rule	AMC	GM
CAO.A.035(c)/(d)/(e)/(f);	-	-

In addition to the application of the training policy described above, the basic qualification of the personnel is checked for each new authorisation or in the event of an extension of the scope of an authorisation.

The maintenance licence must be valid, of the appropriate category and with the appropriate type or group qualifications. In the case of a licence with limitations, the intended scope of authority must be compatible with those limitations.

For each new authorisation or in the case of an extension of the scope of an authorisation, the Maintenance Manager shall define the training need and the method of competence assessment, applying the principles of the training policy described above. The training and assessment of competences shall relate in particular to:

- knowledge of the organisation's rules and procedures, and particularly understanding of situations where a CRS can be issued and situations where it should not be issued,
- knowledge of the equipment covered by the field of authorisation, including how it works and the most common faults and their consequences,
- verification of sufficient recent experience in the field of authorisation envisaged (minimum 6 months experience in the last 24 months).

A representative sample of the tasks and materials in the field of authorisation envisaged must be covered during the assessment.

Special case of CRS authorisations on (engines, equipment: *delete or adapt according to the field of activity*)

Indicate here, for each category of equipment concerned, the criteria adopted by the organisation, in particular as regards basic training and practical experience in maintenance or exercise of the CRS privilege.

B.4.3 Issuance of ARS authorisation

Rule	AMC	GM
CAO.A.045(a)/(b)/(c); CAO.A.060(a)	-	-

In addition to the application of the training policy described above, the basic qualification of the personnel is checked for each new authorisation or in the event of an extension of

the scope of an authorisation. For a CAO organisation with CAO.A.095(c)(1) privilege as a minimum, staff must :

- have experience in the field of continuing airworthiness, at least one year for gliders and balloons and at least three years for all other aircraft ;
- hold an appropriate Part-66 or part M National licence or a diploma in aeronautics (or equivalent), or have experience in continuing airworthiness in addition to that referred to in the previous point, of at least two years for gliders and balloons and at least four years for all other aircraft ;
- have completed appropriate training in aeronautical maintenance

For a CAO organisation with CAO privilege.A.095(c)(2) at a minimum, staff must :

- be approved as aircraft certifying staff for a type of survey of at least 100 hours/1 year on Part-ML accountable aircraft in the organisation's scope of work,
- have a minimum of three years experience as certification personnel,
- have acquired knowledge of the requirements of Subpart C of the ML Part related to the management of continuing airworthiness,
- have acquired proven knowledge of the organisation's procedure for the airworthiness review and the issue of CRS.

Before issuing an airworthiness review authorisation to a member of its staff, the organisation shall ensure that the person carries out an airworthiness review of an aircraft under the supervision of the Authority or under the supervision of a person already authorised as airworthiness review staff within the organisation. If the result of this supervision is satisfactory, the competent authority shall formally accept the airworthiness review staff as airworthiness review staff.

Note: The organisation shall inform the authority of its willingness to add a ARS to the list of its authorised airworthiness review staff. Implementation of this change will only be possible after formal acceptance of the ARS by the authority.

The organisation shall ensure that its airworthiness review staff can demonstrate adequate and recent continuing airworthiness experience to exercise their authorisation. That means:

- having been involved in continuing airworthiness management activities for at least six months within the last 24 months; or
- have completed at least one airworthiness review within the last 12 months;

In order to regain the validity of the authorisation, personnel shall carry out a satisfactory airworthiness review under the supervision of the Authorities or under the supervision of a person already authorised as airworthiness review staff within the organisation.

B.4.3.1 Training of additional AR staff

NOTE: An operator wishing to train additional airworthiness review staff to be used within its organisation may have this Chapter in place. This will prevent the need for additional Airworthiness Reviews under supervision by the FOCA for new staff.

Only a "Designated ARS Instructor", having received an airworthiness review under FOCA supervision, may perform supervisions of new AR staff during their first airworthiness review within the organisation.

This Designated ARS Instructor is being nominated by the FOCA and recognised by the letter D at the end of the AR Staff authorisation reference.

Nevertheless, new AR staff must follow the normal application and assessment steps through the FOCA.

The review staff under supervision shall complete and sign the Airworthiness Review Compliance Report including the Airworthiness Review Findings Report and Aircraft Physical Survey and Document Review Checklist. These documents will be countersigned

by the designated ARS who supervised the review. The designated ARS Instructor, who supervised the Airworthiness review, shall sign the ARC Form 15b/c.

B.4.4 Issuance of a Permit to Fly (PtF)

Staff authorised to issue Permit to Fly (PtF) must be authorised as ARS's. Thus, in addition to their accreditation as ARS, such staff should receive appropriate training on the following subjects:

- requirements related to PtF of Annex I (Part-21) of the amended Regulation (EU) 748/2012,
- Organisation's procedure for issuing PtF.

B.5 One-off certification authorisation

Rule	AMC	GM
CAO.A.040(b)		

This paragraph shall contain the procedure for exceptional release to service for an aircraft in a 'No go / AOG' situation outside the organisation's main base and in the absence of CRS Staff approved personnel for that aircraft.

Possibility for the approved organisation to authorise one of its Certifying Staff authorised personnel on an aircraft of similar technology, construction and systems.

Possibility for the approved organisation to authorise any person with a minimum experience of **3 years** and holding a valid ICAO license with **qualification for the aircraft type in question**, provided that there is no other organisation approved on that site for that aircraft type and to obtain the necessary elements concerning the experience and ICAO license of the person concerned.

Each application of a one-off authorisation procedure shall be notified to FOCA within seven days of the issue of the one-time authorization certification. The organisation shall re-check the maintenance carried out if it may have an impact on flight safety.

B.6 Limited certification authorisation

Rule	AMC	GM
CAO.A.040(c)		

For aircraft in commercial operations, this paragraph shall contain the procedure for the **pilot-in-command** limited clearance to surrender the aircraft in the two cases set out below

- Possibility by the organisation to authorise the **pilot-in-command**, holding a commercial pilot licence valid for the aircraft type, to carry out a return to service in the case of repetitive ADs to be carried out during pre-flight visits. This possibility shall be clearly stated in the AD.
- Possibility for the organisation to authorise a **pilot-in-command**, holding a commercial pilot licence valid for the aircraft type, to release to service if the aircraft is operated outside a supported area.

In both of the above cases, the organisation shall ensure that the pilot has the necessary knowledge and practical training for the tasks concerned and shall record all items relating to such authorisation.

B.7 Subcontracting

Rule	AMC	GM
CAO.A.095(a)(2)/(b)(3); CAO.A.100(f)	AMC1 CAO.A.095(b)(3) AMC1 CAO.A.100(f) AMC1 CAMO.A.125(d)(3)	-

B.7.1 Subcontracting of Continuing Airworthiness Tasks

This paragraph shall contain the procedure for the assessment and control of subcontractors performing continuing airworthiness management or maintenance services under cover of the organisation approval (subcontracting).

In any case:

- subcontracting should be limited to certain tasks and should not cover all continuing airworthiness management tasks.
- Subcontracting of maintenance activities shall be limited to particular tasks or activities and thus shall not cover primary activities of the organisation's scope of work (general aircraft / engine overhaul, etc.).
- A subcontracting organisation should not be allowed to subcontract the tasks entrusted to it.

B.7.2 Evaluation

Before being used, a subcontractor must be qualified by the ordering organisation. To do this, the ordering organisation must ensure that it has the resources and skills necessary to evaluate the subcontracted activity and must conduct a qualification audit. For organisations that have a quality system, this audit must be conducted in accordance with the standards in place at quality system level (audit checklist, report, conclusions, etc.).

For organisations without continuing airworthiness management privileges and which have an organisation review system, this audit must be carried out in accordance with the same principles as those used within the framework of the organisation review system (use of a checklist adapted to the outsourced activity).

Depending on the results of the audit, this assessment may lead to the subcontractor's accreditation. Once authorised, both parties must enter into a contract. In accordance with point (j) of AMC1 of CAO.A.095(b)(3), in case of subcontracting of continuing airworthiness management tasks, this contract should be based on Appendix II of AMC1 of CAMO.A.125(d)(3).

B.7.3 Control of subcontractors

The CAO must establish a system for monitoring its subcontractors and appoint a person responsible for the authorization and supervision of subcontractors.

For organisations that have a quality system in place, this supervision should be conducted in accordance with the standards in place at the quality system level.

For organisations without continuing airworthiness management privileges and having an organisation review system, this surveillance shall be carried out through the organisation review checklist which shall contain items specific to the subcontracted activity.

B.8 Maintenance data and continuing airworthiness management data

Rule	AMC	GM
CAO.A.055(a); CAO.A.080	AMC1 CAO.A.050(a)	-

This paragraph should describe the procedure for the management of technical documentation published by the authority responsible for the control of the aircraft or component (AD, SB, requirements, procedures, operational instructions, CS-STAN, ...), by type certificate holders, STC, Part 21 organisations (AMM, CMM, SRM, IPC, WDM, NDT manual, SB, SIL, ...) and by EASA recognised organisations (standards, ...) :

- Type of technical documentation managed by the organisation,
- Procedure for definition/provision of the documentation (order/subscription, requirement with respect to the field of activity...)
- Procedure for library management (computer or paper documentation directory).
- Checking the validity of revisions based on supplier information (index subscription, querying suppliers for confirmation of valid revisions).
- Documentation update process (supplier instruction, use of current page list, completion/signature of incorporation registration page, deletion/destruction of obsolete pages replaced or cancelled and destruction of temporary revision pages).

Where the organisation uses data provided by the owner, the scope of activity shall be limited to aircraft registration, a contract between the owner and the organisation shall specify this.

Not all maintenance data need to be permanently available. It is acceptable to have a procedure to ensure that the maintenance data required for a particular maintenance activity is available before that maintenance is carried out.

Aircraft registered in another EASA Member State:

If the organisation wishes to manage the airworthiness of aircraft registered in another Member State, describe in this paragraph the means put in place to access the documentation of the Registration Authority (information bulletins, national "AD/SB" etc.)

B.8.1 Access to Continuing Airworthiness Records in the Event of an Accident/Incident

In the event of an accident or serious incident the Accountable Manager will hold the records secure until requested by the Swiss Transportation Safety Investigation Board (STSB).

B.9 Records management and retention

Rule	AMC	GM
CAO.A.035(e), CAO.A:040(d), CAO.A045(e), CAO.A.050(b), CAO.A.060(j), CAO.A.075 (a)/(b)(9), CAO.A.085 CAO.A.090, CAO.A.100(c)	-	-

This paragraph shall describe the persons responsible and the means implemented to protect the recordings from fire, water, theft etc. and the specific procedures to ensure that the recordings will not be damaged before the end of their archiving period (in particular computer data).

The organisation shall have at least one lockable cabinet with a working fire detector and a valid fire extinguisher nearby. Digital archiving is to be preferred, in this case specify the means of backup and type of computer support.

B.9.1 Data on staff qualifications and training

This paragraph shall contain the procedure for managing the records and archiving the data listed below relating to staff and their training.

For each person involved in the performance of tasks within its area of approval, the organisation shall maintain a file containing :

- information demonstrating his or her suitability (CV, copies of diplomas, traineeship certificates, etc.).
- the training received.
- any authorisations issued.

In order to guarantee confidentiality, access to the files is restricted to the following persons :

Enter here the list of personnel authorized to access the records relating to the personal.

However:

- each staff member may consult his personal file and obtain a copy of it
- these data shall be kept available to the Authority for possible checks.

Special cases:

For Certifying Staff, the file must contain at least the following information:

- Surname / First name,
- Date of birth,
- Basic training,
- Type of training
- Continuing education,
- Specialized training,
- Experience, relevant qualifications for the certification authorisation,

- Recent experience (each staff records its experience in a "logbook engineer / continuing airworthiness management" or equivalent).
- Part-66 maintenance licence
- Area of empowerment,
- Date of the first issue of the certification authorisation

For Airworthiness Review Staff (ARS), the ARS file must include at least the following information:

- Surname / First name
- Date of birth
- Part-66 maintenance license, or diploma if applicable
- Experience in continuing airworthiness management and/or maintenance.
- Recent experience (completion of at least one airworthiness review within the last 12 months),
- Qualifications relevant to the authorisation (knowledge of the relevant parts of Parts M and ML and knowledge of airworthiness review procedures)
- Airworthiness Review Authorisation Area and Authorization Reference,
- Date of first issue of ARS authorisation and copy of the authorisation

B.9.2 Records retention by the Continuing Airworthiness Organisation as part of its maintenance privileges

This paragraph must contain the procedure for maintaining records and archiving maintenance records.

At the end of the work, the organisation keeps:

- A copy of the CRS
- A copy of the work report, including :
 - A copy of the supplementary work sheet
 - The deferred work sheet
 - The data sheet of the removed or installed aircraft components together with their releasing certificates
 - Subcontractor's release documents
- A copy of all approved repair/modification data used.
- The ARC issued by the organisation, if applicable.
- The recommendation made by the organisation, if any.

Note :

In the case where the organisation is not the continuing airworthiness management of the aircraft, it shall forward a copy of each certificate of release to service to the person responsible for the continuing airworthiness of the aircraft together with a copy of any record of detailed maintenance work relating to the work carried out and necessary to demonstrate compliance with point M.A.305 or ML.A.305 as applicable.

The organisation shall also maintain:

- a copy of all records relating to the issue of airworthiness review certificates as applicable, and
- a copy of all records relating to the Permit to Fly, if any.

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If the organisation ceases operations, the maintenance records shall be handed over to the last owners of the aircraft and components, or stored as specified by the Authority.

B.9.3 Records retention by the Continuing Airworthiness Organisation as part of continuing airworthiness management privileges

This paragraph shall contain the procedure for managing records and archiving continuing airworthiness management data.

As part of these continuing airworthiness management activities and based on information received from all those involved in the aircraft, the organisation shall maintain the following records and shall also archive the elements enabling it to keep all such records up to date for at least 36 months:

Airframe:

<u>Subject</u>	<u>Document</u>	<u>Archiving duration</u>
Current status of compliance with the AMP and history of maintenance work carried out on the aircraft	-Aircraft logbook, "Bordbuch" -Work records including CRS	- Periodic work with a periodicity of more than 36 months: until new application. - Other work: 36 months after completion
Current status of applicable and applied AD's. The status of the AD should list the revision level of the AD, the date of application, the number of flight hours/cycles of the aircraft at the time of application of the AD, the method applied (for ADs offering a choice), the part of the AD applied (for multi-part ADs). ADs applicable to the aircraft type but not to contracted S/N should still be listed (with the entry n/a). For repetitive ADs, only the record of the last application needs to be kept.	Aircraft logbook or separate statement. For repetitive ADs, it is possible to use the AD Tracking Tool as a history	12 months after the aircraft is withdrawn from service
Current status of modifications and repairs applied. With a reference proving their approval (n° FAR, STC, SRM, CS-STAN etc.)	Aircraft logbook or separate statement.	12 months after the aircraft is withdrawn from service
Total time (Hours, cycles, calendar)	Aircraft logbook "Bordbuch" or separate statement	12 months after the aircraft is withdrawn from service

Engine

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<u>Subject</u>	<u>Document</u>	<u>Archiving duration</u>
Current status of maintenance work carried out on the engine	Engine logbook Work Report Files including EASA Form 1	-Periodic work with a periodicity of more than 36 months: until new application. -Other work: 36 months after completion
Current status of applicable and applied AD/ Same as Airframe.	Engine logbook or separate statement.	12 months after the engine is withdrawn from service
History of applied modifications and repairs Same as Airframe	Aircraft logbook "Bordbuch" or separate statement	12 months after the engine is withdrawn from service
Total time (Hours, cycles, calendar)	Engine logbook or separate statement.	12 months after the engine is withdrawn from service

Propeller

<u>Subject</u>	<u>Document</u>	<u>Archiving duration</u>
Current status of maintenance work carried out on the propeller	Propeller booklet, propeller data sheet Work report file including EASA Form 1	-Periodic work with a periodicity of more than 36 months: until new application. -Other work: 36 months after completion
Current status of applicable and applied AD/ Same as Airframe.	Propeller booklet, propeller data sheet or separate statement	12 months after the propeller is withdrawn from service
History of applied modifications and repairs Same as Airframe	Propeller booklet, propeller data sheet or separate statement	12 months after the propeller is withdrawn from service
Total time (Hours, cycles, calendar)	Propeller booklet separate statement	12 months after the propeller is withdrawn from service

Parts with potential or life limit:

<u>Subject</u>	<u>Document</u>	<u>Archiving duration</u>
Current status of maintenance work carried out on the part	Part card or equivalent Work Report files including EASA Form 1	36 months after the part is withdrawn from service
Current status of applicable and applied AD/ Same as Airframe.	Part card or equivalent	12 months after the part is withdrawn from service
History of applied modifications and repairs Same as Airframe	Part card or equivalent	12 months after the part is withdrawn from service
Total time (Hours, cycles, calendar)	Part booklet, Part card, or separate report.	12 months after the part is withdrawn from service

Note:

- Maintenance operations shall be recorded in the airworthiness history no later than 30 days after their completion. These records shall be clear and accurate. Where data need to be corrected, corrections shall be made in such a way as to leave a record of the original data.
- In the event of termination of a management contract (change of owner, change of management organisation, change to an uncontrolled environment, cessation of activities of the management organisation) the organisation will hand over all aircraft records to the owner, the new management organisation or the new owner, as agreed with the owner. Conversely, when taking over a new aircraft, the organisation shall obtain all available records and shall ensure that they are sufficiently complete (completeness of airworthiness directives and life limit parts, history of scheduled maintenance since at least the last major visit etc.).

