Sändlista

Ert tjänsteställe, handläggare | Ert datum | Er beteckning

Vårt tjänsteställe, handläggare | Vårt föregående datum | Vår föregående beteckning

Niklas Tapper

HKV FLYGI Tillämpningsbeslut SE-EMAR CAMO

(1 bilaga)

Bakgrund

I tidigare föregående versioner av SE-EMAR har funnits ett tillhörande ”*Appendix V to AMC M.A.704: Continuing Airworthiness Management Exposition (CAME)*” som utgjort ett exempel på CAME.

Ovan refererad ”exempel CAME” har tagits bort ur ordinarie EASA regelverk och därmed också EMAR. Dock har EASA upprättat en enskild ”CAME User guide”. Användarhandbok är utformad för att ge vägledning att användas av sökande och befintliga CAMO samt luftfartsmyndighet.

Även FLYGI bedömer tidigare ”exempel CAME” var ett bra stöd som saknas i nuvarande SE-EMAR.

Beslut

Bifogad ”User guide for CAME” ska tillämpas av sökande och befintliga CAMO för upprättande av CAME.

De delar som är uppenbart civila tillämpningar och inte berör SE-EMAR CAMO tillstånd/verksamhetsområde i svensk militär luftfart undantas.

Detta beslut har fattats av flygsäkerhetsinspektör Torbjörn Eriksson. I den slutliga handläggningen har dessutom överstelöjtnant Ludvig Karlberg samt

Postadress
MILITÄRA
FLYGINSPEKTIONEN
Lidingövägen 24
107 85 Stockholm

Besöksadress

Telefon

Telefax

E-post, Internet
flygi@mil.se

överstelöjtnant Magnus Lindholm deltagit och som föredragande luftvärdighetsinspektör major Niklas Tapper.

Eriksson, Torbjörn

Flygsäkerhetsinspektör

Handlingen är fastställd i Försvarsmaktens elektroniska dokument- och ärendehanteringssystem.

Sändlista

Flygstaben	SE.EMAR.M.064
FMV	SE.EMAR.M.046, e-post: t&e_systemledning.funktionsbrevlada@fmv.se
Saab AB	SE.EMAR.M.041, e-post: emarm041@saabgroup.com
Saab AB	SE.EMAR.M.095, e-post: camo.flighttest@saabgroup.com

EASA Part-CAMO Approvals - User Guide for CAME (CAMO-AOC)

UG.CAMO.00004-002

	Name	Validation	Date
Prepared by:	Alessandro Zanuzzi	Validated	05/11/2024
Verified by:	Raffaele Iovinella	Validated	05/11/2024
Reviewed by:	Dominique Perron	Validated	05/11/2024
Approved by:	Karl Specht	Validated	05/11/2024

DOCUMENT CONTROL SHEET

Reference documents

a) Contextual documents

Applicable regulations are listed in the form "FO.CAMO.00009 – EASA Part-CAMO Approvals – Documentation Index", last revision.

PR.ORG.00001 – Organisation application management

PR.ORG.00002 – Organisation approval technical investigation

PR.ORG.00003 – Organisation approval audit

PR.ORG.00004 – Organisation surveillance

PR.ORG.00005 – Non compliance management for organisation approval

PR.ORG.00007 – Processing of article 65 transfer request

b) Internal documents

Applicable documents are listed in the form "FO.CAMO.00009 – EASA Part-CAMO Approvals – Documentation Index", last revision.

Log of issues

Issue	Issue date	Change description
001	26/06/2023	First issue. Migration and adaptation of the User Guide UG.CAO.00162-002 from FS.1.4 to FS.1.2. UG.CAO.00162-002 contextually deleted.
002	05/11/2024	Second issue. Updated reference to internal documents and abbreviations. Typos corrected and improved clarity throughout the document.

0. Introduction

0.1. Table of Contents.

0.2. Definitions and Abbreviations.

Abbreviations	
AD	AIRWORTHINESS DIRECTIVE
AMC	ACCEPTABLE MEANS OF COMPLIANCE
AltMoC	ALTERNATIVE MEANS OF COMPLIANCEAMOAPPROVED MAINTENANCE ORGANISATION
AMP	AIRCRAFT MAINTENANCE PROGRAMME
AOC	AIR OPERATOR CERTIFICATE
ARC	AIRWORTHINESS REVIEW CERTIFICATE
ARS	AIRWORTHINESS REVIEW STAFF
CAMO	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
CAME	CONTINUING AIRWORTHINES MANAGEMENT EXPOSITION
CDL	CONFIGURATION DEVIATION LIST
CMPA	COMPLEX MOTOR-POWERED AIRCRAFT
CRS	CERTIFICATE OF RELEASE TO SERVICE
DOA	DESIGN ORGANISATION APPROVAL
EASA	EUROPEAN UNION AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
FTS	FUEL TANK SAFETY
GM	GUIDANCE MATERIAL
HF	HUMAN FACTORS
IORS	INTERNAL OCCURENCE REPORTING SYSTEM
MCF	MAINTENANCE CHECK FLIGHT
MEL	MINIMUM EQUIPMENT LIST
MOE	MAINTENANCE ORGANISATION EXPOSITION
MPD	MAINTENANCE PLANNING DOCUMENT
MSM	MANAGEMENT SYSTEM MANUAL
NAA	NATIONAL AVIATION AUTHORITY
OEM	ORIGINAL EQUIPMENT MANUFACTURER
OD	OPERATIONAL DIRECTIVE
PPB	PRINCIPAL PLACE OF BUSINESS
QE	QUALIFIED ENTITY
SAG	SAFETY ACTION GROUP
SB	SERVICE BULLETIN
SMS	SAFETY MANAGEMENT SYSTEM
SPI	SAFETY PERFORMANCE INDICATOR
SRB	SAFETY REVIEW BOARD
STCH	SUPPLEMENTAL TYPE CERTIFICATE HOLDER
TCH	TYPE CERTIFICATE HOLDER

0.3. Scope and Applicability.

This user guide is applicable to EASA Part-CAMO applicants and existing EASA Continuing Airworthiness Management Organisations (hereafter referred as CAMOs) managing complex motor-powered aircraft used in licensed air carriers in accordance with Regulation (EC) No 1008/2008 and having their principal place of business located in the EU Member States and for which EASA is the Competent Authority based on Art.64 or Art. 65 of the 'Basic Regulation'[1]

EASA is therefore responsible for the approval of these CAMOs and for establishing procedures detailing how EASA Part-CAMO applications and approvals are managed.

The provisions of this user guide are complementary to the requirements of EASA Part-M and Part-CAMO regulations "as amended" and these provisions do not supersede or replace the associated regulatory requirements.

0.4. Purpose.

This user guide is designed to provide guidance and be used by:

- Organisations applying for a Part-CAMO approval - to assist them in the production and management of their own CAME.
- Approved Part-CAMO organisations – to assist them in the continued management of the CAME.
- Competent Authority - As a comparison document for CAMEs submitted for approval.

0.5. Entry into force.

This user guide comes into effect 30 days after its issue date. Within this time frame the CAMO shall assess the impact of this User Guide revision on the organisation's procedures and when relevant, propose a revision of the affected paragraphs and/or procedures to the assigned inspector.
The entry into force date of this User Guide does not supersede the need to comply with any other entry into force date(s) established by the applicable regulations.

EASA Intends to review this document on a frequent basis as follows:

- Ongoing feedback from Part-CAMO organisations or other entities.
- Relevant alterations to the applicable requirements, including, but not limited to, Part CAMO, that may affect the contents of the CAME

0.6. Associated Instructions

EASA has developed associated instructions (user guides, Forms, templates and work instructions), that detail specific matters, which must be considered as an integral part of this document.
A complete listing of these documents, together with their applicability to the organisation or NAA / QE / EASA, is addressed in the current revision of the "FO.CAMO.00009-XXX – EASA Part-CAMO Approvals – Documentation Index" (XXX identifies the revision number). Documents which are applicable to both NAA/QE/EASA and organisations are made available on the EASA Web Site (https://www.easa.europa.eu/domains/aircraft-products/continuing-airworthiness-organisations/part-m-approvals-foreign-camo-subpart-g).

Each time a cross reference is provided to another document or another chapter / paragraph of the same document, this reference is identified with grey text.

[1] Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008, (EU) No 996/2010, (EU) No 376/2014 and Directives 2014/30/EU and 2014/53/EU of the European Parliament and of the Council, and repealing Regulations (EC) No 552/2004 and (EC) No 216/2008 of the European Parliament and of the Council and Council Regulation (EEC) No 3922/91.

0.7. Communication.

All documents and correspondences between the CAMO, the accredited NAA/QE and EASA shall be in the English language unless otherwise agreed by EASA.

1. General Guidance

1.1. Preliminary Considerations

The CAME shall be customised by each organisation to demonstrate how they comply with:

- Part-CAMO, with consideration for the applicable Part M and/or Part ML requirements
  - the Part CAMO approval User Guides (reference to "FO.CAMO.00009 – EASA Part-CAMO Approvals – Documentation Index")

For each detailed procedure described within the CAME, the organisation should address the following questions, noting this list is not exhaustive:

- What must be done?
- Who should do it?
- When must be done?
- Where must it be done?
- How must it be done?
- Which procedure(s)/form(s) should be used?

The organisation may choose to use another format to the one described in this user guide, as long as all the applicable sections of the regulation are addressed and cross-referenced.

The CAME shall always observe Human Factors principles such as but not limited to ease of reading, avoiding ambiguitis and continuing reference to other documents, ensuring clear, concise and complete procedures.

For standardisation purposes, to facilitate the production of the CAME by the organisation and review by the assigned inspector, it is recommended to strictly adhere to the proposed CAME structure, including chapters/paragraph numbering, titles and expected content. The CAMO should however customise the document to suit their organisation and may also include additional paragraphs where necessary.

It should be noted that this User Guide focus primarily on the operation of Complex Motor-Powered Aircraft involved in Commercial Operations. On that basis, cross-references to applicable Part-ML requirements, have not been included in the current version of this document.

1.2. Exposition Format and Language

The CAME should be produced in electronic format. The final version of the exposition should be in Portable Document Format (PDF), but any draft version may be provided to the authority in another format (such as Word document) to facilitate the document study.

The CAME shall be available in the English language. It may also be written in a second language (English and the language of the country where the organisation is located) provided that EASA has formally agreed. The English version shall always prevail.

1.3. Terms in Use

For the purpose of this procedure, the references to the CAME document are identified using following terms:

- "CAME Part" is used to identify the main parts of the CAME (e.g., meaning Part 0 General Organisation, Part 1 Continuing Airworthiness Management procedures, Part 2 Management System procedures, etc.) as identified in the AMC1 CAMO.A.300 Continuing airworthiness management exposition (CAME).
- "CAME chapter" is used to identify each chapter within an CAME Part (e.g. CAME 0.6 Procedure for changes not requiring prior approval, CAME 1.2 Aircraft maintenance programme (AMP) — development amendment and approval, CAME 5.1 Sample documents, including the template of the ATL system) as identified in the AMC1 CAMO.A.300 Continuing airworthiness management exposition (CAME);

- "CAME paragraph" is used to identify a paragraph within an CAME chapter (e.g., CAME 2.8.1 "Audit plan and audit procedure", CAME 2.8.2 "Monitoring of continuing airworthiness management activities", etc.). At the paragraph level the numbering system is not pre-identified in the Part-CAMO regulation and it is left to the need of the organisation. Further division to sub-paragraphs may be also used, although it should be clearly identified in the CAME.

1.4. CAME User Guide writing conventions

To facilitate the reading and understanding of this user guide, the following writing conventions are being used which applies to each CAME chapter:

Regulatory references

Reference to the applicable regulatory requirement(s), EASA Acceptable Means of Compliance, or EASA Guidance Material is identified after each CAME chapter/paragraph, as applicable.
A cross-reference table between the CAME chapters/paragraphs and the applicable regulatory references is provided in paragraph 1.5 of this User Guide.

Expected content of the organisation CAME

This user guide is developed in a "check list format" to facilitate compliance check of the minimum expected content of the organisation CAME. Multiple check boxes (☐) are indicating the "expected content" of each chapter/paragraph. The expected content is identified with normal font.
It has to be considered however, that this user guide applies primarily to Part-CAMO organisations managing complex motor-powered aircraft/rotorcraft, therefore it is the organisation responsibility to identify the "expected content" applicable to the organisation.
When a "CAME paragraph" is identified in this user guide, the same paragraph's structure is expected to be found in the organisation CAME.

Examples

When major examples are being made to better visualise the expected CAME content, the term **EXAMPLE** in bold capital letters will proceed the example made. In case of a minor example within a text, which is done only to clarify the meaning of the text, the example is contained in brackets and preceded by the abbreviated term "in example", such as (e.g., text of the example, etc.).

Comments

Comments and supporting information are inserted in *"italics"* font. They are not supposed to be themselves an expected content but only intended to provide additional clarification.

Track Changes

Changes introduced with the current revision of the user guide are identified by a vertical bar on the left-hand side of the page. Furthermore, to clearly identify the content of the change, any new text added is identified in blue colour.

1.5. Cross reference to the applicable regulatory requirements

The expected contents of each CAME chapter have been established in accordance with the following applicable requirements.
While the list is not exhaustive, any amendments or updates to the requirements affecting the cross references listed below will be reflected in subsequent revisions.
References to the applicable regulatory requirements are also included after each CAME chapter/paragraph of this user guide.
While the table is updated, as necessary, it is the organisations' responsibility to assess the various chapters and the applicable regulatory requirements accordingly.

Requirement	Chapter/Paragraph/Subparagraph
AMC M.A.301(b)	1.1b
AMC M.A.302	5.6
AMC M.A.304	1.9
AMC M.A.403(b)	1.1b
AMC M.A.904(b)	1.13
Appendix I to AMC M.A.302 and AMC M.B.301(b)	1.11, 1.5, 2.8.3
GM M.A.302(a)	5.6
GM M.A.305	1.1a.1, 1.1a
GM M.A.305(c)(2)	1.1a
M.A.301(e)	1.5, 2.8.3
M.A.302(g)	1.10
M.A.304	1.9
M.A.305(c)	
M.A.901(o)	4.5
21.A.711(e)	4.B4
21.A.729	4.B5
21.A.91	1.7
AMC M.A.301(b)	1.1b
AMC M.A.302	5.6
AMC M.A.304	1.9
AMC M.A.305(a)	1.1a.1, 1.1a
AMC M.A.305(c)1	
AMC M.A.305(c)2	1.9
AMC M.A.305(c)3	
AMC M.A.305(e)	1.1a
AMC M.A.306(a)	1.11, 1.1a.1, 1.1a
AMC M.A.306(b)	1.1a
AMC M.A.401(b)	1.4
AMC M.A.403(b)	1.1b
AMC M.A.403(d)	1.1b, 1.8, 1.1a, 1.1a.1
AMC M.A.901(d)	4.5
AMC M.A.901(k)	4.2, 1.12
AMC M.A.901(l)	4.3
AMC M.A.901(m)	4.3
AMC M.A.901(o)	4.5
AMC M.A.904(b)	1.13
AMC.CAMO.A.315(b)(3)	1.7
AMC.M.A.302(g)	1.5, 2.8.3
AMC1 CAMO.A.125(d)(3)	1.10
AMC1 CAMO.A.130	2.5, 0.5
AMC1 CAMO.A.160	1.8
AMC1 CAMO.A.200(a)(1)	2.8, 2.4
AMC1 CAMO.A.200(a)(2)	0.1.2, 0.1.1, 0.1
AMC1 CAMO.A.200(a)(3)	2.1, 0, 1.8, 2.4
AMC1 CAMO.A.200(a)(6)	2.8.1, 2.8.2, 2.8
AMC1 CAMO.A.202	0, 1.8
AMC1 CAMO.A.220	2.10, 1.3
AMC1 CAMO.A.220(c)(1)(ii)	4.1
AMC1 CAMO.A.300	1.12, I.1, 0.4
AMC1 CAMO.A.300(a)(1)	0.1.2, 0.1.1, 0.1
AMC1 CAMO.A.305(a)	0.3.1.1, 0.3.1, 0.3
AMC1 CAMO.A.305(a)(3)	0.3.1.3, 0.4, 0.3.1, 0.3
AMC1 CAMO.A.305(a)(4);(a)(5)	0.3.1.2, 2.9, 2.1, 0.3.1.5, 2.8.6, 0.3.1, 0.3
AMC1 CAMO.A.305(b)(2)	0.4, 0.3.1.5, 0.3.1, 0.3
AMC1 CAMO.A.305(c)	0.3.1.2, 2.6, 0.3.1.5, 0.3.1, 0.3
AMC1 CAMO.A.305(g)	0.3.2, 2.9, 0.3.1.2, 0.3.1.4, 2.4, 2.8
AMC1 CAMO.A.310(a)	0.3.1.3, 4.1
AMC1 CAMO.A.310(a)(3)	4.1
AMC1 CAMO.A.310(c)	4.1
AMC1 CAMO.A.310(d)	4.1
AMC1 CAMO.A.315	1.4, 1.2
AMC1 CAMO.A.315(b)(3)	1.9
AMC1 CAMO.A.315(b)(4)	1.6
AMC1 CAMO.A.315(c)	1.4, 2.8.4
AMC2 CAMO.A.130	0.6, 2.5, 0.5
AMC2 CAMO.A.160	1.8
AMC2 CAMO.A.200(a)(6)	2.8.1, 2.8.2, 2.8
AMC2 CAMO.A.220	1.1a.1, 2.10, 1.3
AMC2 CAMO.A.300	0.3.1, 0.3
AMC2 CAMO.A.305(g)	0.3.2, 2.9
AMC2 CAMO.A.315(c)	3.1, 2.1, 2.8.4, 2.8
AMC3 CAMO.A.200(a)(6)	3.2, 2.8.2, 2.8
AMC3 CAMO.A.305(g)	1.5, 2.8.3, 1.10, 0.3.2, 0, 2.8
AMC4 CAMO.A.200(a)(6)	3.2, 2.8.2, 2.8
AMC4 CAMO.A.305(g)	1.5, 2.8.3, 1.10, 2.8
Appendix I to AMC M.A.302 and AMC M.B.301(b)	1.11, 1.5, 2.8.3
Appendix II to AMC M.A.711(a)(3)	1.13
Appendix II to AMC1 CAMO.A.125(d)(3)	1.1a, 1.1a.1, 1.6, 1.4, 2.8.2, 2.8.4
Appendix III to AMC4 CAMO.A.305(g)	2.6
Appendix IV to AMC1 CAMO.A.315(c)	3.1, 1.4, 2.8.4
Article 2 Definitions	1.11
Article 3 Continuing airworthiness requirements	1.2

Article 3(3)(a)	5.6
CAMO.A.120(a)	0.7
CAMO.A.120(b)	0.7
CAMO.A.125	5.7
CAMO.A.125(a)	0.2.1, 0.2
CAMO.A.125(b)	0.2.2, 0.2
CAMO.A.125(c)	0.2.1, 0.2.3, 0.2
CAMO.A.125(d)	2.8.2, 0.2.3, 0.2
CAMO.A.125(d)(3)	1.10
CAMO.A.125(d)(3))	5.3
CAMO.A.125(e)	4.1, 0.2.3, 0.2
CAMO.A.125(f)	4.B1, 0.2.3
CAMO.A.130(a)	0.5
CAMO.A.130(b)	0.5, 0.7
CAMO.A.130(c)	0.6
CAMO.A.140(a)	0.2.5, 0.2
CAMO.A.140(b)	0.2.5, 0.2
CAMO.A.160	1.8
CAMO.A.200	0.4
CAMO.A.200(a)(1)	0.1.3, 0.1
CAMO.A.200(a)(2)	2.3, 0.1.2, 0.1.1, 0.1
CAMO.A.200(a)(3)	2.1, 0
CAMO.A.200(a)(4)	2.9, 2.6
CAMO.A.200(a)(6)	2.8, 2.8.2
CAMO.A.200(b)	0.3.1, 0.3, 0.3.2
CAMO.A.202	0, 1.8
CAMO.A.205	2.8.4, 5.3
CAMO.A.215	0.2.6, 0.2
CAMO.A.220(a)(1)	1.3
CAMO.A.220(a)(2)	1.3
CAMO.A.220(a)(3)	4.7
CAMO.A.220(a)(4)	4.B5
CAMO.A.220(a)(5)	1.3, 4.7
CAMO.A.220(a)(6)	1.3, 4.7
CAMO.A.220(c)(1)(ii)	4.1
CAMO.A.220(c)(2)	4.1
CAMO.A.220(d)	2.10, 1.3
CAMO.A.220(e)	2.10
CAMO.A.220(f)	2.10, 1.3
CAMO.A.300	I.1
CAMO.A.300(a)(1)	0.1, 0.1.3
CAMO.A.300(a)(11)	0.6, 0.5, 2.8.2
CAMO.A.300(a)(12)	5.6
CAMO.A.300(a)(13)	5.4
CAMO.A.300(a)(14)	5.7, 0.7
CAMO.A.300(a)(2)	0.1.1, 0.1
CAMO.A.300(a)(3)	0.2, 0.3, 0.2.1, 0.2.4, 0.2.3, 0.2
CAMO.A.300(a)(4)	0.3.2.1, 0.3.2
CAMO.A.300(a)(5)	0.3.1.3, 0.3.1, 0.3, 4.1
CAMO.A.300(a)(6)	0.3.1.3, 0.3.1, 0.3
CAMO.A.300(a)(7)	0.4
CAMO.A.300(a)(8)	4.B2, 4.1
CAMO.A.300(a)(9)	0.2, 0.2.6, 0.2.1
CAMO.A.300(b)	0.6
CAMO.A.300(c)	0.6, 0.5
CAMO.A.305(a)	0.4, 0.3.1, 0.3
CAMO.A.305(a)(1)	0.3.2.1, 0.3.2
CAMO.A.305(a)(2)	2.6, 0.1.1
CAMO.A.305(a)(3)	0.3.1.3, 0.3.1.5
CAMO.A.305(a)(4)	0.3.1.2, 0.3.1.5, 2.8
CAMO.A.305(a)(5)	0.3.1.4, 0.3.1.5
CAMO.A.305(a)(6)	0.3.1.2, 0.3.1.4
CAMO.A.305(a)2	
CAMO.A.305(a)3	4.1
CAMO.A.305(b)	0.4, 0.3.1, 0.3
CAMO.A.305(c)	0.4, 0.3.1, 0.3.1.4
CAMO.A.305(e)	0.3.1, 0.3
CAMO.A.305(g)	0.3.2, 2.9, 2.6, 0.3.1.4, 2.8
CAMO.A.310	4.1
CAMO.A.315(a)	1.4, 2.8.2
CAMO.A.315(b)(1)	1.2, 1.10
CAMO.A.315(b)(2)	1.2
CAMO.A.315(b)(3)	1.7
CAMO.A.315(b)(4)	1.6
CAMO.A.315(b)(6)	1.2
CAMO.A.315(c)(1)	5.4
CAMO.A.315(c)(2)	5.4
CAMO.A.315(d)	3.1, 5.4
CAMO.A.320	4.2, 4.7, 4.1
GM 21.A.711(e)	4.B4
GM M.A.302(a)	5.6
GM M.A.305	1.1a.1, 1.1a
GM M.A.305(c)(2)	1.1a
GM M.A.305(d)	1.1a
GM M.A.305(d)(2)	1.1a
GM M.A.901	4.1
GM1 CAMO.A.130	0.6, 0.7, 0.5
GM1 CAMO.A.130(a)(1)	2.5, 0.5
GM1 CAMO.A.130(b)	0.3.2, 2.4, 0.7, 0.5
GM1 CAMO.A.160	1.8
GM1 CAMO.A.160(b)	1.8

GM1 CAMO.A.200	2.7, 2.4, 0.1.2, 0.1
GM1 CAMO.A.200(a)(2)	0.1.1, 0.1
GM1 CAMO.A.200(a)(3)	0.3.2, 2.3, 2.1
GM1 CAMO.A.200(a)(4)	2.6
GM1 CAMO.A.200(a)(6)	3.2, 2.8.2
GM1 CAMO.A.200(a)(6) and CAMO.B.300	3.2
GM1 CAMO.A.205	2.8.4, 5.3, 2.1, 2.8.2, 2.8, 0.2
GM1 CAMO.A.220	2.10
GM1 CAMO.A.305(a)(3)	0.3.1.3, 0.3.1.5, 0.3.1, 0.3
GM1 CAMO.A.305(a)(5)	0.3.1.4, 0.3.1.5, 0.3.1, 0.3
GM1 CAMO.A.305(f)	4.1, 0.3.1, 0.3
GM1 CAMO.A.305(g)	0.3.2, 2.8
GM1 CAMO.A.315(b)(1)	1.2
GM1 CAMO.A.315(b)(5)	1.2, 2.8.4
GM1 CAMO.A.315(c)	3.1, 2.8.4
GM2 CAMO.A.305(g)	2.1, 0.3.2
GM3 CAMO.A.305(g)	2.9, 0.3.2, 2.8
M.A.201	5.6, 5.4, 0.3.1.1, 0.3.1.3, 0.3.1, 0.3
M.A.201(d)	1.11
M.A.201(j)	0.2.5, 0.2
M.A.301(b)	1.8
M.A.301(e)	1.5, 2.8.3
M.A.301(f)	1.4
M.A.301(g)	1.7
M.A.301(h)	1.12
M.A.301(i)	1.13
M.A.302	5.6
M.A.302(g)	1.10
M.A.304	1.9
M.A.305(a)	
M.A.305(b)	
M.A.305(c)	
M.A.305(c)(2)	1.9
M.A.305(d)	
M.A.305(e)	1.3
M.A.305(e)(2)(ii)	1.9
M.A.305(g)	
M.A.306(a)	
M.A.306(b)	
M.A.401(a)	1.9
M.A.403(a)	1.1b
M.A.403(b)	1.1b
M.A.403(c)	1.1b
M.A.403(d)	1.1b, 1.1a, 1.1a.1
M.A.901	4.1
M.A.901(a)	4.6, 4.8
M.A.901(d)	4.5
M.A.901(k)	4.2
M.A.901(k)(9)	1.12
M.A.901(l)	4.3
M.A.901(m)	4.3
M.A.901(o)	4.5
M.A.903(a)	4.4
ORO.MRL.105	1.1b

1.6. CAME Structure

The Continuing Airworthiness Management Organisation shall follow one of the following options when deciding the CAME structure which better fits its operations;

- **Option 1 - Single CAME document**
  - The CAME is developed by the organisation as a single document containing all the information required to show compliance with the applicable EASA regulation and all detailed procedures and lists customised by the CAMO;
- **Option 2 - CAME supplemented by associated procedures/lists**
  - Associated procedures/lists shall meet the same rules in terms of management control and presentation as described for the CAME;

When the organisation is developing a CAME supplemented by associated procedures/lists, then:

- It is acceptable, for CAME PARTs 1 to 5, to include precise and clear reference(s) to other manuals where the same procedures are described. For PART 0 of the CAME, such cross references would normally not be acceptable, unless otherwise agreed with the assigned inspector and documented accordingly.
  - The documents referenced above should be approved or accepted by the Competent Authority, including changes in accordance with the procedures identified in CAME 0.5, 0.6 or 0.7 as applicable.
- The CAME must contain at least the information required by CAMO.A.300(a) and a minimum regulatory compliance procedure in each chapter[2] and paragraph, and; associated procedures/lists as defined below:
  - Associated Procedure: means a procedure providing additional and customised details on how the organisation intends to comply with applicable requirements;
  - Associated List: means any of the list required by CAMO.A.300(a), when published separately from the CAME.
- Work instructions may include detailed instructions intended to provide information for staff on how to perform their duties on a daily basis. They could also include lists/forms which are not required by CAMO.A.300(a). Examples include, but are not limited to, the list of internal auditors, the checklist used to process a completed work package, the templates listing staff on duty, the instructions on how to use the IT tool in place to manage continuing airworthiness records/information, etc.
- Work instructions do not require Competent Authority approval and are to be fully controlled by the CAMO. The Compliance Monitoring System remains responsible to ensure any such document does not conflict with CAME or associated procedures/list.

