1. **Scope**

The purpose of the Continuing Airworthiness Management Exposition (CAME) compliance checklist and user guide is to assist to continuing airworthiness organisation wishing to obtain CAD RS CAMO approval. This document is complementary to the requirements of Implementing Rule (IR) - Regulation EU 1321/2014 Annex Vc, Part-CAMO transposed by the Regulation on the continuing airworthiness management and does not supersede or replace the information defined within the Regulation. The CAME shall be customised by each organisation to demonstrate how they comply with Part-CAMO, with consideration for the applicable Part M and/or Part ML requirements.

The checklist includes suggested subject headings and all the relevant information as detailed in CAMO.A.300 and its AMC & GM. This checklist, when completed, shall be submitted with the initial draft CAME.

1. **Important instruction**

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

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

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 Regulation.

For each detailed procedure described within the CAME, the Part 145 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 CAME, associated procedures and lists and other documents required to show compliance with the Part-CAMO requirements should be available in the Serbian language. However, they may also be written in English language.

1. **Exposition format**

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

1. Hardcopy: CAD RS recommends using white paper (format A4); The CAME shall be provided in a binder with section dividers.
2. Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the CAD RS to facilitate the document study.
3. **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.

1. Single CAME document: The standard CAME produced i.a.w. AMC CAMO.A.300 (a) 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 AMC CAMO.A.300 (a)).
2. CAME supplemented by associated procedures/lists: The CAME must contain at least the information as detailed in AMC 1 CAMO.A.300 0.1 to 0.7 (Management). 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, forms and all other lists which are managed separately (e.g. the list of ARC staff, the list of subcontractors, the list of approved AMPs etc).
* Associated Procedure: means a procedure providing additional and customised details on how the organisation intends to comply with applicable requirements;
* Associated List: means any of the list required by CAMO.A.300 when published separately from the CAME
	+ 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 the CAD RS, as part of the CAME.

For some organisations certain sections of the headings defined within AMC2 CAMO.A.300 (a) may be ‘not applicable’. In this case they should be marked as such within the CAME.

1. **Exposition pages presentation**

Each page of the CAME 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 14 approval certificate)
2. the issue number of the CAME
3. the revision number of the CAME
4. the date of the amendment (issue or revision depending on the way the organisation has chosen to revise the CAME)
5. the chapter of the CAME
6. the page numbers
7. the name of the document "Continuing Airworthiness Management Exposition” (i.e. Format: “organisation name CAME”, RS. 145.xxxx CAME”, “CAME DOC 1” …)

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

* The title “Continuing Airworthiness Management Exposition”;
* A unique identification reference given to the CAME (e.g. issue/revision number, revision date etc.).
* The name of the organisation (the official one defined on the EASA Form 14 approval certificate),
* The address, telephone, fax numbers and the generic e-mail address of the Principal Place of Business of the Organisation;
* The copy number from the distribution list;
* The approval reference of the Part-CAMO organisation
1. **Management Control of the CAME**

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

➢ A new issue and/or revision date;

1. **Corporate commitment by Accountable Manager**

Before submission of the ‘draft’ CAME to the CAD RS for approval, **the accountable manager must sign and date the corporate commitment statement (Part 0 General org. 0.1**).

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 Continuing Airworthiness Management Exposition (CAME) is to set forth the organisation's procedures, means and methods. Compliance with its contents will assure compliance with the requirements of Part-CAMO. 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.