B.9.3.1 Airworthiness Review Records

Following the extension of an ARC or the completion of an airworthiness review, the organisation shall retain the ARC or recommendation issued and all documents associated with the airworthiness review or extension for a period of at least 2 years.

B.9.3.2 Permit to Fly Records (PtF)

Once a PtF has been issued, the organisation must keep the PtF and all documents associated with its issue for a period of at least 2 years.

B.9.3.3 Records relating to the quality system or organisational review System

The organisation must keep full records of the quality system or organisational review system for a period of at least 2 years.

B.10 Carrying out the airworthiness review

Rule	AMC	GM
CAO.A.085; CAO.A.095(c)	-	-

For airworthiness management aircraft meeting the requirements of Part M, the organisation shall refer to the requirements of Part M for ARC 15b.

For airworthiness management aircraft meeting the requirements of Part ML, the organisation shall refer to the requirements of Part ML for ARC 15c.

The date of the review is set with sufficient notice prior to the expiry of the ARC: up to 90 days notice, the expiry date of the ARC is retained.

B.10.1 Renewal of ARC's by an organisation holding the CAO.A.095(c)(1) privilege

Where the organisation has continuing airworthiness management privileges and also has the airworthiness review privilege, the organisation may conduct airworthiness reviews for aircraft under its management as well as for other aircraft within its area of approval.

The organisation defines here its procedure for conducting airworthiness reviews.

B.10.2 Renewal of ARC's by an organisation holding the CAO.A.095(c)(2) privilege

Where the organisation has maintenance privileges and also has the airworthiness review privilege, the organisation may conduct airworthiness reviews for aircraft meeting the requirements of Part ML and when conducting the annual/100-hour inspection of the aircraft.

The organisation defines here its procedure for conducting airworthiness reviews.

B.10.3 Specific procedure in case of importation of an aircraft

This procedure is not obligatory, if this paragraph is not developed indicate N/A. The organisation shall indicate here the specific steps taken when conducting an airworthiness review for an import.

B.11 Conformity with approved flight conditions

Rule	AMC	GM
CAO.A.095(d) 21.A.711(d)		-

This chapter only applies to an organisation holding the privilege to issue permit to fly certificate CAO.A.095(d).

This paragraph shall specify how compliance with approved flight conditions is carried out and documented.

Aspects to be covered :

- Obtaining approved flight conditions (Ref. 21.A.708, 21.A.709) (reminder: a Part-CAO organisation cannot be authorised to approve flight conditions).

Flight conditions must be approved by :

- a DOA or EASA (EASA form 18) when "type certification" aspects are impacted (definition not certified, damage/fault not repaired/rectified according to an approved standard, AD or ALI not applied ...) ;
 - the Registration Authority in other cases.
- Verification of the adequacy between the aircraft situation (physical configuration, state of its maintenance etc.) and the approved flight conditions:
 - Verification that all items invalidating the ARC (outdated ARC, unapproved configuration, defect or damage not rectified according to an approved standard, AD or outdated next due maintenance..) are clearly identified in the paragraph "Aircraft configuration" of the approved flight conditions,
 - reciprocally, for each of the points identified in the paragraph "Aircraft configuration" of the approved flight conditions: verification that the aircraft is actually in the state described. The verification procedures may include any appropriate combination: consultation of the airworthiness status, conformity carried out on the aircraft by a maintenance organisation, full or partial airworthiness review, etc.
 - Verification that the actions required before flight and described in the approved flight conditions have been carried out.

All these checks shall be documented and submitted for validation to the signatory of the permit to fly (see chapter B.12)

B.12 Issuance of permit to fly (PtF)

Rule	AMC	GM
CAO.A.095(d); CAO.A.045(a)	-	-

This item applies only to an organisation holding the privilege to issue permit to fly certificate.CAO.A.095(d)

B.12.1 Application

This paragraph should describe the process for issuing the permit to fly :

- verification that compliance with approved flight conditions has been established and documented (see chapter B.11)
- EASA Form 20b information process (see Appendix IV of Part 21), including :
 - definition of a period of validity of the pass adapted to the operational need and compatible with the approved flight conditions (in all cases less than or equal to 1 year)
 - Mention on the permit to fly (directly or by reference) of conditions/restrictions defined in the approved flight conditions (21A.711(e))
- sending a copy to the Authority (permit to fly and flight conditions) in accordance with 21A.711(f) to:
 - An application for a Permit to Fly shall be made to the FOCA section Airworthiness (for Swiss registered aircraft)

Federal Office of Civil Aviation
 Section Airworthiness
 CH 3003 Bern
 Tel.: +41 (0)58 465 67 89
 Fax: +41 (0)58 465 80 48
 E-Mail: permittofly@bazl.admin.ch

The registration authority for non-HB registered aircraft

The Permit to Fly may also be obtained from an appropriately approved design organisation (DOA) under contract to the operator or by the aircraft manufacturer holding an appropriate (POA) approval under the granted privileges of 21A.263(c)(6) and 21A.163(e) respectively.

The Permit to Fly issued by such organisations within the scope of their respective approval will be made using the EASA Form 18a and 20b.

B.12.2 Continued validity

The organisation is the holder of the permit to fly it issues (and identified as such on the PtF). As such, it is responsible for compliance with the conditions associated with the PtF throughout its period of validity.

This paragraph should describe how the organisation ensures that for each flight under the PtF, the conditions associated with the pass are complied with:

- the aircraft remains in a configuration covered by the approved flight conditions (e.g. provide that for each modification to the aircraft during the period of validity of the

pass, the organisation shall ensure that the modification made does not affect the configuration assumptions of the approved flight conditions),

- the continuing airworthiness conditions (airworthiness management, maintenance) defined in the flight conditions have been complied with.

B.12.3 Revocation

It should be described here how the organisation ensures compliance with Requirement 21.A.711(g) in the case of revocation of the PtF certificate.

PART C – MAINTENANCE PROCEDURES

C.1 Maintenance - general

Rule	AMC	GM
CAO.A.025(a)(10)	-	-

In this paragraph the organisation shall present the different procedures that enable it to comply with the regulatory requirements according to the privileges held. In particular, it shall indicate:

- If all the procedures are directly described in the CAE or via associated documents, then they must be listed in this paragraph.
- If its procedures cover only Part-ML (without covering Part-M), Part-M (without covering Part-M) or cover both Part-M and Part-ML, in accordance with the scope of the organisation's activities.

This paragraph shall also describe the procedure for notifying relevant external organisations of any condition of the aircraft or component found by the organisation which has caused or may cause a condition affecting flight safety. These notifications are part of the overall internal occurrence management system as described in M.A.202 or ML.A.202 and Regulation (EU) 376/2014.

C.2 Work order acceptance

Rule	AMC	GM
CAO.A.055(b)	-	-

The organisation shall describe the procedure put in place to ensure that:

- Work Order contain at least the following elements:
 - information relating to the aircraft, engine, propeller or equipment concerned by the work,
 - details of the work requested (including where appropriate the reference of the maintenance data to be applied),
 - releasing certificates expected by the customer
 - a reference to the maintenance contract if applicable,
- The ordered work are well covered by the organisation's scope of work,
- The organisation has the necessary resources and means to carry out the work.

C.3. Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration, etc.)

Rule	AMC	GM
CAO.A.50, CAO.A.060(d), CAO.A.030(b)	-	-

C.3.1 Tools and equipment

The tools used by the organisation must be properly stored in a dedicated and safe space (tool store, etc...) All special tools required by the organisation's field of activity must be stored in a dedicated space (tool store, etc...). All commonly used tools specified in the maintenance data must be available and used. Substitute production resources/tools must

have been checked for equivalence. The organisation shall demonstrate that it has access to occasional use tooling.

Provide in the manual a list of equipment requiring periodic checking or calibration with the associated periodicity.

Proposal: The referenced document [to be completed] lists all of the tools held by the organisation.

Calibration intervals:

Type of tool	Reference	Serial number	Calibration interval

Also describe the procedure for inspection and calibration of tools and measuring instruments. All tooling and instruments that are likely to derive from their measured quantity shall be subject to metrological controls which may be checks, performance tests or calibration.

These metrological controls must be carried out according to recognised standards. The calibration period shall be that laid down by the manufacturer of the equipment in its technical documentation, or 2 years in the absence of instructions. (TM 73.070-00)

A different period may be chosen if the organisation has all the information needed to provide technical justification for this change.

Calibration certificates shall be archived.

Unscheduled calibration may be required, at the discretion of the Maintenance Manager (MM), in the following cases:

- initial acceptance of the equipment without its calibration certificate, or loss of the calibration record
- finding of a defect or doubt issued by an operator
- equipment's failure

In addition, in the event that tooling is found to be out of tolerance, the MM ensures that the work done with the tooling out of tolerance can be considered acceptable. If not, and as soon as possible, a remedial procedure will be initiated.

The tooling subject to a periodic inspection shall bear a follow-up label (model in appendix), indicating the next inspection deadline.

A tool that is unsuitable for service receives a distinctive label.

C.3.2 Incoming inspection aircraft parts

All components and equipment (including tooling) received within the organisation shall be subject to an incoming inspection.

Only spare parts listed in the "catalogue parts", supplied by the manufacturer, an approved supplier or a maintenance organisation are supplied.

Documentary control

Acceptable documents are:

For tools and measuring instruments:

- A calibration certificate.

For standard parts, raw materials and consumables:

- A declaration of conformity issued by the manufacturer.

This may be accompanying documentation which must be explicitly applicable to the material(s) under consideration, and/or an inscription on the packaging (for materials), containing the manufacturer's and supplier's references and a certificate of conformity to the applicable standard or specifications.

- A fire test certificate.

For other equipment:

- An EASA Form 1 issued by an approved maintenance organisation.
- An equivalent document.

An equivalent document may be:

- A JAA Form One:
 - issued before 28/09/2009 by an approved maintenance organisation JAR 145 and by the organisations of the Member States of the European Union,
 - issued by a production organisation approved to JAR 21 by a JAA full member authority and included in the JAA mutual recognition system, in the case of new aircraft equipment manufactured before the date of implementation of Part 21.
- A Form 8130-3 (FAA, United States) or a TCCA 24-0078 (TCCA, Canada) :
 - issued by a production organisation approved by the national authority for new parts.

Note: for the special case of acceptance of PMAs from the United States, refer to FAA order 8110.42 revision D and Advisory Circular 21.303-4...8110.42C dealing with this subject.
 - issued by a maintenance organisation approved by the national authority for used parts. A dual release (National + EASA Part 145 certification is required.)
- An export certificate from the exporting authority is required for "re-manufactured" components

For items purchased in batches :

- If a material comes from different batches, the acceptance documentation for each batch must be checked.
- Materials purchased in batches must be supplied intact in the original manufacturer's packaging. The packaging must include: P/N, lot number and quantity. The enclosed documentation should contain the same information and the manufacturer's reference.

Visual and physical inspection:

- Inspection of the packaging (general condition and possible damage)
- Verification of the quantity received in relation to the quantity ordered and the quantity indicated on the documents
- Verification of the correct identification of the material (nameplate, engraving) and its correspondence with the inscriptions on the accompanying documents
- Condition of the equipment received (absence of shock, scratches, corrosion, etc.)
- Expiry dates for storage (expiry date)

C.3.3 Quarantine

If the controls are not satisfactory, the equipment is quarantined pending resolution of the problem.

Special cases where further action is required :

In the case of a "Suspected Unapproved Item", the MM makes a report to FOCA and EASA.

In the case of tooling found out of tolerance by the calibration subcontractor, the MM must be informed, who will ensure that the work done with the out of tolerance instrument can be considered acceptable. If not, and as soon as possible, a remedial procedure will be initiated.

C.3.4 Registration and traceability

Describe here the procedure defined by the organisation, allowing :

- ensure that material which has not passed the acceptance check cannot be installed
- document the result of the acceptance check
- record, for monitoring purposes, the relevant information concerning the equipment checked (P/N, S/N, hours and cycles, limits, SB or AD applied, etc.)
- be able to link each component to its EASA Form 1 or equivalent at any time

The procedure for "delotage" shall also be described.

C.3.5 Storage of material

Note: The paragraphs below ensure the organisation's compliance with Part M and thus also with the less restrictive Part ML.

All aircraft component shall be classified in one of the following categories :

C.3.6 Component in serviceable condition

Serviceable material is an aircraft component in satisfactory condition and returned to service with an EASA Form One or equivalent.

Serviceable equipment is stored ... (describe the means of storage, to which access shall be restricted to authorised persons).

The component is stored in accordance with the manufacturer's recommendations.

All precautions are taken to preserve the integrity and quality of the stored supplies.

In particular:

- All components must have their hydraulic plugs and/or electrical caps in place.
- All components that could be affected by moisture or condensation such as avionics components must be packed in an airtight envelope.

All component with a limited life or storage life is tracked to ensure that it will not be used when that life is exceeded.

In the same way, a follow-up of the Airworthiness Directives (AD) that may affect the stored component is carried out.

Component whose service life or the application limit of an AD is exceeded is classified as "unfit for service".

C.3.7 Component classified as unserviceable

Component classified as unserviceable is an aircraft component requiring maintenance. Depending on the result of this maintenance it may be reclassified in another category (good or unsalvageable).

Component unsuitable for service is stored (describe the means of storage, which must be secure and isolated from components, standard parts and materials suitable for service)

He receives a "unserviceable" label, identifying the equipment and the reason for the unfitness for service. See model in the appendix.

C.3.8 Component classified as unsalvageable

Material is considered unsalvageable in the following cases:

- a limit of storage, operation or life has been exceeded;
- non-compliance with an applicable AD and any other continuing airworthiness requirements imposed by EASA,
- lack of information necessary to determine airworthiness or eligibility for an aircraft installation,
- with defects which cannot be repaired, whether or not visible to the naked eye,
- that do not meet the design specifications and cannot be brought into conformity with those specifications,
- subject to unacceptable changes or irreversibly reworked,
- that cannot be restored to airworthiness because of exposure to extreme forces, heat or adverse environment.

Unsalvageable material shall be stored (describe the means of storage, which shall be secure and insulated from components, standard parts and materials fit for service), until it is discarded.

They are given a "unsalvageable" label, identifying the equipment and the reason for unserviceability. See model in the appendix.

Unsalvageable components shall not be allowed to re-enter the component supply system unless the certified life limits have been extended or a repair solution has been approved in accordance with Regulation (EU) 748/2012.