In order to avoid confusion between CAME associated procedures/lists and work instructions, the following criteria is recommended:

- CAME procedures should only contain reference to CAME associated procedures/lists, which are listed in CAME 0.5 and CAME 0.6 (no reference should be given in the CAME to work instructions);
- CAME associated procedures/lists may refer to work instructions;
- Work instructions may refer to CAME and/or associated procedures lists.

1.6.1. Management Control of the CAME

In order to properly monitor the approval, it is essential that the Organisation clearly identifies the initial edition of the Exposition and each subsequent change. Any change to the approved CAME shall be identified (depending on the numbering system chosen) by:

- A new issue and/or revision number;

[2] A CAME chapter only referring to an associated procedure is not acceptable.

- A new issue and/or revision date;
- Clear identification of the modified text in each CAME chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.)

Chapters 0.5 and 0.6 of the CAME are intended to detail the methods chosen to identify changes to the CAME (e.g., issue/revision number, vertical bars, etc.).

Depending on the complexity and need of the organisation, one of the two following possibilities is recommended:

1. CAME identified by both an Issue number and Revision number.

This option is intended to use two different numbering systems (Issue and Revision number).

In particular, each time the issue number is changed, the revision number will start again from "0". The following table is given as an example:

EXAMPLE

Issue number	Issue date	Revision number	Revision date
1 **(initial)**	19/12/2014	0	19/12/2014
		1	25/8/2015
		2	29/10/2016
2	29/3/2017	0	29/3/2017
		1	15/9/2018
		2	29/8/2019

There may be various reasons to choose this option of double identification, such as, for example, to identify any major change of the organisation with a change of the issue number and each minor change by changing the revision number. This solution will therefore require the identification of the CAME with Issue number, Issue date, Revision number and Revision date.

2. CAME identified only by a revision (or issue) number.

This solution is less flexible than the previous one, because any change to the CAME will be identified only by a change in the revision (or issue) number. The numbering of the revision (or issue) will start with "1" and increase at each revision. The following table is given as an example:

EXAMPLE

Revision (or issue) Nr.	Revision (or issue) date
0 **(initial)**	19/12/2014
1	19/12/2014
2	25/8/2015

This solution will therefore require to identify the CAME only with Revision (or issue) number and Revision (or Issue) date.

1.6.2. Exposition Pages Presentation

Each page of the CAME shall be identified as follows (this information may be added in the header or footer), as applicable depending on the CAME revision identification option chosen in the previous chapter of this User Guide:

- the name of the organisation (official name as defined on the Continuing Airworthiness Management Organisation Certificate – EASA Form 14);
- the issue/revision status of the page;
- the chapter of the CAME (e.g. 1-5);
- the page number;
- the name of the document "Continuing Airworthiness Management Exposition";

The cover page of the volume shall specify:

- the title "Continuing Airworthiness Management Exposition";
- A unique identification reference given to the CAME (e.g., CAMONAME-DOC1).
  - A unique identification reference is expected for each document which is part of the EASA approval (in accordance with CAME 0.5 and 0.6). It is particularly helpful when managing electronic approvals of documents.
- The name of the organisation (official name as defined on the Continuing Airworthiness Management Organisation Certificate – EASA Form 14);
- The address, telephone, fax numbers and the generic e-mail address[3] of the Principal Place of Business of the Organisation;
- The copy number from the distribution list;
- The CAMO approval number/reference;

1.7. CAME Initial Approval Process

First Submission of the "Draft" CAME

Prior to submission of the 'draft' CAME to the Competent Authority for approval, the Accountable Manager must sign and date the statement in accordance with CAMO.A.300(a)1. This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of the Accountable Manager the new incumbent shall sign the document and submit a suitable amendment to their Competent Authority for approval.

Tracking Changes to the Initial Draft CAME

Following the receipt of the first "draft" CAME, the Competent Authority will review it and formulate eventual remarks in writing to the Continuing Airworthiness Management Organisation. At the receipt of such remarks, the organisation is expected to revise the first "draft" and produce a second "draft" CAME, where all the remarks have been addressed. In order to have a clear tracking of the changes and to allow the review of the revised CAME by the Competent Authority the following is expected:

- The organisation shall reply in writing to each remark explaining how it has been addressed and in which CAME chapter/paragraph. The organisation shall issue a second "draft" CAME, which clearly identifies the changes introduced. This could be done by:
  - Maintaining the CAME "draft" identified as "initial" (i.e. Issue 1, Rev. 0), but changing the date to identify the new draft issued; and
  - Identifying clearly the text modified in each CAME chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.)
  - This process will be eventually continued with the issue of a third, fourth, etc. "draft" CAME, until the Exposition is considered acceptable by the Competent Authority in order to proceed further with the technical investigation process

Important note: The same principle applies to the successive revisions of the CAME and to the documents associated to the exposition such as procedures and lists subject to EASA approval.

[3] The generic email address is aimed to be used even though people in charge leave the company. The address should remain independent from a person and therefore without personal name

2. CAME Structure and Content

PART I - INTRODUCTION

I.1 Table of Contents

CAMO.A.300, AMC1 CAMO.A.300

For standardisation purposes, to facilitate the production of the CAME by the continuing airworthiness management organisation and the review by the assigned inspector, it is recommended to adhere to the proposed CAME structure, including chapters and paragraph numbering, titles and expected content. The organisation should however customise the document to suit their organisation and may also include additional contents where necessary.

The assigned inspector is referring to this user guide when reviewing the CAME for approval and a different structure will result in additional time needed for the review, and consequently a longer approval process.

Where a Part/chapter/paragraph is not used it shall be identified in the CAME as Not Applicable.

I.2 List of Effective Pages

This list of issue/revision shall allow traceability from the previously approved version.
The name of the organisation, the date of review, approval and the name of the person who has reviewed and/or approved the CAME should be included.

EXAMPLE 1: *The example below is related to a CAME identified by both an Issue number and Revision number as explained in paragraph 1.6.1 of this User Guide.*

Page nr.	Issue nr.	Revision nr.	Revision Date	Page nr.	Issue nr.	Revision nr.	Revision Date
PART I				116	**1**	**1**	01/01/16
I-01	**1**	**0**	19/12/14	117	**1**	**1**	01/01/16
I-02	**2**	**1**	29/10/18	**PART 2**			
I-03	**2**	**1**	29/10/18	201	**1**	**0**	19/12/14
I-04	**2**	**0**	15/09/17	202	**1**	**0**	19/12/14
I-05	**2**	**0**	15/09/17	203	**1**	**0**	19/12/14
PART 0				204	**1**	**0**	19/12/14
001	**1**	**0**	19/12/14	205	**2**	**1**	29/10/18
002	**1**	**0**	19/12/14	206	**2**	**1**	29/10/18
003	**1**	**0**	19/12/14	207	**2**	**1**	29/10/18
004	**1**	**0**	19/12/14	**PART 3**			
005	**1**	**0**	19/12/14	301	**1**	**0**	19/12/14
006	**1**	**0**	19/12/14	302	**1**	**0**	19/12/14
007	**1**	**0**	19/12/14	303	**1**	**1**	01/01/16
PART 1				304	**1**	**0**	19/12/14
101	**1**	**1**	01/01/16	**PART 4**			
102	**1**	**0**	19/12/14	401	**2**	**0**	15/09/17
103	**1**	**1**	01/01/16	402	**2**	**0**	15/09/17
104	**1**	**1**	01/01/16	403	**1**	**1**	01/01/16
105	**2**	**0**	15/09/17	404	**1**	**1**	01/01/16
106	**2**	**0**	15/09/17	405	**1**	**0**	19/12/14
107	**1**	**0**	19/12/14	**PART 4B**			
108	**1**	**1**	01/01/16	4B01	**1**	**0**	19/12/14
109	**1**	**0**	19/12/14	4B02	**1**	**0**	19/12/14
110	**1**	**0**	19/12/14	4B03	**1**	**0**	19/12/14
111	**1**	**1**	01/01/16	4B04	**2**	**0**	15/09/17
112	**1**	**0**	19/12/14	**PART 5**			
113	**1**	**0**	19/12/14	503	**2**	**1**	29/10/18
114	**1**	**0**	19/12/14	504	**2**	**1**	29/10/18
115	**1**	**0**	19/12/14	505	**2**	**1**	29/10/18

CAME **Issue 2, Revision 1** dated **29/10/18**

CAME internal review by the Organisation:

reviewed by: (name & position)	**date:** 03 Nov 2018

CAME Approval [3] (to be only used in case of indirect approval):

Indirectly approved by: (name, position and signature of the approving person)	**date:** 05 Nov 2018

[3] - In the case of CAME direct approval by the Competent Authority, the CAME approval is given through a formal letter issued by EASA. This letter shall be made available to the final users also.
- In the case of CAME indirect approval by the Compliance Monitoring Manager, the CAME approval is completed by the organisation entering the date of the CAME approval, the name, position and signature of the approving person.

EXAMPLE 2: *the example below is related to a CAME identified only by a revision number as explained in paragraph 1.6.2 of this User Guide*

Page nr.	Revision nr.	Revision Date	Page nr.	Revision nr.	Revision Date
PART I			116	**2**	29/10/18
I-01	**1**	19/12/14	117	**2**	29/10/18
I-02	**4**	29/10/18	**PART 2**		
I-03	**4**	29/10/18	201	**1**	19/12/14
I-04	**3**	15/09/17	202	**1**	19/12/14
I-05	**3**	15/09/17	203	**1**	19/12/14
PART 0			204	**1**	19/12/14
001	**1**	19/12/14	205	**4**	29/10/18
002	**1**	19/12/14	206	**4**	29/10/18
003	**1**	19/12/14	207	**4**	29/10/18
004	**1**	19/12/14	**PART 3**		
005	**1**	19/12/14	301	**1**	19/12/14
006	**1**	19/12/14	302	**1**	19/12/14
007	**1**	19/12/14	303	**2**	01/01/16
PART 1			304	**1**	19/12/14
101	**2**	29/10/18	**PART 4**		
102	**1**	19/12/14	401	**3**	15/09/17
103	**2**	29/10/18	402	**3**	15/09/17
104	**2**	29/10/18	403	**2**	01/01/16
105	**3**	15/09/17	404	**2**	01/01/16
106	**3**	15/09/17	405	**1**	19/12/14
107	**1**	19/12/14	**PART 4B**		
108	**2**	29/10/18	4B01	**1**	19/12/14
109	**1**	19/12/14	4B02	**1**	19/12/14
110	**1**	19/12/14	4B03	**1**	19/12/14
111	**2**	29/10/18	4B04	**3**	15/09/17
112	**1**	19/12/14	**PART 5**		
113	**1**	19/12/14	503	**4**	29/10/18
114	**1**	19/12/14	504	**4**	29/10/18
115	**1**	19/12/14	505	**4**	29/10/18

CAME **Revision 4** dated **29/10/18**

CAME internal review by the Organisation:

reviewed by: (name & position)	**date:** 03 Nov 2018

CAME Approval [3] (to be only used in case of indirect approval):

Indirectly approved by: (name, position and signature of the approving person)	**date:** 05 Nov 2018

EXAMPLE 3: *the example below is related to a CAME identified only by a revision number as explained in paragraph 1.6.2 of this User Guide, with all pages from the same amended chapter being re-issued and with the changes duly identified on each page. This "list of chapter revision status" approach requires to specify in the table the total number of pages for every chapter.*

Chapter nr.	Revision nr.	Revision Date	Number of pages	Chapter nr.	Revision nr.	Revision Date	Number of pages

PART I				PART 2			
I.1	**4**	29/10/18	3	2.1	**4**	29/10/18	5
I.2	**4**	29/10/18	2	2.2	**4**	29/10/18	1
I.3	**4**	29/10/18	1	2.3	**4**	29/10/18	1
I.4	**4**	29/10/18	1	2.4	**4**	29/10/18	2
I.5	**4**	29/10/18	1	2.5	**4**	29/10/18	1
PART 0				2.6	**4**	29/10/18	2
0.1	**1**	19/12/14	1	**PART 3**			
0.2	**1**	19/12/14	3	3.1	**2**	01/01/16	2
0.3	**1**	19/12/14	10	3.2	**2**	01/01/16	2
0.4	**1**	19/12/14	2	**PART 4**			
0.5	**1**	19/12/14	3	4.1	**3**	15/09/17	2
0.6	**1**	19/12/14	5	4.2	**3**	15/09/17	6
0.7	**1**	19/12/14	2	4.3	**3**	15/09/17	3
PART 1				4.4	**3**	15/09/17	2
1.1	**2**	01/01/16	15	4.5	**3**	15/09/17	2
1.2	**2**	01/01/16	8	4.6	**3**	15/09/17	4
1.3	**2**	01/01/16	2	4.7	**3**	15/09/17	1
1.4	**2**	01/01/16	4	**PART 4B**			
1.5	**2**	01/01/16	1	4B01	**3**	15/09/17	4
1.6	**2**	01/01/16	1	4B02	**3**	15/09/17	3
1.7	**2**	01/01/16	3	4B03	**3**	15/09/17	1
1.8	**2**	01/01/16	5	4B04	**3**	15/09/17	1
1.9	**2**	01/01/16	1	4B05	**3**	15/09/17	1
1.10	**2**	01/01/16	2	**PART 5**			
1.11	**2**	01/01/16	3	5.1	**4**	29/10/18	30
1.12	**2**	01/01/16	2	5.2	**4**	29/10/18	2
1.13	**2**	01/01/16	2	5.3	**4**	29/10/18	2
				5.4	**4**	29/10/18	2
				5.5	**4**	29/10/18	1

CAME **Revision 4** dated **29/10/18**

CAME internal Review by the Organisation:

reviewed by: (name & position)	**date:** 03 Nov 2018

CAME Approval [3] (to be only used in case of indirect approval):

Indirectly approved by: (name, position and signature of the approving person)	**date:** 05 Nov 2018

I.3 List of Issues / Amendments Record of Revisions

EXAMPLE 1: the example below is related to a CAME identified by both an Issue number and a Revision number as explained in paragraph 1.6.1 of this User Guide.

Issue number	Issue date	Revision number	Revision date	Revision type	Reason for change
1	19/12/14	0	19/12/14	**INITIAL**	**n/a**
		1	01/01/16	minor	Records keeping procedure updated.
2	15/09/17	0	15/09/17	major	Change of Compliance Monitoring Manager and extension of the scope of approval to include permit to fly privileges.
		1	29/10/18	minor	Minor changes to close findings from internal audit.

EXAMPLE 2: the example below is related to a CAME identified only by a revision number as explained in paragraph 1.6.2 of this User Guide.

Revision number	Revision Date	Revision Type	Reason for change
1	19 December 14	**INITIAL**	**n/a**
2	01 January 16	minor	Records keeping procedure updated.
3	15 September 17	major	Change of Compliance Monitoring Manager and extension of the scope of approval to include permit to fly privileges.
4	29 October 18	minor	Minor changes to close findings from internal audit

I.4 Distribution List

EXAMPLE

CAME COPY NUMBER	CAME HOLDER	FORMAT
Copy No. 1	Accountable Manager	CD-ROM
Copy No. 2	Engineering Manager	PAPER
Copy No 3	MCC Manager	intranet
Copy No. 5	Planning Manager	CD-ROM
Copy No. 5	Compliance Monitoring Manager	PAPER
Copy No. 6	EASA	Electronic file (PDF)
Copy No. 7	Reserved	
Copy No. 8	Reserved	

As a minimum, CAME should be distributed to:

- *The organisation's management personnel (CAMO.A.305 (a), (b)); and*
- *The contracted Part 145 maintenance organisation(s); and*
- *The Competent authority; and*

- *Any organisation subcontracted under the provisions of this CAME.*

I.5 Definitions and Abbreviations

This chapter is intended to list the definitions and abbreviations/acronyms in use within the CAME.

PART 0 - GENERAL ORGANISATION

0.1 Safety policy, objectives and Accountable Manager statement

CAMO.A.300(a)(1), CAMO.A.300(a)(2), AMC1 CAMO.A.300(a)(1), CAMO.A.200(a)(1), CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2), GM1 CAMO.A.200(a)(2), CAMO.A.305(a)(2)

0.1.1 Safety policy

CAMO.A.300(a)(2), AMC1 CAMO.A.300(a)(1), CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2), GM1 CAMO.A.200, GM1 CAMO.A.200(a)(2), CAMO.A.305(a)(2)

This paragraph should clearly describe the organisation's overall philosophies and principles of the organisation with regard to safety, referred to as the s safety policy. Senior management should continually promote the safety policy to all personnel, demonstrate its commitment to it, and provide necessary human and financial resources for its implementation

This paragraph should include, but not be limited to, the following items:

(a) The safety policy should:

- ☐ reflect organisational commitments regarding safety, and its proactive and systematic management, including the promotion of a positive safety culture;
- ☐ include internal reporting principles, and encourage personnel to report continuing airworthiness-related errors, incidents and hazards;
- ☐ recognise the need for all personnel to cooperate with the compliance monitoring and internal investigations referred to under point (c) of AMC1 CAMO.A.200(a)(3);
- ☐ be endorsed by the Accountable Manager;
- ☐ be communicated, with visible endorsement, throughout the organisation; and
- ☐ be periodically reviewed to ensure it remains relevant and appropriate for the organisation.

(b) The safety policy should include a commitment to:

- ☐ comply with all applicable legislation, to meet all the applicable requirements, and adopt practices to improve safety standard;
- ☐ provide the necessary resources for the implementation of the safety policy.
- ☐ apply HF principles;
- ☐ enforce safety as a primary responsibility of all managers; and
- ☐ apply 'just culture' principles to internal safety reporting and the investigation of occurrences and, in particular, not to make available or use the information on occurrences:
  - to attribute blame or liability to front line staff or other persons for actions, omissions or decisions taken by them that are commensurate with their experience and training; or
  - for any purpose other than the maintenance or improvement of aviation safety

0.1.2 Objectives

CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2), GM1 CAMO.A.200, AMC1 CAMO.A.300(a)(1)
Taking due account of its safety policy, the organisation should define safety objectives. The safety objectives should:

- ☐ form the basis for safety performance monitoring and measurement;
- ☐ reflect the organisation's commitment to maintain or continuously improve the overall effectiveness of the management system;
- ☐ be communicated throughout the organisation; and
- ☐ be periodically reviewed to ensure they remain relevant and appropriate for the organisation.

0.1.3 Accountable Manager statement

CAMO.A.200(a)(1), CAMO.A.300(a)(1), AMC1 CAMO.A.300(a)(1)

The Accountable Manager's exposition statement as specified in point CAMO.A.300(a)(1) should embrace the intent of the following paragraph, and in fact, this statement may be used without amendment. Any amendment to the statement should not alter its intent:

'*This exposition and any associated referenced manuals define the organisation and procedures upon which the Competent Authority's* CAMO approval is based.*

These procedures are endorsed by the undersigned and must be complied with, as applicable, in order to ensure that all continuing airworthiness activities, including maintenance of the aircraft managed, are carried out on time to an approved standard.

These procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the approval of the organisation is based on the continuous compliance of the organisation with Part-CAMO, Part-M and Part-ML, as applicable, and with the organisation's procedures described in this exposition. The Competent Authority[4] is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by Part-CAMO, Part-M and Part-ML, as applicable, or any conditions according to which the approval was issued.

In the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008, suspension or revocation of the CAMO certificate will invalidate the AOC.

Signed .....

Dated .....

Accountable manager and ... (quote position) ...

Chief Executive Officer ...

For and on behalf of ... (quote organisation's name) ... '

If the Accountable Manager is not the highest level responsible of the organisation, the latter must then countersign the statement.

Pursuant to AMC1 CAMO.A.300(a)(1) whenever the Accountable Manager is changed it is important that the new Accountable Manager signs the statement at the earliest opportunity as part of his/her acceptance by EASA. Failure to carry out this action invalidates the continuing airworthiness management approval.

[4] Where 'Competent Authority' is stated, please insert the actual name of the Competent Authority delivering the CAMO approval certificate or the Air Operator Certificate.

0.2 General Information and scope of work

AMC1 CAMO.A.300(a)(1), CAMO.A.125(a), CAMO.A.125(b), CAMO.A.125(c), CAMO.A.125(d), CAMO.A.125(e), CAMO.A.125(f), GM1 CAMO.A.125(e), GM1 CAMO.A.125(f), CAMO.A.140(a), CAMO.A.140(b), CAMO.A.205(a)(1), CAMO.A.205(b), GM1 CAMO.A.205, CAMO.A.215, CAMO.A.300(a)(3), M.A.201(j)

0.2.1 Description of the Organisation

CAMO.A.125(a), CAMO.A.125(c), CAMO.A.300(a)(3), CAMO.A.300(a)(9)

This paragraph should describe broadly how the whole organisation (i.e. including the whole operator in the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008 or the whole organisation when other approvals are held) is organised under the management of the Accountable Manager.

0.2.2 Relationship with other Organisations

CAMO.A.125(a), CAMO.A.125(b), CAMO.A.200(c)

If applicable to the organisation, this paragraph should include the following information.

☐ Subsidiaries/mother company

For clarity purposes, where the organisation belongs to a group, this paragraph should explain the specific relationship the organisation may have with other members of that group. e.g. links between Joe Bloggs Airlines, Joe Bloggs Finance, Joe Bloggs Leasing, Joe Bloggs Maintenance, etc.

☐ Consortia

Where the organisation belongs to a consortium, it 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 consortia, the respective competent authorities should be consulted and their agreement to the arrangement should be clearly stated. This paragraph should then make reference to any consortium's continuing airworthiness related manual or procedure and to any Competent Authority agreement that would apply.

☐ Other Organisations relationship

Contracted Part-145 Maintenance Organisations and Subcontracted Organisations should be mentioned. Whenever the Organisation contracts the Airworthiness Reviews to other CAMOs, the relationship with those organisations should be mentioned.

0.2.3 Scope of work - Aircraft managed

CAMO.A.125(a), CAMO.A.125(b), CAMO.A.125(c), CAMO.A.125(d), CAMO.A.125(e), CAMO.A.125(f), CAMO.A.205(a)(1), CAMO.A.205(b), GM1 CAMO.A.205, CAMO.A.300(a)(3), GM1 CAMO.A.125(e), GM1 CAMO.A.125(f),

This paragraph should specify the scope of the work for which the CAMO is approved. It should also include or identify the list of aircraft managed by the Organisation.

☐ Scope of work.

It should clearly detail the organisation privileges in accordance with CAMO.A.125, for every aircraft type/series/model managed. Where the Organisation scope of work includes CAMO.A.125(d)&(e) privileges at the same time, it should be specified.

The privileges should match those listed in the CAMO approval certificate (EASA Form 14) and should be further detailed so as to clearly define the scope of work, for example specifying the aircraft models included or excluded. For that purpose, a table similar to the existing table on the EASA Form 14 may be used.

The following tables include some examples of acceptable scope of work description. The Organisation may use a different format, provided similar information is included and the scope of work is clearly defined. Unless otherwise agreed with the Competent Authority, the list below must be an integral part of the CAME (cross-referencing to another document is not acceptable).