|  |  |
| --- | --- |
| **CAME Reference** |  |
| **Organisation Official Name**  |  |
| **Date** |  |
| **Summited by** |  | **Signature** |  |

| **Compl** | **Content** | **CAME reference / comment** |
| --- | --- | --- |
|  | **COVER PAGE** |  |
|[ ]  Continuing Airworthiness Management Exposition |  |
|[ ]  The official name of the organisation as defined on EASA Form 14 |  |
|[ ]  The approval reference of the CAMO |  |
|[ ]  The copy number from the distribution list (if applicable) |  |
|  | **PART 0 – INTRODUCTION** | **CAME reference / comment** |
|[ ]  Foreword |  |
|[ ]  Table of content**IR reference*:*** *CAMO.A.300, AMC1 CAMO.A.300* |  |
|[ ]  List of effective pages |  |
|[ ]  List of issues/revisions record (history of amendments)Changes that were prior approved by CAD RS Changes that were approved internally, changes that did not require prior approval**IR reference:**  *CAMO.A.300 (11)(iv),(v)* |  |
|[ ]  CAD RS Approval (ref. to number of evidence number/date of approval) |  |
|[ ]  Internal organisation approval page signed by CM and other relevant postholder\* (ex. NPCA) -Internal approval statement -Title, name, date and signature (CM and other relevant postholder)\* depend on who is in charge of CAME update and composition. |  |
|[ ]  Revision highlights / Summary of changes |  |
|[ ]  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 CAME by CAD RS or just after.  This is to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc. |  |
|[ ]  Distribution list -CAME copy number -Location of copies -Holders of the copies -Format of copies (electronic, paper etc.) |  |
|[ ]  Abbreviation, terminology and definitions |  |
|[ ]  Cross reference list from the CAME to AMC1 CAMO.A.300, if applicable **Note**: *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.*  **IR reference:** *AMC1 CAMO.A.300* |  |
|[ ]  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**Note**: *This can be included in 0.2.***IR reference:** *CAMO.A.300(a)* |  |
|  | **PART 0 GENERAL ORGANISATION, SAFETY POLICY AND OBJECTIVES** | **CAME reference / comment** |
|[ ]  **0.1 Safety policy, objectives and accountable manager 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 **Note**: *When the AM is not CEO of the organisation then such CEO shall countersign the AM statement*  **IR reference:** *CAMO.A.300(a)(1), CAMO.A.300(a)(2) AMC1 CAMO.A.300(a)(1), CAMO.A.200(a)(1), CAMO.A.200(a)(2) AMC1 CAMO.A.200(a)(2), GM1 CAMO.A.200(a)(2),CAMO.A.305(a)(2)*  |  |
|[ ]  **0.2 General information of scope of work**-Description of the organisation-Relationship with other organisations -Subsidiaries / mother company -Consortia -Other organization relationship (ex. contracted and sub-contracted Part 145 Maintenance organization, if  organisation contracts the Airworthiness Reviews to other CAMOs etc...)-Scope of work-Aircraft managed -Scope of Work (detail the organisation privileges for every aircraft type/series/model managed, also on Form 14)-List of Aircraft managed -Aircraft type/series -Aircraft registration and serial number -List of Aircraft maintenance programme (generic/baseline) -Owner/Operator -Continuing Airworthiness contract references-Management of the list  -Responsible person position  -List Amended procedures (check to add new aircraft, UG.CAO 00162-002 0.2.3 List Amended procedures i-v)  -Forms to be used and records to be kept -Approval for the list (different approval procedures applies, depending on direct/approval process)-Type of operation (ex. type of operations: commercial air transport operations, ATO, NCC, NCO etc.)-Access (granted access at any time to any facility, aircraft, document, records, data, procedures etc)-Facilities -Various offices/departments (Tech Library, Planning etc.) / Layout of premises -Description of the equipment available including the means to access the continuing airworthiness records and  data (internet connection, etc.) -Location of record storage (if applicable) -Office accommodation for staff (planning, engineering, compliance monitoring, airworthiness reviews etc.)  -Principal Place of Business -Main and supporting offices (if different from the above) -Postal address **Note**: *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 invalid the ARC.***IR reference:** *CAMO.A.125(c) CAMO.A.300(a)(3) CAMO.A.300(a)(9),AMC1 CAMO.A.300(a)(1), CAMO.A.125(a), CAMO.A.125(b), CAMO.A.125(d), CAMO.A.125(e), CAMO.A.125(f), GM1 CAMO.A.125(e), GM1 CAMO.A.125(f), CAMO.A.140(a), CAMO.A.140(b), CAMO.A.205(a)(1), CAMO.A.205(b), GM1 CAMO.A.205, CAMO.A.215,M.A.201(j)*  |  |
|[ ]  * 1. **Management of personnel**