Note: when it is established that a part which has reached its certified life limit on one aircraft type is subject to a higher life limit on another aircraft type, the part may be considered not unserviceable provided that it is reserved for use on that other aircraft type.

C.3.9 Scrap

Unrecoverable materials can be discarded in one of the following ways:

- by destroying them
- making them permanently unusable in their original function. They may be retained for non-aeronautical use.
- by entrusting them as they are to a training or research organisation. In this case:
 - they are permanently marked "unfit for service" (or equivalent)
 - the identification of the original part number is deleted
 - an undertaking by the purchaser not to put the equipment back into service is required

When irrecoverable component was being repaired outside the organisation, it may be discarded on site by the repairer. The organisation will then request written confirmation of the scrap and its terms and conditions.

C.3.10 Component/Part classified as standard part

Component or part classified as a "standard part" is a part used on aircraft, engine, propeller or any other component when specified in the maintenance data and accompanied by a certificate of conformity to the applicable standard. This category may include

- screws, clamps, light bulb
- - electronic component and wiring
- - Etc.

The "standard part" material is stored (describe the means of storage, which must be secure and isolated from the elements, standard parts and materials suitable for service)

C.3.11 Material classified as raw material and consumable

Material classified as "Raw Material and Consumables" is used during aircraft maintenance. The organisation ensures that it meets the required specifications and has appropriate traceability. The equipment shall be accompanied by specific documentation containing a declaration of conformity to specifications and an indication of the manufacturer and supplier. This category may include :

- paint,
- ingredient, glue,
- liquid, oil, grease
- aluminium
- wood
- web
- etc.

Raw material and consumable" equipment is stored (describe the means of storage, which must be secure and isolated from elements, standard parts and materials suitable for service)

C.3.12 Component Installation

Rule	AMC	GM
M.A.501 ML.A.501	AMC1 ML.A.501(a)(ii)	-

Indicate the organisation's name shall ensure that no component is fitted to an aircraft unless it is in a satisfactory condition, has been appropriately released to service on an EASA Form 1 or equivalent and is marked in accordance with Part-21 Subpart Q, unless otherwise specified in the Part-21, Part-CAO or Part-145. It must ensure that the particular component is eligible to be fitted when different modification and/or airworthiness directive configurations have been applied.

Standard part shall only be fitted when accompanied by evidence of conformity traceable to the applicable standard

C.3.13 Service life limited components

Rule	AMC	GM
M.A.503 ML.A.503		-

The CAM shall ensure that installed service life limited components do not exceed the approved service life limit as specified in the approved maintenance programme and airworthiness directives.

The approved service life is expressed in calendar time, flight hours, landings or cycle as appropriate.

At the end of the approved service life, the component must be removed from the airplane for maintenance, or for disposal in the case of components with a certified life limit.

C.4 Maintenance facility (selection, organisation, cleanliness and environmental limitations)

Rule	AMC	GM
CAO.A.060(b)/(e)/(f);	-	-

This paragraph supplements chapter A.3.

The area in which maintenance is carried out must be kept well organised and clean with regard to dust and contamination.

When the planned work requires a particular environment to meet the requirements of the maintenance data (e.g. control of temperature, hygrometry, atmospheric contamination, etc.), the MM ensures the availability of premises appropriate for the work envisaged.

In the event of unfavourable weather conditions or long maintenance work, the organisation ensures that suitable facilities are used.

Note: An organisation performing component or complete aircraft painting shall be able to meet the expected requirements of the products it applies (including filtration, temperature and hygrometry) and the applicable environmental standards.

C.5 Maintenance accomplishment and maintenance standard

Rule	AMC	GM
CAO.A.095(a)(1), CAO.A.060(c) Appendix point (b)/(c)/(d)	-	-

C.5.1 Ordering and commencement of work

C.5.1.1 Definition of the work to be carried out

C.5.1.1.1 By the organisation

For aircraft for which the organisation is responsible for continuing airworthiness management, the work to be carried out shall be defined in accordance with the procedures in chapter D.8.

C.5.1.1.2 By the customer

For work on complete aircraft, the customer (natural person or continuing airworthiness management organisation) must be the person responsible for the airworthiness of the aircraft.

The work to be performed must be clearly defined in a work order signed by the customer.

The MM ensures that the work ordered is within the approved scope of the organisation's activities or identifies work that is outside its scope.

The MM seeks the customer's agreement for work that the organisation wishes to entrust to other maintenance organisations (e.g. because it is outside its approved scope of work, or for workload issues).

C.5.2 Work Order

The work shall be initiated using the work order, issued by the owner/airworthiness manager if the organisation is not also the airworthiness management organisation.

The work order identifies all the work that the organisation must carry out, which may be:

- protocol visits, scheduled in the aircraft maintenance program
- work scheduled in the maintenance program, outside protocol frequencies (work at different intervals from protocol visits (out of phase), integrated in a visit to facilitate follow-up, or followed separately and integrated in a visit according to their due date)
- maintenance operations to be carried out on equipment
- exchanges of parts at the limit of their potential
- the application of AD
- the application of SB
- work carried over from previous visits
- work resulting from anomalies reported by pilots in the logbook
- Optional changes/repairs
- modifications standard repairs CS-STAN, (CS-SC or CS-SR)

The work order identifies the references and the revision level of the applicable documents (maintenance program, maintenance manual, AD, SB etc.).

The work order is signed by the MM and by the Continuing Airworthiness Manager (who may or may not be the same person when dealing with an aircraft under management contract).

C.5.3 Work Preparation

C.5.3.1 Editing the work package - maintenance data

C.5.3.1.1 Editing the work package

From the work order, the rest of the work package is edited. It contains:

- the work order(s): order form, anomalies reported by the pilots, worksheet carried over from the previous visit...
- work cards (see below)
- sheets for recording :
 - components removed or installed
 - additional work identified as necessary in the course of implementation; and
 - deferred work sheet
 - the various readings to be taken (e.g. weighing, control surface deflection, receiving flight)
 - EASA Form 123 when a standard modification or repair (CS-SC) or (CS-SR) is initiated. The EASA Form 123 is prepared to document the preparation and completion of CS-SC or CS-SR.

C.5.3.1.2 Maintenance data

The documentation required to carry out the work package is identified and, if necessary, supplied.

It necessarily includes:

- the maintenance program (if the work is planned in the maintenance program)
- data published by the person(s) responsible for the design of the aircraft, systems or equipment concerned: maintenance manuals, repair manuals, spare parts catalogues, service bulletins, service letters etc.
- for those aspects not covered by the documentation of the design responsible(s), data published by the Authority (in particular FOCA documentation such as TM).
- where applicable the CS-STAN published by EASA, CS-SC standard modifications and CS-SR standard repairs.

If the organisation wishes to deviate from the data published by the designer(s) or the Authority, an authorisation shall be obtained from the EASA.

The maintenance data used shall be up to date.

C.5.3.1.3 Modification and repair data

Damage is assessed and modifications and repairs are carried out using as appropriate:

- EASA-approved data or ;
- data approved by a Part-21 design organisation or ;
- standard change/repair data contained in the certification specifications (CS-STAN) referred to in point 21A.431B 21A.90B of Annex I (Part 21) to Regulation (EU) No 748/2012. Aircraft eligible for such data are described in the 'eligibility' section of each CS-SC or CS-SR.

If these data are not approved at the time the work order is established, for example when :

- the need for repair is established or discovered during the course of the work and is not covered by existing maintenance data (examples: maintenance manual, repair manual, service bulletin, CS-SC or CS-SR)
- the aircraft is used as a test specimen for the approval of a modification

Modification or repair instructions must be approved before the organisation issues the final CRS. The approval process is coordinated with the aircraft responsible person from the Continuing Airworthiness Management Organisation.

When modification or repair instructions are provided by the customer, their approval status or applicability shall be verified, especially if the customer is not an approved continuing airworthiness management organisation.

C.5.3.1.4 Work cards

Each item of the release order is normally the subject of one or more work card(s), the main purpose of the work cards is:

- to ensure, thanks to the signature of each step of the work card, the guarantee of a sufficiently precise traceability of the work carried out;
- to clearly identify the different steps to be followed when several tasks are grouped under a single stamp;

- to minimize the risk of multiple errors;
- for a protocol visit, the work card may consist of a photocopy of the visit protocol from the manufacturer's documentation (or the maintenance program).

Note: when the visit protocol (and therefore the work card) refers to detailed instructions in the manufacturer's maintenance manual, these detailed instructions must be applied (unless the authority agrees to an alternative method).

- For a Service Bulletin (or equivalent), the work card is the SB itself from which each step shall be issued.

In all cases the work card shall allow :

- each step to be issued by the one who perform the work(s),
- Saving an independent controller for critical tasks.
- Recording of parameters, when necessary.

However, for simple tasks that do not require additional information, a job card is not written and the user issues it directly to the job report.

The launch voucher specifies which jobs are subject to job cards and which jobs are to be issued by the performer directly to the job report.

C.5.3.1.5 Staff performing the maintenance tasks

The work package and the applicable maintenance data shall be made available to the Staff performing the maintenance tasks.

C.5.3.1.6 Authorised personnel

Authorised personnel are personnel qualified for the tasks performed (CRS authorised person or support staff) or personnel under the direct supervision of CRS authorised personnel (temporary staff, trainee).

Authorised personnel only release a task after it has been performed.

Tasks performed by personnel under supervision are checked and signed off by CRS authorised personnel to ensure that the work is correctly performed.

CRS authorised personnel ensure that each personnel working under their supervision :

- has received appropriate training, or
- has relevant previous experience and
- is capable of performing the required task.

All personnel performing specialized tasks such as welding, NDT etc. are qualified according to a recognized standard.

In accordance with chapter C.7, critical tasks require independent monitoring by a qualified person who has not been involved in the performance of the task concerned. Cross-checks are possible. If necessary, the MM may call upon personnel from outside the organisation, who are assessed and must apply the procedures of the CAE for the duration of the work. He may not be empowered to issue the CRS.

The person responsible for issuing the CRS must have :

- a suitable area of empowerment
- sufficient knowledge of the work and equipment concerned
- appropriate and sufficient maintenance experience within the previous 24 months :

- maintenance experience: carrying out maintenance or inspection operations, supervising work or exercising the CRS privilege
- appropriate: at least part of recent experience is with equipment of comparable characteristics and technology
- sufficient: at least 100 days during which eligible experience has been recorded in the mechanic's logbook (or equivalent, at the discretion of the MM)

Depending on the nature of the work and the area of CRS empowerment of the organisation's staff, more than one CRS staff may be required. However, whenever possible, a single CRS staff shall be designated.

It is not required that the CRS personnel carry out the work themselves, but they must be able to exercise sufficient supervision over the work to enable them to issue the CRS.

Individuals under training/assessment are supervised directly and consistently by CRS personnel.

C.6 Prevention of maintenance errors

Rule	AMC	GM
CAO.A.060(g)/(i)	-AMC1 CAO.A.060(g)	-

C.6.1 General review at the end of the work

To minimize the risk of errors and to avoid omissions, after each execution of maintenance, the organisation shall ensure that :

- each maintenance task is approved only after its completion;
- the grouping of tasks for signature clearly defines the critical tasks identified; and
- all work performed by personnel under supervision (i.e. temporary staff, trainees) is verified and signed by an authorised person.

When all planned work has been completed, a general check is made to ensure that no tools, equipment or other foreign parts and materials remain in the aircraft or component and that all removed access hatches have been reinstalled.

C.6.1.1 Error detection

The organisation shall define in this paragraph a procedure for :

- Ensure the identification of critical tasks through, inter alia, the examination of maintenance tasks having an impact on flight safety (e.g. installation, adjustment and adjustment of control surfaces or installation of engines, propellers and rotors, etc.).

Note: This procedure should specify the sources used for the identification of critical tasks (e.g. information issued by TCHs, accident or event reports, audit results, etc.).

- Identify and describe the error detection methods implemented by the organisation.
- Ensure that an error detection method is implemented after completion of any critical maintenance task, for example by instituting independent inspections or re-inspection.
- Ensure that the risk of multiple errors during maintenance work and the risk of repeated errors in identical maintenance tasks are minimized

C.7 Critical maintenance tasks and error capturing method

Rule	AMC	GM
CAO.A.060(h)	-AMC1 CAO.A.060(h) AMC2 CAO.A.060(h)	-

C.7.1 Critical maintenance tasks and independent monitoring

It is the responsibility of the person issuing the CRS to assess the criticality of the maintenance tasks performed in order to determine the need for an independent review, it must also take into account, for this assessment, his knowledge of in-service experience and the experience of the person who performed the tasks concerned such as :

- (a) tasks which may affect the control of the aeroplane, the trajectory and altitude, such as the installation and adjustment of flight controls ;
- (b) Work on a stability control system (autopilot, fuel transfer)
- (c) tasks which may affect the power of the aircraft, including powerplant, propeller, rotors.
- (d) general overhaul, calibration or installation of engine, propeller, transmission and reduction gear.

The independent control allows to make sure, for example, that an assembly is correct, in the right direction, and secure (braking, pins, interlocks...)

After a maintenance by authorized personnel on aircraft control systems, the independent qualified personnel must take into account the following points :

- 1) All parts that have been disconnected from a system are inspected for correct assembly, locking and position;
- 2) the whole system is inspected for free and complete travel
- 3) the cables must be correctly tensioned with sufficient play at the secondary stops ;
- 4) the entire control system is observed to ensure that it is operating in the correct direction;
- 5) if different control systems are interconnected, the travel of all control systems is checked; and
- 5) if the critical task involves software, the version of the software and its compatibility with the aircraft is checked.

Critical tasks can be identified in different data sources, such as :

- TCH information;
- accident report;
- incident investigation and follow-up;
- event reports;
- flight data analysis;
- audit results;
- operations monitoring program;
- training feedback;
- information exchange system.

The "independent check" is a method of detecting possible errors, it consists of a check carried out by a "qualified person" other than the "authorised person" who has carried out the task to be checked taking into account that:

- 1) the "authorised person" is the person who performs or supervises the task and takes full responsibility for compliance with the applicable maintenance data.
- 2) The "Independent Qualified Person" performs the control of the task and certifies that the task has been performed correctly and that no errors have been found. The "Independent Qualified Person" does not issue the CRS and is not required to hold the CRS privilege.
- 3) The CRS is issued by the "Authorized Person" after satisfactory independent verification.
- 4) The identification of each person, the date, and details of the independent review, if any, must be recorded in the work card system prior to the issuance of the CRS.

In unforeseen cases where only one person is available, a re-inspection may be carried out according to the following rules:

- 1) the "authorized person" who performs the maintenance tasks performs a re-inspection of his or her duties as an "independent qualified person", this re-inspection is performed as the independent inspection.
- 2) Re-inspection of critical maintenance tasks shall only be used in unforeseen circumstances where only one person is available to perform the maintenance tasks and the independent inspection. The fact that no "independent qualified person" has been appointed in the organisation is not considered as an unforeseen situation.
- 3) The CRS is issued by the "authorised person" after the re-inspection.
- 4) The work card system shall allow for the recording of the identification of the "authorized person" and the date and details of the re-inspection, if applicable, before the CRS is issued.

C.7.2 Independent qualified personnel for critical task control

The organisation shall develop in this chapter the qualification procedures for independent personnel.

The assessment and training of such personnel may be demonstrated for example :

- the holding of an Part 66 licence in the same or equivalent sub-category as necessary to perform and release the critical tasks;
- the holding of an Part 66 licence in the same category and specific training in the task to be controlled; or
- appropriate training and relevant experience gained in the specific task to be controlled

C.8 Fabrication

Rule	AMC	GM
CAO.A.020(c)	-AMC CAO.A.020(c)	-

The organisation is authorised to manufacture basic parts in-house for use in ongoing work at its facilities, in accordance with the procedure described in this paragraph.

Such manufacture shall comply with the following rules:

- Type of simple parts that can be manufactured.
- Availability of approved manufacturing data (marking, dimensions, materials, special processes, etc.).
- Prohibition of mass production and external distribution of such manufacture.
- Final inspection and marking.