EXAMPLE 1

Aircraft type/series (including engine)	Airworthiness review	Permit to fly	Subcontracted organisations
Airbus A318/A319/A320/A321 (CFM56)	YES	NO	Subcontracted Organisations names
Airbus A318/A319/A320/A321 (CFM56) Airbus A319/A320/A321 (IAE V2500)	NO	NO	None
Airbus A330 (GE CF6) Airbus A330 (PW 4000) Airbus A330 (RR Trent 700)	YES	YES	None
Boeing 737-100/200 (PW JT8D) Boeing 737-300/400/500 (CFM56) Boeing 737-600/700/800/900 (CFM56) Boeing 737-7/8/9 (CFM LEAP-1B)	YES	YES	Subcontracted Org. names
Boeing 777-200/300 (GE 90)	YES	YES	None
Embraer ERJ-190 Series (GE CF34)	NO	NO	None
…	…	…	…

EXAMPLE 2

Aircraft type/series/model (including engine)	Airworthiness review	Permit to fly	Subcontracted organisations
Airbus A319 (CFM56)	YES	NO	Subcontracted Org. names
Airbus A321-231 (IAE V2533-A5)	NO	NO	None
Airbus A320-200 (CFM56 & IAE V2500)	YES	YES	None
Airbus A330 (GE CF6, PW 4000 & RR Trent 700)	NO	NO	None
Boeing B737 series (PW JT8D, CFM56 & CFM LEAP-1B)	NO	NO	Subcontracted Org. names
Boeing B777 (GE 90)	YES	YES	None
Embraer ERJ-190 Series (GE CF34)	NO	NO	None
…	…	…	…

☐ List of aircraft managed.

This paragraph should list the aircraft under the management of the CAMO. This paragraph can refer to the operations specifications (attached to the operator's certificate) or operations manual where the aircraft registrations are listed.

Where the Organisation chooses to include the list in this chapter, or for aircraft managed under CAMO.A.125(e) privileges (not used under the Organisation's AOC), the list should include at least the following information;

- *Aircraft type/series*
- *Aircraft registration(s) and serial number(s)*
- *Aircraft Maintenance Programme*
- *Owner/Operator*
- *Continuing Airworthiness contract reference(s)*

The list is an integral part of the approval. This means that it shall be approved either directly by the authority or indirectly by the organisation through a procedure which has been previously approved by the Competent Authority (and described either in this paragraph or in CAME 0.5 or 0.6, as applicable. Documents approved under the indirect approval privilege must be submitted to EASA for acknowledgment.

Whether a separate document is used, the document reference should be included in this paragraph and a copy of the approved document should be available to the Competent Authority at all times.

☐ Management of the list.

The procedure to include/remove an aircraft in/from the list should contain, at least, the following minimum information:

☐ Responsible person/position.

☐ List amendment procedure.

At least the following items need to be checked in order to include an aircraft registration to the list;

i. The Continuing Airworthiness Responsibilities of the owner have been transferred to the lessee, either stipulating the lessee (CAMO/Operator) on the registration document, or detailing the transfer of responsibilities in the leasing contract (M.A.201(b)).

ii. The aircraft has an Approved Maintenance Programme managed by the Organisation.

iii. The aircraft continuing airworthiness records have been transferred to the CAMO.

iv. The aircraft continuing airworthiness information is included in the Organisation continuing airworthiness control system (e.g. last performed and next due dates/times/cycles for applicable Airworthiness Directives or aircraft maintenance programme tasks, list of deferred defects, status of modifications and repairs, current mass and balance statement, etc).

v. The organisation has sufficient manpower resources for the expected workload increase due to the incorporation of the new aircraft.

Before removing an aircraft from the list, the CAMO should ensure that the continuing airworthiness responsibilities and records have been transferred back to the owner (end of contract) and the aircraft registration is removed from the Aircraft Maintenance Programme managed by the Organisation.

☐ Forms to be used and records to be kept.

☐ approval of the list, in conjunction with CAME 0.5 and 0.6.
Different approval procedure applies, depending on direct/indirect approval process.

As a general rule, indirect approval process is only applicable for aircraft types already included in the Organisation approval certificate. Addition of an aircraft from an aircraft type not included in the approval certificate requires direct approval by the Competent Authority.

The direct approval process (requiring approval by the Competent Authority) should also be described.

0.2.4 Type of operation

This paragraph should give broad information on the type of operations such as: commercial air transport operations, (commercial) specialised operations, training organisation, NCC, NCO, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, etc.
The type of operation should be aligned with the quick summary table as listed on GM M.A.201.

0.2.5 Access

This paragraph should indicate that the organisation shall grant access at any time to any facility, aircraft, document, records, data, procedures, or any other material relevant to its activity subject to certification, whether it is contracted/subcontracted or not, to any person authorised by the Competent Authority.

0.2.6 Facilities

The organisation shall provide suitable office accommodation at appropriate locations for the Personnel.

This *section shall describe each of the facilities, at which the organisation intends to carry out the continuing airworthiness management tasks. All the facilities need to be identified in this paragraph. The information may include a diagram to illustrate the facility layout. It should identify the following items (the list is not exhaustive)*

- ☐ Various offices/departments (Technical Library, Planning, etc.)
- ☐ Description of the equipment available, including the means to access the continuing airworthiness records and data (internet connection, etc.)
- ☐ Location of record storage (if applicable)
- ☐ Office accommodation for airworthiness reviews (if applicable)

The following addresses should be included:

- ☐ Principal Place of Business
- ☐ Main and supporting offices (if different from the above)
- ☐ Postal address

0.3 Management Personnel

CAMO.A.200(a)(1), CAMO.A.300(a)(3), CAMO.A.200(b), CAMO.A.300(a)(5), CAMO.A.300(a)(6), AMC2 CAMO.A.300, CAMO.A.305(a), CAMO.A.305(b), CAMO.A.305(c), CAMO.A.305(e), CAMO.A.305(f), AMC1 CAMO.A.305(a), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(a)(5), AMC1 CAMO.A.305(b)(2), AMC1 CAMO.A.305(c), GM1 CAMO.A.305(f), M.A.201

This chapter shall identify the CAMO management personnel of the organisation by listing, as minimum, the title and names of the Accountable Manager plus all the nominated personnel (CAMO.A.305(a)&(b)). The nominated personnel should represent the up-to-date description of the continuing airworthiness management structure of the organisation and be responsible for all continuing airworthiness functions (all applicable functions should be covered under their respective responsibilities). Depending on the size of the operation and the organisational set-up, the continuing airworthiness functions may be divided under individual managers or combined in nearly any number of ways. However, the compliance monitoring system should be independent from the other functions.
The following are examples of list of management personnel, where the name of the nominated persons shall also be identified. Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person (this may be done by detailing the procedures to appoint a deputy nominated person or by directly identifying the person by name)

EXAMPLE 1

Management personnel List	***Deputies***
Accountable Manager *(CAMO.A.305(a))*	Deputy Accountable Manager

List of Nominated Personnel:
• CAMO Postholder (CAMO.A.305(b)(2))
• nominated group of persons (CAMO.A.305 (c)):
  ○ Compliance Monitoring Manager;
  ○ Safety Manager;
  ○ Engineering Manager;
  ○ Planning Manager;
  ○ Maintenance Control Centre Manager
  ○ Etc.
	• Deputy CAMO Postholder.
	• Deputy Compliance Monitoring Manager;
	• Deputy Safety Manager;
	• Deputy Engineering Manager;
	• Deputy Planning Manager;
	• Deputy Maintenance Control Centre Manager
	• Etc.

List of other Managers: • Auditing Manager; • Occurrence Reporting Manager; • Technical Records Manager; • AMP & Reliability Programme Manager. • Etc.	Not required

"EXAMPLE 2 – small CAMO"

Management personnel List	***Deputies***
Accountable Manager *(CAMO.A.305(a)*	Deputy Accountable Manager

List of Nominated Personnel:
• CAMO Postholder (*CAMO.A.305(b)(2)*) (may be also the Accountable Manager)
• nominated group of persons (*CAMO.A.305ca)*):
  ○ Compliance Monitoring Manager.
  ○ Safety Manager
	• Deputy CAMO Postholder.
	• Deputy Compliance Monitoring Manager.

0.3.1 Duties and Responsibilities

CAMO.A.200(b), CAMO.A.300(a)(5), CAMO.A.300(a)(6), AMC2 CAMO.A.300, CAMO.A.305(a), CAMO.A.305(b), CAMO.A.305(c), CAMO.A.305(e), CAMO.A.305(f), AMC1 CAMO.A.305(a), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(a)(5), AMC1 CAMO.A.305(b)(2), AMC1 CAMO.A.305(c), GM1 CAMO.A.305(f), M.A.201

The duties and responsibilities of all management personnel identified in the list (as applicable) must be detailed in the subsequent paragraphs.

The responsibilities of a Nominated person cannot be delegated to other Manager(s), unless such Manager(s) is/are identified as "Deputy Nominated Person" for the related function (e.g., Deputy CAMO Postholder).

The duties of any nominated person may be delegated to other manager(s) who is/are reporting to him/her.

0.3.1.1 Accountable Manager

CAMO.A.200(a)(1), CAMO.A.300(a)(5), CAMO.A.300(a)(6), AMC1 CAMO.A.300(a)(1), CAMO.A.305(a), CAMO.A.305(b), AMC1 CAMO.A.305(a), M.A.201

The Accountable Manager is responsible for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with Regulation (EU) 2018/1139 and delegated and implementing acts adopted on the basis thereof.

This paragraph should include, but not be limited to, the following responsibilities:

- ☐ ensuring that all necessary resources are available to manage continuing airworthiness in accordance with Part-CAMO and Part-M
- ☐ establishing and promoting the safety policy specified in point CAMO.A.200
- ☐ nominating a person or group of persons with the responsibility of ensuring that the organisation always complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements
- ☐ nominating a person or group of persons with the responsibility for managing the compliance monitoring function as part of the management system
- ☐ nominating a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective safety management processes as part of the management system
- ☐ ensuring that the person or group of persons nominated in accordance CAMO.A.305 have direct access to keep him/her properly informed on compliance and safety matters
- ☐ ensuring that any charges are paid, as prescribed by the Competent Authority
- ☐ returning the approval to the Competent Authority in case of surrender or revocation
- ☐ supervising of the progress of the corrective actions/review of the overall results
- ☐ signing the Corporate Commitment by the Accountable Manager in CAME 0.1.

Accountable manager is normally intended to mean the chief executive officer of the CAMO, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The Accountable Manager may be the Accountable Manager for more than one organisation, and is not necessarily required to be knowledgeable on technical matters, as the CAME defines the continuing airworthiness standards. When the Accountable Manager is not the chief executive officer, the Competent Authority will need to be assured that such an Accountable Manager has direct access to the chief executive officer and has a sufficiency of continuing airworthiness funding allocation.

For licenced air carriers in accordance with Regulation (EC) No 1008/2008 the Accountable Manager referred to in point (a) shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate.

0.3.1.2 Compliance Monitoring Manager

CAMO.A.200(a)(1), CAMO.A.300(a)(5), CAMO.A.300(a)(6), CAMO.A.305(a)(4), AMC1 CAMO.A.305(a)(4);(a)(5), CAMO.A.305(a)(6), CAMO.A.305(c), AMC1 CAMO.A.305(c), CAMO.A.305(g), AMC1 CAMO.A.305(g)

The organisation should establish an audit plan to show when and how often the activities as required will be audited.

The Compliance Monitoring Manager is responsible for ensuring that (the list is not exhaustive):

- ☐ the activities of the organisation are monitored for compliance with the applicable requirements and any additional requirements as established by the organisation, and that these activities are carried out properly under the supervision of the nominated persons referred to in points CAMO.A.305(a)(3) to (a)(5)
- ☐ any contracted maintenance is monitored for compliance with the contract or work order
- ☐ an audit plan is properly implemented, maintained, and continually reviewed and improved
- ☐ corrections and corrective actions are requested as necessary
- ☐ establishing a compliance monitoring feedback system
- ☐ liaising with EASA regarding compliance and auditing

The Compliance Monitoring Manager should:

- ☐ not be one of the persons referred to in point CAMO.A.305(a)(3)
- ☐ be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the organisation, including knowledge and experience in compliance monitoring
- ☐ have access to all parts of the organisation, and as necessary, any subcontracted organisation

Subject to agreement with the Competent Authority, some of the duties associated with the Compliance Monitoring Manager can be delegated to one or various Managers, who should report directly to the Compliance Monitoring Manager. While these managers do not require an EASA Form 4, their duties should be identified in this paragraph, in line with CAME 0.3 and 0.4.

EXAMPLE of compliance monitoring system duties that could be delegated:

- Occurrence Reporting Manager

  Duties include, but are not limited to:
  - ☐ Managing occurrences analysis/investigations and follow-up report
  - ☐ Establishing feedback from occurrences/issues and feeding these back into the continuation training programme

- Auditing Manager

  Duties include, but are not limited to:
  - ☐ Implementing a compliance monitoring audit plan: *ensuring that any observed non-compliances or poor standards are brought to the attention of the person concerned via his/her manager*
  - ☐ Follow up and closure of any non-conformances identified

0.3.1.3 CAMO Post holder

CAMO.A.300(a)(5), CAMO.A.300(a)(6), CAMO.A.305(a)(3), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), CAMO.A.305(a)(6), CAMO.A.305(c), AMC1 CAMO.A.305(c), CAMO.A.305(g), AMC1 CAMO.A.305(g), AMC1 CAMO.A.310(a), M.A.201

For licenced air carriers in accordance with Regulation (EC) No 1008/2008, the Accountable Manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities.

In the case of a CAMO Postholder having additional continuing airworthiness responsibilities (e.g., to select contracted/subcontracted organisations, to approve MEL Rectification Interval Extensions (RIE), to extend the validity of Airworthiness Review Certificates, etc.) those additional responsibilities should be added provided they do not conflict with those of other nominated personnel.

The CAMO nominated post holder shall not be employed by a Part-145 approved organisation under contract to the operator, unless specifically agreed by the Competent Authority.

In the case of small operators where the CAMO postholder constitutes the 'nominated group of persons', these paragraph(s) may be merged accordingly.

The responsibilities of the post-holder, include, but are not limited to, the following:

- ☐ Ensure the continuing airworthiness for the aircraft managed
- ☐ Ensure that all applicable airworthiness directives, operational directives and other requirements established by the Competent Authority in reaction to a safety problem with a continued airworthiness impact are applied
- ☐ Develop and control the Aircraft Maintenance Programme(s) for every aircraft managed, including any applicable reliability programme
- ☐ Present the Aircraft Maintenance Programme(s) to the Competent Authority for approval, as applicable
- ☐ Monitor the effectiveness of the Aircraft Maintenance Programme(s)
- ☐ Ensure that all maintenance is carried out in accordance with the Approved Maintenance Programme and released in accordance with M.A. subpart H
- ☐ Establish and manage maintenance contract(s) required by Part M.A.201(e) and CAMO.A.315(c)&(d)
- ☐ Ensure that any required maintenance is adequately ordered
- ☐ Supervise activities, and coordinate related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determination of aircraft airworthiness
- ☐ Ensure that modification and repairs are adequately approved and that the data for modifications and repairs complies with the applicable requirements
- ☐ Establish and implement a non-mandatory modification embodiment policy
- ☐ Ensure that non-mandatory modifications, inspections or other type of non-mandatory information from the (Supplemental) Type Certificate Holder or Design Approval Holder (DOA) are adequately approved
- ☐ Ensure that all required maintenance, including defects, is adequately carried out by an appropriately approved maintenance organisation
- ☐ Manager and coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly
- ☐ Manage and archive all continuing airworthiness records and/or operator's technical log
- ☐ Ensure that the mass and balance statement reflects the current status of the aircraft, and to deliver it to the aircraft operator
- ☐ Coordinate the performance of maintenance check flights, when necessary
- ☐ Ensure the CAMO holds and uses all applicable and current maintenance data in accordance with M.A.401
- ☐ Provide suitable office accommodation at appropriate locations for the personnel specified in CAME 0.3 and 0.4
- ☐ Participate in the development of the CAME procedures and content, and submit it to the Compliance Monitoring Manager for review, acceptance, and approval

- ☐ Ensure that the Organisation have sufficient appropriately qualified staff for the expected volume and complexity of work
- ☐ Establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or permits to fly
- ☐ Record and archive all details of work carried out in accordance with CAMO.A.220
- ☐ Report any identified condition of an aircraft or component which endangers flight safety to the Competent Authority designated by the Member State of registry of the aircraft, to the Competent Authority designated by the Member State of the operator and to the organisation responsible for the type design or supplemental type design
- ☐ If applicable, manage aircraft airworthiness reviews
- ☐ Ensure that the Certificate of Airworthiness, the Airworthiness Review Certificate and the Nose Certificate of each aeroplane managed remains valid

0.3.1.4 Safety Manager

CAMO.A.200(a)(1), CAMO.A.300(a)(5), CAMO.A.300(a)(6), CAMO.A.305(a)(5), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(a)(5), CAMO.A.305(a)(6), CAMO.A.305(c), AMC1 CAMO.A.305(c), CAMO.A.305(g), AMC1 CAMO.A.305(g)

If more than one person is designated for the development, administration and maintenance of effective safety management processes, the accountable manager should identify the person who acts as the unique focal point, i.e. the 'safety manager'.

The functions of the safety manager should be to:

- ☐ Facilitate hazard identification, risk assessment and management
- ☐ Monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan, unless action follow-up is addressed by the compliance monitoring function
- ☐ Provide periodic reports on safety performance to the safety review board (the functions of the safety review board are those defined in AMC1 CAMO.A.200(a)(1))
- ☐ Ensure the maintenance of safety management documentation
- ☐ Ensure that there is safety training available, and that it meets acceptable standards
- ☐ Provide advice on safety matters
- ☐ Ensure the initiation and follow-up of internal occurrence investigations

0.3.1.5 Continuing Airworthiness Coordination – Nominated Group of persons

CAMO.A.200(b), CAMO.A.300(a)(5), CAMO.A.300(a)(6), CAMO.A.305(a)(3), CAMO.A.305(a)(4), CAMO.A.305(a)(5), CAMO.A.305(a)(6), CAMO.A.305(c), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(a)(5), AMC1 CAMO.A.305(b)(2), AMC1 CAMO.A.305(c)

This paragraph should list in sufficient detail the job functions that constitute the 'group of persons' as required by CAMO.A.305(a), (c) so as to show that all the continuing airworthiness responsibilities are covered by the persons that constitute that group.

The nominated group of persons are responsible for ensuring that the organisation always complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements.

This paragraph should reflect the responsibilities associated with the tasks allocated to each of the nominated post holders, and the identification of the different nominated persons (Planning Manager, Engineering Manager, MCC Manager, etc):

Depending on the structure of the organisation, some of the continuing airworthiness duties may be delegated to one or several managers who report to the nominated group of persons. Unless otherwise requested by the Competent Authority, these managers do not require direct approval. Their duties and responsibilities should be identified in this paragraph, in line with CAME 0.3 and 0.4.

EXAMPLE of other managers duties that could be delegated:

- Long Term Planning Manager

Duties include, but are not limited to:

☐ Manage the aircraft preventive maintenance planning, creating aircraft work packages for the next months/years and assigning them to the maintenance events to ensure that all required long-term maintenance is performed in due time.

- Short Term Planning Manager

Duties include, but are not limited to:

☐ Coordinate the aircraft preventive maintenance planning with corrective maintenance planning, creating aircraft work packages for the next days/weeks and assigning them to the maintenance events to ensure that all required long-term maintenance is performed in due time.

- Technical Records Manager

Duties include, but are not limited to:

☐ Review and archive maintenance records and aircraft technical log pages received.

☐ Classify and file the aircraft continuing airworthiness records.

☐ Prepare the aircraft continuing airworthiness records to be reviewed and transferred to the next owner/CAMO during aircraft phase-in and phase-out.

- AMP & Reliability programme Manager

☐ Duties include but are not limited to: develop the Aircraft Maintenance Programme and any subsequent amendment.

☐ Collect data, to prepare reliability reports and to manage the reliability programme.

Depending on the size and complexity of the organisation, the duties and responsibilities of the next level of managers/positions should be identified, as necessary.

0.3.2 Manpower Resources and Training Policy

GM1 CAMO.A.130(b), GM1 CAMO.A.200(a)(3), CAMO.A.220(c), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g), AMC2 CAMO.A.305(g), AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), AMC5 CAMO.A.305(g), GM1 CAMO.A.305(g), GM2 CAMO.A.305(g), GM3 CAMO.A.305(g), CAMO.A.200(b), CAMO.A.300(a)(4), CAMO.A.305(a)(1), CAMO.A.305(d), AMC1 CAMO.A.305(d)

To enable the Agency to accept the number of persons and their qualifications, an organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks and establish

the number of man/hours and the qualifications needed to perform the tasks. With significant changes in the aspects relevant to the number and qualifications of persons needed, this analysis should be updated.

0.3.2.1 Manpower Resources

CAMO.A.200(b), CAMO.A.300(a)(4), CAMO.A.305(a)(1), CAMO.A.305(d), AMC1 CAMO.A.305(d)

The organisation must be able to demonstrate that they have adequate manpower resources to support the entire scope of approval.

This paragraph should demonstrate that the number of people dedicated to the performance of the approved continuing airworthiness activity is adequate. It should list, as a minimum, the number of staff involved in continuing airworthiness management activities.

☐ Manpower resources analysis.

The assessment should include (for each department/section/directorate) a comparison between the manpower required and the manpower available, so as to ensure that the organisation has sufficient staff for the expected work (man-hour plan).

☐ Summary indication of the total number of staff, by department.

A summary table needs to be included in this chapter, as follows:

EXAMPLE

	Full-time	Part-time in equivalent full-time
Compliance monitoring	AA	aa = AA'
Continuing airworthiness management	BB	bb = BB'
(Detailed information about the management of group of persons)	BB1	bb1 = BB1'
	BB2	bb2 = BB2'
Other...	CC	cc =CC'
Total	TT	tt = TT'
Total man-hours	TT + TT'	

There is no need to amend this chapter as result of routine fluctuations, however any significant re-deployment or loss of staff or any staff change having impact on the approval shall be captured and notified to EASA according to the criteria specified in the CAME 0.5. However, a variation of more than 10% on the number of staff shall be notified to EASA through an EASA Form 2.

According to the size and complexity of the organisation, the assessment and table may be further developed or simplified.

0.3.2.2 Training Policy and competence assessment

GM1 CAMO.A.130(b), GM1 CAMO.A.200(a)(3), CAMO.A.220(c), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g), AMC2 CAMO.A.305(g), AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), AMC5 CAMO.A.305(g), GM1 CAMO.A.305(g), GM2 CAMO.A.305(g), GM3 CAMO.A.305(g)

This paragraph should describe how the training and qualification standards for personnel are assessed as appropriate for the size and complexity of the organisation. It should also explain how the need for recurrent training is assessed and undertaken, also how the training recording and follow-up is performed.

Clear differentiation is expected for each different position in the organisation (nominated postholders, other managers, planners, records keeping staff, MCC staff, etc.).

For further guidance on minimum qualification requirements for nominated postholders, refer *to "EASA Part-CAMO Approvals - User Guide for Nominated Personnel" UG.CAMO.00006*.

☐ Initial qualification requirements

- General education; (e.g. relevant engineering degree or aircraft maintenance technician qualification with additional education, etc)
- specific training such us; CAME, EASA PART-M, Part-145, Part-21, Human Factors, FTS, EWIS, training on relevant sample of the type(s) of aircraft, etc.)
- Knowledge of the language in which the approved maintenance data is written
- Aeronautical experience

☐ Recurrent training procedure, including

- Training Programme and contents (CAME and associated procedures, EASA PART-M, Part-145 and Part-21 as applicable, Human Factors, FTS, EWIS, etc.)
- Training setting up
- Frequency and duration

☐ Training control procedure

Brief description of the system in place to control the staff training needs, monitoring the due dates of the recurrent training and coordinating the training courses.

- Responsible person
- Control procedure

☐ Competence assessment procedure

The organisation should assess the competence of the personnel and review training needs on yearly basis or at more frequent intervals if, and when, significant changes occur to the organisation, procedures and aircraft types operated.

- Person responsible for the assessment
- Assessment process
- Forms to be used

☐ Retention of records

- Duration / location
- Format and type of documents

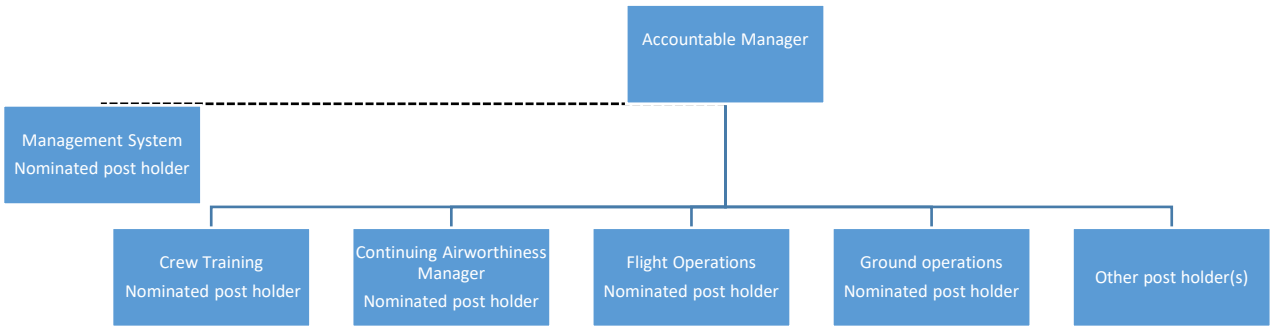
0.4 Management Organisation Chart

0.4.1 General Organisation Chart

CAMO.A.200, CAMO.A.300(a)(7), AMC1 CAMO.A.300, CAMO.A.305(a), CAMO.A.305(b), CAMO.A.305(c), AMC1 CAMO.A.305(a), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), AMC1 CAMO.A.305(b)(2)

The chart should provide a comprehensive understanding of the whole of a company's management structure. For example, the case of an air carrier licensed in accordance with Regulation (EC) No 1008/2008:

EXAMPLE



0.4.2 Continuing Airworthiness Management Organisation Chart

CAMO.A.200, CAMO.A.300(a)(7), AMC1 CAMO.A.300, CAMO.A.305(a), CAMO.A.305(b), CAMO.A.305(c), AMC1 CAMO.A.305(a), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), AMC1 CAMO.A.305(b)(2)

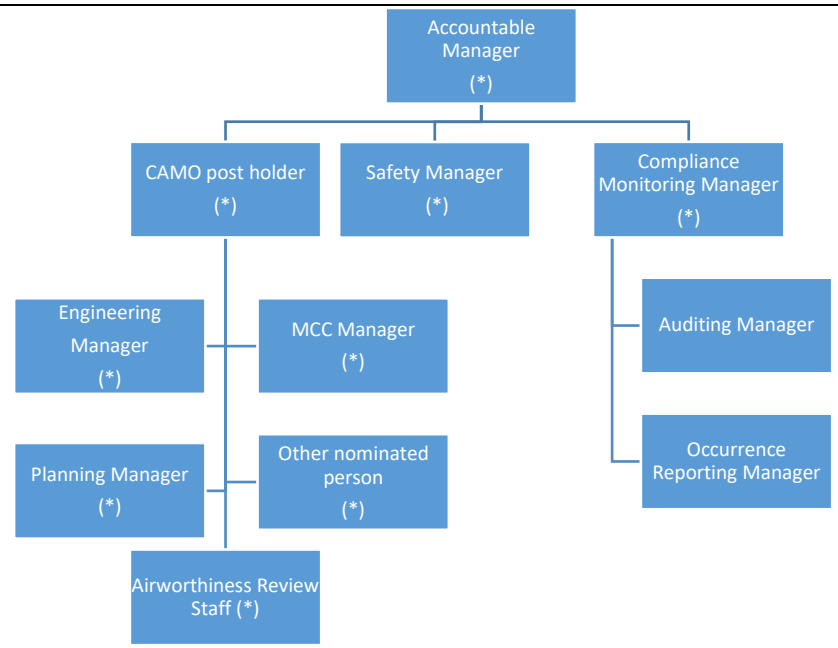
This flow chart should give further details on the continuing airworthiness management system and should clearly show the independence of the compliance monitoring system (see examples below).

