1. **Scope**

The purpose of the Combined Airworthiness Exposition (CAE) compliance checklist and user guide is to assist organisation wishing to obtain CAD RS CAO approval. This document is complementary to the requirements of Implementing Rule (IR) - Regulation EU 1321/2014 Annex Vd, Part-CAO transposed by the Regulation on the continuing airworthiness management and on the approval of maintenance organisations and personnel and does not supersede or replace the information defined within the Regulation.

The checklist includes suggested subject headings and all the relevant information as detailed in CAO.A.025 and its AMC & GM, the **format of which may be modified to suit the organisation preferred method**. The checklist should show compliance by referring in the “CAE reference / comment” where the information in the CAE (and any additional other manual used) is located and explanation if not applicable.

This checklist, when completed, shall be submitted with the initial draft CAE.

1. **Important instruction**

This user guide is designed to be used by:

* Part CAO Organisations - To assist them in the production and/or maintaining of their own CAE
* CAD RS´s a comparison document for CAEs submitted to them for approval

The user guide is provided for guidance only and should be customised by each organisation to demonstrate how they comply with Part-CAO. It is the responsibility of the organisation to ensure compliance with the Regulation. **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 CAE, the Part-CAO organisation should address the following questions:

|  |  |  |
| --- | --- | --- |
| 1. What must be done? | 1. Who should do it? | 1. When must it be done? |
| 1. Where must it be done? | 1. How must it be done? | 1. Which procedure(s)/form(s) should be used? |

The CAE, associated procedures and lists and other documents required to show compliance with the Part-CAO requirements should be available in the Serbian or English language.

1. **Exposition format**

The CAE may be produced in hardcopy and/or preferably in electronic format (pdf);

1. Hardcopy: CAD RS recommends using white paper (format A4); The CAE shall be provided in a binder with section dividers.
2. Electronic Format: The Exposition should be in Portable Document Format (PDF).
3. **Structure of the Combined Airworthiness Exposition**

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

1. Single document: The standard CAE produced i.a.w. CAO.A.025 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed maintenance procedures and detailed management system procedures (see AMC1 CAO.A.025).
2. Several documents: The CAE must contain at least the information as detailed in AMC1 CAO.A.025. The additional material may be published in separate documents which must be referenced from the CAE. In this case:
   * The CAE should cross refer to the associated procedures, documents, appendices, forms and all other lists which are managed separately (e.g. the list of certifying staff, the capability list).

* 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 CAO.A.025, when published separately from the CAE
  + These associated documents must meet the same rules as described for the CAE.
  + This/these associated document(s), procedure(s) and form(s) etc. must be provided to the CAD RS, as part of the CAE.

For some organisations certain sections of the headings defined within AMC1 CAO.A.025 may be ‘not applicable’. In this case they should be marked as such within the CAE.

1. **Exposition pages presentation**

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

1. the name of the organisation (official name as defined on the EASA Form 3-CAO approval certificate)
2. the issue number of the CAE
3. the revision number of the CAE
4. the date of the amendment (issue or revision depending on the way the organisation has chosen to revise the CAE)
5. the chapter of the CAE
6. the page number
7. **the name of the document "** **Combined Airworthiness Exposition”** (ie. Format: “organisation name CAE”,RS.CAO.xxxx CAE”, “CAE DOC 1”,…)

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

* Part-CAO Combined Airworthiness Exposition;
* The name of the organisation (the official one defined on the Form 3-CAO approval certificate)
* The approval reference of the PART-CAO organisation
* The copy number from the distribution list

1. **Management Control of the CAE**

To properly monitor the approval, it is essential that the Organisation clearly identifies the initial edition of the CAE and each subsequent change. Any change to the approved CAE shall be identified (depending on the numbering system chosen) by: ➢ A new issue and/or revision number;

➢ A new issue and/or revision date;

1. **Statement by Accountable Manager**

Before submission of the ‘draft’ CAE to the CAD RS for approval, t**he accountable manager must sign and date the statement (General A.1**). It confirms that they have read the document and understand their responsibilities under the approval. In the case of a change of accountable manager, the new incumbent must sign the document and submit a suitable amendment to the CAD RS for approval.

1. **Procedures**

The purpose of the Combined Airworthiness Exposition (CAE) is to set forth the organisation's procedures, means and methods. Compliance with its contents will assure compliance with the requirements of Part-CAO. Procedures describe what to do, in what order, when and by whom to achieve specified results, thus ensuring compliance with the rules. Even though procedures should be brief, simple and direct, they cannot be too brief. A suitable procedure will be logical, clear and easy to implement.