The duties, accountabilities, responsibilities and authorities (job functions) of:-Accountable Manager-CAMO Postholder (CPH)-Continuing airworthiness coordination (group of nominated persons) -Safety manager (SM) -Compliance Monitoring Manager (CMM) -Engineering manager -Planning manager -Maintenance Control Centre Manager -Airworthiness Review staff  -Nominated person(s) authorised to extend ARC -Nominated person(s) authorised to issue Permit to Fly-List of other managers  -Auditing manager -Occurrence reporting Manager -Technical Records Manager -AMP and Reliability Programe Manager-Make it clear who require prior approval as per point CAMO.A.130(a)(2)-Title(s) and name(s) of persons above (AR staff can be in 5.2)-Manpower Resources and training policy -Manpower Resources -Manpower Resources analysis -Table should show broad figures of the number of staffs assigned to CAMO by department -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 -All activities, also activities not performed under the Part-CAMO approval -Include subcontracted organisation if applicable-Training Policy and competence assessment -Initial qualification requirements -General education; (e.g. relevant engineering degree or aircraft maintenance technician qualification with  additional education, etc) -Specific training such us; CAME, EASA PART-M, Part-145, Part-21, SMS Human Factors, FTS, EWIS,  training on relevant sample of the type(s) of aircraft, etc.) -Knowledge of the language in which the approved maintenance data is written  -Aeronautical experience -Recurrent training procedure, including  -Training Programme and contents (CAME and associated procedures, training matrix - EASA PART-M, Part-  145 and Part 21 as applicable, Human Factors, FTS, EWIS, etc.)  -Training setting up -How the training need is assessed -How the recurrent and continuing training is assessed -Recording and follow-up  -Frequency and duration  -Training Control Procedure -Responsible person -Control procedure -Competence assessment procedure -Person responsible for the assessment -Assessment process -Forms to be used -Retention of records -Duration/location -Format and type of documents**Note 1**: *Ensure that one of the accountable manager responsibilities is to establish and promote the safety policy* **Note 2***: See Additional requirement from Appendix 8 Услови који се односе на именована лица из Дела-CAMO Правилника о обезбеђивању континуиране пловидбености и о одобравању ваздухопловно-техничких организација и особља***IR reference:** *CAMO.A.200(a)(1),CAMO.A.300(a)(3),CAMO.A.200(b),CAMO.A.300(a)(5),CAMO.A.300(a)(6),AMC2 CAMO.A.300,CAMO.A.305(a-c),CAMO.A.305(e),CAMO.A.305(f),AMC1 CAMO.A.305(a),AMC1 CAMO.A.305(a)(3),* *GM1 CAMO.A.305(a)(3),AMC1 CAMO.A.305(a)(4);(a)(5),GM1 CAMO.A.305(a)(5),AMC1 CAMO.A.305(b)(2), AMC1 CAMO.A.305(c),GM1 CAMO.A.305(f)M.A.201* |  |
|[ ]  * 1. **Management Organization Chart**

The chart should provide a comprehensive understanding of the whole of a company’s management structure-General organisation chart showing -Continuing Airworthiness Management Organisation Chart (Large/small organization)-The nominated persons/postholders 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**Note**: *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;***IR reference:** *CAMO.A.200(a)(1),CAMO.A.300(a)(7),AMC1 CAMO.A.300, CAMO.A.305(a), CAMO.A.305(b), CAMO.A.305(c),AMC1 CAMO.A.305(a),AMC1 CAMO.A.305(a)(3),GM1 CAMO.A.305(a)(3),AMC1 CAMO.A.305(b)(2)* |  |
|[ ]  * 1. **Procedure for changes requiring prior approval**