- Registration of manufacturing records (materials used, surface treatment, final inspections, etc.).
- The certification of the manufacture must not be made on an EASA Form 1.
- Segregation in the warehouses of these parts manufactured in-house

C.9 Certifying staff responsibilities and maintenance release

Rule	AMC	GM
CAO.A.040(a), CAO.A.065, CAO.A.070, CAO.A.095(a)(4)	-AMC1 CAO.A.070(a)	GM1 CAO.A.070

C.9.1 Staff qualification and training

The drafting proposal below is more appropriate for a small organisation and therefore assigns most of the responsibilities to the MM. The organisation may choose to assign certain tasks to other responsible persons.

C.9.1.1 Initial training

Appropriate training is provided for each new employee or when new responsibilities are assigned.

The MM is responsible for assessing the need for training, based on the individual's prior knowledge, qualifications and experience, and for designating the appropriate trainer within the organisation. He may also choose to use an external organisation (as appropriate: manufacturer, external contributor, other maintenance organisations etc.).

The training may relate in particular to :

- regulations
- the organisation's procedures
- the equipment maintained
- maintenance tasks performed
- the tools used
- the technical documentation used

It may include a phase of practical experience under supervision.

C.9.1.2 Evaluation of skills

For each new employee, or where new responsibilities are assigned, the organisation shall ensure that the person is fit to work before authorizing him or her to work without direct and constant supervision.

Possible methods of assessment are:

- an oral examination to assess knowledge of the organisation's regulations and procedures related to the function in question.
- an "in-situ" assessment in the context of work under supervision, for the evaluation of technical skills and compliance with work procedures ;

The MM is responsible for designating the assessor(s).

C.9.1.3 Continuing education

In order to maintain their skills, maintenance personnel receive continuous training on the latest developments:

- of regulations
- the organisation's procedures
- technical (new types or variants of equipment, changes in maintenance manuals, new AD/TM etc.).

The MM is responsible for defining the further training plan. He designates the appropriate trainer within the organisation or may also choose to use an external organisation (as appropriate: authority, manufacturer, other maintenance organisations etc.).

C.9.1.4 Records

C.9.1.4.1 Personal files

For each CRS staff member, the organisation maintains a file containing:

- Surname / First name / Date of birth
- Basic training,
- Type trainings,
- Continuing education,
- Specialized training,
- Experience, Relevant Qualifications for Entitlement,
- Area of Empowerment,(authorisation)
- Date of the first issue of the authorisation.
- Information demonstrating his suitability (CV, copies of diplomas, aeronautical engineer's licence, certificates of training courses, results of assessments, etc.).

In order to guarantee confidentiality and limit the risk of data corruption, access to the files is restricted to the following persons :

List authorised persons

However:

- each staff member may consult his personal file and obtain a copy of it
- these data shall be kept available to the Authority for possible checks.

C.9.1.5 Basic qualifications

The basic qualification of the personnel is checked for each new authorisation or when the scope of an authorisation is extended.

The maintenance licence must be valid, of the appropriate category and with the appropriate type or group qualifications. In the case of a licence with limitations, the intended scope of authority must be compatible with those limitations.

C.9.1.5.1 Aircraft CRS authorization

CRS personnel on aircraft must hold a Part 66 Aircraft Maintenance Licence or National Aircraft Maintenance Licence (M Licence) in accordance with the following table: (to be customized according to the organisation's field of activity)

In accordance with Part 66, a licence:

- of category B1.x, B3 or L authorizes its holder to issue the CRS following :
 - maintenance work carried out on the aircraft structure, engine, mechanical and electrical systems,
 - work on avionics systems requiring only simple tests to demonstrate their proper functioning and not requiring troubleshooting.
 - work on radio systems, emergency locator transmitters and transponder systems only for the category L licence; and
- of category B2 or B2L authorises the holder to issue the CRS following :
 - maintenance work carried out on electrical and avionics systems (within the limits of the qualifications specifically endorsed on the licence for a category B2L licence),
 - electrical and avionics tasks in powerplant and mechanical systems requiring only simple tests to demonstrate their proper operation (with "airframe system" qualification for a B2L licence).

In accordance with national regulations, a

- category M, L, S license authorises its holder to issue the CRS following :
(see TM 90.001-10)

CRS authorisation on (engines, equipment: delete or adapt according to the field of activity)

Indicate here, for each category of equipment concerned, the criteria adopted by the organisation, in particular as regards basic training and practical experience in maintenance or exercise of the CRS privilege.

C.9.1.5.2 Training and skills assessment

For each new accreditation or in the event of an extension of the scope of an accreditation, the MM defines the training needs and the method of assessing competences, in application of the principles described in the previous chapter.

Training and skills assessment shall focus in particular on:

- knowledge of the organisation's regulations and procedures, particularly understanding of situations where a CRS can be issued and situations where it should not be issued,
- knowledge of the equipment covered by the field of authorisation, including how it works and the most common faults and their consequences,
- verification of sufficient recent experience in the area of empowerment under consideration.

A representative sample of the tasks and materials in the envisaged field of authorisation must be covered during the assessment.

The duration of the assessment may be significantly reduced in the case of a newly recruited person who was previously CRS-qualified in another approved maintenance organisation (written confirmation from the previous organisation is required).

C.9.1.5.3 Special case: one-off CRS authorisation for operational emergency

Optional procedure (and only for aircraft category organisations)

In the event of an unforeseeable operational emergency where an aircraft is grounded at a location other than the Agency's main base where the Agency has no CRS personnel cleared for that type of aircraft, the MM may issue a one-time CRS clearance:

ANYBODY'S COMBINED AIRWORTHINESS EXPOSITION

- to any organisation personnel with an CRS clearance for an aircraft type with similar technology and systems, or
- to any person with at least 3 years maintenance experience and holding a valid ICAO maintenance licence for the aircraft type concerned, subject to :
 - there is no appropriate approved organisation at that location; and
 - that he gets proof of that person's experience and license.

This authorisation is limited (in terms of scope and duration) to the work necessary to return the aircraft to service: see model in the Annex.

A copy of each one-off CRS authorisation issued under this procedure shall be sent to FOCA within 7 days.

Note: All maintenance tasks that may affect the safety of flights that have been carried out under such a clearance shall be controlled by the organisation on return of the aircraft.

C.9.2 Clearance other than CRS clearance

Specialized technicians (Indicate N/A if not applicable)

Personnel performing specialized work such as welding and non-destructive testing (other than dye penetrant testing) shall be qualified in accordance with a standard recognized by the Authority.

List of specialized technicians:

Last name First name	Specialty	Standard
	Welding	Welding AIR 0191 (qualification by the Welding Institute)
	Eddy Current	Eddy current EN 4179

C.9.3 Return to service

C.9.3.1 Return to Service (CRS/RTS) under Category A approval

The organisation issues a CRS "aircraft" at the completion of any maintenance on an aircraft.

However:

- In the case of a component service, when the operations are performed using "aircraft" maintenance data (e.g. in-service maintenance of a propeller engine or equipment), the component may be removed to facilitate its maintenance, where permitted by the aircraft manufacturer. The removal, maintenance and re-installation of the component is then certified through the aircraft CRS.
- When the operations are performed using "engine" or "equipment" (fit) maintenance data, a service on a component, even if not removed from the aircraft, requires the issuance of an EASA Form 1 under a category B or C approval.
-

The A-rated organisation may issue an EASA Form 1 to a component:

- filed "fit for service" for an aircraft in service whose type is included in the organisation's scope of approval ;
- released before September 28, 2009 by a JAA;
- stored since new, previously released by a French production organisation before the JAR-21 came into force in France.
See chapter D.2.4.4 "CRS of an aircraft component".

When the organisation carries out a standard repair or modification according to CS-STAN, it releases this work with a duly completed EASA Form 123, before declaring the CRS of the aircraft, it is the same personnel who declare the aircraft CRS and sign the EASA Form 123.

C.9.3.2 Return to service under Category B or C approval

The organisation shall issue an EASA Form 1 after any maintenance on a component removed from the aircraft.

However :

- An EASA Form 1 shall also be issued after any work on an unremoved component of the aircraft or engine, in the cases provided for above.
- it is a work performed using "engine" or "equipment" maintenance data.

Exceptions and special cases

Elementary parts manufactured in-house (if the organisation does not have this prerogative, indicate N/A)

These cases shall be mentioned in chapter A.4 of the organisation's approved scope of work.

Components manufactured in-house by the organisation under the privilege identified in chapter C.8 are not eligible for an EASA Form 1.

C.9.4 Personnel responsible for issuing the CRS

The personnel responsible for issuing the CRS is the authorised personnel designated in accordance with chapter A.10.

C.9.4.1 Requirements for issuing the CRS

C.9.4.1.1 Closure of the work package

The work package is closed when:

- All work cards (and/or single tasks listed only on the release order and/or critical tasks) have been completed and signed off.
- The requested works have been completed and signed.
- The deficiencies discovered during the visit was identified on the "Additional work" sheet, in accordance with chapter C.10.1.
- The deferred work was identified on the "Deferred work" sheet (or on the work report), in accordance with chapter C.10.2.
- Removed or installed aircraft components have been identified on the "Removed or installed equipment or parts" on the work report and their releasing certificates are attached.

C.9.4.1.2 Conformity of work

The work has been carried out in accordance with Part M or Part ML and the procedures of the organisation, or with exceptional authorisations granted by the Authority.

C.9.4.1.3 Airworthiness status of parts and components

The aircraft or component has no known defects which seriously affect flight safety.

C.9.4.1.4 Case of serial maintenance

However, it is possible to issue a CRS when the organisation is aware that the component is non-airworthy, in the case of equipment undergoing a series of maintenance processes at several approved maintenance organisations and each organisation's CRS is required for the final return to service of the equipment.

In this case a clear statement of limitation shall be made on the CRS.

C.9.4.2 Issuance of the CRS

When satisfied that the conditions described in the above are met, the CRS staff shall issue the Certificate of Release to Service.

Note: If the customer decides to take over the aircraft before a CRS can be issued, the organisation shall inform the Registration Authority.

If several CRS personnel have been designated, they shall issue the CRS at the same time, after coordinating to ensure that the entire order and the interfaces between their domains have been properly covered.

C.9.4.3 Aircraft's CRS

C.9.4.3.1 Support

The CRS is entered:

- in the aircraft logbook (the organisation may also choose to issue a certificate, a copy of which is inserted in the aircraft logbook)
- normally in the aircraft journey log.

However, when, exceptionally, another organisation has to carry out additional work before the aircraft is finally returned to service, the CRS shall not be mentioned in the aircraft journey log. (Recommended Practice)

Note: in all cases, a response to the anomalies reported by the pilots and the list of deferred work are still entered in the logbook, with a cross-reference to the work file.

C.9.4.3.2 Content of the CRS

The CRS specifies:

If the organisation issues a certificate, all relevant information about the aircraft concerned must be specified. This is not useful in the case of a CRS entered directly in the aircraft logbook or journey log.

- A description of the maintenance carried out :

In the case of a small maintenance visit: references of the maintenance data used (type of visit and reference of the maintenance program used, etc.).

For a more complex maintenance visit: summary of the operations carried out and reference of the corresponding work file containing all the details of the maintenance carried out.

- The date (or period) of the ground time
- The sentence: 'Certifies that the specified work, unless otherwise specified, has been carried out in accordance with Part M or Part ML (as applicable) and that, with respect to that work, the aircraft is considered ready for release to service.
- The name and approval number of the organisation and the name of the signing CRS personnel(s) (and/or their CRS authorisation number if the organisation assigns such numbers).
- The handwritten signature of the signatories (or the mention of an electronic signature)

Where appropriate, the necessary additional information must be added:

- list of work deferred, the maximum duration of the deferral and the agreement of the person responsible for the airworthiness of the aircraft when it is not the organisation itself. In the case of a generic agreement under a maintenance contract, the statement "Agreement of ... under contract ..." shall be added. (or equivalent statement) is indicated.
- A "subject to satisfactory completion of the maintenance control flight" endorsement, when a maintenance control flight is required.

At the end of the maintenance control flight, two cases shall be considered:

- There is no comment from the crew. The aircraft journey logbook is marked "Satisfactory Flight" and a new CRS is not required.
- There were crew comments on the flight: a new CRS will be issued after appropriate corrective action is taken, following normal procedure.
- mention of the need for additional work, in the case of serial maintenance :
 - If the aircraft is not airworthy: "CRS after partial maintenance: additional work is required before the next flight. "(or equivalent wording)
 - If the aircraft has received a pass (or equivalent) for a technical ferry to a site where the additional work will be carried out: "For technical ferry flight".
 - any useful limitation (e.g. exceptional authorisation of limited duration)

C.9.4.3.3 Case of one-time clearance for operational emergencies

All maintenance tasks which may affect the safety of flights which have been carried out under such a clearance shall be controlled by the organisation on return of the aircraft.

C.9.5 CRS of a component maintained by an organisation holding a B or C rating

C.9.5.1 General

The CRS for a component is issued using an EASA Form 1.

The EASA Form 1 is completed in accordance with the following rules:

For Part CAO approvals, box 14a should be ticked "other regulations" and the following text should be added in box 12:

"Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with annex Vd (Part CAO) to regulation (EU) 1321/2014, requirements and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER ANNEX II (Part 145) TO REGULATION (EU) 1321/2014"

For all maintenance carried out by Part-CAO approved maintenance organisations of Regulation (EU) No 1321/2014, the box "other regulation specified in block 12" shall be ticked and the SRC shall be entered in block 12. The certification statement "unless otherwise specified in block 12" is intended to address the following cases:

- the maintenance could not be fully completed ;
- the maintenance deviates from Part-M or Part-ML or Part-CAO requirements;
- the maintenance has been carried out in accordance with a requirement other than Part-M or Part-ML or CAO requirements. In this case, block 12 shall specify specific national regulations.

C.9.5.2 Re-certification of components without EASA Form 1 or equivalent

Describe here the procedures for issuing an EASA Form 1 to a component :

- removed "serviceable" of an aircraft in service
- removed from an aircraft that is retired or involved in an accident;
 - which was previously maintained by a Subpart F or Part-145 non-approved organisation
- accompanied by a document without Dual Release issued by an approved maintenance organisation of States with which EASA has established a bilateral maintenance agreement : United States, Canada ANAC

A CAO Part organisation with an aircraft rating (without necessarily having an equipment rating) to issue an EASA Form 1 on the basis of a releasing certificate issued by a FAR-145 (USA) or CAR573 (Canada) organisation, even if this organisation does not have an EASA Part 145 approval and cannot therefore carry out a dual release, after the following checks:

- identification of the aircraft for which the equipment is intended
- verification of the applicability of the ADs
- verification that the equipment configuration is EASA approved for the aircraft in question
- verification of the general condition (damage, corrosion, leakage, not involved in accident / incident, heavy landing lightning strike etc.)

C.9.6 Recording and archiving

C.9.6.1 Transmission of data to the CAMO or Continuing Airworthiness Staff of the aircraft

On completion of the work, the organisation shall send a report to the person responsible for the airworthiness management of the aircraft :

- A copy of the CRS
- A copy of the work order, including :

- A copy of the supplementary work sheet
- The deferred work sheet
- The data sheet of the removed or installed aircraft components together with their releasing certificates
- Subcontractor's release documents
- A copy of all approved repair/modification data used.
- Where applicable the ARC 15c issued by the organisation.
- If applicable, the ARC issued in connection with the importation into Europe of an aircraft from a third State carried out by the organisation.

C.9.6.2 Archiving

The organisation shall retain a copy of the work records and associated specific maintenance data for a period of 36 months from the date the aircraft or component concerned is returned to service by the organisation.

Associated "specific maintenance data" is, for example, repair and change data. It is not necessary to archive all aircraft and equipment maintenance manuals, parts catalogues etc. issued by the type certificate holder or the STC holder.

Where applicable, the organisation shall retain a copy of all records relating to the issue of airworthiness review certificates.

Describe the conditions of storage and, if applicable, the procedure for computerised archiving.

