

1. Scope

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

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

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

2. Important warning

This user guide to be used by:

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

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

For each detailed procedure described within the CAME, the CAMO should address the following questions:

Who should do it, what, when, where and how, including which procedure(s) and form(s) to be used?

The CAME should be written in the English language.

3. Exposition format

The CAME may be produced in hardcopy or electronic format;

- Hardcopy: ICETRA does recommend using white paper (format A4); The CAME shall be provided in a binder with section dividers. (recto/verso can be used)
- Electronic Format: The exposition should be in portable document format (pdf), but a printed copy shall be delivered to the ICETRA to facilitate the document study.

4. Structure of the Continuing Airworthiness Management Exposition

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

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

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

5. Exposition pages' presentation

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

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

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

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

6. Corporate commitment by Accountable Manger

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

CAME reference	
Organisation official name	
Date	
Summited by	

CAME checklist

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<input type="checkbox"/>	<p>2.11 Occurrence reporting Procedure – occurrence reporting system</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet requirements defined in Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018 <input type="checkbox"/> Reported to the competent authority and to the organisation responsible for the design of the aircraft <input type="checkbox"/> Made in a form established by the competent authority <input type="checkbox"/> shall contain all pertinent information about the condition known to the organisation <input type="checkbox"/> Reports shall be made as soon as possible, but in any case within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this <input type="checkbox"/> Where relevant, the organisation shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified <ul style="list-style-type: none"> <input type="checkbox"/> This report shall be produced in a form and manner established by the competent authority <input type="checkbox"/> If the organisation holds more than one organisation certificates within the scope of Regulation (EU) 2018/1139, then <ul style="list-style-type: none"> <input type="checkbox"/> the organisation may establish an integrated occurrence reporting system covering all certificate(s) held <input type="checkbox"/> Single reports for occurrences should only be provided if <ul style="list-style-type: none"> <input type="checkbox"/> The report includes all relevant information from the perspective of the different organisation certificates held <input type="checkbox"/> The report addresses all relevant specific mandatory data fields and clearly identifies all certificate holders for which the report is made <input type="checkbox"/> The competent authority for all certificates is the same, and such single reporting was agreed with that competent authority <input type="checkbox"/> Assign responsibility to one or more suitably qualified persons with clearly defined authority, for coordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity <ul style="list-style-type: none"> <input type="checkbox"/> If more than one person is assigned such responsibility, the organisation should identify a single person to act as the main focal point for ensuring a single reporting channel is established to the accountable manager <input type="checkbox"/> The list in Regulation (EU) 2015/1018 should not be understood as exhaustive, and therefore the reporting should not be limited to items listed in that regulation 	<p>CAMO.A.160 ML.A.202 Regulation (EU) No 376/2014 Regulation (EU) 2015/1018 AMC 20-8 Regulation 2018/1139 - Annex II</p>	
--------------------------	--	---	--

	<p>Article 9(1) in Basic Regulation 2018/1139 refer to Annex II. In Annex II point 3.1(b) is a requirement for the organisations to (must) implement and maintain a management system to ensure compliance with the essential requirements for airworthiness, manage safety risk and aim for continuous improvement of the system.</p> <p>Continuous improvement requires:</p> <ul style="list-style-type: none"> ➤ an open mind, a commitment of all; ➤ objective analyses of relevant data; and ➤ perseverance to implement improvements <p>In the said Annex II point 3.1(d) state that the organisation must establish an occurrence reporting system as part of the management system under point (b) and the arrangements under point (c), in order to contribute to the aim of continuous improvement of safety. The occurrence reporting system shall be compliant with the applicable Union law. Therefore, review of relevant incidents, accidents, occurrences, in order to learn, improve, and strengthen the system.</p>		
PART 3 CONTRACTED MAINTENANCE – MANAGEMENT OF MAINTENANCE			
<input type="checkbox"/>	<p>3.1 Maintenance contractor selection procedure</p> <p>Maintenance contractor selection procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> General <input type="checkbox"/> Maintenance contractor selection process <ul style="list-style-type: none"> ○ How a maintenance contractor is selected ○ Verification of approval ○ Applicable aircraft type and engine ○ Industrial capacity <input type="checkbox"/> Contract review – ensure the contract is comprehensive and that it has no gaps or unclear area <input type="checkbox"/> Everyone involved in the contract (both CAMO and MO) agrees with the terms of the contract and fully understands their responsibilities <input type="checkbox"/> Functional responsibilities of all parties are clearly identified <input type="checkbox"/> Liaison with owner if not air carries licence operator <input type="checkbox"/> Listing in CAME 5.4 <p>Procedure to follow to develop the maintenance contract</p> <ul style="list-style-type: none"> <input type="checkbox"/> The process to implement the different elements described in Appendix IV to AMC1 CAMO.A.315(c) 	<p>M.A.201(e)(3) M.A.201(f)(3) M.A.201(h)(3) ML.A.201 CAMO.A.205 CAMO.A.300(a)(13) CAMO.A.315(b)(5) CAMO.A.315(c) CAMO.A.315(e)</p>	

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

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

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

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

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

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

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