Ensure sufficient details in the procedures to ensure compliance and a predictable auditable result.

1. **Part-CAO reference**

The column contains the reference to the Regulation and to corresponding AMCs/GMs published on EASA website. Reviewing the AMCs/GMs and considering them is essential to ensure compliance.

|  |  |
| --- | --- |
| **CAE Reference** |  |
| **Organisation Official Name** |  |
| **The approval reference of the CAO** |  |

| **Compl** | **Content** | **Part-CAO reference** | **CAE reference / comment** |
| --- | --- | --- | --- |
|  | Cover page |  |  |
|  | Combined Airworthiness Exposition | / |  |
|  | The official name of the organisation as defined on Form 3-CAO | / |  |
|  | The approval reference of the Part-CAO | / |  |
|  | The copy number from the distribution list | / |  |
|  | Introduction |  |  |
|  | Foreword | / |  |
|  | Table of content | / |  |
|  | List of effective pages | / |  |
|  | List of issues / amendments or record of revision | / |  |
|  | CAD RS Approval (ref to number of evidence number/date of approval) | CAO.A.25(b) |  |
|  | Revision highlights / Summary of changes | CAO.A.25(c)  CAO.A.105(a) |  |
|  | Effective date of the current revision   * The effective date is the date that the amendment introduced in this amendment takes effect * The effective date can be established just prior to the final approval of the CAE by CAA or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc. | CAO.A.25(a) |  |
|  | Distribution list   * CAE copy number * Location of copies * Holders of the copies * Format of copies (CD-ROM, Paper etc.) | / |  |
|  | Abbreviation, terminology and definitions | / |  |

| **Compl** | **Content** | **Part-CAO reference** | **CAE reference / comment** |
| --- | --- | --- | --- |
| Yes  No  N/A  N/R | Organisation information i.e.:   * Address of approved locations (Head Office) * Mailing Address(es) * Telephone number(s) * Fax number(s) * E-mail address of the Head Office | / |  |
|  | **Part A – GENERAL DESCRIPTION** |  |  |
| Yes  No  N/A  N/R | A.1 Statement by accountable manager | CAO.A.025(a)(1); CAO.A.035(a) |  |
| Yes  No  N/A  N/R | A.2 General presentation of the organisation   * Description of the organisation * Relationship with other organisation * Subsidiaries / mother company * Aircraft managed – Fleet composition * List of approved aircraft maintenance programmes * Organisation’s Scope of Work (Scope of Approval) )   Note: the Form 3-CAO will refer to section containing the Scope of Approval (Scope of Work) | CAO.A.035(a); CAO.A.100(e) |  |
| Yes  No  N/A  N/R | A.3 Description and location of the facilities | CAO.A.025(a)(9); CAO.A.030 |  |
| Yes  No  N/A  N/R | A.4 Scope of work | CAO.A.020(a); CAO.A.025(a)(2); CAO.A.095(e); Appendix I point (a) |  |
| Yes  No  N/A  N/R | A.5 Exposition amendments and changes to the organisation | CAO.A.025(a)(11)/(c);  CAO.A.105 |  |

| **Compl** | **Content** | **Part-CAO reference** | **CAE reference / comment** |
| --- | --- | --- | --- |
| Yes  No  N/A  N/R | A.6 Procedure for alternative means of compliance | CAO.A.017 |  |
| Yes  No  N/A  N/R | A.7 Management personnel | CAO.A.025(a)(3); CAO.A.035(b); CAO.A.100(a) |  |
| Yes  No  N/A  N/R | A.8 Organisation chart | CAO.A.025(a)(4) |  |
| Yes  No  N/A  N/R | A.9 Manpower resources | CAO.A.035(d) |  |
| Yes  No  N/A  N/R | A.10 List of certifying staff | CAO.A.025(a)(5) |  |
| Yes  No  N/A  N/R | A.11 List of staff responsible for the development and approval of the aircraft maintenance programme (AMP) | CAO.A.025(a)(6) |  |
| Yes  No  N/A  N/R | A.12 List of airworthiness review staff | CAO.A.025(a)(7); CAO.A.045(d) |  |