C.10 Defects arising during maintenance

Rule	AMC	GM
CAO.A.075(b)(6)	-	-

C.10.1 Additional work discovered during a visit

Any anomalies discovered normally or by chance during the execution of the work ordered shall be noted by the contractor on a supplementary worksheet.

For example:

- Incomplete release order
- Damage or defect discovered as a result of a scheduled inspection and for which the action to be taken is not clearly defined in the inspection instructions.
- Accidentally discovered damage or defect
- Error in the execution of a maintenance task

In the case of a minor defect, the performer shall determine and carry out the work required to restore the aircraft. He completes the additional work sheet and informs the MM (or other appropriate person)

For more significant deficiencies, the performer informs the MM (or other appropriate official) to determine the additional work to be carried out.

For aircraft for which the organisation is responsible for continuing airworthiness management, the additional work shall be defined and validated in accordance with the procedures in the CAE.

In other cases, the responsibility for determining the additional work shall be defined in liaison with the customer (possibly under a maintenance contract).

If it is the organisation that is responsible for defining the additional work:

- Where possible, the MM defines the additional work on the basis of existing maintenance data (maintenance manual, repair manual etc.).
- when a new modification/repair solution has to be developed, the MM ensures that it is subject to an appropriate approval process, within the framework of Part-21.
- The MM seeks the agreement of the customer (unless specifically provided for in a potential maintenance contract).

The MM completes the additional work card and if necessary, issues a new work card. In this case, the reference of the work card is indicated on the additional worksheet.

After the additional work has been carried out, the person carrying out the additional work issues the work card or, if necessary, the additional work sheet.

C.10.2 Treatment of deferred defects

Deferral criteria for an aircraft complying with the requirements of Part ML (ML.A.403)

In addition to routine maintenance, this paragraph specifies the requirements relating to the management of defects found on an aircraft in service.

As a first step, it is necessary to assess whether the defect seriously affects flight safety or not.

If the defect seriously impairs flight safety, then its rectification before the next flight is mandatory. Otherwise it is possible to complete the flight without first correcting the defect provided that it is recorded in the aircraft records (ML.A.305), brought to the pilot's attention and corrected as soon as possible.

The term 'required for the flight' means equipment required by the applicable airworthiness code (certification specification) or by applicable air operations regulations or rules of the air, or required by air traffic management regulations (e.g. a transponder in certain controlled areas).

Aircraft equipment shall be declared defective if there is a significant risk that it cannot perform the required functions at a level of performance corresponding to the acceptable level of safety for the operation in question. This does not preclude the pilot from recording observations and comments on the performance of aircraft equipment when this is not considered a defect.

The following table identifies the persons authorised to defer the correction of the defect according to its type:

Type of fault	Personnel authorised to assess the seriousness of the defect
(1) Defects affecting equipment not required for the flight	The pilot ML.A.403(b)(1)
(2) Defects affecting the equipment required for the flight	The pilot if the defect is covered by the MEL or an authorized certification personnel. ML.A.403(b)(2)

(3) Defects other than (1) and (2) on a glider or balloon not operated commercially and on any aircraft operated in accordance with the NCO Part.	The pilot, with the agreement of the approved organisation having the aircraft under airworthiness management ML.A.403(b)(3)(i)
Any defect not covered by (1), (2) and (3)	Authorized certification personnel ML.A.403(b)(4)

Deferral criteria for a Part-M compliant aircraft (M.A.403)

In addition to routine maintenance, this paragraph specifies the requirements relating to the management of defects found on an aircraft in service.

As a first step it is necessary to assess whether the defect seriously affects flight safety or not. Only certifying staff can carry out this assessment and decide on the safety impact of the defect based on the approved and applicable data. If the defect found is covered by the MEL, then an assessment by certifying staff is not necessary.

If the defect seriously affects the safety of the flight, then rectification of the defect before the next flight is mandatory. Otherwise, it is possible to complete the flight without first correcting the defect provided that it is recorded in the aircraft records (M.A.305 and M.A.306) and corrected as soon as possible.

The organisation shall additionally check whether the possibility of deferral is provided for in the applicable maintenance data (Maintenance Manual, Repair Manual, TM/CT documentation etc.) :

- If this is the case, the organisation shall determine the maximum deferral period (calendar and/or number of cycles, landings etc.) using the maintenance data.
- In the absence of applicable information in the maintenance data, the MM shall coordinate with the Aircraft Continuing Airworthiness Manager to obtain an approval :
 - from EASA or an organisation holding a Design Approval for structural damage
 - FOCA in other cases

C.10.3 Records

Deferred works are recorded on the Deferred Works sheet (or directly on the work report if there are few).

If it is a new deferral of work already deferred, the date of origin of the defect is mentioned on the sheet for traceability purposes.

The work deferred (and the maximum duration of the deferral, if applicable) is mentioned on the CRS.

If, exceptionally, the CRS is not mentioned in the logbook because another organisation has to carry out additional work before the aircraft is finally returned to service, the deferred work, and in particular the postponement of the rectification of defects reported by the pilots, shall nevertheless be mentioned in the logbook, with a reference to the work file.

C.11 Maintenance away from approved location

Rule	AMC	GM
CAO.A.095(a)(3)	-	-

To carry out declared off-site maintenance, the organisation shall describe its procedure here.

C.12 Procedure for component maintenance under aircraft or engine rating

Rule	AMC	GM
Appendix I item (b)/(c)	-	-

This particular procedure must comply with the conditions for the issuance of CRS's in chapter C.9, here the organisation indicates whether and in which cases it carries out such releases.

For the issuance of such CRS's, the following principles apply:

- These CRS's only concern component that has remained in the aircraft during its maintenance or that has been reinstalled by the organisation that carried out its maintenance (in other words, it is not possible within the framework of these CRS's to deliver the maintained component to a third party).
- under these CRS's, an EASA Form 1 cannot be issued: the maintenance of components must be covered by an aircraft CRS (also covering, if the component had been temporarily removed, the installation on the aircraft)

Subject to compliance with the above principles, the exceptions are as follows:

- maintenance of component based on aircraft maintenance data (e.g. aircraft maintenance manual, aircraft type certificate holder service bulletin/type certificate supplement), may be carried out by an organisation which does not hold the normally required B or C rating.
- With the agreement of the authority certain simple component maintenance operations based on component maintenance data (e.g. Engine Maintenance Manual or component-CMM) may be carried out by an organisation not holding the normally required B or C rating. Cylinder removal and re-fitting operations for piston engines are normally authorised in this context.

These cases must be mentioned in chapter A.4 of the organisation's approved scope of work.

C.13 Procedure for maintenance on installed engine (or component) under engine (or component) rating

Rule	AMC	GM
Appendix I item (b)/(c)	-	-

This particular procedure must comply with the conditions for the issuance of CRS in chapter C.9. Here the organisation indicates whether and in which cases it carries out such releases.

See previous chapters and adapt.

These cases shall be mentioned in chapter A.4 of the organisations's approved scope of activity.

C.14 Special procedures (specialised tasks, non-destructive testing (NDT), engine run-up, etc.)

Rule	AMC	GM
CAO.A.030(a), Appendix I point (e)	-	-

Insert here the specific procedures that the organisation wishes to follow.

C.15 Issuance of airworthiness review certificate (ARC) under maintenance Privilege

Rule	AMC	GM
CAO.A.095(c)(2)	-	-

C.15.1 Airworthiness Review

The organisation shall develop a procedure to comply with ML.A.903 of Regulation (EU) 1321/2014.

The organisation may use the following documents as a basis for developing the procedure:

- This guide and its chapter D.11 for the content and general procedures for conducting an airworthiness review.
- And chapter D.12 for the ARC extension

This procedure shall include a chapter detailing the documentary examination and a chapter detailing the physical examination of the aircraft.

C.15.2 Prerequisites

The ARS may conduct an airworthiness review on an aircraft in the organisation's area of operations if:

- the aircraft meets the requirements of Part ML,
- He is authorised in accordance with chapter A.12,
- The airworthiness review was conducted at the same time as the annual/100-hour inspection contained in the maintenance program,
- He declared the CRS of the annual aircraft visit.

C.15.3 Issue of ARC 15c

An ARC 15c is issued on behalf of the maintenance organisation by the ARS that conducted the airworthiness review when:

- the entire airworthiness review conducted is satisfactory, and ;
- the maintenance program review has been completed;
- the Airworthiness is not challenged by this review, and ;
- there are no non-conformities known to seriously affect flight safety.

The ARS fills in all the items of the 15c ARC and signs it.

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A copy of the new ARC 15c shall be sent to the Registration Authority within 10 days of its date of issue.

PART D CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

D.1 Continuing airworthiness management - general

Rule	AMC	GM
CAO.A.025(10); CAO.A.095(b)(1); CAO.A.075(a)/(b)(7)/(b)(9)	-	-

In this paragraph the organisation shall present the different procedures that enable it to comply with the regulatory requirements according to the privileges held. In particular, it shall indicate:

- If all the procedures are directly described in the CAE or via associated documents then they must be listed in this paragraph.
- If its procedures cover only Part-ML (without covering Part-M), Part-M (without covering Part-M) or cover both Part-M and Part-M, in accordance with the scope of the organisation's activities.

This paragraph shall also describe the procedure for notifying relevant external organisations of any condition of the aircraft or component found by the organisation which has caused or may cause a condition affecting flight safety. For more details on the content of the expected procedure, see chapter C.1.

D.2 Minimum equipment list (MEL) (and configuration deviation list (CDL)) application

Rule	AMC	GM
CAO.A.075(a)	-	-

Although the MEL is a document outside the scope of control of the continuing airworthiness management system, and the decision to accept an MEL tolerance is normally the responsibility of the crew, this paragraph should describe in sufficient detail the procedure for applying the MEL (the MEL is a tool that maintenance personnel should be familiar with in order to facilitate effective communication with the crew in the event of deferred work). This paragraph is not applicable to aircraft types that do not have an MEL.

D.2.1 General

This paragraph should briefly explain what MEL and CDL mean.

This information can be extracted from the Operational Manual (OM) or the flight manual (FOM).

The MEL must take into account the different types of aircraft and the different areas of operation. The MEL shall show navigation equipment and take into account possible performance requirements for routes and areas of operation.

D.2.2 Categories

When an operator uses a classification system (e.g. A, B, C, D) involving calendar stops for fault rectification, he shall explain here the general principle of such a system. It is essential

for maintenance personnel to be familiar with this system for the management of deferred work.

The performance of "M" procedure is reserved for authorized personnel (Part145 / Part CAO Personnel, etc), flight crews are not authorized to defer a "M"-procedure.

The performance of "O" procedure(s) is reserved for flight crews (PIC) to defer an "O" procedure defect.

D.2.3 Application

This paragraph shall explain how continuing airworthiness management and maintenance personnel communicate a tolerance permitted by the MEL to the crew by completing the aircraft technical logbook.

The procedure shall specify that in the event of a deferral, maintenance:

- shall use the MEL to ensure that such a deferral is possible,
- carries out, if necessary, the maintenance actions associated with the MEL item and mentions them in the Technical logbook,
- issue the CRS,
- proposes the opening of the corresponding technical tolerance (MEL number) to the crew, who is responsible for accepting it or not,
- reports the MEL item in the Hold Item List if accepted by the crew.

The procedure must also specify how the tolerances are closed following the correction of the corresponding defects by maintenance.

D.2.4 Acceptance by the crew

This paragraph specifies how the crew formalises its acceptance or rejection of the tolerances proposed by maintenance.

The crew's acceptance is evidenced by the Captain's signature in the field provided for this purpose on the logbook when taking over the aircraft (the numbers of the MEL items, class and opening date or the mention "Nil" are written on it).

In the event of refusal, the endorsement is not entered in the technical tolerances block and the corresponding MEL item is explicitly entered in the "crew complaint" section (brief description of the defect) for corrective action and for issue of the corresponding CRS.

D.2.5 Management of MEL calendar limits

When a tolerance has been accepted by the crew, the defect must be corrected before a calendar limit specified in the MEL.

D.2.6 Exceeding the MEL limit

This paragraph should describe the procedure to be used by the organisation to manage a request for a one-time extension of an MEL item.

This procedure should describe how to apply for an extension (description of the requested extension, circumstance/reasons, compensatory measures), validate and accept it internally or submit it for acceptance to the relevant authorities as appropriate, monitor its application and register it.

The internal validation process should clearly identify the services and persons authorised to intervene on the subject and with authority to validate such requests before internal

acceptance or transmission for acceptance to the FOCA. The role of the quality system with regard to these extension requests should be specified.

An MEL item for a given aircraft may only be extended by the organisation itself within the limits offered by the operator's MEL accepted by the FOCA.

These limits may correspond to the restrictions specified in the associated MMEL (Master MEL) or may be more restrictive in certain specific cases and for certain systems.

The persons authorized to internally accept an extension of an MEL item, within the limits of the MEL, should be formally designated by the organisation.

Any request for an extension outside the limits set by the MEL should be validated by the organisation and forwarded to the competent services for acceptance.

Finally, the procedure must specify how the crew is informed that an extension has been granted and the limits of this extension. This procedure must be described consistently in this chapter

These Procedures are applicable for operators with aircraft for which no legal requirements for a MEL exist

D.2 Aircraft operation without minimum equipment list

Rule	AMC	GM
CAO.A.075(a) ML.A.301(b) ML.A.403(b)(2)	AMC1 CAO.A.075	-

D.2.1 General Procedures

The purpose of this procedure is to establish the methods by which defects may be deferred on aircraft not required to have a Minimum Equipment List

D.2.2 Responsibility

The release for flight of an aircraft with unserviceable equipment is the joint responsibility of the aircraft commander, the Part-145 / CAO maintenance organisation and the CAM.

D.2.3 Procedure

Where a Minimum Equipment List is not required by legislation, the organisation will not conduct a take-off in an aircraft with equipment that is not serviceable or that has been removed, where that equipment is required by:

- a) The standards of airworthiness that apply to day or night VFR or IFR flights as applicable.
- b) Any equipment list published by the aircraft Type Certificate holder respecting aircraft equipment that is required for the intended flight (Flight Manual, etc).
- c) An EASA/FAA/TCA or similar Airworthiness Directive, FOCA Technical Directive, or FOCA Operational Directive.

Where a MEL is not required and the aircraft has equipment, other than the equipment required by a), b) or c) above, that is not serviceable or that has been removed, the organisation will not conduct a take-off in the aircraft unless:

- a) Where the unserviceable equipment is not removed from the aircraft, it is isolated or secured so as not to constitute a hazard to any other aircraft system or to any other person on board the aircraft;
- b) Appropriate placards are installed;
- c) Any entry recording the actions referred to in a) and b) is made in the Aircraft Technical Log, as applicable.

Once a defect has been entered in the Aircraft Technical Log, the Part-145 / CAO maintenance organisation and the flight crew will determine if the unserviceable equipment is required by the applicable airworthiness standards for day or night VFR or IFR flight, the aircraft Type Certificate Holder's equipment list (Flight Manual, etc.), FOCA Operational Directives. The decision to accept the aircraft with unserviceable equipment remains the responsibility of the flight crew. The acceptance of any open deferred items is indicated by Commander's signature on the Sector Record Page in the "Captain's Acceptance" space.

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If the defect can be deferred, the Part-145/CAO maintenance organisation will arrange, as necessary, to have placards installed, unserviceable equipment either removed from the aircraft or isolated/secured so it does not constitute a hazard to any other system or to any person on board the aircraft, and have the action(s) entered in the Aircraft Technical Log and Hold Item List.

Full details of all defects will be recorded by the Part-145/CAO maintenance organisation in the Aircraft Technical Log in order to make the flight crew fully aware of the condition of the aircraft.

The CAM will enter the defect into the maintenance planning and control spreadsheets and include the date and time by which the deferred item must be rectified and will make the necessary arrangements with the Part-145/CAO maintenance organisation to have the deferred item rectified. Once the defect is rectified, the item will be deleted from the maintenance planning and control spreadsheets and an appropriate Certification of Release to Service (CRS) and HIL entry will be made.