This flow chart may be combined with the previous (CAME 0.4.1) or subdivided as necessary, depending on the size and complexity of the organisation. The Organisation chart needs to be clear and consistent with CAME 0.2 and shall represent the up-to-date description of the structure of the CAMO.

These example charts should show possible ways of outlining the continuing airworthiness management functional structure, including the Airworthiness Review, as applicable.

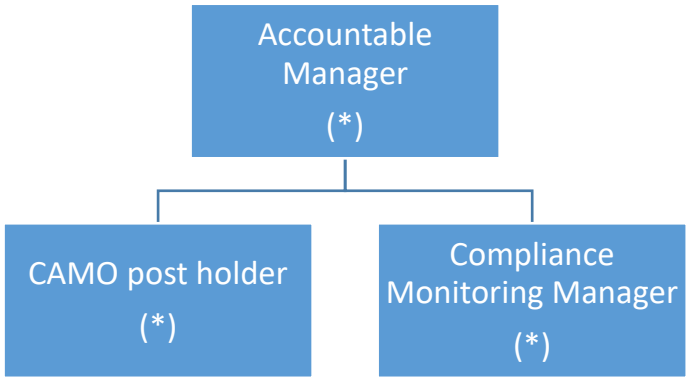
EXAMPLE 1

Large Organisation



(*) Nominated persons shall be clearly identified in the chart.

EXAMPLE 2 Small Organisation



(*) Nominated post-holders shall be clearly identified in the chart.

0.5 Procedure for changes requiring prior approval

CAMO.A.130(a), CAMO.A.130(b), AMC1 CAMO.A.130, AMC2 CAMO.A.130, GM1 CAMO.A.130, GM1 CAMO.A.130(a)(1), GM1 CAMO.A.130(b), CAMO.A.300(a)(11), CAMO.A.300(b), CAMO.A.300(c)

For changes requiring prior approval by the Competent Authority (direct approval), the organisation shall carry out a change assessment followed by an internal audit in accordance with CAME 2.8 prior to the audit by the Competent Authority, and confirming that processes, areas, activities, and personnel subject to the change have been reviewed and audited showing satisfactory compliance with all the applicable requirements. The relevant audit report together with a statement of compliance from the Compliance Monitoring Manager shall be provided to the assigned inspector.

It is acceptable to summarise the changes and documentation requirements in a single table (as exemplified below), provided this is complemented by a description of the associated process/procedure(s). This chapter should describe the process for managing and approving direct changes to the organisation, with respect to:

☐ Identification of changes requiring direct approval

The following changes to the organisation shall require prior approval (the list is not exhaustive, refer to the table/example below).

- The name of the organisation
- The organisation's principal place of business
- Additional subcontracted organisation
- Changes to personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305
- Changes to the reporting lines between the personnel nominated in accordance with points (a)(3) to (a)(5) b)(2) of point CAMO.A.305, and the accountable manager
- The procedure as regards changes not requiring prior approval referred to in point (c)
- Changes to the alternative means of compliance (CAMO.A.120(b)
- If applicable, changes to the CAME procedure for the completion of an airworthiness review under supervision of the organisation's authorised airworthiness review staff (ARS) [CAMO.A.310(c)]
- Changes to the procedure to establish and control the competency of personnel [CAMO.A.305(g)]
- Changes to the system for reporting to the Competent Authority on the safety performance and regulatory compliance of the organisation (in the case of an extension beyond 36 months of the oversight planning cycle) [CAMO.B.305(d)]
- Changes to the procedure for the indirect approval of the maintenance programme of Part-M aircraft [M.A.302(c)]

To be customised by the organisation as applicable to the scope of activity listing the various type of changes.

☐ Responsibilities

- ➢ Person responsible for notifying changes to the Competent Authority

Unless otherwise agreed by the Competent Authority, the Compliance Monitoring Manager should be responsible for monitoring and amending the continuing airworthiness management exposition, including associated procedures/lists, and the submission of proposed amendments to the Competent Authority.

☐ Notification procedure

- How to inform the Competent Authority
  - ➢ *Description of the procedure. For changes requiring direct approval, an EASA Form 2 and/or Form 4 may be required*
- When to inform the competent Authority
  - ➢ *All changes need to be notified before being implemented. In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.*
  - ➢ *The organisation shall notify the Competent Authority of any proposal to carry out any change (listed in the table below) before such change takes place.*

☐ Change procedure

- ➢ Risk Assessment procedure

The organisation should manage the safety risks related to any changes to the organisation in accordance with AMC1 CAMO.A.200(a)(3) point (e). For changes requiring prior approval, it should conduct a risk assessment and provide it to the Competent Authority upon request.

➢ Audit procedure

The requirement to have such internal audit carried out as part of any application for change, shall be addressed in a procedure under this chapter.

☐ CAME

In addition to the examples of the table below, this chapter should describe how amendments to the CAME will be managed:

- Identification of modified text in each CAME chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.)
- Criteria to (re)sign the corporate commitment (CAME 0.1.3) after CAME amendment
- Revision status amendment criteria (in line with CAME I.2 "List of effective pages")
- Explanation regarding revision change for amended chapter (pages not affected vs pages affected)
- Tracking changes of successive CAME drafts (within the same CAME revision) sent to the Competent Authority to address its remarks before final version is accepted
- Definition of criteria for new issue or revision (if applicable)
- Definition of minor & major amendment to the Exposition and any associated procedure/list

The CAME and associated documents and procedures should be held current and reflect the current practices within the organisation. The CAME shall be reviewed at intervals not exceeding 12 months and amended as necessary so that they remain an up-to-date description of the organisation and they comply with any amendment of the applicable EASA regulation.

The initial issue of the CAME and/or any associated procedures/lists and any subsequent amendment defined as major shall be approved by the Competent Authority. In the absence of an indirect approval privilege, also minor amendments to the CAME and/or associated procedures/lists shall be approved by the Competent Authority.

Direct approval of a document does not mean that the particular document is exempted from further technical review by the assigned inspector or other inspector designated by the Competent Authority. This activity is done on sampling basis and findings may be raised after the direct approval in case non-compliances are identified with applicable EASA regulations. Furthermore, a direct approval does not exempt the CAMO to monitor continuously the approved documents and raise internal findings in case any non-compliance is identified.

The organisation shall notify the Competent Authority of any proposal to carry out any change listed below before such change takes place (table to be customised by the organisation).

EXAMPLE

Type of change		**Examples of change**	**Documentation to be provided**	
			To EASA: foreigncamo@easa.europa.eu	**To the allocated inspector (may be an EASA inspector or allocated NAA inspector)**
ADRESSES	**Change of Organisation Name**		• Form 2 • Certificate of Incorporation	• Form 2 + Certificate of Incorporation • CAME & associated documents as applicable

	Change of postal address of the registered organisation without any change of the CAMO site.			CAME & associated documents as applicable
	Change to the locations/facilities of the CAMO with or without amendment to the scope of approval.	• PPB address change. • Address change of any location already approved. • Addition or cancellation of sites	Form 2 + Certificate of Incorporation in the case of PPB change	• Form 2 + Certificate of Incorporation in the case of PPB change • CAME & associated documents as applicable
	Expansion or transfer of offices / facility layout	Modification, extension, reduction, or reorganisation of an approved CAMO location. (e.g., Addition built working areas such as offices, or records keeping building within the approved facility).		CAME & associated documents as applicable;
PERSONNEL	**Change of the Accountable Manager or nominated persons identified in CAME 0.3, or Airworthiness Review staff identified in CAME 5.2**	• Accountable Manager • Nominated persons • Airworthiness Review Staff	• Form 2 • Form 4	• Form 2 • CAME & associated documents as applicable. • Form 4 • Qualification evidence.
	Reduction or increase of the staff number when the variation: • **Is more than 10% of the total staff number declared in CAME 0.3 or.** • **Is affecting the approval.**	• Reduction of 11 staff when the staff to maintain the EASA approval was 100 • All qualified staff for a certain aircraft type leave the Organisation.	Form 2	• Form 2 • CAME & associated documents as applicable • Change assessment
		•		
CAPABILTY	**Any change affecting the approval certificate.**		Form 2	• Form 2 • CAME & associated documents as applicable • Change assessment
	Reduction or increase of the scope of work affecting the approval certificate	• Addition/removal of an aircraft type (or engine model) not included in the approval certificate. • Extension of the scope of approval to add privileges.	Form 2	• Form 2 • CAME & associated documents as applicable • Change assessment
	Addition/removal of any organisation(s) working under the CAMO Compliance Monitoring system.	• Addition/removal of subcontractors.	Form 2	• Form 2 • CAME & associated documents as applicable • Change assessment, including subcontractor pre-audit and contract signed.
	Reduction or increase of the scope of work not affecting the approval certificate	• Addition/removal of an aircraft registration to CAME 0.2.3 (list of aircraft managed) from an existing aircraft type/series/group.		• CAME & associated documents as applicable • Change assessment
PROCEDURES	**Any change to the procedures that could affect the approval.**	• List of subcontracted organisations	Form 2	• Form 2 • CAME & associated documents as applicable

	Change to the CAME and its associated procedures/lists called out in the CAME 0.6 that do not affect the approval.	• Aircraft Maintenance Programme amendment • Change of CAME procedures not affecting the approval. • List of contracted approved maintenance organisations • Associated Procedures Manual		CAME & associated documents as applicable

0.6 Procedure for changes not requiring prior approval

CAMO.A.130(c), AMC2 CAMO.A.130, GM1 CAMO.A.130, CAMO.A.300(a)(11), CAMO.A.300(b), CAMO.A.300(c)

As described in Commission regulation (EU) No 1321/2014 CAMO.B.310 (h) - To enable an organisation to make changes without the competent authority having to issue prior approval in accordance with CAMO.A.130, the competent authority shall approve the organisation's procedure determining the extent of those changes and describing how they will be managed and reported.

CAMO.A.115(b) - Application for an organisation certificate
Applicants for the first certificate shall provide the competent authority with documentation demonstrating how they have met the requirements set out in Regulation (EU) 1321/2014 and its implementing provisions. This documentation must include procedures describing how to implement and report changes to the competent authority that do not require prior approval.

CAMO.A.130(c) Changes to an organisation
All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure referred to in point (b) of point CAMO.A.115 and approved by the competent authority in accordance with point (h) of point CAMO.B.310.

CAMO.A.130 (c) introduces the possibility to agree with the competent authority that certain changes to the organisation can be implemented without prior approval. This possibility is dependant on the compliance and safety performance of the organisation, and in particular, on its capability to apply change management principles. For this reason this possibility cannot be granted until the end of the first oversight cycle.

All changes not requiring prior approval shall be managed and notified to the Competent Authority as defined in the procedure referred to in point (b) of point CAMO.A.115 and approved by the Competent Authority. In addition to the provision of CAME 0.5, this chapter should identify the changes (CAMO.A.130(c)) not subject to prior approval. Unless otherwise agreed, these changes are normally limited in scope (for example: minor amendments to the CAME).

The procedure shall at least specify:

☐ Definition of changes to which this procedure applies. This definition has to be agreed with the allocated inspector for each document and identified in the table below (column 5)

As a general principle, the following examples may be considered as such changes:

- Correction of type errors on any document.
- Amendments of a CAME procedure in case the change does not affect the way this procedure complies with Part-CAMO requirements.
- Amendment of an associated procedure not affecting the approval.
- Addition/removal of an aircraft registration to/from the approved “list of aircrafts managed” (CAME 0.2.3) where the aircraft to be included is from the same configuration (aircraft type, engine model, passenger or freighter configuration, etc) than the ones already managed, and this addition does not affect the man hour plan of the Organisation.
- Aircraft Maintenance Programme minor amendments detailed in CAME 1.2.

☐ The precise parts/sections/chapters of the affected document which are in the scope of this procedure. The procedure shall be sufficiently detailed not to leave doubts whether a paragraph of the document is part of a prior approval or not. This means that simply listing the topics as done in the GM1 CAMO.A.130(b) for changes requiring prior approval is not enough as that would not allow easy identification of the chapters or paragraphs affected

EXAMPLE

1.Type of Document	*2.Document/para./section reference*	*3.No prior approval (YES/NO)*	*4.Approved by*	*5.Minor amendments to which the change is limited (as agreed with the assigned inspector)*	*6.Notification policy*
CAME	EASA Doc 1	YES	Compliance Monitoring Manager	Correction of Typing errors	3 weeks in advance
List of aircrafts managed	EASA Doc 2	YES	Compliance Monitoring Manager	Addition/removal of aircraft registrations from an existing aircraft configuration.	(…)
Approved Aircraft Maintenance Programmes	EASA Doc 3 EASA Doc 4 EASA Doc 5	YES	Compliance Monitoring Manager	See CAME 1.2	(….)
Airworthiness Review Staff list	EASA Doc 6	NO	EASA		
List of Subcontractors	EASA Doc 7	NO	EASA		
List of Contracted Maintenance Organisations	EASA Doc 8	NO	EASA		
Procedures for Contracted Maintenance	EASA Doc 9 EASA Doc 10 EASA Doc 11	YES	Compliance Monitoring Manager	(…)	(…)
Aircraft technical log system	EASA Doc 12	YES	Compliance Monitoring Manager	(…)	(…)
Associated Procedures Manual	(…)	(…)	(…)	(…)	Every 3 months
Forms Manual	(…)	(…)	(…)	(…)	Every 3 months
(…)	(…)	(…)	(…)	(…)	(…)

Table filling instructions:

Column	Filling instruction
1	*Enter document type*
2	*Enter a unique identification for each document (e.g. EASA DOC 1, etc.): Include section and paragraph.*
3	*Enter:* • *YES, if document is NOT subject to prior approval* • *NO, if document is subject to pior approval only.*
4	*Enter:* • *In case YES is entered in column 3, enter the TITLE of the nominated person in charge for approval (e.g. Compliance Monitoring Manager)* • *In case NO is entered in column 3, enter EASA (prior approval)*

5	*Specify for each document the minor amendments to which the no prior approval is limited (as agreed with the assigned inspector)*
6	*Specify for each document the policy for the notification of changes not requiring prior approval, identifying the timing of notification (e.g. each revision, every 3 months, etc)* *CAME changes shall be notified at each revision.* *Associated procedure/list notification policy is to be agreed on a case-by-case basis with the allocated inspector*

☐ The interactions with the overall organisation's procedure for the management of change as part of the organisation's management system, including hazard identification, risk assessment and mitigation processes;

☐ How those changes not requiring prior approval are managed at organisation's level. The responsibilities of those involved shall be described (the person initiating the change, the person(s) reviewing the change for compliance, the person(s) approving the change internally at the CAMO (table above column 4) and the person(s) distributing the approved change as per CAME distribution list; although not mandatory, the involvement of the compliance monitoring function in the change review is recommended;

☐ Specific approval procedure to be followed for every document listed in the table.

Reference to another CAME chapter where these procedures are described is also acceptable, if that is the case (e.g.; CAME 0.2.3, CAME 1.2, CAME 3.1, CAME 4.1, CAME 5.2, CAME 5.3, CAME 5.4, etc.).

☐ The manner and deadlines for submitting / reporting these changes to EASA:

- The notification of approved document under this procedure to the competent authority (table column 6).
- the format of the notification is up to the organisation, but EASA shall in any case be notified in advance of the effective date;
- the procedure shall address the case of CAME changes not required to be approved but needed to be applied immediately in the interest of safety;
- A prior notification period of at least 3 weeks is recommended, in order to allow EASA to conduct a review of the documentation before the change is implemented, if deemed necessary;

☐ The allocated inspector shall be given access to any document revised under this procedure.

The assigned inspector may review the documentation at any time during the oversight cycle, and in case non-compliances are identified, findings may be raised (as a consequence this may also happen after the acknowledgment receipt of the document).

0.7 Procedure for alternative means of compliance (AltMoC)

CAMO.A.120(a), CAMO.A.120(b), CAMO.A.130(b), GM1 CAMO.A.130, GM1 CAMO.A.130(b), CAMO.A.300(a)(14)

While organisations are encouraged to follow the published EASA AMCs and GMs, and there is a presumption that this would meet compliance with the applicable requirements, organisations may choose to propose, and use, subject to approval by the competent Authority, alternative means of compliance.

When an organisation intends to use an alternative means of compliance, it shall, prior to using it, provide the Competent Authority with a full description of the alternative means of compliance.

Acceptance of the proposed alternative means of compliance should normally be formalised, unless otherwise agreed with the Competent Authority, by approval of the CAME. A list of accepted alternative means of compliance shall be included in 5.7 of the CAME.

This chapter should describe and explain how the organisation intends to manage AltMoCs. It should include, but not be limited to:

- ☐ Procedure for assessing AltMoC
- ☐ Clear definition of scope and objectives
- ☐ Clear identification of the applicable requirements affected and demonstration of compliance with these
- ☐ Clear description of the various stages of the application process
- ☐ Clear identification of the person responsible for AltMoCs
- ☐ Procedure for monitoring the effectiveness of AltMoC
- ☐ Cross-reference to documents affected

PART 1- CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

Where some aspects of these functions are sub-contracted, these should be clearly specified in the related procedure text.

1.1a Use of Continuing Airworthiness Record System and if applicable, aircraft technical log (ATL) system

AMC1 CAMO.A.115(b)(2), Appendix II to AMC1 CAMO.A.125(d)(3), AMC M.A.301(a), GM M.A.301(i), M.A.305, GM M.A.305, AMC M.A.305(a), AMC M.A.305(b)(1), AMC M.A.305(c)(1), AMC M.A.305(c)(2), GM M.A.305(c)(2), AMC M.A.305(c)(3), GM M.A.305(d), GM M.A.305(d)(2), AMC M.A.305(e), AMC M.A.305(e)(1), M.A.306, AMC M.A.306(a), AMC M.A.306(b), M.A.307(a), M.A.403(d), AMC M.A.403(d)

The aircraft continuing airworthiness records are the means to assess the airworthiness status of a product and its components. An aircraft continuing airworthiness record system includes the processes to keep and manage those records and should be proportionate to the subject aircraft. Aircraft continuing airworthiness records should provide the CAMO with the information needed:

1. *to demonstrate that the aircraft is in compliance with the applicable airworthiness requirements; and*
2. *to schedule all future maintenance as required by the aircraft maintenance programme based on the last accomplishment of the specific maintenance as recorded in the aircraft continuing airworthiness records.*

1.1a.1 Aircraft continuing airworthiness record system

CAMO.A.220(a), AMC2 CAMO.A.220, Appendix II to AMC1 CAMO.A.125(d)(3), M.A.305, GM M.A.305, AMC M.A.305(a), AMC M.A.305(b)(1), AMC M.A.305(c)(1), AMC M.A.305(c)(1), AMC M.A.305(c)(2), GM M.A.305(c)(2), AMC M.A.305(c)(3), GM M.A.305(d), GM M.A.305(d)(2), AMC M.A.305(e), M.A.306, AMC M.A.306(a), AMC M.A.306(a), AMC M.A.306(b), M.A.307, AMC M.A.307(a), M.A.403(d), AMC M.A.403(d)

Description of continuing airworthiness record system (M.A.305(b)(c)&(d)) used by the Organisation, including the aircraft technical log system (M.A.306).

A clear description (with reference to the CAME 5.1 samples used) should be included for each continuing airworthiness record.

- ☐ current mass and balance report/statement
- ☐ status of airworthiness directives and measures mandated by the Competent Authority in immediate reaction to a safety problem
- ☐ status of modifications and repairs
- ☐ status of compliance with aircraft maintenance programme
- ☐ deferred maintenance tasks and deferred defects rectification
- ☐ status of life-limited parts and time-controlled components
- ☐ Aircraft technical log system
- ☐ supporting detailed maintenance records

The aircraft technical log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.

M.A.305 & M.A.306, together with their AMCs and Guidance Material describe the content details each continuing airworthiness record should include. The Organisation should ensure compliance with those requirements.

- ☐ Instructions for use.

This paragraph should provide detailed instructions for using the aircraft continuing airworthiness record system described in the previous paragraph. It should emphasise the respective responsibilities of the maintenance personnel, the operating crew and the CAMO staff.

☐ Aircraft technical log approval.

This paragraph should explain who is responsible for submitting the aircraft technical log, and any subsequent amendment thereto, to the Competent Authority for approval and what is the procedure to be followed.

1.1b. MEL Application

AMC M.A.301(b), M.A.403(a), M.A.403(b), M.A.403(c), M.A.403(d), AMC M.A.403(b), AMC M.A.403(d), ORO.MRL.105

The MEL is a document not controlled by the CAMO and the decision of whether accepting or not the operation with a defect deferred in accordance with the MEL is normally the responsibility of the operating crew. This paragraph should explain in sufficient detail the MEL application procedure because the MEL is a tool that the personnel involved in continuing airworthiness and maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred.

This paragraph does not apply to those types of aircraft that do not have a MEL.

ORO.MRL.105, related AMCs and GMs content should be considered to develop this paragraph.

☐ General

This paragraph should explain broadly what an MEL document is. The information could be extracted from the aircraft flight manual or ORO.MRL.105.

The Minimum Equipment List (MEL) is a document that lists the equipment that may be temporarily inoperative, subject to certain conditions, at the commencement of flight.
All items related to the airworthiness, or required for the safe operation, of the aircraft and not included in the list are automatically required to be operative.

The MEL is an alleviating document having the purpose to identify the minimum equipment and conditions to operate safely an aircraft having inoperative equipment. Its purpose is not, however, to encourage the operation of aircraft with inoperative equipment. It is undesirable for aircraft to be dispatched with inoperative equipment and such operations are permitted only as a result of careful analysis of each item to ensure that the acceptable level of safety, as intended in the applicable airworthiness and operational requirements is maintained. The continued operation of an aircraft in this condition should be minimised.

☐ MEL categories

Where an owner/operator uses a classification system placing a time constraint on the rectification of defects, the general principles of such system should be explained.

It is essential for the personnel involved in continuing airworthiness and maintenance to be familiar with MEL categories for the management of the MEL's deferred defect rectification.

The operator shall establish rectification intervals for each inoperative instrument, item of equipment or function listed in the MEL. The rectification interval in the MEL shall not be less restrictive than the corresponding rectification interval in the MMEL;

If the operator chooses to list non-safety-related equipment in the MEL, not listed in the MMEL, they should include a rectification interval category. These items may be given a 'D' category rectification interval provided any applicable (M) procedure (in the case of electrically supplied items) is applied.

☐ Application

This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of a MEL limitation. This should refer to the technical log procedures.

MEL application in cases where maintenance personnel is not available should also be described, if applicable.

The MEL preamble should provide guidance on;

- *how to identify the origin of a failure or malfunction to the extent necessary for appropriate application of the MEL, and*
- *the management of multiple unserviceabilities, based on the guidance given in the MMEL;*

An assessment of both the cause and any potentially hazardous effect of any defect or combination of defects that could affect flight safety should be made in order to initiate any necessary further investigation and analysis necessary to identify the root cause of the defect.

Unless specifically permitted by a maintenance procedure, an inoperative item may not be removed from the aircraft.

☐ Acceptance by the crew

This paragraph should explain how the crew notifies their acceptance or non-acceptance of the MEL deferment in the technical log.

Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.

The operator should include guidance in the MEL on how to deal with any failures that occur between the commencement of the flight and the start of the take-off. If a failure occurs in this flight phase, any decision to continue the flight should be subject to pilot judgement and good airmanship.

☐ Management of the MEL time limits

Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data or the MEL.

System in place to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved minimum equipment list (MEL), configuration deviation list (CDL) or maintenance data, as appropriate.

This system could be the aircraft technical log for those (small) operators that use it as a planning document, or a specific follow-up system where control of the maintenance time limit is ensured by other means, such as data processed planning systems.

The necessary components or parts needed for the rectification of defects should be made available or ordered on a priority basis and fitted at the earliest opportunity.

☐ MEL Rectification Interval Extension (RIE)

The Competent Authority may allow the owner/operator to overrun the MEL time limitation under specific conditions. Where applicable, this paragraph should describe the specific duties and responsibilities with regard to controlling these extensions.