| **Compl** | **Content** | | **Part-CAO reference** | **CAE reference / comment** |
| --- | --- | --- | --- | --- |
| Yes  No  N/A  N/R | A.13 List of staff responsible for the issuance of permits to fly | | CAO.A.025(a)(8) |  |
|  | **PART B – GENERAL PROCEDURES** | |  |  |
| Yes  No  N/A  N/R | B.1 | **Quality system**   * Monitoring of CAO Activities according to approved procedures * Monitoring of CAO contracted maintenance task activities * Monitoring of continuous compliance to part CAO * Retention of records – 2yrs | CAO.A.100(a)/(b)/(d)/(e)/(f)  GM1 CAO.A.100(a)  AMC1 CAO.A.100(a)  AMC1 CAO.A.100(b)  GM1 CAO.A.100(b)  GM1 CAO.A.100(e)  AMC1 CAO.A.100(f)  Appendix II to  AMC1 CAO.A.100(f) |  |
| Yes  No  N/A  N/R | **Organisational review system (Small Part-CAO organisation only)**   * Identification of the person responsible for the organisational review programme * Identification and qualification criteria for the person(s) responsible for performing the OR * Elaboration of the organisational review programme * Performance of organisational reviews * Management of findings and occurrence reports * Retention of records – 2yrs |
| Yes  No  N/A  N/R | B.2 Audit plan (or frequency and content of organisational review) | | CAO.A.100(b)/(f) |  |
| Yes  No  N/A  N/R | B.3 Monitoring of maintenance contracts | | CAO.A.100(b)(2) |  |
| Yes  No  N/A  N/R | B.4 Qualification, assessment and training of staff | | CAO.A.035(c)/(d)/(e)/(f); CAO.A.040(a); CAO.A.045(a)/(b)/(c); CAO.A.060(a) |  |

| **Compl** | **Content** | **Part-CAO reference** | **CAE reference / comment** |
| --- | --- | --- | --- |
| Yes  No  N/A  N/R | B.5 One-off certification authorisation | CAO.A.040(b) |  |
| Yes  No  N/A  N/R | B.6 Limited certification authorisation | CAO.A.040(c) |  |
| Yes  No  N/A  N/R | B.7 Subcontracting | CAO.A.095(a)(2)/(b)(3); CAO.A.100(f) |  |
| Yes  No  N/A  N/R | B.8 Maintenance data and continuing airworthiness management data | CAO.A.055(a);  CAO.A.080 |  |
| Yes  No  N/A  N/R | B.9 Records management and retention | CAO.A.035(e); CAO.A.040(d); CAO.A.045(e); CAO.A.050(b); CAO.A.060(j); CAO.A.075(a)/(b)(9); CAO.A.090;  CAO.A.100(c);  CAO.A.085 |  |

| **Compl** | **Content** | **Part-CAO reference** | **CAE reference / comment** |
| --- | --- | --- | --- |
| Yes  No  N/A  N/R | B.10 Carrying out the airworthiness review | CAO.A.085;  CAO.A.095(c) |  |
| Yes  No  N/A  N/R | B.11 Conformity with approved flight conditions | CAO.A.095(d) |  |
| Yes  No  N/A  N/R | B.12 Issue of the permit to fly | CAO.A.095(d); CAO.A.045(a) |  |
| Yes  No  N/A  N/R | B.12 Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence in accordance with point 66.B.105 (limited to the cases where the competent authority for the Part-CAO approval and for the Part-66 licence is the same) | 66.B.105 |  |
|  | **PART C –**  **MAINTENANCE PROCEDURES** |  |  |
| Yes  No  N/A  N/R | C.1 Maintenance — general | CAO.A.025(10) |  |
| Yes  No  N/A  N/R | C.2 Work order acceptance | CAO.A.055(b) |  |
| Yes  No  N/A  N/R | C.3 Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration, etc.) | CAO.A.050;  CAO.A.060(d); CAO.A.030(b) |  |
| **Compl** | **Content** | **Part-CAO reference** | **CAE reference / comment** |
| Yes  No  N/A  N/R | C.4 Maintenance facility (selection, organisation, cleanliness and environmental limitations) | CAO.A.060(b)/(e)/(f) |  |
| Yes  No  N/A  N/R | C.5 Maintenance accomplishment and maintenance standards | CAO.A.095(a)(1); CAO.A.060(c);  Appendix I points (b)/(c)/(d) |  |
| Yes  No  N/A  N/R | C.6 Prevention of maintenance error | CAO.A.060(g)/(i) |  |
| Yes  No  N/A  N/R | C.7 Critical maintenance tasks and error-capturing method | CAO.A.060(h) |  |
| Yes  No  N/A  N/R | C.8 Fabrication | CAO.A.020(c) |  |
| Yes  No  N/A  N/R | C.9 Certifying staff responsibilities and maintenance release | CAO.A.040(a);  CAO.A.065;  CAO.A.070; CAO.A.095(a)(4) |  |
| Yes  No  N/A  N/R | C.10 Defects arising during maintenance | CAO.A.075(b)(6) |  |