The organisation will seek to ensure that the minimum of open deferred defects exists. Repairs will be accomplished at the earliest opportunity in order to maintain an acceptable level of safety and reliability. All open deferred defects will be monitored by the CAM in consultation with the Part-145/CAO maintenance organisation to ensure earliest rectification and subsequent closure.

D.3 AMP development, control and periodic review

Rule	AMC	GM
CAO.A.075(a)/(b)(1)/(b)(2);		-
CAO.A.095(b)(2)	AMC1 ML.A.302	
ML.A.302	AMC1 ML.A.801	
ML.A.801	AMC1 ML.A.903(h)	
ML.A.903(h)		
Part-ML: Appendix I		

The objective of the maintenance program (AMP) is to describe all maintenance operations required to keep the aircraft airworthy.

A maintenance program may:

- for Part-M aircraft, be common to several registrations of an aircraft type for which the same manufacturer's maintenance manual is required, subject to listing all relevant registrations and specifying, where appropriate, the specific elements for each registration; or
- not apply to any particular registration; such an AMP is then referred to as "generic".

The "generic" program is not usable as is for a specific aircraft, it allows the organisation to demonstrate its ability to draft an AMP, pending the integration of an aircraft under management for which a customized AMP will need to be developed and approved. A generic AMP is not directly approved, nor is it mandatory to amend it each time the manufacturer's data changes.

Updating to take account of revisions to the manufacturer's data and adaptation to the registration concerned shall take place at the time of approval of the personalised AMP.

D.3.1 Development of a maintenance program for an owner managing the airworthiness of his aircraft in Part-M

For Part-M aircraft, which are non-CMPA and non-commercial operation, the organisation may enter into a limited contract with an owner to develop the maintenance program for its aircraft.

In this case, the limited contract shall transfer the responsibility for the development and approval of the maintenance program to the organisation".

D.3.2 For an aircraft maintained in accordance with Part M requirements

This paragraph shall describe the typical content of a maintenance program (AMP) selected by the organisation.

Reminder and supplements information:
 To identify task lists (e.g. protocol visit content), it is possible to refer to the manufacturer's documentation, without duplicating it, specifying the reference and the level of amendment of the document concerned. The schedule of maintenance operations (life limit, potentials, protocol visits) may be the subject of a separate document, referenced in the AMP. However, as it is then considered as part of the AMP, it must be approved in the same way as the AMP.

Aircraft registered in another EU Member State:

If the organisation wishes to manage the airworthiness of aircraft registered in another Member State, add to this chapter any national provisions concerning the format of the AMP.

Tasks of the pilot owner of a non-complex, non-commercial aircraft, not used in a specialised commercial operation, not used by a commercial ATO and MTOM ≤ 2730 kg. If it is planned to have certain maintenance work carried out by the pilot(s)-owner(s), the AMP must list the pilot(s)-owner(s) and identify the maintenance work they are authorised to carry out. (Work in accordance with Appendix VIII of Part M).

D.3.3 Sources documentation

This paragraph lists all source documentation used for the development of the maintenance program (MRBR, MPD, Maintenance Manual, CMM of equipment for which the MRBR refers to the manufacturer's recommendations, national requirements, organisation/owner responsible for the airworthiness of the operator, etc.).

It specifies how these documents are obtained from the manufacturer (subscriptions, paper or electronic format).

In case of subcontracting the development of the maintenance program, the provision by the operator of the necessary documents from the subcontractor shall be made explicit.

The development of the maintenance program must integrate these recommendations concerning, for example, ALI, CMR, CPCP, CDCCL and EWIS tasks, special maintenance requirements related to types of operation such as ETOPS, overflight of areas at risk for helicopters according to Regulation 965/2012.

D.3.4 For the development of AMP for aircraft in airworthiness management according to Part-ML

The AMC2 of the ML.A.302 provides a basic form to be completed when writing the maintenance program. Explanations for its use are available on the FOCA Website. It is also possible to find 3 "standard" annexes that can be associated with the AMP:

- Record of AMP Annual Reviews (AMC1 ML.A.302(c)(9))
- Management of AMP revisions (ML.A.305(h)(4))
- Justification of deviations introduced in the AMP (ML.A.302(c)(8))

The organisation must develop AMP to cover :

- its entire field of activity.
- all registrations for which the organisation is responsible for continuing airworthiness management.

A maintenance program shall apply to a particular registration.

Updating to take account of revisions to manufacturer data and adaptation to the registration concerned, shall be done at the time of approval of the personalised AMP.

This paragraph shall describe the typical content of a maintenance program selected by the organisation.

This maintenance program shall be specific to each aircraft and shall clearly identify the aircraft including the installed engine(s) and propeller(s) and list the owner(s).

Concerning maintenance, there are two possibilities.

- Either the AMP must include the maintenance tasks and inspections contained in the minimum inspection program, called MIP, corresponding to the aircraft, or

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- the instructions for continued airworthiness provided by the aircraft type certificate holder.

It may also contain additional or alternative instructions proposed by the owner or operator or by the organisation. In the case of alternative instructions, such instructions shall not be less restrictive than those contained in the MIP.

This means that the scope of maintenance to be covered by the task being deviated from cannot be less than the scope of the corresponding task in the MIP in terms of frequency and type of task. Examples are given in the table below:

Manufacturer Task	Proposed Alternative	MIP Task	Acceptable Proposal (Yes/No)
Inspection XX Interval 6 months	Inspection XX Interval 12 months	Inspection XX Interval 12 months	Yes
Inspection XX Interval 12 months	Inspection XX Interval 24 months	Inspection XX Interval 12 months	No
Inspection XX Interval 24 months	Inspection XX Interval 36 months	Inspection XX Interval 12 months	No, the 24-month interval must be maintained.
Functional test system XX	Operational test system XX (same interval) or visual inspection system X (same interval)	System Functional Test XX (same interval)	No because the functional test imposed by the MIP is more restrictive than an operational test.
System Operational Test XX	System Functional Test XX (same interval)	System Operational Test XX (same interval)	Yes, because the proposed functional test is more restrictive than the operational test imposed by the MIP.
Inspection XX Interval 24 months	Inspection XX Interval 36 months	No corresponding task	Yes
Functional test	Visual inspection	No corresponding task	Yes

When an alternative maintenance task is defined, such as extending an overhaul interval (TBO) for example, a risk-based approach must be adopted, taking into account aspects such as the year(s) in service, the maintenance history of the aircraft, the implementation of possible compensatory measures, redundancies of the components concerned, etc. The risk-based approach must be based on a risk assessment of the aircraft's maintenance history and the maintenance schedule.

Alternative tasks or intervals to the manufacturer's recommendations do not need to be approved by the competent authority. The justification for such deviations shall be retained by the organisation.

In addition, all mandatory information related to continuing airworthiness, such as airworthiness directives, life limits included in the instructions of the type-certificate holder,

specific maintenance requirements contained in the type-certificate airworthiness data sheet shall be included.

It shall also be customised taking into account the aircraft specifications, i.e. possible modifications and repairs that require special maintenance such as towing hooks for gliders and the type of operation of the aircraft, such as maritime overflight.

In addition, the AMP must list the owner pilot(s) with their Pilot Licence Number authorized to release the aircraft into service within the limits of the duties authorized by the regulations.

Finally, the AMP must contain an approval from the organisation, which retains records containing the justification of any deviation from the recommendations of the type-certificate holder.

With regard to the minimum inspection program, MIP must be carried out at defined intervals depending on the type of aircraft.

- For aircraft, powered gliders known as TMGs and balloons, maintenance in accordance with the MIP must be carried out at an interval of one year or 100 hours, whichever comes first, to which a tolerance of one month or 10 hours may be applied. The next interval is calculated from the time the inspection is performed.
- For gliders and motor gliders other than TMG the 100-hour interval is not applicable. Maintenance in accordance with the MIP must then be carried out annually with a tolerance of one month. In the same way, the next interval is calculated from the moment the inspection is carried out.

There is a special case where there is no plan to develop a maintenance program for an aircraft. In this case the AMP consists of:

- to follow all the maintenance data of the DHA without possible deviation,
- All maintenance recommendations such as TBO intervals from SB, SL, or other non-binding information services are followed without deviation,
- in addition, the aircraft shall not be subject to additional maintenance due to modification, repair or operation,
- All pilot-owners are authorized to perform their own maintenance.

D.3.5 Aircraft Maintenance Program Review, Development and Amendment

This paragraph specifies how the organisation ensures the continuing validity of the maintenance program.

In order to remain valid, the maintenance program shall be reviewed periodically (at least annually) and amended as necessary to take account of:

- experience feedback (defects reported by pilots and maintenance organisations, consumption of spare parts etc.).
- changes in the maintenance data on which the program is based (in particular revisions of maintenance manuals and SBs relating to maintenance).

The review is carried out either :

- by the ARS at the same time as it carries out the airworthiness review of the aircraft.

- by the organisation managing the continuing airworthiness, when the review of the maintenance program is not carried out in conjunction with an airworthiness review. (Possible case of an organisation not having an airworthiness review privilege)

Note: If the airworthiness review or the analysis of the maintenance records shows anomalies on the aircraft related to deficiencies in the content of the maintenance program, the person conducting the review shall inform the competent authority of the State of registry and the airworthiness manager shall modify the maintenance program as agreed with that competent authority.

D.3.6 Aircraft maintenance program approval

D.3.6.1 For aircraft AMPs under Part-M

With the exception of cases eligible for indirect approval, the maintenance program for each aircraft and all its amendments must be approved by FOCA:

- the draft program or amendment shall be transmitted to FOCA with the necessary justifications for its study
- the reference of the FOCA approval letter is written in the document

Aircraft registered in another EU Member State: Approval of the maintenance program is the responsibility of the registration authority. Describe in this chapter the program approval procedure for aircraft registered in another Member State.

D.3.6.2 For aircraft AMPs under Part-ML

The organisation describes here its process for approving AMPs for aircraft under its management. It is not possible to delegate this approval to another organisation, authority or owner.

This may be in the form of a "check list" depending on the type of aircraft.

D.3.7 Exceptional tolerances and authorisations

Tolerances

The tolerances indicated by the TCHs, may be incorporated in the aircraft maintenance program under ML.A.302(e).

Note: ADs and Airworthiness Limitations (ALI) are not tolerated with some exceptions.

Exceptional authorisations

Exceptionally, in the event of unforeseen circumstances that cannot be covered by the use of tolerances, the organisation may request an exceptional authorisation from the Registration Authority.

The application must justify that the level of safety is not affected and propose the necessary compensatory measures.

For aircraft registered in Switzerland, any requests for one time variations to the Maintenance Program outside the limitations given in the maintenance program will be submitted by the CAM to the FOCA following consultation, and agreement with the Part-CAO or Part 145 Maintenance organisation. These variations shall only be sought in very exceptional circumstances.

Requests for exceptional authorisations are signed by the CAM

Note for aircraft meeting the requirements of Part ML :

In the case of an AMP meeting the requirements of the MIP then it must be completed at intervals and tolerances defined according to the aircraft type.

- For aircraft, powered gliders known as TMGs and balloons, maintenance in accordance with the MIP shall be performed at an interval of one year or 100 hours, whichever comes first, to which a tolerance of one month or 10 hours may be applied. The next interval is calculated from the time the inspection is performed.
- For gliders and motor gliders other than TMG the 100-hour interval is not applicable. Maintenance in accordance with the MIP must then be carried out annually with a tolerance of one month. And similarly, the following interval is calculated from the time the inspection is carried out

In the case of an AMP complying with the manufacturers' Instructions for Continued Airworthiness (DAH), apart from any tolerances provided for in the DAH, the regulation does not foresee any tolerances. However, the organisation managing the aircraft is free to introduce alternatives to the manufacturers' recommendations provided that they are justified in accordance with ML.A.302(c)(2)(3).

D.3.8 Analysis of the effectiveness of the maintenance program

The maintenance program must be subject to an effectiveness analysis on a periodic basis (at least annually). This review shall be carried out:

- For Part-ML aircraft: either by the AMP in conjunction with the airworthiness review or by the managing organisation of the aircraft if it is not carried out in conjunction with the airworthiness review.
- For Part-M aircraft: by the managing organisation of the aircraft.

Thus, this paragraph shall contain the review and analysis process implemented by the organisation. This may take the form of an annex to the AMP on the basis of that proposed following the Part-ML AMP template available on the FOCA website.

When the analysis of the effectiveness of the AMP is carried out during the airworthiness review, in conducting the analysis of the effectiveness of the maintenance program, the ARS should take into account the following elements:

- the results of maintenance performed during the past year, which may indicate that the current maintenance program is not adequate ;
- the results of the airworthiness review carried out on the aircraft, which may indicate that the current maintenance program is not adequate;
- revisions to documents affecting the basis of the program, such as data from the minimum inspection program (MIP) or the holder of the type design ;
- Any changes in configuration and type and specificity of operation;
- Any changes to the pilot-owner list; and
- Mandatory requirements to ensure compliance with Part 21, such as airworthiness directives (ADs), airworthiness limitations, and specific maintenance requirements contained in the type certificate data sheet (TCDS).

When reviewing the effectiveness of the maintenance program, airworthiness review staff (or continuing airworthiness staff, if the review of the AMP is not carried out in conjunction with an airworthiness review) may need to review maintenance work carried out in the last 12 months, including unplanned maintenance. For this purpose, the owner or organisation is required to make available to the review staff all relevant maintenance work records.

When reviewing the results of maintenance carried out during the past year, it shall be checked whether any defects found could have been avoided by incorporating into the maintenance program certain recommendations of the holder of the type design which were initially ignored by the owner or organisation.

D.4 Airworthiness directives and other mandatory airworthiness requirements

Rule	AMC	GM
CAO.A.075(a)/(b)(5)/(b)(8)) ML.A.303	-	-

D.4.1 Access to airworthiness directives and other requirements

The organisation is responsible for the accomplishment of all applicable airworthiness directives (Part ML.A.303 and/or Part M M.A.303) and FOCA legal requirements. The following mandatory requirements for airworthiness (Airworthiness Directives (AD)) and other mandatory publications as applicable to the aircraft operated are subscribed to, and held by the organisation

D.4.2 AD Decision and Implementation

The CAM analyses the airworthiness directive information and checks if the airworthiness directive is applicable or not. A detailed documentation of all airworthiness directives relevant for the managed aircraft type shall be administrated containing the information why the concerned airworthiness directive is applicable or not, together with the compliance timeframe.

If the AD is not applicable to aircraft (due to their serial number or particular configuration), it is identified in the AD status as "not applicable".

Use the AD / SB assessment form as shown in Chapter E.1 to document the respective decisions.

If the airworthiness directive is applicable, then the contracted Part-CAO or Part 145 maintenance organisation will be advised by the CAM or the pilot owner of any ADs, or revisions thereto, which affect the aircraft, engines, propellers or equipment at the earliest possible opportunity with a view to establishing compliance. The necessary actions such as establishment of a work order (or purchase order) will be agreed between the CAM or pilot owner and the maintenance organisation to schedule the compliance with the AD at the first reasonable maintenance inspection within the AD's required compliance time. Where necessary, and required by the AD, repetitive inspections will be introduced until full compliance is achieved. The maintenance organisation and the owner will be notified immediately of any emergency airworthiness directives on receipt.

D.4.3 AD Control - Compliance Monitoring

Airworthiness Directive compliance monitoring is the responsibility of the organisation's CAM. The task of compliance monitoring may be delegated to the contracted Part-CAO or Part 145 maintenance organisation or any organisation if subcontracted.

The CAM will review periodically the AD compliance and/or repetitive inspections resulting from ADs for aircraft, engines, propellers or equipment operated or managed by the organisation. The compliance with ADs will also be verified by the Quality Manager as part of the organisation quality system (if applicable) or during the periodical organisational review. (if applicable)

D.4.4 AD Control - Recording of AD Compliance

The method of compliance and when such compliance was achieved will be recorded in the aircraft airworthiness records (Logbooks) by the contracted maintenance organisation. For ADs with a repetitive inspection content, each and every inspection will be recorded on completion in the aircraft airworthiness records. A CRS will be issued every time compliance with an AD is established.