This RIE procedure should comply with ORO.MRL.105 (f) requirements;

- *Only applicable to Cat B, C and D MEL items*
- *the extension of the rectification interval is within the scope of the MMEL for the aircraft type*
- *the extension of the rectification interval is, as a maximum, of the same duration as the rectification interval specified in the MEL*

- *the rectification interval extension is not used as a normal means of conducting MEL item rectification and is used only when events beyond the control of the operator have precluded rectification*
- *a description of specific duties and responsibilities for controlling extensions is established*
- *the Competent Authority is notified of any extension of the applicable rectification interval*
- *a plan to accomplish the rectification at the earliest opportunity is established*

Procedure for the extension of rectification intervals should only be applied under certain conditions, such as a shortage of parts from manufacturers or other unforeseen situations (e.g. inability to obtain equipment necessary for proper troubleshooting and repair), in which case the operator may be unable to comply with the specified rectification intervals.

1.2 Aircraft maintenance programme (AMP) — development amendment and approval

CAMO.A.315(b)(1), CAMO.A.315(b)(2), CAMO.A.315(b)(6), AMC1 CAMO.A.315, GM1 CAMO.A.315(b)(1), GM1 CAMO.A.315(b)(5), M.A.301(c), AMC M.A.301(c), M.A.302(a), M.A.302(b), M.A.302(c), M.A.302(d), M.A.302(e), M.A.302(f), M.A.302(g), M.A.302(h), AMC M.A.302, GM M.A.302(a), AMC M.A.302(d), Appendix I to AMC M.A.302 and AMC M.B.301(b), Article 3 Continuing airworthiness requirements

The AMP is a document which describes the specific scheduled maintenance tasks and their frequency of completion, related standard maintenance practices and the associated procedures necessary for the safe operation of those aircraft to which it applies.

The content of this CAME chapter is expected to be found in every AMP "general requirements" section. However, while the content of the AMP includes specific information applicable to that specific AMP, this CAME chapter should describe those procedures in a generic way, being applicable to every AMP managed by the organisation (e.g., responsible person, forms used, etc.).

☐ General

This introductory paragraph should mention that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.
Specific reference to approved maintenance programmes (Document name/reference) managed by the Organisation should be included in this paragraph.

☐ Content

This paragraph should explain the format(s) of the aircraft maintenance programme(s). Appendix I to AMC M.A.302(a) and M.B.301(d) provides additional information.

☐ Development
☐ Sources

This paragraph should identify the sources (MRB, MPD, maintenance manual, etc.) used for the development of an aircraft maintenance programme.

☐ Responsibilities

This paragraph should identify the person(s) responsible for the development and management of the aircraft maintenance programme.

☐ AMP amendments

This paragraph should describe the system for ensuring the continuing validity of the aircraft maintenance programme. Particularly, it should show how any relevant information is used to update the aircraft maintenance programme. This should include, as applicable, MRB report revisions, consequences of

modifications, manufacturer and Competent Authority recommendations, in-service experience, reliability reports, and any other relevant sources.
The maintenance programme details should be reviewed at least annually. As a minimum, revisions of documents affecting the programme basis need to be considered by the owner or operator for inclusion in the maintenance programme during the annual review.
Applicable mandatory requirements for compliance with Part-21 should be incorporated into the aircraft maintenance programme as soon as possible.

☐ AMP approval

This paragraph should identify the person(s) responsible for the submission of the maintenance programme to the Competent Authority and the applicable procedure to follow. This should include the procedure for approving variations to the maintenance periods, either directly approved by the Competent Authority or indirectly approved by the organisation, subject to agreement with the Competent Authority. The different approval procedures should be included in this section.

- Identification of the signatories of the document (direct/indirect approval)
- Procedure(s) to be followed for submission of the document
- Confirmation of approval or acknowledgment
- Scope of amendments requiring direct or indirect approval
- Applicable forms and documents to be used in support of the approval

☐ AMP direct approval procedure by the Competent Authority
☐ AMP indirect approval procedure by the CAMO indicating the minor amendments subject to indirect approval procedure, responsible person, applicable procedure and forms to be used

The indirect approval procedure should be documented in section 1.2 of the CAME, and approved by the Competent Authority, based upon the ability of the organisation to deal adequately with the applicable requirements. This ability cannot be therefore demonstrated at the time of the initial approval, should not be issued before completion of the first 2-year surveillance cycle and should not be included in the CAME during this period.
After this 2-year period the organisation shall demonstrate its ability to manage the Compliance Monitoring system in order to be eligible for such an indirect approval privilege.
In any case, the overseeing authority must continue to receive a copy and acknowledge receipt of all such changes when "indirectly" approved.

☐ AMP task "one-off extension" procedure (Permitted variations to maintenance periods)

Procedure in place to extend the due date of an AMP task for a specific aircraft due to impossibility to carried out the task on time, when exceptional circumstances arise which could not reasonably have been anticipated. This one-off extension is different from the escalation of an established AMP task interval. While only the next due for one specific aircraft registration is extended with the one-off extension procedure, the escalation procedure modifies the task interval permanently (and it is not limited to one specific aircraft registration).

- ☐ AMP tasks subject to this extension procedure and AMP tasks excluded
- ☐ Maximum extension applicable
- ☐ Extension procedure
- ☐ Identification of forms used

☐ CAMO Planning procedure

The CAMO is responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continued airworthiness of the aircraft.

CAMO.A.315(b)(6) also requires the CAMO to coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly.
The CAMO should describe in this paragraph the system in place to ensure that all required maintenance (AMP tasks, ADs embodiment, etc.) is performed in due time.

- ☐ Tasks due date control system
- ☐ Short term, mid-term and long-term planning procedure, as applicable
- ☐ Coordination with contracted maintenance organisations to:
  - ➢ allocate maintenance events/slots.
  - ➢ provide the work package to be performed:
    A system should be in place to track work package changes (revisions) and to ensure that the work package and the Certificate of Release to Service refer to the same revision. (i.e., in case of different work package revisions have been issued after addition/removal of tasks).
  - ➢ ensure that no flight takes place in case of overdue maintenance tasks (i.e., having any maintenance task not performed during the maintenance event and overdue during the aircraft ground time).
- ☐ Re-scheduling of those maintenance tasks not performed.
- ☐ Process of the work package received after the maintenance event, so as to review its content, update the aircraft continuing airworthiness records and archive the work package in accordance with the applicable procedures.

1.3 Continuing airworthiness records: responsibilities, retention and access

CAMO.A.220(a)(1), CAMO.A.220(a)(2), CAMO.A.220(a)(5), CAMO.A.220(a)(6), CAMO.A.220(d), CAMO.A.220(f), AMC1 CAMO.A.220, AMC2 CAMO.A.220, GM1 CAMO.A.220, M.A.305(e), AMC M.A.305(e), AMC M.A.305(e)(1), AMC M.A.305(e)(2), GM M.A.305, GM M.A.305(e)(2), AMC M.A.305(e)(3), GM M.A.305(e)(3), AMC M.A.305(f), M.A.307(a), M.A.307(b), M.A.307(c), AMC M.A.307(a)

☐ Hours and cycles recording

The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should explain how the continuing airworthiness management organisation has access to the current flight hours and cycles information and how it is processed through the organisation.

☐ Records

This paragraph should describe the company documents that are required to be recorded and what are the recording period requirements for each of them (M.A.305 (e)).

This can be provided by a table or series of tables that would include the following:

- ☐ Family/structure of document (if necessary)
- ☐ Format of documents
- ☐ Name of document(s)
- ☐ Retention period(s)
- ☐ Responsible person for retention
- ☐ Place of retention

Where IT systems are used to retain documents and data, it should be possible to print a paper version of the documents and data kept.

☐ Storage and Preservation of records

This paragraph should set out the means provided to protect the records from fire, flood, etc., as well as the specific procedures in place to ensure that the records will not be altered during the retention period (especially computer records). The records shall be stored in a manner that ensures protection from damage, alteration and theft.

Microfilming or optical storage of records may be carried out at any time. The records should be as legible as the original record and remain so for the required retention period. Physical records on either paper or microfilm systems should use robust material, which can withstand normal handling, filing and ageing. They should be stored in a safe way with regard to damage, alteration and theft.

Digitised records when created from an original paper record, or as a digital electronic original, should be stored on a system which is secured and kept in an environment protected from damage (e.g. fire, flooding, excessive temperature or accidental erasing). IT systems should have at least one backup system, which should be updated at least within 24 hours of any entry in the primary system. Access to both primary and backup systems is required to be protected against the ability of unauthorised personnel to alter the database and they should preferably be located remotely from the main system. The system used for retention of digitised records should:

- ☐ *ensure the integrity, accuracy and completeness of the record;*
- ☐ *ensure that access to the digitised record has safeguards against alteration of the data;*
- ☐ *ensure the authenticity of the record including assurance that the date has not been modified after creation;*
- ☐ *be capable of retrieving individual records within a reasonable time period; and*
- ☐ *be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the digitised records.*

All computer hardware (discs, tapes etc.) used to ensure backup shall be stored in a different location from that containing the working data, in an environment that ensures they remain in good condition (safe environment).

In the event of an accident or serious incident the Accountable Manager will hold the records secure until requested by the state of registry NAA, the Agency and/or the responsible accident investigating body.

When a CAMO arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records under point CAMO.A.220 relating to the preservation of records. If it ceases to be the CAMO of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft owner/CAMO shall present the records to the Competent Authority upon request.

☐ Transfer of continuing airworthiness records

Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person.

This paragraph should set out the procedure for the transfer of records. In particular, it should specify which records have to be transferred and who is responsible for the coordination (if necessary) of the transfer.

Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.

1.4 Accomplishment and control of airworthiness directives

CAMO.A.315(a), AMC1 CAMO.A.315, AMC1 CAMO.A.315(c), M.A.301(f), AMC M.A.301(f), M.A.303, M.A.305(c)(1), AMC M.A.305(c)(1), M.A.401(b)(2), AMC M.A.401(b), Appendix II to AMC1 CAMO.A.125(d)(3), Appendix IV to AMC1 CAMO.A.315(c).

The operator is responsible for the incorporation of operational directives (ODs) and in cases where there is an impact on the continuing airworthiness, the CAMO has to assess this and take appropriate actions to ensure the continuing airworthiness. This chapter should also cover the coordination with the operator.

Compliance with M.A.301(f)(3) is usually managed differently, and those procedures do not need to be repeated in this section, provided covered in the CAME.

This procedure should also take into account those measures required by the Competent Authority in immediate reaction to a safety problem (M.A.301(f)(4), such as EASA Safety Directives, State of Registry safety measures, State of Operator safety measures, etc.

This chapter should demonstrate that there is a comprehensive system in place to ensure compliance with M.A.301(f), with regards to airworthiness directives and operational directives with a continuing airworthiness impact (M.A.301(f)(2)). This chapter should include the following information:

☐ Airworthiness directive information

ADs/ODs/safety measures information sources; EASA, State of Design, State of Registry, State of Operator, etc., depending on the aircraft types and registrations managed by the CAMO. This chapter should identify the sources of information and the recipient list within the organisation.

☐ Scope of applicability (State of Registry, State of design, EASA Member State, etc.)

T*he regulations of the State of Registry of an aircraft normally determine which ADs apply to a particular aircraft (including the engine, propeller, parts and appliances). As a general rule, ICAO Annex 8, Chapter 4 guidelines are applied, which means that the State of Design ADs apply.*
In accordance with article 77 of the 'Basic Regulation', aircraft registered in an EASA Member State are required to comply with EASA-issued or adopted ADs. ADs applicable to an EASA approved type certificate are those ADs which have been issued or adopted by the Agency
ADs are issued by the Agency through Agency decisions. ADs are adopted by the Agency through:

- *after 28/09/2003: Executive Director Decision 02/2003 or, from 03 June 2019, Executive Director Decision 2019/018/ED.*
- *before 28/09/2003: Commission Regulation (EU) No 748/2012 (Article 3 (1)(a)(iii) - ADs issued by the State of Design for products, parts and appliances.*

☐ Airworthiness Directive decision

This paragraph should explain how and by whom the AD information is analysed and what kind of information is provided to the contracted maintenance organisations in order to plan and perform the airworthiness directive. This should include as necessary a specific procedure for the management of emergency airworthiness directives.

- ☐ Procedure(s) for the analysis of AD/ODs/safety measures
- ☐ Person/department responsible for the assessment;
- ☐ Assessment of effectivity and applicability method of compliance selection;
- ☐ Planning and monitoring AD accomplishment needs and embodiment status (special tools/kits, base maintenance event required);
- ☐ Recording of the assessment.
- ☐ Incorporation of the new AD information into the AD status and/or AD control system.
- ☐ Procedure(s) for the management of emergency ADs/ODs/safety measures.
- ☐ Information to be provided to the Maintenance Organisation, *for example:*
  - *method of compliance and which part of a multi-part AD*/ODs/safety measure *has to be accomplished, where a choice is available in the AD*/ODs/safety measure.

- *AD reference or full AD copy.*

☐ Airworthiness Directive control

This paragraph should specify how the organisation ensures that all the applicable airworthiness directives are accomplished on time. This should include a closed-loop system that allows verifying that, for each new or revised airworthiness directive and for each aircraft:

- *the AD is not applicable, or*
- *if the AD is applicable:*
  - *the AD is not yet accomplished but the time limit is not overdue,*
  - *the AD is accomplished, and any repetitive inspection is identified and performed. This may be a continuous process or may be based on scheduled reviews.*

☐ Procedure for the incorporation of the new AD information into the AD status and/or AD control system.

- *Reference to AD status mentioned in CAME 1.1.*
- *AD control system update after reception of maintenance records showing aircraft AD embodiment.*
- *In case this step is already described in CAME 1.1, precise reference to that procedure should be included in this paragraph.*

1.5 Analysis of the Effectiveness of the Maintenance Programme

AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), Appendix II to AMC1 CAMO.A.125(d)(3), M.A.301(e), AMC M.A.301(e), AMC.M.A.302(g), Appendix I to AMC M.A.302 and AMC M.B.301(b)

The CAMO managing the continuing airworthiness of the aircraft should have a system to analyse the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly.

This chapter should indicate by whom and how this data is analysed, describe the decision-making process and identify the possible actions to be implemented accordingly.

☐ Identification of the tools/data used to analyse the efficiency of the maintenance programme:

- pilot reports (PIREPS),
- air turnback reports,
- spare consumption,
- repetitive technical occurrence and defect,
- technical delays analysis (through statistics, if relevant),
- technical incidents analysis (through statistics, if relevant),
- etc.

☐ Description of the analysis process, including, but not limited to:

- Staff/department involved in the analysis, including identification of responsibilities
- Associated procedure(s), including, but not limited to:
  - ☐ Data processing and preparation,
  - ☐ Contents and methods of analysis
  - ☐ Frequency and type of reviews (e.g., daily/continuous, reliability programme, airworthiness review, annual review);
  - ☐ Meeting frequency and required attendance
  - ☐ Decision-making process
  - ☐ Analysis results and implementation of changes; (e.g., amendment of the maintenance programme, amendment of maintenance or operational procedures, modifications to be embodied, component to be replaced by an improved one, etc.)

  Form and records to be used.

A reliability programme (CAME 1.10) provides an appropriate means of monitoring the effectiveness of the maintenance programme. Therefore, for those aircraft types having a reliability programme it is acceptable to refer to CAME 1.10 in this chapter

1.6 Non-Mandatory modification and inspections

CAMO.A.315(b)(4), AMC1 CAMO.A.315(b)(4), AMC1 CAMO.A.315(c), Appendix II to AMC1 CAMO.A.125(d)(3)

The CAMO managing the continuing airworthiness of the aircraft should establish and work according to a policy, which assesses non-mandatory information (modification or inspections) related to the airworthiness of the aircraft. Non-mandatory information refers to service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer, the Competent Authority, or the Agency.

This chapter should specify how non-mandatory modification information is managed and processed through the organisation. It should include the following information:

- ☐ Non-mandatory modification policy
- ☐ Procedure(s) to assess non-mandatory information
  - Responsible person/department.
  - Modifications to be assessed (sources).
  - Criteria used to decide whether the modification is embodied or not.
  - Forms and records of the assessment.

At least, the assessment and implementation of those non-mandatory modifications related to defects/adverse trends identified during the analysis of the effectiveness of the Maintenance Programme (or reliability programme) should be considered.

1.7 Repairs and modifications

CAMO.A.315(b)(3), AMC.CAMO. A.315(b)(3), M.A.301(g), M.A.304, AMC M.A.304

This chapter should set out a procedure for the assessment of the approval status of any major repair or modification embodiment. It should identify the type of approval required, and the applicable approval procedure.

Organisations shall, in accordance with CAMO.A.315(b) ((3) ensure that the data used for any repairs or modification complies with points M.A.304.
Although the DOA or EASA are responsible for the classification of the repair or modification, the organisation should demonstrate, in this chapter, how it intends to identify, assess, embody and monitor repairs or modifications.

This section should include, but not be limited to, the following items:

- ☐ Definition of major and minor modification / repair (in accordance with 21.A.91).

- ☐ Acceptable data for modifications and repairs.
  - *Data approved by EASA*
  - *Data approved by an EASA Part-21 Design Organisation (DOA)*
  - *Data approved by Type Certificate/STC holder*
  - *Acceptable data under Bilateral agreements*

- ☐ Type of approval required.

  In order to facilitate the process for the identification of the type of approval required, it is recommended to describe the different possible options/scenarios, as exemplified below:

  - *EASA STC (Supplemental Type Certificate) for major modifications designed by a DOA different than the Type Certificate Holder*
  - *DOA approval for minor modifications or repairs*
  - *TCH approval for major repairs*
  - *EASA STC validation of an FAA/ANAC/TCCA STC for major modifications designed under FAA/ANAC/TCCA regulatory environment*

- ☐ Coordination with DOA and Maintenance Organisation.
  - ☐ Responsible person and/or department
  - ☐ Applicable Procedure(s)

☐ Documents and records to keep as substantiating data for embodied modifications/repairs shown in the current status of modifications and repairs (CAME 1.1.1).

1.8 Defect Reports

CAMO.A.160, AMC1 CAMO.A.160, AMC2 CAMO.A.160, GM1 CAMO.A.160, GM1 CAMO.A.160(b), AMC1 CAMO.A.200(a)(3), CAMO.A.202, AMC1 CAMO.A.202, GM1 CAMO.A.202, AMC 20-8A, Reg. (EU) No 376/2014, Reg. (EU) 2015/1018, M.A.301(b), AMC M.A.301(b), M.A.301(e), AMC M.A.301(e), AMC M.A.403(b), AMC M.A.403(d)

This chapter focus on the management of defects and the associated processes and procedures to identify, assess, report, investigate and correct defects. While CAME 1.1 covers deferred defects management as part of Continuing Airworthiness record system and MEL application, CAME 1.8 should describe in detail the whole defect control system in use. The system may be proportionate to the type of aircraft and operation.

Defects such as cracks and structural defects are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This chapter should establish the procedure(s) for managing and deferring reported defects. This will include appropriate liaison with the manufacturer.)

This chapter should explain how the defect reports provided by the contracted maintenance organisations are processed by the continuing airworthiness management organisation. Analysis should be conducted in order to give elements to activities such as maintenance programme evolution and non-mandatory modification policy.

It should be structured as follows:

☐ *Description of the defect management system in place*
- *Procedure(s) for managing open defect reports including deferred defect policy and criteria*
  - Responsibilities;
  - Forms used;
  - Departments involved;
  - Compliance with approved data,

☐ Procedure(s) for assessment, classification and analysis
- *Assessment and classification of defects in accordance with AMC M.A.301(b) (*MEL/CDL, no-MEL items, repetitive defects, intermittent defects, etc).
- Criteria for reportable occurrences in accordance with the applicable requirements
- *Deferred defect policy*

Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the manufacturer and the certification Competent Authority so that they may take all the necessary action.)

Defects such as cracks and structural defects are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect.

- *Deferral process, including, but not limited to:*
  - *planning and monitoring functions (Spares, tooling and equipment, personnel, data, etc.);*
  - *Clearance of deferred defects;*
  - *Certificate of release to service requirement;*
  - *Permit to Fly process (Section 4B);*

☐ Procedure(s) for analysis and follow up investigation
- Procedure(s) for reporting
  - *Liaison with manufacturers and regulatory authorities*

- Competent Authority designated by the Member State of registry of the aircraft,
- Competent Authority designated by the Member State of the operator,
- organisation responsible for the type design or supplemental type design.

☐ Reporting timescales *including Rectification Interval Extension process described in Paragraph 1.1b*

Where appropriate, cross-reference(s) to section CAME 1.1 or CAME 2.2, are acceptable.

1.9 Engineering activity

CAMO.A.315(b)(3), AMC1 CAMO.A.315, AMC1 CAMO.A.315(b)(3), M.A.304, AMC M.A.304, M.A.305(c)(2), M.A.305(e)(2)(ii), AMC M.A.305(c)2, GM M.A.305(c)(2), M.A.401(a)

This chapter is applicable to the CAMOs involved in design activities for modifications or repairs.
Where applicable, it should present the scope of the organisation's engineering activity, and the associated procedure(s) for approval of modifications and repairs.
Where the organisation has a DOA capability under Part-21, it should be indicated here Including a direct refence to the applicable manuals.

This chapter should include the following items:

☐ Scope of the organisation's engineering activity in terms of approval of modifications and repairs

☐ Procedure for developing and submitting a modification/repair design for approval to the Agency.

☐ Supporting documentation and forms used.

☐ Person in charge of accepting the design before submission to the Agency.

1.10 Reliability Programmes

CAMO.A.125(d)(3), AMC1 CAMO.A.125(d)(3), CAMO.A.315(b)1, AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), M.A.302(g), AMC M.A.302(g), Appendix I AMC M.A.302 and M.B.301(b)

Reliability programmes should be developed for aircraft maintenance programmes based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.
Reliability programmes need not be developed for aircraft not considered as complex motor-powered aircraft or that contain overhaul time periods for all significant aircraft system components.

The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective, and their periodicity is adequate.

This chapter should explain the management of a reliability programme. It should at least address the following:

☐ Extent and scope of the reliability programme

☐ Specific organisational structure, duties and responsibilities

☐ Identification of reliability data, including sources

☐ Procedure for analysis of reliability data

☐ Procedure for implementing and reviewing relevant alerts

☐ Corrective action system (maintenance programme amendment)

☐ Scheduled reviews (reliability meetings and when the participation of the Competent Authority is needed.

This chapter may, where necessary, be subdivided as follows:

- ☐ a) Airframe
- ☐ b) Propulsion
- ☐ c) Component

1.11 Pre-flight inspections

M.A.201(d), GM M.A.201(e), M.A.301(a), AMC M.A.301(a), AMC M.A.306(a), Appendix I to AMC M.A.302 and AMC M.B.301(b)

☐ Pre-flight inspection definition.

"Pre-flight inspection means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight". Pre-flight inspection is not considered maintenance.

It should typically include but is not necessarily limited to:

(a) a walk-around type inspection of the aircraft and its emergency equipment for condition including, in particular, any obvious signs of wear, damage or leakage. In addition, the presence of all required equipment including emergency equipment should be established.

(b) an inspection of the aircraft continuing airworthiness record system or the aircraft technical log system, as applicable, to ensure that the intended flight is not adversely affected by any outstanding deferred defects and that no required maintenance action shown in the maintenance statement is overdue or will become due during the flight.

(c) a control that consumable fluids, gases etc. uplifted prior to flight are of the correct specification, free from contamination, and correctly recorded.

(d) a control that all doors are securely fastened.

(e) a control that controls surfaces and landing gear locks, pitot/static covers, restraint devices and engine/aperture blanks have been removed.

(f) a control that all the aircraft's external surfaces and engines are free from ice, snow, sand, dust etc. and an assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety.
Alternatively to this pre-flight assessment, when the type of aircraft and nature of operations allow for it, the build-up of residues may be controlled through scheduled maintenance inspections/cleanings identified in the approved maintenance programme.

☐ Pre-flight inspection responsibilities.

The operator shall be responsible for the satisfactory accomplishment of the pre-flight inspection. That inspection shall be carried out by the pilot or another qualified person and shall not need to be carried out by an approved maintenance organisation or by certifying staff.

The CAMO should publish guidance to maintenance and flight personnel and any other personnel performing pre-flight inspection tasks, as appropriate, defining responsibilities for these actions.

Note: The performance of ground de-icing and anti-icing activities does not require a Part-145 maintenance organisation approval. Nevertheless, inspections required to detect and, when necessary, remove de-icing and/or anti-icing fluid residues are considered maintenance. Such inspections may only be carried out by suitably authorised personnel.

☐ Pre-flight inspection content.

The Organisation should define the content of the pre-flight inspection for every aircraft (or aircraft type managed), ensuring compliance with AMC M.A.301(1). Reference to CAME 5.1 or another document (aircraft maintenance programme, aircraft flight manual, operations manual, etc.) where this content is described is also acceptable.

This paragraph should also explain how the evolution of the content of the pre-flight inspection and of the maintenance programme are concurrent (e.g., after aircraft configuration changes, addition of new aircraft models within the same aircraft type, additional items based on operator's experience, etc.).

☐ Training standard for personnel performing the pre-flight inspection.

Different staff may be authorised to perform pre-flight inspections (technical flight crew, maintenance staff, ground handling staff, etc). Therefore, training standards for each type of staff doing pre-flight inspections should be described (basic qualification, initial training, recurrent training, etc.)

The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, these paragraphs have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.

☐ Preparation of aircraft for flight

☐ Subcontracted ground-handling function

☐ Security of cargo and baggage loading

☐ Control of refuelling, quantity/quality

☐ Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard.

1.12 Aircraft weighing

M.A.301(h), M.A.305(c), GM M.A.305(c)(2), CAT.POL.MAB.100(a), CAT.POL.MAB.100(b), CAT.POL.MAB.100(c), AMC1 CAT.POL.MAB.100(a), AMC1 CAT.POL.MAB.100(b), AMC2 CAT.POL.MAB.100(b), AMC1 CAT.POL.MAB.100(d)

This chapter should state the cases where an aircraft has to be weighed (for instance, after a major modification, because of weight and balance operational requirements, etc.), who performs it, according to which procedure, who calculates the new weight and balance, and how the result is processed in the organisation.