| **Compl** | **Content** | **Part-CAO reference** | **CAE reference / comment** |
| --- | --- | --- | --- |
| Yes  No  N/A  N/R | C.11 Maintenance away from approved location | CAO.A.095(a)(3) |  |
| Yes  No  N/A  N/R | C.12 Procedure for component maintenance under aircraft or engine rating | Appendix I point (b)/(c) |  |
| Yes  No  N/A  N/R | C.13 Procedure for maintenance on installed engine (or component) under engine (or component) rating | Appendix I point (c)/(d) |  |
| Yes  No  N/A  N/R | C.14 Special procedures (specialised tasks, non-destructive testing (NDT), engine running, etc.) | CAO.A.030(a);  Appendix I point (e) |  |
| Yes  No  N/A  N/R | C.15 Issue of airworthiness review certificate (ARC) under maintenance privilege | CAO.A.095(c)(2) |  |
|  | **PART D – CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES** |  |  |
| Yes  No  N/A  N/R | D.1 Continuing airworthiness management — general | CAO.A.025(10); CAO.A.095(b)(1); CAO.A.075(a)/(b)(7)/(b)(9) |  |
| Yes  No  N/A  N/R | D.2 Minimum equipment list (MEL) (and configuration deviation list (CDL)) application | CAO.A.075(a) |  |
| **Compl** | **Content** | **Part-CAO reference** | **CAE reference / comment** |
| Yes  No  N/A  N/R | D.3 AMP development, control and periodic review | CAO.A.075(a)/(b)(1)/(b)(2); CAO.A.095(b)(2) |  |
| Yes  No  N/A  N/R | D.4 Airworthiness directives and other mandatory airworthiness requirements | CAO.A.075(a)/(b)(5)/(b)(8) |  |
| Yes  No  N/A  N/R | D.5 Modifications and repairs | CAO.A.075(b)(3) |  |
| Yes  No  N/A  N/R | D.6 Pre-flight inspection | CAO.A.075(a) |  |
| Yes  No  N/A  N/R | D.7 Defects | CAO.A.075(b)(6) |  |
| Yes  No  N/A  N/R | D.8 Establishment of contracts and work orders for the maintenance | CAO.A.075(a)/(b)(4)/(b)(7) |  |
| Yes  No  N/A  N/R | D.9 Coordination of maintenance activities | CAO.A.075(b)(8) |  |

| **Compl** | **Content** | **Part-CAO reference** | **CAE reference / comment** |
| --- | --- | --- | --- |
| Yes  No  N/A  N/R | D.10 Mass and balance statement | CAO.A.075(a)/(b)(10) |  |
| Yes  No  N/A  N/R | D.11 Issue of ARC or ARC recommendation | CAO.A.095(c)(1)(i) |  |
| Yes  No  N/A  N/R | D.12 ARC extension | CAO.A.095(b)(4)/(c)(1)(ii) |  |
| Yes  No  N/A  N/R | D.13 Maintenance check flights | CAO.A.075(a) |  |
|  | **PART E -**  **SUPPORTING DOCUMENTS** |  |  |
| Yes  No  N/A  N/R | E.1 Sample documents   * Sample of all forms used and referred to in the procedures   This chapter must list all the documents and forms the organisation uses.  Each form shall be uniquely identified with a number and revision date to allow traceability of changes and of use in the procedure (example “AB form 12 Rev 1 dd.mm.2024 ref. CAE 2.1” or “AB form 14 Rev 1 dd.mm.2024 ref. CAE 3.1”) |  |  |
| Yes  No  N/A  N/R | E.2 List of subcontracted organization   * Name of the subcontractor * Location, address * Scope of CAO tasks subcontracted |  |  |

| **Compl** | **Content** | **Part-CAO reference** | **CAE reference / comment** |
| --- | --- | --- | --- |
| Yes  No  N/A  N/R | E.3 List of organisations contracted by CAO   * Name of the organisation * Location, address * Contracted organization Approval reference number * Scope of the work contracted |  |  |
| Yes  No  N/A  N/R | E.4 Aircraft technical log system |  |  |
| Yes  No  N/A  N/R | E.5 List of the currently approved alternative means of compliance |  |  |
| Yes  No  N/A  N/R | E.6 Copy of contracts for sub-contracted continuing airworthiness tasks   * Cover sheet that list the contract reference and revision status * Copy of the contract * Period review process |  |  |