The CAM must ensure that a current status list of all AD's performed for each managed aircraft is administrated.

The status list must contain the following:

- a) Aircraft make/model/serial number
- b) Engine make/model/serial number
- c) Propeller make/model
- d) Component make/model
- e) AD number
- f) Subject
- g) Date and hours/cycles at compliance
- h) Method of compliance (SB number, AFM/AOM revision required, not applicable by S/N, etc.)
- i) One time action
- j) Recurring action (yes/no)
- k) Next compliance due date (date/hours/cycles), if recurrent action is requested
- l) Accomplishment information

Airworthiness directives must be performed in the period specified in the AD. The responsibility of the timely incorporation of the AD lies with the CAM. All applications for 'Request for acceptance of Alternative Methods of Compliance (AltMOC) with Airworthiness Directive (AD)' must be submitted to EASA using Form 42 duly completed and signed.

The CAM is responsible for control of performance and for deviation requests. He will establish the applicable work orders.

D.5 Modification and repairs

Rule	AMC	GM
CAO.A.075(b)(3)	-	-

D.5.1 Non-Mandatory Changes (Modification / Repairs) embodiment policy

The organisation shall ensure that all modifications and repairs applied to aircraft under management comply with Part 21 and CS-STAN.

Non-mandatory changes (modifications) will normally take the form of manufacturer's Service Bulletins or will be derived from them. Any other changes (i.e. those not covered by a manufacturer's Bulletin) will be initiated by the CAM in consultation with the owner the Part CAO or Part 145 Maintenance organisation.

All non-mandatory technical information such as Service Bulletins (SB), Service Letters (SL), Vendor Service Bulletins related to the organisation are processed directly from the manufacturer to the organisation.¹⁰

D.5.1.2 Service Bulletins (Safety Bulletin, Information letter and the same)

All manufacturer's Service Bulletins applicable to the aircraft managed by the organisation will be reviewed in the first instance by the CAM for applicability. Where compliance with the Service Bulletins' may be seen as beneficial to the organisation or the owner then the Part-CAO or Part 145 organisation will be advised. All relevant SBs will be discussed during the Liaison Meetings.

The CAM shall assess the Service Bulletins and non-mandatory modifications and inspections applicable for the aircraft managed by the organisation

The assessment shall include the following criteria:

- a) Determination of the applicability
- b) Safety, and Airworthiness
- c) Maintainability and reliability
- d) Budgetary costs
- e) Specification of the means of compliance including consultation with the contracted Part-145 or Part CAO.
- f) The planning for the performance of the modification
- g) The follow up.

The CAM will record and keep on files the results of the assessment, based on the "AD / SB assessment form" in Chapter E.1

Based on the feedback of the contracted Part-145 / CAO maintenance organisation, the CAM will prepare a work order (or purchase order) containing all required information for planning and performance of the stipulated activities.

Enter name of operator or name of contracted Part-CAO or Part-145 maintenance organisation shall provide a compliance status list of mandatory and non-mandatory Service Bulletins and modification at an bi-annual interval to enable the organisation to maintain its airworthiness responsibility for its fleet.

¹⁰ If the technical documentation is received by the Part-145 contracted maintenance organisation then the CAO shall ensure that the subscription is valid and that all received documentation is kept updated. In this case the maintenance contract shall indicate how and who will be responsible for the provision of the documentation

D.5.1.3 Other Changes (Modifications / Repairs)

For all changes (modifications) other than those introduced by manufacturer's SBs' i.e. those proposed by the organisation or the contracted Part-CAO or Part 145 maintenance organisation for operational advantage or other reasons, then these will be subject to the current EASA change procedures in accordance with EASA Part-21 using the EASA Form 31 for Major Change/Repair or Form 32 for Minor Change/Repair.

In the first instance, FOCA will be consulted for advice with an outline of the proposed change with a view to ascertaining whether a change is deemed to be classified as 'Major' or 'Minor'.

D.5.1.4 Minor Change (Modification) Submissions

The submission will include all of the necessary supporting documentation including drawings, proposed Flight Manual/Pilot Operating Handbook supplements, maintenance program, Minimum Equipment List etc., as appropriate to the Minor Change application.

D.5.1.5 Recording of Changes (Modifications / Repairs)

Incorporation of all non-mandatory changes, whether introduced through Service Bulletins or by FOCA Approved Minor/Major change, are to be recorded in the aircraft's airworthiness records.

D.5.1.6 Standard Changes/Repairs in CS-STAN

Standard change or repairs (SC/SR) can be carried out and certified without formal EASA Approval whenever the conditions set out in the relevant paragraphs of Part-21 for SCs/SRs, i.e. 21.A.90B or 21.A.431B, are met.

Due to the SC/SR being embodied, the aircraft instructions for continuing airworthiness and/or the AFM may need to be updated. This update and/or manual supplement are considered to be part of this SC/SR, and, therefore, requires no specific approval

Any restriction or limitation applicable due to the embodiment of the SC/SR is included in the aircraft manuals or records, as necessary, and in EASA Form 123.

The Part-CAO or Part 145 is responsible to ensure that the change or repair does not conflict with the TC holder data, if not, CS-STAN should not be followed, and the change/repair should be approved following Part-21 Subparts D or M.

Embodiment of the SC/SR will need a release to service according Part M, M.A 801 or Part ML.A.801

The CAO is responsible to ensure that the used documentations for the SC/SR are filed within the aircraft documentation and possibly the AMP adapted to the new requirements.

Reference: Annex IV to ED Decision 2015/016/R

D.5.2 Major Change (Modification / Repair) Standards

A major modification / repair is a type design change not listed in the aircraft, engine or component specification that might appreciably affect the weight and balance limits, structural strength, performance, engine operation, systems operation, etc. Any major modifications not originated from the TCH are classified as STC's.

D.5.2.1 Development and approval of major modification and major repairs

All major changes (modification or repairs) to type design have to be prepared by an appropriately approved Design Organisation. It is in the responsibility of the DO to initiate the classification and approval process. Implementation of changes has to be performed only in accordance with approved data from Part 21 organisations.

The CAM has to ensure that approved data are available and/or approval has been obtained, as applicable.

There are two ways of approval:

1. Major modification prepared by a DO and approved by EASA (= STC)
2. Major repairs prepared by a Design Organisation and approved by EASA or prepared and approved by the Design Organisation if approved in accordance with Part-21 or the Type Certificate Holder when authorised to do so.

As long as approved data (e.g. SRM for repairs) are available, no additional design activities are necessary.

D.6 Pre-flight inspections

Rule	AMC	GM
CAO.A.075(a) ML.A.301(a) M.A.301(a)	-AMC M.A.301(a)	-

The pilot-in-command is responsible for conducting pre-flight inspections in accordance with the flight manual.

This point is recalled in the management contract for aircraft not owned by the organisation.

D.6.1 The Pre-Flight Inspection

The Pre-Flight consists of:

- a) Pre-flight inspection according to aircraft flight manual (walk-around)
- h) Inspection of the Aircraft Technical Log
- i) Control of refuelling (quality/quantity)
- j) Control of consumable fluids
- k) Control of secure baggage loading
- l) Control of weight and balance
- m) Control of snow, ice, dust and sand contamination
- n) Control that all doors are securely fastened
- o) Control that all covers and locks are removed

Uplift of oil or hydraulic fluid as well as necessary tire inflation shall be noted on the Aircraft Technical Log. Any defect appeared during the pre-flight inspections is reported to the CAM using the Aircraft Technical Log. The CAM manages the performance of any required maintenance resulting from the checks above at the contracted approved Part-145 or Part CAO maintenance organisation

D.6.2 Pilot Authorisation (for aircraft maintained under Part-145)

Pilot's certifying the Daily/Check 'A' and/or other short term maintenance requirements must be duly authorised by the contracted Part 145 maintenance organisations' Quality Manager.

Authorisation will be subject to the provision of suitable initial and continuation training 'on the job' with the Part 145 maintenance organisation.

NOTE:

The authorisation of any crew member remains the prerogative of the Part 145 Quality Manager and may be withdrawn or suspended at any time.

The Pilots, when duly authorised, will be given an authorisation document, a sample of which is included as an Appendix to this CAE or state location of a sample.

The authorisation will require the Pilots to quote their individual Authorisation Number and that of the approving Part 145 maintenance organisation.

Guidance to Flight Crews on preparing the aircraft for flight is also contained in the Flight Operation Manual (FOM) under chapter enter reference.

D.7 Defects

Rule	AMC	GM
CAO.A.075(b)(6)	-	-

Analysis

Any defect reported by pilots or by a maintenance organisation is analysed in order to determine its cause and to define, if necessary, preventive actions such as an evolution of the maintenance program or the application of a modification. The analysis takes into account the repetitive nature of the fault.

D.7.1 Liaison with the manufacturer and authorities

The organisation shall report any significant defect to the registry authority no later than 72 hours after identification of the defect, in accordance with M.A.202(d) or ML.A.202(d) and Regulation (EU) 376/2014.

Events to be reported :

- The Implementing Regulation (EU) 2015/1018 defines in its Annex 2, chapter 3 the list of events that must be reported to the Authority under Regulation (EU) 376/2014.
- The AMC20-8 provides a list of events to be reported under Regulation (EU) 1321/2014

Significant aircraft maintenance defect related to structure, power plant, systems or sub-systems which might affect the airworthiness of the aircraft and safety of its occupants shall be reported within 72 hours from the identification to FOCA via the website address <http://www.aviationreporting.eu> as defined in Regulation (EU) No 376/2014 Article 4 paragraph 1 and detailed in Regulation (EU) 2015/1018

Aircraft registered in another EU member state: When the organization operates on aircraft registered in another member state, describe in this chapter the procedure for informing the registration authority.

In the case of a defect likely to be encountered on other aircraft of the same type, the organisation shall inform the holder of the TC (or STC) of the aircraft and, where applicable, of the engine or propeller.

D.7.2 Occurrence Reporting

Occurrence:

Any safety-related event which endangers or which, if not corrected / addressed, could endanger an aircraft, its occupants or any other person and includes in particular an accident or serious incident.

The objective of occurrence reporting is the prevention of future accidents and incidents by taking appropriate decisions on safety priorities, possible changes to rules or procedures. For EASA approved organisations or certified by FOCA it applies to occurrences and other safety-related information's involving civil aviation aircraft, including aircraft referred to in Annex II to Regulation (EC) No 216/2008.

Occurrence reports are subdivided into the following categories:

- -Mandatory Occurrence Reports (MOR)
- -Voluntary Occurrence Reports (VOR)

All occurrences collected are subject to analysis and follow-up requirements but not all of them are subject to further reporting obligations. They also need to be assessed for classification as MOR or VOR. In case different organisations are aware of the same occurrence, they are all required to report that occurrence. Using occurrence reports in order to attribute blame or liability to reporters is not tolerable.

D.7.2.1 Mandatory Occurrence Reports (MOR)

Occurrences as defined in Regulation (EU) No 376/2014 Article 4 paragraph 1 (b) and detailed in Regulation (EU) 2015/1018 (or AMC 20-8) will be reported by employees of the organisation or by persons whose services are contracted / used by the organisation. These employees or persons are identified as, but not limited to:

- Pilots
- Design / manufacturing personnel
- CAO personnel including AR staff
- Maintenance personnel

Employees or persons holding more than one role subject to the obligation to report (for example pilot and CAO personnel) can discharge all their obligations with a single report for the same occurrence.

Employees or persons forward their report to the organisation's Quality Manager by using form No... within 72 hours becoming aware of an occurrence. Following notification of such an occurrence report the organisation's Quality Manager records and analyses the collected details in the company-owned mandatory reporting system and transfers them as soon as possible, but not later than another 72 hours, to FOCA via the website address <http://www.aviationreporting.eu> and report also to the TC holder, STC holder, component design organisation if applicable.

One month after the occurrence was reported, the Quality Manager shall send a follow up report to the Authority using the E5Y file received via e-mail when first reporting. Once the reported event is finalised, the Quality Manager shall close the occurrence on the <http://www.aviationreporting.eu> portal.

If the organisation fails to follow the above mentioned process or in situations where the reporter is not confident in reporting to the organization, employees or persons can forward occurrence reports directly to FOCA by using the same internet address.

D.7.2.2 Voluntary Occurrence Reports (VOR)

Occurrences not falling under (EU) No 376/2014 Article 4 paragraph 1 and (EU) 2015/1018, but including other safety-related information considered as potential hazard to aviation safety will be forwarded to the organisation's Quality Manager by using form No.... and recorded in the company-owned voluntary reporting system. This kind of reports can be issued by any person employed, contracted or providing their services to the organisation. The reports received by the organisation will be transferred to FOCA via the website address <http://www.aviationreporting.eu> in a timely manner. Employees or persons can also forward their voluntary occurrence reports directly to FOCA by using the same internet address.

The defect report shall, as minimum, include details such as:

- Date
- Aircraft Registration
- Aircraft Type and S/N
- Affected part or component
- Description of discrepancy
- Name of responsible pilot in command
- Name of the reporter

D.7.3 Postponement of the rectification of a defect

General policy

The organisation shall ensure that the number of defect rectification deferrals remains as low as possible.

All defect rectification deferrals shall be followed up by [state title of organisation's responsible person] in liaison with the owner/operator and the maintenance organisation concerned in order to rectify the defect as soon as possible and in any case within the maximum deferral period.

The necessary arrangements shall be made as soon as possible after acceptance of the deferral: as required, ordering of the necessary parts, reservation of a rectification date, necessary personnel, tools etc., as required.

D.7.3.1 Deferral criteria for an aircraft complying with Part-M requirements

The pilot can accept some minor defects under his responsibility (i.e. without the need for an CRS to postpone the correction of the defect):

- loss of a function not required by operational or airworthiness requirements as indicated in the flight manual or MEL, as applicable,
- minor structural defect (which is clearly not likely to affect airworthiness)

The maximum time limit for the rectification of these defects is defined by the organisation, in agreement with the owner.

Pending rectification, the organisation shall ensure (in liaison with the owner/operator) that equipment which does not function is clearly identified as being out of service.

For other defects, postponement of their rectification requires a CRS. The possibility of postponement and the maximum time limit shall be defined in coordination with the maintenance organisation, based on:

- explicit information in the maintenance data; or
- EASA or DOA approval (case of non-repair of damage under Subpart M of Part 21),
- an exemption from the registration authority (FOCA for Swiss registered aircraft).

Failing this, a Permit to Fly may be requested from the FOCA to allow, in particular, transport to a place where the defect can be rectified.

D.7.3.2. Deferral criteria for an aircraft meeting the requirements of Part ML

In addition to routine maintenance, this paragraph specifies the requirements relating to the management of defects found on an aircraft in service.

As a first step, it is necessary to assess whether the defect seriously affects flight safety or not.

If the defect seriously impairs flight safety, then its rectification before the next flight is mandatory. Otherwise it is possible to complete the flight without first correcting the defect provided that it is recorded in the aircraft records (ML.A.305), brought to the pilot's attention and corrected as soon as possible.

The term 'required for the flight' means equipment required by the applicable airworthiness code (certification specification) or by applicable air operations regulations or rules of the air, or required by air traffic management regulations (e.g. a transponder in certain controlled areas).

Aircraft equipment shall be declared defective if there is a significant risk that it cannot perform the required functions at a level of performance corresponding to the acceptable level of safety for the operation in question. This does not preclude the pilot from recording observations and comments on the performance of aircraft equipment when this is not considered a defect.