During any phase of operation, the loading, mass and centre of gravity (CG) position of the aircraft shall comply with the limitations specified in the AFM (or equivalent document), or the operations manual if more restrictive.
Although this is a pilot/operator responsibility, other organisations (such as aircraft TCH, maintenance organisation, ground handling agent, CAMO, etc.) participate in the process, being the CAMO responsibility to ensure that the mass and balance statement reflects the current status of the aircraft.

Coordination between CAMO, maintenance organisation and pilot/operator is needed. This chapter should explain the whole process and should also detail the procedure followed by the CAMO to fulfil its responsibility.

☐ Cases where the aircraft has to be weighed

The operator shall establish the mass and the CG position of any aircraft by actual weighing prior to the initial entry into service of the aircraft and thereafter at intervals of four years if individual aircraft masses are used, or nine years if fleet masses are used.

New aircraft that have been weighed at the factory may be placed into operation without reweighing if the mass and balance records have been adjusted for alterations or modifications to the aircraft. Aircraft transferred from one EU operator to another EU operator do not have to be weighed prior to use by the receiving operator unless more than 4 years have elapsed since the last weighing or the mass and balance cannot be accurately established by calculation.

The aircraft shall be reweighed if the effect of modifications on the mass and balance is not accurately known.

☐ Organisations and procedures for aircraft weighing.

The weighing shall be accomplished by the manufacturer of the aircraft or by an approved maintenance organisation, following instructions in approved data such as Aircraft Maintenance Data, Weight and Balance Manual, etc.

Refer to AMC1 CAT.POL.MAB.100(b) for additional information regarding aircraft weighing good practices.

☐ Mass and balance statement calculation

The Organisation should describe the procedure in place to produce the aircraft mass and balance statement, calculating the dry operating mass and centre of gravity (CG) position of the aircraft from the weighing report data received from the maintenance organisation or the aircraft manufacturer.

'dry operating mass' means the total mass of the aircraft ready for a specific type of operation, excluding usable fuel and traffic load. The dry operating mass includes:

- *crew and crew baggage*
- *catering and removable passenger service equipment*
- *tank water and lavatory chemicals*

☐ Mass and balance statement update and revision

The accumulated effects of modifications and repairs on the mass and balance shall be accounted for and properly documented.

The mass and centre of gravity (CG) position of the aircraft should be revised whenever the cumulative changes to the dry operating mass exceed ± 0.5 % of the maximum landing mass or the cumulative change in CG position exceeds 0.5 % of the mean aerodynamic chord. This may be done either by weighing the aircraft or by calculation.
Such information shall be made available to the pilot-in-command.

If the AFM requires to record changes to mass and CG position below these thresholds, or to record changes in any case, and make them known to the pilot-in-command, mass and CG position should be revised accordingly and made known to the pilot-in-command.

1.13 Maintenance check flight procedures

M.A.301(i), GM M.A.301(i), AMC M.A.904(a)(2), AMC M.A.904(a)(2), AMC M.A.904(b), Appendix II to AMC1 CAMO.A.125(d)(3)

The criteria for performing a maintenance check flight (MCF) are normally included in the aircraft maintenance programme or derived by the scenarios described in GM M.A.301(i). This chapter should explain how the MCF procedure is established in order to meet its intended purpose (for instance, after a heavy maintenance check, after engine or flight control removal installation, etc.), and the release procedures to authorise such an MCF.

☐ Maintenance check flight definition.

According Air Ops Regulation (Commission Regulation (EU) No 965/2012 and subsequent amendments[5]), 'Maintenance check flight ('MCF')' means a flight of an aircraft with an airworthiness certificate or with a permit to fly which is carried out for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance, if the functioning of the systems, parts or appliances cannot be established during ground checks and which is carried out in any of the following situations:

(a) as required by the aircraft maintenance manual (AMM) or any other maintenance data issued by a design approval holder being responsible for the continuing airworthiness of the aircraft;

[5] COMMISSION IMPLEMENTING REGULATION (EU) 2019/1384 of 24 July 2019 introduces the definition of Maintenance Check flight

(b) after maintenance, as required by the operator or proposed by the organisation responsible for the continuing airworthiness of the aircraft;

(c) as requested by the maintenance organisation for verification of a successful defect rectification;

(d) to assist with fault isolation or troubleshooting

☐ Maintenance check flight policy;

The Organisation should list the situations where a MCF will be performed. For example:

- *Required by ICAs after maintenance event (AMP, AMM, Modification, etc.)*
- *After heavy maintenance event, as CAMO policy even when it is not required by ICAs.*
- *To confirm the correct rectification of an intermittent defect (e.g., landing gear indication faults).*
- *When importing an aircraft onto a Member State register from a third country (AMC M.A.904 a)2).*
- *During aircraft phase-in, as CAMO/operator policy.*
- *Etc.*

☐ Maintenance Check flight procedure

- ☐ Coordination with the operator and the maintenance organisation.
- ☐ Coordination with the subcontracted organisation (if applicable).
- ☐ Meetings before the flight.
- ☐ Check of flight conditions; pilots' requirements, staff on board, etc.
- ☐ Check flight results, meeting and report assessment.
- ☐ CRS and records. Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios and CRS procedures may apply (GM M.A.301 (i));
  - ➢ CRS before and/or after the MCF,
  - ➢ limitations entry into the aircraft technical log and CRS,
  - ➢ no CRS can be issued in accordance with the maintenance data before the flight (see GM M.A.301(i)b(4)) and a permit to fly is needed (ref. to CAME 4B).

1.14 Continuing airworthiness management data

CAMO.A.325, AMC1 CAMO.A.325, GM1 CAMO.A.325, GM2 CAMO.A.325, M.A.401(a), M.A.401(b), M.A.401(c), AMC M.A.401(b), AMC M.A.401(c),

The Organisation shall hold and use applicable current maintenance data in accordance with M.A.401 for the performance of continuing airworthiness tasks referred to in point CAMO.A.315.

Airworthiness review requirements are indicated in point CAMO.A.320 and the requirements for the corresponding record retention are contained in point CAMO.A.220.

This chapter shall describe the management of this maintenance data within the Organisation (ensuring that they remain updated), including distribution to subcontracted organisations and contracted maintenance organisations.

☐ Identification of maintenance data used by the organisation.

- Instructions for Continuing Airworthiness (ICAs) issued by TC Holder; such us SRM, TSM, IPC, MPD, W&B, etc.
- ICAs issued by STC holder (e.g., AMM/IPC/MEL/AFM supplements);

☐ ICAs issued by Component OEM; such us Component Vendor Recommendations, CMM, Component Repair Manual, Engine Time Limits Manual, etc.

☐ Procedure to obtain updated approved maintenance data;

- TC/STC holder, aircraft owner, operator, etc.
- Subscriptions, contracts, including maintenance data provided by the customer.

☐ Procedure to ensure that maintenance data used remains updated (amendment status monitoring system).

☐ Maintenance data provided by the customer

☐ Distribution procedure:

- within the Organisation.
- to Subcontractors.
- to Contracted Maintenance Organisations.

This chapter may also explain whether the CAMO transcribes the maintenance tasks instructions onto the work cards or worksheets provided to the Maintenance Organisation (for every maintenance event) or only work orders referring to specific maintenance tasks (with revision status) are provided. Different options may be used, for example depending on the contracted Organisation, line or base maintenance event, aircraft or component maintenance, etc.

PART 2 MANAGEMENT SYSTEM PROCEDURES

The CAMO shall establish, implement, and maintain a management system corresponding to the size of the Organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.
The CAMO is responsible for identifying hazards created by the existence of complex operational and maintenance arrangements (such as when multiple organisations are contracted, or when multiple levels of contracting/subcontracting are included). Any aviation safety hazards associated with such contracting or subcontracting are considered as part of the CAMO management system, therefore they must be subject to CAMO hazard identification and risk management.

For licensed air carriers, the management system shall be an integrated part of the operator's management system and therefore, these procedures may be already described in the operator's Management System Manual (MSM).
In such a case, it is acceptable that these CAME procedures make precise reference to the specific MSM paragraphs where the same procedures are described. General references to the whole Management System Manual are not acceptable.

It is also important that the Organisation makes sure that those MSM procedures cover CAMO activities and procedures, especially where different procedures are implemented for the CAMO domain. Otherwise, they should be described in this CAME Section.

2.1 Hazard identification and safety risk management schemes

CAMO.A.200(a)(3), GM1.CAMO.A.200, AMC1 CAMO.A.200(a)(3), GM1 CAMO.A.200(a)(3), GM2 CAMO.A.200(a)(3), CAMO.A.205(a)(2), GM1 CAMO.A.205, AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g), GM2 CAMO.A.305(g), AMC2 CAMO.A.315(c)

This chapter should describe the identification of safety hazards associated with the CAMO activities, the assessment of the associated safety risks and the investigation process, including the mitigation actions to monitoring of their effectiveness.

☐ Hazard identification process.

- Process for safety data collection; proactive and reactive methods;
- Identification of data sources, external and internal;
- Process for safety data analysis;
- Procedure(s) for the identification and classification of hazards relevant to the Organisation/activity;
- Records management (hazard log/register);
- Responsibilities and management of the hazard log;
- Internal communication process;

☐ Safety risk management

The Organisation should describe in detail the risk assessment process in place.
Once hazards are identified, the risk of their consequences should be assessed, analysed and mitigation actions should be implemented accordingly. A formal safety risk management process should be developed and maintained considering the following:

- ☐ Analysis process (e.g. in terms of the probability and severity of the consequences of hazards and occurrences)
  - *Severity should evaluate the seriousness of the consequences*
  - *Likelihood should identify the possibility (and frequency) of the occurrence;*
  - *The likelihood and severity should be clearly defined.*
  - *Regardless of the method used (ICAO safety risk matrix, ARMS, BOW-TIE, etc.), it is important to customize the risk assessment matrix so as to reflect the operational profile.*
- ☐ Tolerability assessment

- *The organisation should assess the acceptability of the potential consequences associated with the potential occurrences and hazards identified. This should be done in accordance with the organisation's defined safety performance criteria*

☐ Mitigation actions
- *Control (in terms of mitigation) of risks to an acceptable level*
- *Decision-making process, including responsibilities*
- *Implementation of actions*
- *Monitoring of the effectiveness of the implemented actions*

Mitigation is the process of incorporating risk barrier controls (for example, preventive controls or recovery controls) to reduce the severity and/or the likelihood of the identified hazard, therefore reducing the risk to an acceptable level, and, if possible, to eliminate the risk.
Those risk controls should be Specific, Measurable, Agreed, Realistic and Time constrained. Human Factors should be considered as part of the development of risk controls.
The responsible person/position in charge of the implementation and management of mitigation measures should be identified (including follow-up procedure).
Effectiveness of mitigations should be monitored. When necessary, risk controls should be changed as a result of that assessment.

2.2 Internal safety reporting and investigations

CAMO.A.160, AMC1 CAMO.A.160, CAMO.A.200(a)(3), AMC1 CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(3), CAMO.A.202, AMC1 CAMO.A.202, GM1 CAMO.A.202, GM1 CAMO.A.205, CAMO.A.300(a)(10), AMC1 CAMO.A.305(g), AMC3 CAMO.A.305(g), AMC5 CAMO.A.305(g)

As part of its management system, the organisation shall establish an internal safety reporting scheme to enable the collection and evaluation of occurrences to be reported, as detailed in CAME 2.11.

Through this scheme, the organisation shall:

(1) identify the causes of and contributing factors to any errors, near misses, and hazards reported and address them as part of safety risk management process
(2) ensure evaluation of all known, relevant information relating to errors, the inability to follow procedures, near misses, and hazards, and a method to circulate the information as necessary.

This chapter should include, but not be limited to, the following information, with respect to the internal safety reporting scheme:

☐ Confidentiality and safety promotion
- *The internal safety reporting scheme should be confidential reporting system and enable and encourage free and frank reporting of any potentially safety-related occurrence, including incidents such as errors or near misses, safety issues and hazards identified. This will be facilitated by the establishment of a just culture.*

☐ Identification of clear policy and objectives
- *The internal safety reporting scheme should include:*
  - *clearly identified aims and objectives with demonstrable corporate commitment;*
  - *a just culture policy as part of the safety policy (as defined in CAME 0.1.1), and related just culture implementation procedures;*

☐ Safety investigation process
- *In line with its just culture policy, the organisation should define how to investigate incidents such as errors or near misses, in order to understand not only what happened, but also how it happened, to prevent or reduce the probability and/or consequence of future recurrences.*
- *The scope of internal investigations should extend beyond the scope of the occurrences required to be reported to the competent authority in accordance*

- *The internal safety reporting scheme should include:*
  - *A detailed process*
    - *to identify those reports which require further investigation;*
    - *to classify occurrences against the mandatory reportable criteria established in CAME 2.11 and decide on further actions accordingly;*
    - *to investigate all the causal and contributing factors, including any technical, organisational, managerial, or Human Factor issues, or any other contributing factors related to the occurrence, incident, error or near miss*
    - *to analyse the collective data showing the trends and frequencies of the contributing factor;*
    - *to identify, implement and monitor the effectiveness of the appropriate corrective and preventive actions based on the findings of investigations*;

Additional considerations for this chapter include:

- ☐ Initial and recurrent training requirements for staff involved in internal investigations;
- ☐ Coordination and cooperation with the owner or operator on occurrence investigations by exchanging relevant information to improve aviation safety.
- ☐ Recurrent training updates, in accordance with the established training policy and procedures, whilst maintaining appropriate confidentiality.
- ☐ Feedback loop to reporters and other staff;

2.3 Safety action planning

CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(3), GM1 CAMO.A.200(a)(3)

This chapter should describe the safety action planning process in place, describing the Safety Review Board (SRB) and Safety Action Group (when applicable) composition, meetings and functions. For Licensed Air Carriers, it should detail how an integrated system is achieved between continuing airworthiness and flight operations.

The SRB should be a high-level committee that considers matters of strategic safety in support of the Accountable Manager's safety accountability. The board should be chaired by the Accountable Manager and composed of the person or group of persons nominated under point CAMO.A.305(a) and (b).

The SRB should monitor:

- *safety performance against the safety policy and objectives;*
- *that any safety action is taken in a timely manner; and*
- *the effectiveness of the organisation's management system processes.*

The SRB may also be tasked with:

- *reviewing the results of compliance monitoring;*
- *monitoring the implementation of related corrective and preventive actions.*

Depending on the size of the organisation and the nature and complexity of its activities, a safety action group may be established as a standing group or as an ad hoc group to assist, or act on behalf of the Safety Manager or the SRB.

More than one SAG may be established, depending on the scope of the task and the specific expertise required. The SAG usually reports to, and takes strategic direction from, the SRB, and may be composed of managers, supervisors and personnel from operational areas.

The SAG may be tasked with or assist in:

- *monitoring safety performance;*
- *defining actions to control risks to an acceptable level;*
- *assessing the impact of organisational changes on safety;*

- *ensuring that safety actions are implemented within agreed timescales;*
- *reviewing the effectiveness of previous safety actions and safety promotion.*

This procedure should also specify when/how often SRB meetings and SAG meetings take place.

2.4 Safety performance monitoring

CAMO.A.200(a)(3), GM1 CAMO.A.130(b), GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(1), GM1 CAMO.A.200(a)(1), AMC1 CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(3), CAMO.A.202(c)(2), CAMO.A.202(e), GM1 CAMO.A.202, AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g)

Safety performance monitoring and measurement should be the process by which the safety performance of the organisation is verified in comparison with the safety policy and the safety objectives The CAMO shall develop a procedure to verify the safety performance of the organization and to validate the effectiveness of safety risk controls/mitigations (e.g. audits, surveys, reviews).

This chapter should describe the system in place to measure the safety performance of the organisation, including development of safety performance indicators (SPIs) and targets linked to the organisation's safety policy and objectives.
The SPIs and targets should be appropriate to the organisation's activities, risks and safety objectives, and they should be monitored and analysed for trends. SPIs should be reviewed and regularly updated to ensure they remain relevant.

The SPIs should enable the Organisation to measure, among others:

- *Hazards identified, safety risk assessments, mitigations/risk controls implemented.*
- *The effectiveness of safety risk controls;*
- *The management of changes.*
- *Safety culture (internal reporting rates, awareness of just culture policy and principles, etc.)*
- *Safety promotion (safety bulletins, safety training, etc.)*
- *Occurrence reporting.*
- *Compliance monitoring.*

For each SPI, the following should be described:

- ☐ *indicator description*
- ☐ *indicator purpose/aim*
- ☐ *reference value and target value, if applicable;*
- ☐ *data collection procedure*
- ☐ *indicator control procedure*

The usefulness and accuracy of the SPIs should be subject to frequent reviews, and the frequency of the SPI reviews should be defined.

Results of safety performance monitoring should be discussed at senior management level, for example during the SAGs or other appropriate forums, and feedback should be provided to the Accountable Manager.

This safety performance monitoring process may include, as appropriate to the size, nature and complexity of the organisation:

- ☐ *safety reporting, also addressing the status of compliance with the applicable requirements;*
- ☐ *safety reviews, including trends reviews, which would be conducted during the introduction of new products and their components, new equipment/technologies, the implementation of new or changed procedures, or in situations of organisational changes that may have an impact on safety;*
- ☐ *safety audits focusing on the integrity of the organisation's management system, and on periodically assessing the status of safety risk controls; and*

- ☐ *safety surveys, examining particular elements or procedures in a specific area, such as problem areas identified, or bottlenecks in daily continuing airworthiness management activities, perceptions and opinions of management personnel, and areas of dissent or confusion.*

2.5 Change management

CAMO.A.130, AMC1 CAMO.A.130, AMC2 CAMO.A.130, GM1 CAMO.A.130, GM1 CAMO.A.130(a)(1), GM2 CAMO.A.130(a)(1), GM1 CAMO.A.130(b), GM2 CAMO.A.200(a)(3)

Changes in organisational structure, facilities, scope of work, personnel, documentation, policies and procedures, can result in unintended consequences and the inadvertent introduction of new hazards, exposing the organisation to new or increased safety risk(s).

The introduction of a change is the trigger for the organisation to perform their hazard identification and risk management process.

Some examples of change include, but are not limited to:

- ➢ *changes to the organisational structure;*
- ➢ *the inclusion of a new aircraft type in the terms of approval;*
- ➢ *the addition of aircraft of the same or a similar type;*
- ➢ *significant changes in personnel (affecting key personnel and/or large numbers of personnel, high turn-over);*
- ➢ *new or amended regulations;*
- ➢ *changes in the security arrangements;*
- ➢ *changes in the economic situation of an organisation (e.g. commercial or financial pressure);*
- ➢ *new schedule(s), location(s), equipment, and/or operational procedures; and*
- ➢ *the addition of new subcontractors*

The change management process should consider, *:*

- ☐ Identification and description of the change
- ☐ Assessment of the criticality and impact
- ☐ Existing controls and implementation of new controls
- ☐ Change implementation and transition period
- ☐ Monitoring the effectiveness of the change implementation

The CAMO shall develop and maintain a process to identify and assess changes which may affect the level of safety risk associated with its services and to identify and manage the safety risks that may arise from those changes. The management of change should be a documented process to identify external and internal changes that may have an adverse effect on the safety and compliance of its continuing airworthiness management activities. The introduction of a change is a trigger for the organisation to perform their hazard identification and risk management process.

Regardless of the magnitude of the change, large or small, its safety implications should always be proactively considered. This is primarily the responsibility of the team that proposes and/or implements the change.

The magnitude of a change, its safety criticality, and its potential impact on human performance should be assessed in any change management process. A change may have the potential to introduce new, or to exacerbate pre-existing, human factors issues. The purpose of integrating human factors into the management of change is to minimise potential risks by specifically considering the impact of the change on the people within a system.

The process should also consider business related changes (organisational restructuring, resources, IT projects, etc.) and interfaces with other organisations/departments. Responsibilities and timelines should be defined.

2.6 Safety training and promotion

CAMO.A.200(a)(3), CAMO.A.200(a)(4), GM1 CAMO.A.200(a)(4), CAMO.A.220(C), CAMO.A.305(a)(2), CAMO.A.305(c), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(g), AMC1 CAMO.A.305(c), AMC5 CAMO.A.305(g), GM2 CAMO.A.305(g), Appendix III to AMC4 CAMO.A.305(g)

Safety training, combined with safety communication and information sharing, forms part of safety promotion.

The organisation should ensure that:

- *All staff are able to demonstrate an understanding of safety management principles including Human Factors, related to their job function.*
- *All staff are familiar with the safety policy and the procedures and tools that can be used for internal safety reporting.*
- *Staff who have been designated safety management responsibilities are familiar with the relevant processes in terms of hazard identification, risk management, and the monitoring of safety performance.*

For that purpose, personnel involved in the delivery of the basic continuing airworthiness management services of the organisation should receive both initial and recurrent safety training, appropriate for their responsibilities. This should include at least the following staff members:

– nominated persons and managers;

– persons involved in any compliance monitoring and/or safety management related processes and tasks, including application of HF principles, internal investigations and safety training;

– airworthiness review staff;

– technical support personnel such as, planners, engineers, and technical record staff;

– personnel involved in developing and amending/reviewing the AMP, in assessing its effectiveness and/or working on reliability programme; and

– contract staff in the above categories.

Initial safety training should cover all the topics of the training syllabus specified in GM2 CAMO.A.305(g) either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation. The syllabus may also be adjusted to suit the particular nature of work for each function within the organisation.

Initial safety training should be provided within 6 months of joining the organisation, but temporary staff may need to be trained shortly after joining the organisation to cope with the duration of employment. Personnel being recruited from another organisation, and temporary staff should be assessed for the need to receive any additional safety training.

Training should be provided to management and staff at least:

- *during the initial implementation of safety management processes;*
- *for all new staff or personnel recently allocated to any safety management related task;*
- *on a regular basis to refresh their knowledge and to understand changes to the management system;*
- *when changes in personnel affect safety management roles, and related accountabilities/responsibilities; and*
- *when performing dedicated safety functions in domains such as safety risk management, compliance monitoring, internal investigations.*

Recurrent safety training should be delivered either as a dedicated course or else integrated within other training. It should be of an appropriate duration in each 2-year period, in relation to the relevant compliance monitoring audit findings and other internal/external sources of information available to the organisation on safety and HF issues. Recurrent training should take into account certain information reported through the internal safety reporting scheme.

The purpose of recurrent safety training is primarily to ensure that staff remain current in terms of SMS principles and HF, and also to collect feedback on safety and HF issues. Consideration should be given to involving compliance monitoring staff and key safety management personnel in this training to provide a consistent presence and facilitate feedback. There should

be a procedure to ensure that feedback is formally reported by the trainers through the internal safety reporting scheme to initiate action where necessary.

The organisation should establish communication about safety matters that:

- *ensures that all personnel are aware of the safety management activities, as appropriate, for their safety responsibilities;*
- *conveys safety-critical information, especially related to assessed risks and analysed hazards;*
- *explains why particular actions are taken; and*
- *explains why safety procedures are introduced or changed.*

Significant events, changes and investigation outcomes should be communicated. Safety policy and objectives should be known by staff.

Regular meetings with personnel at which information, actions, and procedures are discussed, may be used to communicate safety matters. Safety bulletins/communications/newsletters/emails/etc. are other means used to share safety information.

The process should describe what, when, and how safety information needs to be communicated. Subcontracted/Contracted organisations should be included in the communication where appropriate.

The means of communication should be adapted to the audience and the significance of what is being communicated.

2.7 Immediate safety action and coordination with operator's Emergency Response Plan (ERP)

CAMO.A.200(a)(3), GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(3)

A procedure should be implemented to enable the organisation to act promptly when it identifies safety concerns with the potential to have immediate effect on flight safety, including clear instructions on who to contact at the owner/operator, and how to contact them, including outside normal business hours. These provisions are without prejudice to the occurrence reporting required by point CAMO.A.160.

If applicable, a procedure should be implemented to enable the organisation to react promptly if the ERP is triggered by the operator and it requires the support of the CAMO.

The procedure should include the following information:

- ☐ Identification of responsibilities for the implementations and management of the ERP
- ☐ Procedure(s) for transition from normal to emergency operations
- ☐ Procedure(s) for transition from emergency to normal operations
- ☐ Internal and external coordination, including contact details of key functions and personnel
- ☐ ERP training requirements
- ☐ ERP training/simulations (scope, frequency)

2.8 Compliance monitoring

CAMO.A.200(a)(6), GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(1), AMC1 CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), AMC3 CAMO.A.200(a)(6), AMC4 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6), GM1 CAMO.A.205, CAMO.A.305(a)(4), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(c), AMC1 CAMO.A.305(g), AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), GM1 CAMO.A.305(g), GM3 CAMO.A.305(g), AMC2 CAMO.A.315(c)

To ensure continuous compliance with the applicable requirements, the CAMO shall establish a compliance monitoring system to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft.

Where the approved continuing airworthiness management organisation is approved in accordance with another Part, the compliance monitoring system may be combined with that required by the other Part.
For licenced air carriers in accordance with Regulation (EC) No 1008/2008 the CAMO compliance monitoring system shall be an integrated part of the operator's compliance monitoring system.

2.8.1 Audit plan and audit procedure

CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), CAMO.A.220(b), CAMO.A.150, AMC1 CAMO.A.150, GM1 CAMO.A.150

This paragraph should show how the audit plan is established. The organisation should establish an audit plan to show when and how often the activities as required by Part-M, Part-ML and Part-CAMO will be audited, including, but not limited to, product audits, as identified in CAMO3.2.

The audit plan should ensure that all aspects of Part-CAMO compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a complete single exercise or subdivided over the annual period. The independent audit should not require each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings. Where findings have been identified, the particular procedure should be verified against other product lines until the findings have been closed, after which the independent audit procedure may revert to a yearly interval for the particular procedure.