The following table identifies the persons authorised to defer the correction of the defect according to its type:

Type of fault	Personnel authorised to assess the seriousness of the defect
(1) Defects affecting equipment not required for the flight	The pilot ML.A.403(b)(1)
(2) Defects affecting the equipment required for the flight	The pilot if the defect is covered by the MEL or an authorized certification personnel. ML.A.403(b)(2)
(3) Defects other than (1) and (2) on a glider or balloon not operated commercially and on any aircraft operated in accordance with the NCO Part.	The pilot, with the agreement of the approved organisation having the aircraft under airworthiness management ML.A.403(b)(3)(i).
Any defect not covered by points (1), (2) and (3)	Authorized certification personnel ML.A.403(b)(4)

D.8 Establishment of contracts and work orders for the maintenance

Rule	AMC	GM
CAO.A.025(10), CAO .A.095(b)(1), CAO.A.075(a)/(b)(7)/(b)(9)	-	-

In accordance with M.A.201(b) or ML.1 the term 'owner' means the owner of the aircraft or, if applicable, its lessee.

D.8.1 Aircraft not owned by the organisation

D.8.1.1. General

Where an owner intends to entrust the organisation with the management of the continuing airworthiness of its aircraft(s), a management contract in accordance with Appendix I to Part M or Appendix I to Part ML, as applicable, shall be signed between the owner and the organisation.

The same contract may cover all aircraft of the same owner.

When considering a new contract, the organisation shall ensure that :

- that the aircraft is within its approved scope of operations
- has access to up-to-date aircraft documentation (up-to-date documentation provided by the customer or direct access by the organisation)
- the personnel concerned are trained (aircraft, customer-specific requirements)

The organisation shall ensure, in coordination with the owner, that a copy of the contract is forwarded to the aircraft registration authority of the aircraft concerned.

For foreign-registered aircraft, detail the procedure to be followed here.

D.8.1.2 Responsibilities

Person authorized to sign contracts within the organisation: state the name of the person

D.8.1.2.1 Content

The contract shall incorporate the provisions of Appendix I of Part M or Appendix I of Part ML, as appropriate, and provide details in the following areas:

Practical arrangements for the interface between the operator or owner and the organisation :

- transmission of flight hours and other operational data
 - definition of the flight duration (in the absence of specific manufacturer's data: block OFF block ON)
 - detailed list of data to be provided according to the type of aircraft (cycles, number of landings, number of engine starts , etc...)
 - modalities/frequency of data transmission
- transmission of anomalies detected by crews

- transmission by the organisation of the next maintenance due dates
- downtime planning

Pre-flight check: these are defined in the flight manuals and are the responsibility of the pilot.

Provisions relating to authorised maintenance organisations and the commencement of work.

Where maintenance documentation is provided by the owner to the organisation, description of the arrangements for them available.

A model contract should be included as an Annex.

D.8.2 Aircraft owned by the organisation

For these aircraft, a management contract is not required. The obligations of the organisation as owner and management organisation, as well as the interface procedures between the organisation and the operation are described directly in the CAE manual. The aircraft concerned shall be identified in the list of aircraft managed by the organisation.

Note: This assumes that the signature of this CAE by the ACM of the organisation (see chapter 0.1) can be considered as binding on the organisation including the responsibilities of the owner as described in Appendix I of Part M. This is normally the case, for example, for a CAO Part approved flying club where the ACM is the club president.

Otherwise (complex organisation where the ACM has responsibilities only for maintenance but not for operations) a "classical" management contract will be signed between the organisation and an appropriate manager covering also operations.

D.9 Coordination of maintenance activities

Rule	AMC	GM
CAO.A.075(b)(8)	-	-

D.9.1 Collection of flight times and cycles

Person responsible for collecting the hours/cycles reported by the owner/operator:
state the name of the responsible person

Methods of collecting cycle hours.

D.9.2 Technical monitoring tools

Describe here the technical monitoring tools (paper or computerized) and their use by the organisation for maintenance planning:

- monitoring of the validity of the ARC
- follow-up of airworthiness directives (AD)
- monitoring of the maintenance program deadlines (life limits, potentials, periodic visits)
- monitoring of deferred work
- follow-up of modifications and repairs

- monitoring of weightings

Maintenance downtime are established using the monitoring tools described above.

Person Responsible for Communicating Service Stops to Owner/Operator: state the name of the responsible person

Describe here how service downtime are communicated.

D.10 Mass and balance statement

Rule	AMC	GM
CAO.A.075(a)/(b)(10)	-	-

The weighing shall meet the requirements of the operational regulation corresponding to the type of aircraft and the type of operation of that aircraft.

The organisation shall ensure that after any modification/repair of the aircraft which significantly affects the mass or centre of gravity, the aircraft weighing record is updated:

- by weighing (in accordance with the manufacturer's procedures) when the impact on weight or balance is significant or not precisely known ;
- by calculation in other cases

Recommended procedure:

When the aircraft has undergone numerous modifications/repairs in the course of its operation, the impact of which on the weight and balance has been taken into account by calculation or has been deemed negligible, a weighing of the aircraft must be carried out.

Describe here the procedure for carrying out the weighing.

D.11 Issue of ARC or ARC recommendation

Rule	AMC	GM
CAO.A.095(c)(1)(i)	-	-

This chapter concerns only those organisations holding the airworthiness review privilege.

D.11.1 ARC Issuance

D.11.1.1 Preparation

The continuing airworthiness management organisation must list in this paragraph all necessary aircraft records and make them available to personnel for airworthiness review.

It shall define the topics of analysis (M.A. 901 and ML.A.903 as applicable and associated AMCs) to be included in an airworthiness review.

D.11.1.2 Description of the analysis

The organisation shall describe the procedure for handling the information in the defined list, specifying its verification policy for each item and the method of analysis. The level of detail of the analysis and the sample of records considered should be defined.

D.11.1.3 Expected record

It must pay particular attention to the treatment and traceability of all defects discovered during the documentary examination and propose a summary document. This summary document must formalise and confirm at the end of the study that the information analysed during the documentary review is correctly carried out, recorded, followed up, validated in a system for continuing airworthiness management and/or in the operator's technical records.

If the airworthiness review carried out at this stage on an aircraft complying with the requirements of Part M / Part-ML is not conclusive, this paragraph should describe how the Authority is informed

D.11.2 Physical examination of the aircraft

This paragraph should describe the phases allowing the physical examination of the aircraft. The organisation should propose a schedule for the visit. It should detail how it identifies and lists, in addition to the items required in MA 901(m) and ML.A.903(c) where applicable, all inspections, checks and verifications of the aircraft to be carried out during the visit.

The organisation and the owner shall coordinate to organise the presence of a person authorized to conduct a CRS at the time of the physical examination, in the event that CRS's are required as a result of this examination (e.g. hatch opening).

D.11.2.1 Preparation

In this paragraph the organisation shall ensure that:

- the standard profile of the person conducting the survey of all or part of the aircraft for the airworthiness review corresponds to the areas defined in paragraph chapter A.12,
- the place and date of the aircraft visit are in accordance with the study to be carried out,
- the configuration of the aircraft corresponds to the expected standard configuration.

D.11.2.2 Airworthiness Review

This paragraph should list the aircraft themes that need to be reviewed and the method used.

The following points should be checked:

- the presence of the required markings and placards
- the flight manual is compatible with the aircraft configuration (including modifications and STCs applied)
- the definition of the aircraft is in accordance with approved data
- there are no apparent defects in the aircraft that have not been approved for deferral; and
- there are no inconsistencies between the aircraft and the documentary records reviewed.

In particular, for the work records verified during the documentary review, the examiner verifies, on a sample basis, on the aircraft, compliance with the technical instructions/work orders.

D.11.2.3 Expected Recording

A summary document must formalise the airworthiness review carried out and provide the physical condition of the aircraft in order to ensure traceability and allow :

- to trace all the checks carried out and other information gathered to understand the physical condition of the aircraft,
- to record any defects discovered during the inspection of the aircraft and to plan the necessary actions to resolve them,
- to record information to corroborate the documentary examination of the aircraft,
- be covered, by the qualified personnel who carried out the visit.

Closure of defects discovered during the review can be done either by:

- 1) rectification of findings,
- 2) deferral in a controlled manner, annotation in HIL or according to MEL with a due date, or
- 3) issuance of a Work Order containing the defects to be rectified.

The CAM is responsible to ensure that all findings raised by the airworthiness review staff during the airworthiness review are closed before the ARC is issued

The completed original Airworthiness Review Certificate Form 15b/c will be retained on the aircraft and a copy will be retained in the aircraft records.

Again, if the airworthiness review carried out at this stage on an aircraft complying with the requirements of Part M/ML is not conclusive, this paragraph should describe how the Authority is informed.

D.11.3 Supplementary procedure for the importing of an aircraft

The organisation describes the conditions to be met for the issuance of the Airworthiness Review Certificate in the case of the importation of an aircraft. This paragraph should list the different possibilities of classification of an aircraft on the Swiss register

In each case, it will specify all the steps to be followed to obtain the ARC.

This paragraph should specify:

- the exchanges with the Competent Authority of registration of the aircraft,
- additional airworthiness items to be checked during the review,
- additional national requirements,
- the specific maintenance operations still to be carried out,
- the deadlines to be met,
- etc...

D.11.4 Transfer within the EU

The organisation describes all the steps involved in preparing an ARC when importing an aircraft from a European Union country. It should differentiate between new aircraft and aircraft that have been previously operated and aircraft that meet the requirements of Part ML and Part M.

D.11.5 Classification of an aircraft imported from a third country

The organisation shall describe the procedure allowing the importation of an aircraft from a third country, specifying the documents to be forwarded to the Authority.

It should distinguish the case of new aircraft from that of previously operated aircraft and aircraft meeting the requirements of Part ML and Part M.

D.11.6 Recommendation provided to FOCA for obtaining an ARC (Form 15a)

There is no recommendation for aircraft meeting the requirements of Part ML.

The organisation shall specify the procedures for interaction with OSACs regarding the airworthiness review.

Transmission of a recommendation shall be made by airworthiness review staff after the review report has been issued.

The authorised review staff shall issue an Airworthiness Review Recommendation via the appropriate form and transmit the summary documents to the Authority for :

- ensure that the issuance is effective only after a satisfactory airworthiness review has been carried out,
- inform, where appropriate, the Authority of the aircraft's unfitness for flight following the deficiencies found during this examination. The Airworthiness Review Certificate will not be renewed until the organisation provides evidence of the implementation of the corrective actions necessary to restore the airworthiness of the aircraft.

The planned summary documents must be able to serve as a basis for a recommendation. This recommendation shall enable the FOCA to rule on the airworthiness status of the aircraft to provide an ARC (Form 15a).

The operator shall describe the procedure for taking into account, where appropriate, the remarks issued by FOCA following the recommendation transmitted at the end of the airworthiness review. It must define a corrective action plan for the defects discovered, taking care to propose deadlines compatible with the issue of an Airworthiness Review Certificate.

Note: A negative Airworthiness Review Recommendation suspends the Airworthiness Review Certificate of the aircraft for the time necessary to resolve the airworthiness deficiencies found during the review.

D.11.6.1 Preparation

The following records shall be made available to the person conducting the airworthiness review :

- Certificate of Registration, CofA and ARC,
- flight manual
- maintenance schedule and all referenced manufacturer's/supplier's documentation (e.g. manufacturer's maintenance manual)

- aircraft logbook, engine logbook, propeller log/propeller card (or equivalent)
- data sheets of equipment with potential or life limit
- technical logbook (or equivalent) Bordbuch
- status of modifications and repairs
- maintenance schedule compliance status
- AD/ SD status
- deferred progress
- weight and balance estimate
- any other material requested by the examiner during the review

D.11.6.2 Review

The following points are checked

- the airframe, engine, and propeller flight times and cycles were properly recorded; and
- the flight manual is approved and compatible with the aircraft configuration (including any amendments and STC applied)
- the maintenance program deadlines have been met, including for items with potential or limiting lifetimes
- whether the AMP should be subject to review by the ARS
- the defects have been corrected or their postponement approved
- the AD/SBs have been applied and properly recorded
- the changes and repairs applied have been properly recorded and approved; and
- the maintenance work has been released in accordance with Part M
- the weight and balance report reflects the aircraft configuration; and
- the noise certificate is available and the identified acoustic configuration corresponds well to the aircraft

This verification consists of :

- 100% verification of the statements
- ask for actual proof of completion by sampling (CRS, work file, additional work, repairs, etc.).

The review covers the period since the previous airworthiness review.

If, however, a deficiency is detected that predates the previous review, it will be recorded and addressed.

D.12 ARC extension

Rule	AMC	GM
CAO.A.095(b)(4)/(c)(1)(ii)	-	-

ARC 15b and ARC 15c shall be extendable by the organisation when the aircraft has remained in a controlled environment during the previous 12 months, that means:

- continuing airworthiness has been managed by the same organisation that extends the ARC ;
- maintenance has been carried out by a maintenance organisation approved in accordance with Subpart F of Part M, Part-145 or Part-CAO, this includes 'pilot-owner'

maintenance tasks and their release to service either by the pilot-owner or by independent certifying staff;

For each extension, an extension form (See Chapter E.1) is completed.

ARC headings to be completed :

- expiry date :
 - the previous expiry date + 1 year if the extension occurs less than 30 days before the expiry of the ARC or after its expiry
 - the date of extension + 1 year if the extension occurs more than 30 days before the expiry of the ARC
- authorisation number: that of the signatory of the extension.
- Approval No.: Approval No. of the Part CAO organisation.

A copy of the extended ARC is sent to the Registration Authority within 10 days

Archiving

- extension form: until the next airworthiness review
- copy of the extended ARC: up to 2 years after the aircraft is taken out of service.

D.13 Maintenance check flight

Rule	AMC	GM
CAO.A.075(a)	-	GM.M.A.301(i)

2019/05 follows the entry into force on 25 September 2019 of Regulation (EU) 2019/1384 amending Regulation (EU) 965/2012 (AIROPS). It deals with the developments concerning Maintenance Check Flight (MCF) which are now considered as a specialised operation within the meaning of Regulation (EU) 965/2012. Consequently, a maintenance organisation which carries out a maintenance check flight is therefore, within the meaning of AIR OPS, an operator carrying out specialised operations and must meet the regulatory requirements of this same regulation. Furthermore, as a reminder, in this case the pilot-in-command must hold a commercial pilot licence (CPL).

Check flights must be carried out following the completion of certain maintenance operations in accordance with a program to be included or referenced in the AMP.

Typical requirements and program of check flights are defined in the aircraft maintenance program.

In cases not covered in the aircraft maintenance program, the requirement for a maintenance check flight shall be defined by [insert title of responsible person] in liaison, if necessary, with the maintenance organisation concerned.

The procedures for release to service for Maintenance Check Flight shall normally be those of the maintenance organisation concerned.

If the aircraft CofA or ARC is invalid, a permit to fly shall be obtained for the control flight.

PART E — SUPPORTING DOCUMENTS

E.1 Sample Documents

Rule	AMC	GM
	AMC1 CAO.A.025	-

Standard Forms and Documents in use by the organisation

List the forms/documents commonly used or referred to in the text

Doc Number	Description	Issue/Date
Form Ref	List of aircraft managed	
	ARC 15b	
	ARC 15c	
	Organisational revue checklist	
	Annual review of AMP	
	CAMO contract	
	Work Order	
	Work report	
	Management contract sample	
	Airworthiness Review report	
	Airworthiness Certificate extension sample	
	Tags	
	Release to service sample	
	List of Certifying Staff	
	AD/SB assessment form	
	Etc	

E.2 List of subcontracted organisations

Chapter Before	Rule	AMC	GM
5.3		AMC1 CAO.A.025	-

(A self-explanatory Chapter, in addition it should set out that the list should be periodically reviewed)

E.3 List of organisations contracted by the CAO

Chapter Before	Rule	AMC	GM
5.4		AMC1 CAO.A.025	-

(A self-explanatory Chapter, in addition it should set out that the list should be periodically reviewed)

E.4 Aircraft technical log system (if applicable)

E.5 List of the currently approved alternative means of compliance

Chapter Before	Rule	AMC	GM
			-

(Insert List of the currently approved alternative means of compliance under this chapter)

E.6 Copy of contracts for subcontracted continuing airworthiness tasks

Chapter Before	Rule	AMC	GM
5.5			-

(Insert the Copy of contracts for subcontracted continuing airworthiness tasks under this chapter)