This paragraph should define the contents of the audit plan and associated procedures, including the following:

- ☐ Audit plan:
  - Contents and applicable requirements;
  - Responsibilities
  - Planned audit period and dates;
  - Locations to be audited;
  - Product audit considering the scope of approval;
  - Independent audits;
  - Audit of contracted maintenance organisations;
  - Audit of subcontracted organisations functions;
  - Validation/internal approval of the Audit Plan and management of its revisions/changes.
- ☐ Audit procedure(s)
  - Responsibilities;
  - Tools and systems;
  - Auditing method (remote v. on-site) and criteria;
  - Audit preparation;
  - Personnel requirements;
  - Audit agenda and notification;
  - Audit checklist and forms;
  - Audit report format and templates;
  - Audit timescales;
  - Audit records;
  - Management of findings;
    - Finding classification
    - Finding notification
    - Finding acceptance
    - Extension and escalation of findings
    - Implementation of corrective and preventive actions
    - Overdue findings
    - Closure of findings

Compliance monitoring function may be carried out as a complete single exercise or subdivided over the annual period in accordance with a scheduled plan (depending on the scope, size and complexity of the Organisation).

The Organisation should explain how the CAMO activities/functions compliance check are distributed into different audits and sample checks in the scheduled plan (at least annually). It should also be explained that intervals are reduced when negative trends and concerns are identified.

The Audit Plan may be developed as a calendar year table, identifying the months/weeks in columns, the audit types in rows, and the scheduled audits in the table cells.

EXAMPLE"

AUDIT	AUDIT TYPE	Planned	Completed	Remarks
Part-M 1	M.A.XXX,	mmm yyyy	dd mmm yyyy	
Part-CAMO 1	CAMO.A.XXX	mmm yyyy	dd mmm yyyy	
Part-M 2	M.A.YYY	mmm yyyy	dd mmm yyyy	
Part-CAMO 2	CAMO.A.YYY	mmm yyyy	dd mmm yyyy	
Independent audit	Independent audit	mmm yyyy	dd mmm yyyy	
Location	Location A	mmm yyyy	dd mmm yyyy	
AMP 1	AMPs	mmm yyyy	dd mmm yyyy	
ADs & PFC	ADs & PFC	mmm yyyy	dd mmm yyyy	
D.F.1	Defect Management	mmm yyyy	dd mmm yyyy	
D.F.2	Defect Management	mmm yyyy	dd mmm yyyy	
CMS	Compliance Monitoring System & Occ.	mmm yyyy	dd mmm yyyy	
Maintenance contractor 1	Contracted Maintenance	mmm yyyy	dd mmm yyyy	
Maintenance contractor 2	Contracted Maintenance	mmm yyyy	dd mmm yyyy	
Maintenance contractor 3	Contracted Maintenance	mmm yyyy	dd mmm yyyy	
Airworthiness Review	Airworthiness Review	mmm yyyy	dd mmm yyyy	
Product audit 1 (A320)	Product audit	mmm yyyy	dd mmm yyyy	
Product audit 2 (B737)	Product audit	mmm yyyy	dd mmm yyyy	
…	…	…	…	

For demonstration of compliance with all the applicable requirements, the audit forms used, or the audit checklists should clearly identify the requirements being audited.

In order to ensure that no CAMO activity, CAME procedure or applicable requirement is missing from compliance check, a cross-reference table (audit matrix) should be developed listing each applicable regulatory paragraph (and subparagraph) with the related CAME procedure (chapter/subchapter) and the audit where it is checked.

This audit matrix is intended to be a living document to be customised by the particular organisation depending on its scope of work and structure. This matrix would represent the overall compliance of the audit system and would need to be amended, as necessary, based upon any change to applicable regulations, organisation procedures or audits types classification (e.g. change of the scope of work to include airworthiness review privileges, change of subcontracted organisations/activities, etc.);

EXAMPLE

Regulation references	CAME	AUDIT TYPE						
		ADs & PFC	AMPs	Compliance Monitoring System	Contracted Maintenance	Defects Management	Management system	…
CAMO.A.200(a)							X	
CAMO.A.300				X				
…	…							
M.A.201(a),(b)	0.2							…

M.A.201(c)	2.4, 2.5, 3.1				X			…
M.A.201(d)	1.11	X						…
M.A.201(e)	0.2							…
…	…							

2.8.2 Monitoring of continuing airworthiness management activities

CAMO.A.125(d), CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), AMC3 CAMO.A.200(a)(6), AMC4 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6), GM1 CAMO.A.205, CAMO.A.205, GM1 CAMO.A.205, CAMO.A.300(a)(11), Appendix II to AMC1 CAMO.A.125(d)(3), CAMO.A.315(a)

This paragraph should set out a procedure to periodically review the continuing airworthiness management activities, in accordance with the audit plan identified in CAME 2.8.1.

2.8.3 Monitoring of the effectiveness of the maintenance programme(s)

CAMO.A.200(a)(6), AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), Appendix II to AMC1 CAMO.A.125(d)(3), M.A.301(e), AMC M.A.301(e), AMC.M.A.302(g), Appendix I to AMC M.A.302 and AMC M.B.301(b)

This paragraph should set out a procedure to periodically review that the effectiveness of the maintenance programme(s) is actually analysed as defined in CAME Part 1.

The Compliance Monitoring System should monitor compliance with CAME 1.5 and 1.10 procedures, as part of the Audit Plan (CAME 2.8.1). The following minimum items should be checked:

- ☐ *Review of AMP reliability reports.*
- ☐ *Evidence of actions taken as a result of the analysis of the effectiveness of the AMP.*
- ☐ *Reliability meetings are being attended.*
- ☐ *Qualification adequacy of staff participating in the Reliability Programme, such us staff collecting required data, analysing information, making decisions/recommendations, etc.*
- ☐ *Compliance with functions/responsibilities specified in the AMP reliability program.*

2.8.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation

CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), CAMO.A.205, GM1 CAMO.A.205, CAMO.A.300(a)(11)(ii), CAMO.A.300(13), CAMO.A.315(b), CAMO.A.315(c), CAMO.A.315(d), GM1 CAMO.A.315(b)(5), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c)GM1 CAMO.A.315(d) Appendix IV to AMC1 CAMO.A.315(c, Appendix II to AMC1 CAMO.A.125(d)(3)

This paragraph should set out a procedure to periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the operator's fleet. This may include feedback information from any contracted organisation on any actual or contemplated amendment in order to ensure that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements.

If necessary, the procedure may be subdivided into scheduled/non-scheduled, base/line or aircraft/engine/components maintenance, where different procedures apply. In particular, the following topics may be necessary;

- ☐ Initial verification of the EASA scope of approval (including MOE scope of work check) during the maintenance organisation selection procedure (refer to CAME 3.1.2).

- ☐ Provisions in the maintenance contracts to notify any change affecting the contract (e.g. Maintenance Organisation scope of approval change, EASA Part 145 approval suspension/limitation/revocation, etc.).
- ☐ Verifications performed during audits to contracted Maintenance Organisations as part of CAME 2.8.1.
- ☐ Additional verifications to be performed to complement those aspects not covered in the previous paragraphs.

2.8.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor

CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), CAMO.A.205, GM1 CAMO.A.205, CAMO.A.300(a)(11)(ii), CAMO.A.300(13), CAMO.A.315(b), CAMO.A.315(c), CAMO.A.315(d), GM1 CAMO.A.315(b)(5), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c), GM1 CAMO.A.315(d), Appendix IV to AMC1 CAMO.A.315(c), Appendix II to AMC1 CAMO.A.125(d)(3)

This paragraph should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract, in accordance with Appendix IV to AMC1 CAMO.A.315(c). This may include a procedure to ensure that the system allows all the personnel involved in the contract (including the contractors and their subcontractors) to familiarise themselves with its terms and that, for any contract amendment, relevant information is distributed in the organisation and to the contractor.

- ☐ Audits performed to contracted Maintenance Organisations as part of the Audit Plan (CAME 2.8.1).
- ☐ Verifications by the CAMO representative during maintenance events.
- ☐ Additional verifications, as applicable.

2.8.6 Compliance monitoring personnel

CAMO.A.200(a)(6), GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(1), AMC1 CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), AMC3 CAMO.A.200(a)(6), AMC4 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6), GM1 CAMO.A.205, CAMO.A.305(a)(4), AMC1 CAMO.A.305(a)(4);(a)(5)

This paragraph should establish the required training and qualification standards for Compliance monitoring personnel, involved in safety and compliance audits.

- ☐ Required experience and competence *(professional background, minimum number of audits performed under supervision, English language skills, etc.)*
- ☐ Required training *(e.g., audit techniques, Regulation, FTS, CAME, continuation training, etc.)*
- ☐ Specific experience and/or technical training in order to be authorised to audit specific areas or to cover specific audit functions, as applicable to the organisation *(e.g., audit of Airworthiness Review/permit to fly areas, product audit, contracted maintenance, subcontracted tasks, Lead auditor, etc.)*
- ☐ Scope of authorisation for auditors *(e.g., A320 Product audit, System/procedures Audit, Permit to Fly audit, contracted maintenance audit, subcontracted tasks, etc.)*
- ☐ Issue, extension, renewal or withdrawal procedures of authorisations
  It should be a system in place to inform the auditors the scope of their authorisation (e.g., auditor authorisation, a list of auditors showing the type of audits they can perform, etc.)
- ☐ List of auditors and its management
  Recent auditing experience to maintain the authorisation. Note: the competence assessment process for issuance, extension, renewal of the authorisation may be described in CAME 0.3 or in this chapter.
- ☐ Independence of compliance monitoring personnel when the organisation uses skilled personnel working within another department.
- ☐ Retention of records

- ☐ Duration / location
- ☐ Type of documents
- ☐ Planned and allocated work hours (if not full-time employed).

Note: a description of the functions associated with compliance monitoring personnel is expected to be included in CAME 0.3.

2.9 Control of personnel competency

CAMO.A.200(a)(4), GM1 CAMO.A.200(a)(3), GM1 CAMO.A.130(b), CAMO.A.220(c), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g), AMC2 CAMO.A.305(g), AMC4 CAMO.A.305(g), GM3 CAMO.A.305(g)

The organisation shall establish and control the competency of personnel involved in compliance monitoring, safety management, continuing airworthiness management, airworthiness reviews or recommendations, and, if applicable, issuing permits to fly, in accordance with a procedure and to a standard agreed by the competent authority. In addition to the necessary expertise related to the job function, competency must include an understanding of safety management and human factors principles appropriate to the person's function and responsibilities in the organisation.

This paragraph should set out a procedure for the assessment of personnel competency. The organisation should develop a procedure that describes the process for conducting competency assessment of personnel. The procedure should specify:

- ☐ *the persons who are responsible for this process;*
- ☐ *when the assessment should take place;*
- ☐ *how to give credit from previous assessments;*
- ☐ *how to validate qualification records;*
- ☐ *the means and methods to be used for the initial assessment;*
- ☐ *the means and methods to be used for the continuous control of competency, including to gather feedback on the performance of personnel;*
- ☐ *the aspects of competencies to be observed during the assessment in relation to each job function;*
- ☐ *the actions to be taken if the assessment is not satisfactory; and*
- ☐ *how to record assessment results.*

Competency should be assessed by the evaluation of:

- ☐ *on-the-job performance and/or testing of knowledge by appropriately qualified personnel;*
- ☐ *records for basic, organisational, and/or product type and differences training; and*
- ☐ *experience records.*

Validation of the above could include a confirmation check with the organisation(s) that issued such document(s). For that purpose, experience/training may be recorded in a document such as a logbook.

As a result of this assessment, an individual's qualification should determine:

- ☐ *which level of ongoing supervision would be required and whether unsupervised work could be permitted;*
- ☐ *whether there is a need for additional training*

2.10 Management system record-keeping

CAMO.A.220(b), CAMO.A.220(d), CAMO.A.220(e), CAMO.A.220(f), AMC1 CAMO.A.220, AMC2 CAMO.A.220, GM1 CAMO.A.220

This paragraph should describe the management system record-keeping process.

The organisation shall ensure that the following records are retained:

- *Records of management system key processes as defined in point CAMO.A.200;*
- *Contracts, both for contracting and subcontracting, as defined in point CAMO.A.205;*

Management system records, as well as any contracts pursuant to point CAMO.A.205, shall be kept for a minimum period of 5 years.

It should include the following details:

- ☐ Definition of records to be stored and format;
- ☐ Storage type, location and accessibility;
- ☐ Responsibilities;
- ☐ Access to records;
- ☐ Retention periods;
- ☐ Storage procedure and preservation of records;
- ☐ Subcontracting record storage
- ☐ Facility management, including third party facilities
- ☐ Storage of electronic records
- ☐ Electronic safeguards and remote servers
- ☐ Transfer of records
- ☐ Management of records in specific circumstances (e.g. accidents)

2.11 Occurrence reporting

CAMO.A.160, AMC1 CAMO.A.160, AMC2 CAMO.A.160, GM1 CAMO.A.160, GM1 CAMO.A.160(b), M.A.202, AMC M.A.202(a), AMC M.A.202(b), AMC 20-8A, Reg.(EU) 2015/1018

As part of its management system the organisation shall establish and implement an occurrence reporting system that meets the requirements defined in Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018.

This paragraph should include a clear description of the occurrence reporting system, including the following information:

- ☐ Definition and criteria for reportable occurrences;
- ☐ Reporting tools and forms
- ☐ Database of occurrences
- ☐ Management of occurrences
- ☐ Subcontracted organisations and reporting
- ☐ Reporting timescales
- ☐ Procedure(s) for follow-up analysis and investigation
- ☐ Responsibilities
- ☐ Reporting to the Competent Authority, the DOA and TCH

Where the organisation holds one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts:

- *the organisation may establish an integrated occurrence reporting system covering all certificate(s) held; and*
- *single reports for occurrences should only be provided if the following conditions are met*
  - *the report includes all relevant information from the perspective of the different organisation certificates held;*

- *the report addresses all relevant specific mandatory data fields and clearly identifies all certificate holders for which the report is made;*
- *the competent authority for all certificates is the same and such single reporting was agreed with that competent authority*

Cross-reference to CAME2.2 is acceptable.

PART 3 CONTRACTED MAINTENANCE

3.1 Maintenance contractor selection procedure

CAMO.A.315(c), CAMO.A.315(d), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c), Appendix IV to AMC1 CAMO.A.315(c)

3.1.1 Procedures for the development of maintenance contracts

CAMO.A.315(c), CAMO.A.315(d), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c), Appendix IV to AMC1 CAMO.A.315(c)

This paragraph should explain the procedures that the organisation follows to develop maintenance contracts. The CAMO processes to implement the different elements described in Appendix IV to AMC1 CAMO.A.315(c)should be explained. In particular, it should cover responsibilities, tasks and interaction with the maintenance organisation.

This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance as perCAMO.A.315(d). The organisation may develop a work order template to ensure that the applicable elements of Appendix IV to AMC1 CAMO.A.315(c) are considered. Such a template should be included in CAME 5.1.

The contract between the CAMO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.
Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned, to prevent occurrences of inadequate or incomplete maintenance activity with a potential effect on the airworthiness or serviceability of aircraft

For line maintenance, the layout of the IATA Standard Ground Handling Agreement may be used as a reference, but this does not preclude the CAMO from ensuring that the content of the contract is acceptable and that the contract allows the CAMO to properly exercise its maintenance responsibility.

A maintenance contract is not normally intended to provide appropriate detailed work instructions to personnel. Accordingly, there should be established organisational responsibilities and procedures in the CAMO and the maintenance organisation to cover these functions in a satisfactory way such that any person involved is informed about his/her responsibilities and the interface procedures that apply, in accordance with the terms of the contract. These procedures can be included/appended to the CAME (and to the maintenance organisation's manual/MOE), or can consist in separate procedures (provided this paragraph includes a clear reference to them. Such procedures are an integral part of the approval. This means that they shall be approved (directly by the authority or indirectly by the organisation through a procedure which has been previously approved by the Competent Authority) (refers to Chapter 0.5, 0.6).

3.1.2 Maintenance contractor selection procedure

CAMO.A.315(c), CAMO.A.315(d), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c), Appendix IV to AMC1 CAMO.A.315(c)

This paragraph should explain how a maintenance contractor is selected by the continuing airworthiness management organisation. Selection should not be limited to the verification that the contractor is appropriately approved for the specific type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance.

This paragraph should describe how it is ensured that all maintenance is carried out by maintenance organisations approved in accordance with Part-145. It should also be explained how it is ensured that enough maintenance

capacity has been contracted for all required maintenance; e.g. aircraft base maintenance, aircraft line maintenance (scheduled and unscheduled), components maintenance (such us engines, wheels and brakes, etc.).

Where the CAMO does not hold an EASA Part-145 approval with enough capacity to provide maintenance for the complete fleet, the CAMO should conclude a contract with the appropriate maintenance organisations. It should include, but not be limited to, the following:

- ☐ Selection procedure for base maintenance.
- ☐ Selection procedure for contracted line maintenance Organisations.
- ☐ Selection procedure for on-call maintenance.
- ☐ Selection procedure for components maintenance.
    - Engine maintenance
    - Wheels and brakes.

For every type of maintenance above, the following items should be described, as applicable.

- *Responsible person/department.*
- *Pre-audit before approval. Description of the type of audit to be performed (desktop or on-site), forms to be used, items to be checked such as;*
    - *availability of EASA Part-145 approval,*
    - *appropriate scope of work in the base maintenance facility (aircraft type, NDT capability, etc.)*
    - *appropriate scope of work in the line maintenance station (e.g. aircraft type, B1/B2 tasks, S-Check included or only defect rectifications, etc.)*
    - *appropriate scope of work for component maintenance (e.g. appropriate C-rating, P/N included in the approved Capability list, overhaul capability vs only tyre change capability for wheels, etc.)*
    - *sufficient resources,*
    - *experience,*
- *Contract review process by the Compliance Monitoring Manager (or designated staff) in order to ensure that:*
    - *the contract content is in accordance with Appendix IV to AMC1 CAMO.A.315(c).*
    - *the contract is comprehensive and that no gaps or unclear area remains,*
    - *that functional responsibilities of all parties are clearly identified.*
- *Updating the list of contracted maintenance Organisations (CAME 5.4).*
- *Interface procedures training to maintenance organisation staff on detailed work instructions (aircraft technical log/task cards fill-in instructions, MEL Rectification Interval Extension procedure, damage assessment report procedure, CAMO-AMO procedures, etc).*

The fact that the CAMO has contracted a maintenance organisation approved under Part-145 should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft.

When the Organisation chooses to use one-time individual work orders as stated in CAMO.A.315(d)for unscheduled line maintenance or components maintenance, it should be demonstrated that this maintenance is manageable through work orders, both in terms of volume and complexity.

3.2 Product audit of aircraft

CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), AMC3 CAMO.A.200(a)(6), AMC4 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6) and CAMO.B.300

This chapter should set out the procedure(s) when performing a compliance audit of an aircraft. It should set out the differences between an airworthiness review and a compliance audit.

☐ Definition of "Product audit"

The product of the CAMO is the continuing airworthiness status of the aircraft, as this is the end result of the CAMO processes/procedures.

The compliance audit of aircraft is the CAMO "product audit", and its objectives are to ensure that the product is being managed and maintained in accordance with the applicable procedures and requirements. It should verify compliance with the following:

- *CAMO procedures, including, but not limited to interface procedures and contract terms (Appendix IV to AMC1 CAMO.A.315(c));*
- *Part-M and/or Part-CAMO requirements*
- *Part 145 requirements*

The CAMO product audit is different from the aircraft airworthiness review. The airworthiness review is performed to ensure the validity of the aircraft airworthiness certificate and it requires deeper assessment of the airworthiness status and sample checks, whilst the CAMO product audit is performed to ensure the validity and effectiveness of CAMO procedures.

☐ Company Product Audit Policy

At least one product audit for each CAMO product line is required.

The Organisation should define the existing different product lines in the Organisation. As a general rule, aircraft for which different CAMO procedures apply could be considered different product lines, as exemplified below:

- *Aircraft with different Maintenance Programmes;*
- *Different aircraft types;*
- *Aircraft for which continuing airworthiness management is performed using different subcontractors. This is not applicable when those subcontractors are only performing limited tasks with no impact in the airworthiness of the aircraft (e.g. records keeping of dirty fingerprints where those documents are also available in digital form).*
- *Aircraft maintained by different maintenance organisations. The different CAMO-AMO coordination procedures or the different performance of the maintenance organisations could have an impact on the continuing airworthiness status of the aircraft.*
- *Aircraft used in remote operations (that means operated during a limited period of time in a region without the possibility to return to the main base). There are specific CAMO procedures in place for that aircraft/operations and, therefore, it is recommended to perform a specific product audit during the remote operation.*

The CAMO should establish a clear policy, including the identification of different product lines.

☐ Product Audit methods and content.

- Audit method.
  A review of the aircraft continuing airworthiness records system in the office is necessary. An aircraft (including on-board airworthiness documents) on-site check is also necessary to make sure that the information available in the CAMO is consistent with the information on the aircraft (e.g. current aircraft mass and balance statement, updated deferred defect list, etc.).
- Topics to review/checklist.
  An audit report shall be raised each time a product audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.

PART 4 AIRWORTHINESS REVIEW PROCEDURES

In order to ensure the validity of the aircraft airworthiness certificate, M.A.901 requires performing periodically an airworthiness review of the aircraft and its continuing airworthiness records, which results in the issuance of an airworthiness review certificate valid for one year.

Airworthiness review tasks shall not be subcontracted.

Those CAMOs without privileges to perform airworthiness reviews should also develop some CAME Part 4 procedures. For example; coordination with contracted CAMO performing the Airworthiness Reviews, coordination with the Competent Authority for recommendations, airworthiness reviews planning procedure, transfer of aircraft registration within the EU, ARC extension procedure, etc.

4.1 Airworthiness review staff

CAMO.A.125(e), CAMO.A.220(c)(1)(ii), CAMO.A.220(c)(2), AMC1 CAMO.A.220(c)(1)(ii), CAMO.A.300(a)(5), CAMO.A.300(a)(8), CAMO.A.305(a)3, CAMO.A.305(e), CAMO.A.305(f), GM1 CAMO.A.305(f), CAMO.A.310, AMC1 CAMO.A.310(a), AMC1 CAMO.A.310(a)(3), AMC1 CAMO.A.310(c), AMC1 CAMO.A.310(d), CAMO.A.320, M.A.901, GM M.A.901

This chapter should establish the working procedures for the assessment of the airworthiness review staff. The assessment addresses experience, qualification, competence and training . A description should be given regarding the issue of authorisations for the airworthiness review staff and how records are kept and maintained.

☐ Airworthiness Review Staff (ARS) responsibilities; in line with GM M.A.901.

☐ Airworthiness Review Staff qualification, training and experience requirements (in compliance withCAMO.A.310).

Aeronautical degree/Part-66 license, formal aeronautical maintenance training, continuing airworthiness experience, position held within the Organisation, etc.

- *At least 5 years of experience in continuing airworthiness;*
- *Acquired an appropriate licence in compliance with Annex (III) Part-66 or an aeronautical degree or a national equivalent;*
- *Received formal aeronautical maintenance training;*

Held a position within the approved organisation with appropriate responsibilities;
For further guidance on ARS qualification requirements, refer to "EASA Part-CAMO Approvals - User Guide for Nominated Personnel" UG.CAMO.00006.

☐ ARS individual authorisation procedure.

Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by the Competent Authority after satisfactory completion of an airworthiness review under the supervision of the Competent Authority or under the supervision of the organisation's airworthiness review staff.

The organisation's airworthiness review staff may be delegated for this supervision provided the appropriate procedure within this CAME chapter 4.1 is approved by EASA. Such a delegation is to be based upon the ability of the Airworthiness Review Staff to perform the airworthiness reviews and the ability of the Compliance Monitoring System to deal adequately with the applicable requirements. This ability cannot be therefore demonstrated at the time of the initial approval of the organisation or for airworthiness review staff not having performed any airworthiness review in the organisation. Therefore the supervision delegation cannot be detailed in the CAME before the first 2-year period has been completed.

After this 2-year period the organisation shall demonstrate its ability to manage airworthiness reviews and the compliance monitoring system in order to be eligible for such an airworthiness review supervision privilege.

- ☐ Continuation training requirements; organisation procedures, aviation legislation (EASA Part-M, Part-145 and Part-21), FTS, etc.
- ☐ Demonstration of recent continuing airworthiness management experience.
- ☐ Withdrawal or suspension and restoration of the authorisation.
- ☐ Airworthiness review man-hour plan and planning procedure.

In order to demonstrate that the organisation has sufficient ARS to perform the required airworthiness reviews when needed, an ARC due date control system should be in place. The Organisation should describe how the airworthiness reviews are scheduled throughout the year in order to ensure that no ARC becomes overdue due to lack of ARS availability.

- ☐ Airworthiness Review Staff records.
  - ☐ Constitution of the records including:
    - Identity, individual authorisation reference number, copy of the authorisation, scope of the authorisation, date of issue, validity, copy of diplomas, copy of training certificate, continuation training, experience, summary sheet, ARS assessment check lists and associated documents / material, etc.
    - Type and format of record: electronic or paper copy
  - ☐ Management of ARS records
  - ☐ Retention of records
    - Duration / location
    - Type of documents

The list of Airworthiness Review Staff (together with the authorisation identification number) should be included in CAME 5.2. Reference to that list may be included in this chapter.

4.2 Documented review of aircraft records

CAMO.A.320, M.A.901(k), AMC M.A.901(k)

This chapter should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed as well as the number of records that needs to be reviewed during a sample check should be described.

While CAMO staff can be used for the preparation of the documents to be reviewed (for example, preparing the aircraft Airworthiness Directives status, providing the Aircraft Maintenance Programme compliance status, the mass and balance statement, etc.), the analysis of those documents and records has to be independently performed by the Airworthiness Review Staff.

- ☐ Full documented review procedure;
  - ☐ Categories of documents to be reviewed.
  - ☐ Scope of the sampling;
    - Key topics;
    - Number of records to be checked;
    - Level of detail;
  - ☐ Aircraft records review compliance report. Reference to CAME 5.1 form/template to be used.

    The report should include, but not be limited to:

    - *Aircraft data;*
    - *Items checked;*
    - *Findings raised;*

- *Finding classification;*
- *Corrective actions implemented and status;*
- *Date*

☐ Notification of findings and follow-up procedure.

The airworthiness review records should include the evidence of the sample checks performed (items checked during the aircraft records review).

4.3 Physical Survey

CAMO.A.320, M.A.901(l), M.A.901(m), AMC M.A.901(l), AMC M.A.901(m)

This chapter should describe how the physical survey needs to be performed. It should list the topics that need to be reviewed, the physical areas of the aircraft to be inspected, which documents on board the aircraft need to be reviewed, etc.

☐ Physical survey procedure.

The Organisation should clearly detail how the Airworthiness Review Staff ensures compliance with M.A.901(m) while performing the physical survey;

1. *all required markings and placards are properly installed;*
2. *the aircraft complies with its approved flight manual;*
3. *the aircraft configuration complies with the approved documentation;*
4. *no evident defect can be found that has not been addressed in accordance with point M.A.403;*
5. *no inconsistencies can be found between the aircraft and the documented review of records referred to in point (k).*

☐ Physical areas of the aircraft to be inspected, describing topics to be reviewed in each area (including inconsistencies check between the aircraft status and the information from CAME 4.2 documents review.

☐ Onboard documents to be reviewed and items to be checked in each document.

☐ Aircraft systems checks to be performed.

☐ Coordination with contracted maintenance organisation for Part-66 staff assistance during the physical survey.

The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.). In this case, after the airworthiness review a release to service should be issued in accordance with the applicable requirement.

When the airworthiness review staff are not appropriately qualified to Part-66 in order to release such maintenance, M.A.901(l) requires them to be assisted by such qualified personnel. However, the function of such Part-66 personnel is limited to perform and release the maintenance actions requested by the airworthiness review staff, it not being their function to perform the physical survey of the aircraft.

The airworthiness review staff signing the airworthiness review certificate, or the recommendation should be the one performing both the documented review and the physical survey of the aircraft.

☐ Verifications to be carried out during flight.

Description of cases where in-flight verifications may be needed and conditions to be met (e.g.; coordination with the flight crew/operator, maintenance check flight or regular flight, etc).

☐ Physical survey compliance report. Reference to CAME 5.1 form/template to be used.

The report should include aircraft data, items checked, findings raised, finding classification, corrective actions implemented to close those findings, date and place of the inspection, etc.

☐ Findings notification and follow-up procedure.

4.4 Additional procedures for recommendations to competent authorities for the import of aircraft

CAMO.A.320, M.A.903(a), M.A.903(b), AMC M.A.903(a)1, AMC M.A.903(b), M.A.904(a), M.A.904(b), M.A.904(c), M.A.904(d), M.A.904(e), AMC M.A.904(a)1, AMC M.A.904(a)2, AMC M.A.904(b)

When importing an aircraft onto a Member State register from a third country or from a regulatory system where Regulation (EU) 2018/1139 does not apply, the applicant shall:

1. *apply to the Competent Authority of the Member State of registry for the issuance of a new airworthiness certificate in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012;*
2. *for aircraft other than new, have an airworthiness review carried out in accordance with point M.A.901;*
3. *have all maintenance carried out to comply with the AMP approved in accordance with point M.A.302*

Then, a documented recommendation for the issuance of an airworthiness review certificate should be sent to the Competent Authority of the Member State of registry, when satisfied that the aircraft is in compliance.

The Competent Authority of the Member State of registry shall issue;

- *an airworthiness certificate (together with a noise certificate) when it is satisfied that the aircraft complies with the requirements of Annex I (Part-21) to Regulation (EU) No 748/2012.*
- *the airworthiness review certificate.*

This chapter should describe the additional tasks regarding the recommendation for the issue of an airworthiness review certificate in the case of import of aircraft. This should include communication with the Competent Authority of registry, additional items to be reviewed during the airworthiness review of the aircraft, specification of maintenance required to be carried out, etc.

☐ Procedure to determine the work to be undertaken during the airworthiness review on the imported aircraft.

AMC M.A.904(a)2 provides detailed information to develop this procedure.

☐ Additional information to be included in the recommendation, following AMC M.A.904(b).
☐ Additional forms/templates to be used, as applicable.
☐ Transfer of aircraft registration within the EU.

When transferring an aircraft registration within the EU, the applicant shall:

1. *inform the former Member State in which Member State it will be registered, then;*
2. *apply to the new Member State for the issuance of a new airworthiness certificate in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012.*

The former airworthiness review certificate shall remain valid until its expiry date.
It should be verified that the Competent Authority of the new Member State of registry has entered the new aircraft registration on the existing airworthiness review certificate and validated the change.

4.5 ARC recommendations to competent authorities

CAMO.A.320, M.A.901(d), AMC M.A.901(d), M.A.901(o), AMC M.A.901(o)

The airworthiness review certificate shall be issued by the Competent Authority upon a satisfactory assessment based on a recommendation made by a CAMO, sent together with the application from the owner or operator for all aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for aircraft above 2 730 kg MTOM that complies with the following alternative conditions:

1. *they are not in a controlled environment;*
2. *their continuing airworthiness is managed by an organisation that does not hold the privilege to carry out airworthiness reviews.*

This chapter should stipulate the communication procedures with the competent authorities in case of a recommendation for the issue of an airworthiness review certificate. In addition, the content of the recommendation should be described.

☐ Communication procedures with the Competent Authority.

When the CAMO managing the continuing airworthiness of the aircraft does not have privileges to perform airworthiness reviews, another CAMO with those privileges should be contracted. Coordination/communication procedures between CAMOs should also be explained in such cases.

In order to allow for possible participation of authority personnel, the applicant should inform the Competent Authority at least 10 working days in advance of the time and location of the airworthiness review.

☐ Content of the recommendation and forms to be used.

The minimum information to be included can be found in AMC M.A.901(d) and (g).

A copy of both the physical survey and document review compliance reports should be sent to the Competent Authority together with any recommendation issued. The recommendation sent by a CAMO to the Competent Authority of the Member State of registry should be, at least, in English language.

4.6 Issue of ARC

CAMO.A.320, M.A.901(a), M.A.901(b), M.A.901(c), M.A.901(f), M.A.901(j), M.A.901(n), M.A.901(o), M.A.901(p), M.A.901(r), M.A.901(s), GM M.A.901(a), AMC M.A.901(b), AMC M.A.901(c)2, (e)2 and (f), AMC M.A.901(n)

This chapter should set out the procedure for the issue of ARCs. It should address record-keeping, distribution of ARC copies, etc. The procedure should ensure that an ARC is issued only after an airworthiness review has been properly carried out.

☐ Conditions to be met;

- aircraft under controlled environment
- its airworthiness continuously managed by the Organisation during the controlled environment.
- Airworthiness Review performed satisfactorily by ARS and all findings are closed;
- no evidence or indications that the aircraft is not airworthy.

An aircraft in a controlled environment is an aircraft which during the preceding 12 months:

1. *has had its airworthiness continuously managed by a unique CAMO;*
2. *has been maintained by maintenance organisations approved in accordance with Annex II (Part-145).*

☐ Continuity of the airworthiness review pattern.

The airworthiness review may be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, so as to allow for the physical review to take place during a maintenance check.

This anticipation of up to 90 days also applies to the 12-month requirements shown in M.A.901(b), which means that the aircraft is still considered as being in a controlled environment if it has been continuously managed by the CAMO and maintained by appropriately approved organisations, as stated in M.A.901(b), from the date when the last airworthiness review certificate was issued (or extended) until the date when the new airworthiness review is performed (up to 90 days less than 12 months).

Should the anticipation of the airworthiness review be anticipated more than 90 days, then the continuity of the airworthiness review pattern is lost, and the new ARC due date should be established as one year after the new ARC issue date.

☐ Staff allowed to issue the ARC.

Only Airworthiness Review Staff identified in CAME 5.2 are allowed to issue the ARC on behalf of the Organisation.

☐ ARC fill-in instructions; form to be used (EASA Form 15b), updated data to be entered, ARC validity, paper/digital form, etc.

The airworthiness review certificate shall be valid for 1 year. The new expiration date is set up 1 year after the previous expiration date in the case of up to 90 days airworthiness review anticipation.

☐ Records to be sent to the operator and to the Competent Authority.

A copy of any airworthiness review certificate issued for an aircraft shall be sent to the Member State of registry of the aircraft concerned within 10 days.

Should the outcome of the airworthiness review be inconclusive, the organisation having carried out the review shall inform the Competent Authority as soon as possible and in any case within 72 hours from the moment the organisation identifies the reason for which the airworthiness review is inconclusive.

4.7 Airworthiness review records, responsibilities, retention and access

CAMO.A.125(e), CAMO.A.320, CAMO.A.220(a)(3), CAMO.A.220(a)(5), CAMO.A.220(d), CAMO.A.220(f), CAMO.A.220(a)(6)

This chapter should describe how records are kept, duration of record-keeping, record storage conditions and location, access to records, and responsibilities.

☐ Constitution and format of the records.

Aircraft documents review and physical survey compliance reports (together with evidence of items checked, findings raised, and corrective actions implemented), recommendations and ARCs issued, ARCs extended (with supporting evidence);

☐ Management of records and responsibilities

☐ Retention and storage of records
- Duration / location
- Type of documents

☐ Access to records

4.8 ARC Extension

CAMO.A.125(e), CAMO.A.320, M.A.901(a), M.A.901(b), M.A.901(c), M.A.901(f), M.A.901(j), M.A.901(n), M.A.901(o), M.A.901(p), M.A.901(r), M.A.901(s), GM M.A.901(a), AMC M.A.901(b), AMC M.A.901(c)2, (e)2 and (f), AMC M.A.901(n)

This chapter should set out the procedure for the extension of ARCs.

For aircraft that has remained within a controlled environment, the CAMO managing the continuing airworthiness of the aircraft may extend at most twice the validity of an Airworthiness Review Certificate that has been issued by the Competent Authority or by the CAMO, for a period of 1 year each time.

☐ Conditions to be met;
- aircraft under controlled environment.

- its airworthiness continuously managed by the Organisation during the controlled environment.
- maximum anticipation of 30 days.
- no evidence or indications that the aircraft is not airworthy.

The extension of the validity of the airworthiness review certificate does not require an airworthiness review but only a verification of the continuous compliance with M.A.901(b) (controlled environment).

☐ Continuity of the airworthiness review pattern.

It is acceptable to anticipate the extension of the airworthiness review certificate by a maximum of 30 days without a loss of continuity of the airworthiness review pattern, which means that the new expiration date is set up one year after the previous expiration date.
The aircraft is still considered as being in a controlled environment if it has been continuously managed by the CAMO and maintained by appropriately approved organisations, as stated in M.A.901(b), from the date when the last airworthiness review certificate was issued (or extended) until the date when the extension is performed (this can be up to 30 days less than 12 months).

It is also acceptable to perform the extension of an airworthiness review certificate after its expiration date, as long as all the conditions for the extension are met. However, this means the following:
— The aircraft could not fly since the airworthiness review certificate expired until it is extended, and
— The new expiration date (after extension) is set one year after the previous expiration date (not one year after the extension is performed).

☐ Forms to be used to record the verification performed for the ARC extension.
☐ Staff allowed to extend an ARC.

Alternatively, they may be clearly identified in CAME 5.2 together with the Airworthiness Review Staff. In that case, reference to CAME 5.2 should be made.

☐ Records to be sent to the operator and to the Competent Authority.

A copy of any airworthiness review certificate extended for an aircraft shall be sent to the Member State of registry of the aircraft concerned within 10 days.

PART 4B PERMIT TO FLY PROCEDURES

Those CAMOs managing continuing airworthiness of an aircraft but without privileges to issue permit to fly should also develop CAME Part 4B procedures. For example, the CAMO needs to manage/coordinate the approval of flight conditions with a DOA and the permit to fly issuance with the Competent Authority (authority designated by the Member State of registry). Those CAMOs also need to ensure conformity with approved flight conditions, interface with the local authority for the flight and manage the permit to fly records.

A Continuing Airworthiness Management Organisation whose approval includes the privileges referred to in point CAMO.A.125(e)may additionally be approved to issue a permit to fly in accordance with point 21.A.711(d) of Annex I (Part-21) to Regulation (EU) No 748/2012 for the particular aircraft for which the organisation is approved to issue the airworthiness review certificate, when the CAMO is attesting conformity with approved flight conditions.

For aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for aircraft above 2 730kg MTOM, except balloons, the permit to fly can only be issued for aircraft which are in a controlled environment and are managed by the CAMO.

Permits to fly shall be issued in accordance with Part-21 Subpart-P to aircraft that do not meet, or have not been shown to meet, applicable airworthiness requirements but are capable of safe flight under defined conditions (approved flight conditions) and for the purposes specified in 21.A.701(a) (and further described in GM 21.A.701(a)).

4B.1 Conformity with approved flight conditions

CAMO.A.125(f), 21.A.708, 21.A.709, 21A.710, GM to Part-21 Subpart P

The procedure should indicate how conformity with approved flight conditions is established, documented and attested by an authorised person.

☐ Procedure to obtain the approved flight conditions. Responsible person, forms to be used, etc.

When approval of the flight conditions is related to the safety of the design, the flight conditions shall be approved by EASA or an appropriately approved design organisation (DOA).

When approval of the flight conditions is not related to the safety of the design, the flight conditions shall be approved by the Competent Authority (State of registry Competent Authority).

According to GM 21.A.710, the approval of flight conditions is related to the safety of the design, when:

a. the aircraft does not conform to an approved design; or

b. an Airworthiness Limitation, a Certification Maintenance Requirement or an Airworthiness Directive has not been complied with; or

c. the intended flight(s) are outside the approved envelope;

d. the permit to fly is issued for the purpose of 21.A.701(a)(15).

☐ flight conditions related to the safety of the design; application to DOA with appropriate privilege or to EASA.

☐ flight conditions not related to the safety of the design; application to the Competent Authority of the Member State of registry.

Each application for approval of the flight conditions shall include:

1. the proposed flight conditions;

2. the documentation supporting these conditions; and

3. a declaration that the aircraft is capable of safe flight under the conditions or restrictions of point 21.A.708(b).

☐ Procedure to ensure conformity with approved flight conditions.

- ☐ Authorised person.
- ☐ Coordination with the Maintenance Organisation and the flight crew in order to ensure that flight conditions described in the EASA Form 18A/B are met.
- ☐ Forms to be used to record compliance with approved flight conditions.

☐ Records to be kept.

Flight conditions include:

a) the configuration(s) for which the permit to fly is requested;

b) any condition or restriction necessary for safe operation of the aircraft, including:

1. *the conditions or restrictions put on itineraries or airspace, or both, required for the flight(s);*
2. *any conditions or restrictions put on the flight crew to fly the aircraft, in addition to those defined in Appendix XII to this Annex I (Part 21);*
3. *the restrictions regarding carriage of persons other than flight crew;*
4. *the operating limitations, specific procedures or technical conditions to be met;*
5. *the specific flight test programme (if applicable);*
6. *the specific continuing airworthiness arrangements including maintenance instructions and regime under which they will be performed;*

c) the substantiation that the aircraft is capable of safe flight under the conditions or restrictions of point (b);

d) the method used for the control of the aircraft configuration, in order to remain within the established conditions.

4B.2 Issue of the permit to fly under the CAMO privilege

CAMO.A.125(f), CAMO.A.300(a)(8), 21.A.711(a), 21.A.711(d), 21.A.711(f), 21.A.711(g), 21.A.713, 21.A.723, GM to Part-21 Subpart P, 21.A.711(a), 21.A.711(d), 21.A.711(f), 21.A.711(g), 21.A.713, 21.A.723, GM to Part-21 Subpart P

The procedure should describe the process to complete the EASA Form 20b (see Appendix IV to Part-21) and how compliance with 21.A.711(d) and (e) is established before signing off the permit to fly. It should also describe how the organisation ensures compliance with 21.A.711(g) for the revocation of the permit to fly.

The permit to fly can only be issued for aircraft which is in a controlled environment and managed by the CAMO (listed in CAMO 0.2.3).

☐ Application procedure to the Competent Authority for the issuance of the permit to fly;

- ☐ Coordination with the State of registry Competent Authority for CAMOs not having the privilege to issue the permit to fly or for aircraft that are not in controlled environment.
- ☐ EASA Form 21 fill-in instructions.

The application for a permit to fly shall be made to the Competent Authority in a form and manner established by that authority. It shall include:

1. *the purpose(s) of the flight(s), in accordance with point 21.A.701;*
2. *the ways in which the aircraft does not comply with the applicable airworthiness requirements;*
3. *the flight conditions approved in accordance with point 21.A.710.*

☐ Issuance of permit to fly by the CAMO.

Instructions to fill-in the EASA Form 20b, conditions to be met, maximum validity (12 months), authorised person (reference to CAME 4B.3), notification to Competent Authority, etc.

☐ Changes affecting flight conditions and/or permit to fly.

☐ Permit to fly revocation procedure.

The permit to fly shall specify the purpose(s) and any conditions and restrictions which have been approved in accordance with point 21.A.710 (flight conditions).

The permit to fly and associated flight conditions shall be submitted to the Competent Authority at the earliest opportunity but not later than 3 days.

The holder of, or the applicant for, a permit to fly shall provide access to the aircraft concerned at the request of the Competent Authority.

4B.3 Permit to fly authorised signatories

CAMO.A.125(f), CAMO.A.300(a)(8)

The person(s) authorised to sign off the permit to fly under the privilege of CAMO.A.125(f)should be identified (name, signature/authorisation number and scope of authority) in this chapter, or in an appropriate document linked to the CAME.

Only Airworthiness Review Staff (ARS) can be authorised to issue a permit to fly for those aircraft types already included in their authorisation as ARS.

4B.4 Interface with the local authority for the flight

21.A.711 (e), GM 21.A.711(e)

The procedure should include provisions describing the communication with the local authority for flight clearance and compliance with the local requirements, since those elements are outside the scope of the conditions of 21.A.708(b) (see Part 21.A.711(e)).

4B.5 Permit to fly records, responsibilities, retention and access

CAMO.A.125(f), CAMO.A.220(a)(4), CAMO.A.220(a)(5), CAMO.A.220(a)(6), CAMO.A.220(d), CAMO.A.220(f), AMC1 CAMO.A.220, 21.A.729

This paragraph should describe how records are kept, duration of record-keeping, location where records are stored, access to records, and responsibilities.

☐ Constitution of the records.

EASA Form 21, EASA Form 18A/B, EASA Form 20b, substantiating/supporting documents, additional CAMO forms/templates, etc.

☐ Management of records.

☐ Retention of records

- Duration / location
- Type of documents

☐ Access to records

PART 5 APPENDICES

5.1 Sample documents, including the template of the ATL system

AMC1 CAMO.A.300

This chapter must list and include all the documents and forms in use by the organisation. Each form shall be uniquely identified with a number and revision number/date to allow traceability of changes.

It is acceptable that CAME 5.1 only contains the list of forms used whilst the forms are included in a document (Forms Manual) listed in CAME 0.6 which is controlled and approved by the Organisation. The forms approval process and notification to the Competent Authority should be described in CAME 0.6

EXAMPLE

- ☐ Aircraft Technical Log
- ☐ Deferred defect list
- ☐ MEL RIE approval form
- ☐ Aircraft Airworthiness Directives status
- ☐ AD analysis form
- ☐ Aircraft modifications status
- ☐ Aircraft repairs status
- ☐ Aircraft compliance with AMP status
- ☐ Status of life-limited parts
- ☐ Status of time-controlled components
- ☐ Mass and balance statement
- ☐ Aircraft Maintenance Programme indirect approval form
- ☐ AMP task “one-off extension” approval form
- ☐ Competence assessment form
- ☐ Annual audit Plan
- ☐ Compliance audit report
- ☐ Compliance Audit Corrective Action Report Form
- ☐ CAME indirect approval form
- ☐ Airworthiness Review documents review report
- ☐ Airworthiness Review physical survey report
- ☐ Airworthiness Review Certificate Recommendation
- ☐ ARC form
- ☐ Permit to fly form

5.2 List of airworthiness review staff

CAMO.A.125(e), CAMO.A.220(c)(1)(ii), CAMO.A.220(c)(2), AMC1 CAMO.A.220(c)(1)(ii), CAMO.A.300(a)(5), CAMO.A.300(a)(8), CAMO.A.305(a)3, CAMO.A.305(e), CAMO.A.305(f), GM1 CAMO.A.305(f), CAMO.A.310, AMC1 CAMO.A.310(a), AMC1 CAMO.A.310(a)(3), AMC1 CAMO.A.310(c), AMC1 CAMO.A.310(d)

☐ Content of the list.

This list must include at least the following main information:

- Airworthiness Review Staff identification (name and surname).
- Authorisation identification number.
- Position held in the Organisation.
- Scope/limitation of the authorisation; aircraft types/series in the authorisation, detailing whether permit to fly privilege is also included.

☐ Management of the list.
- Identification and management of the list;
- Approval of the list in conjunction with CAME chapter 0.5, 0.6 and 4.1;

☐ List of staff authorised to extend Airworthiness Review Certificates. This list may be merged with the ARS list.
- Identification and management of the list;
- Approval of the list in conjunction with CAME chapter 0.5, 0.6 and 4.6;

This list(s) may be directly inserted in this chapter of the CAME or managed as a separate associated list(s). For example, it is possible to cross-refer from this chapter to another record/document.

This list(s), whatever included to or separated from the basic CAME, is an integral part of the approval. This means that it shall be approved (directly) by the authority or (indirectly) by the organisation through a procedure which has been previously approved by the Competent Authority (refers to CAME chapter 0.5 and 0.6).

5.3 List of subcontractors as per point CAMO.A.125(d)(3)

CAMO.A.125(d)(3), AMC1 CAMO.A.125(d)(3), Appendix II to AMC1 CAMO.A.125(d)(3), CAMO.A.205, GM1 CAMO.A.205

This chapter should include the list of subcontracted organisations, detailing the scope of the subcontracted activity. In addition, it should explain oh the list is managed by the organisation.

☐ Content of the list.

The list must include at least the following main information:
- Subcontracted Organisation name.
- Scope of work subcontracted;
  - aircraft type(s), model(s) and registration(s), engine types and/or components,
  - continuing airworthiness management tasks subcontracted.

☐ Management of the list.
- Identification and management of the list;
- Approval of the list in conjunction with CAME chapter 0.5 and 0.6;

This list may be directly inserted in this chapter of the CAME or managed as a separate associated list(s). For example, it is possible to cross-refer from this chapter to another record/document.

This list, whatever included to or separated from the basic CAME, is an integral part of the approval. This means that it shall be approved (directly) by the authority or (indirectly) by the organisation through a procedure which has been previously approved by the Competent Authority (refers to CAME chapter 0.5 and 0.6).

5.4 List of contracted maintenance organisations and list of maintenance contracts as per point CAMO.A.300(a)(13)

CAMO.A.300(a)(13), CAMO.A.315(c)(1), CAMO.A.315(c)(2), CAMO.A.315(d), M.A.201

This chapter should include the list of subcontracted organisations, detailing the scope of the subcontracted activity. In addition, it should explain oh the list is managed by the organisation.

☐ Content of the list.

This list must include at least the following main information, as applicable:

- Maintenance Organisation name;
- EASA Part-145 approval number;
- Contracted scope of work (e.g.; aircraft base maintenance, aircraft line maintenance up to S-Check, engine maintenance, APU/Wheels & Brakes/Landing gear maintenance, etc.);
- Aircraft type/engine type/APU model/component;
- Locations identified in the contract for the performance of the maintenance.
- Contract reference. Unique contract identification reference, including revision status/date.

☐ Management of the list.

- Identification and management of the list;
- Approval of the list in conjunction with CAME chapter 0.5 and 0.6;
- Retention of records:

The list may be directly inserted in this chapter of the CAME or managed as a separate associated list. For example, it is possible to cross-refer from this chapter to another record/document.

This list, whatever included to or separated from the basic CAME, is an integral part of the approval. This means that it shall be approved (directly) by the authority or (indirectly) by the organisation through a procedure which has been previously approved by the Competent Authority (refers to CAME chapter 0.5 and 0.6).

5.5 Copy of contracts for subcontracted work (Appendix II to AMC1 CAMO.A.125(d)(3))

CAMO.A.125(d)(3), AMC1 CAMO.A.125(d)(3), Appendix II to AMC1, CAMO.A.125(d)(3), CAMO.A.205, GM1 CAMO.A.205

Copy of the contracts signed with sub-contractors referred to in CAME 5.3 should be attached in this chapter.

Alternatively, it is acceptable to include only the contract reference (unique contract identification reference, including revision status/date) as long as the Competent Authority is provided with the contract copy.

5.6 List of approved maintenance programme as per point CAMO.A.300(a)(12)

CAMO.A.300(a)(12), Article 3(3)(a), M.A.201, M.A.302, AMC M.A.302, GM M.A.302(a)

This chapter should include the list of Aircraft Maintenance Programmes currently being managed by the CAMO.

☐ Content of the list.

This list must include at least the following main information, as applicable:

- Aircraft Maintenance Programme reference;
- Aircraft type and model;

5.7 List of currently approved alternative means of compliance as per point CAMO.A.300(a)(13)

CAMO.A.120,CAMO.A.300(a)(14)

This chapter should include the list of alternative means of compliance currently being managed by the CAMO.

☐ Content of the list.

This list must include at least the following main information, as applicable:

- Title of the approved alternative means of compliance
- Reference of the approved alternative means of compliance;
- Date of approval