-Identification of changes requiring direct approval (examples below)  -Changes listed in GM1 CAMO.A.130(a)(1) such as name of the organisation, principal place of business etc. -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), to  the accountable manager; -The procedure as regards changes not requiring prior approval referred to in point CAMO.A.130(c) -CAME procedure for the completion of an AR under supervision (CAMO.A.310(c)) -Notification before such changes take place (AMC1 CAMO.A.130) -Management of the safety risks related to any change to the organisation per AMC1 CAMO.A.200(a)(3) point (e)-Responsibilities (Person responsible for notifying changes to the Competent Authority / CMM) -Notification procedure (How/when to inform the Competent Authority, EASA Form 2 and/or Form 4 may be  required)-Change procedure/Risk Assessment procedure/Audit procedure (see note below)-CAME (How amendments to the CAME will be managed, the CAME shall be reviewed at intervals not exceeding 12 months (UG.CAO.00162-002 Item 5 and List of examples)**Note**: *For changes requiring prior approval by the CAD (direct approval), the organisation shall carry out a change/risk assessment followed by an internal audit. The relevant audit report together with a statement of compliance from the Compliance Monitoring Manager shall be provided to the assigned inspector.* **IR reference:** *CAMO.A.130(a), CAMO.A.130(b),AMC1 CAMO.A.130,AMC2 CAMO.A.130,GM1 CAMO.A.130, GM1 CAMO.A.130(a)(1),GM1 CAMO.A.130(b),CAMO.A.300(a) (11),CAMO.A.300(b),CAMO.A.300(c))* |  |
|[ ]  * 1. **Procedure for changes requiring prior approval**

The procedure shall at least specify:-Definition of changes to which this procedure applies. This definition has to be agreed with the allocated inspector  for each document-The precise parts/sections/chapters of the affected document which are in the scope of this procedure-The interactions with the overall organisation’s procedure for the management of change as part of the organisation’s  management system, including hazard identification, risk assessment and mitigation processes;-Specific approval procedure to be followed for every document listed in the table-The manner and deadlines for submitting / reporting these changes to CAD-The CAD inspector shall be given access to any document revised under this procedure.**Note**: *To enable an organisation to make changes without the competent authority having to issue prior approval in accordance with CAMO.A.130, the competent authority shall approve the organisation's procedure determining the extent of those changes and describing how they will be managed and reported.**Applicants for the first certificate shall provide the competent authority with documentation demonstrating how they have met the requirements set out in Regulation (EU) 1321/2014 and its implementing provisions. This documentation must include procedures describing how to implement and report changes to the competent authority that do not require prior approval***IR reference:** *CAMO.A.130(c), AMC2 CAMO.A.130, GM1 CAMO.A.130, CAMO.A.300(a) (11), CAMO.A.300(b), CAMO.A.300(c)* |  |
|[ ]  * 1. **Procedure for alternative Means of Compliance (AltMoC)**

Procedure for assessing AltMoC;-Clear definition of scope and objectives;-Clear identification of the applicable requirements affected and demonstration of compliance with these; -Assessment demonstrating compliance with regulation (EU) 2018/1139 and its delegated and implementing acts-Clear description of the various stages of the application process -Submitting the AltMoC to CAD -Prior to using it  -Provide a full description of AltMoC  -Revision of CAME procedure  -Receiving notification from CAD-Clear identification of the person responsible for AltMoCs-Procedure for monitoring the effectiveness of AltMoC -Cross-reference to documents affected -Listing of AltMoC in Part 5.7 Supporting documents**IR reference:** *CAMO.A.120(a), CAMO.A.120(b), CAMO.A.130(b), GM1 CAMO.A.130,GM1 CAMO.A.130(b), CAMO.A.300(a)(14)* |  |
|[ ]  * 1. **CAME amendment procedure**

Exposition Amendment Procedures (including, delegated procedures) -Amendments that need prior approval -Amendments not requiring prior approval -Description of how such amendments will be managed -The person that is responsible for monitoring and amending the CAME, including the associated procedures as per  CAMO.A.300(c)-Normally the compliance manager is responsible for the monitoring, and control the amendments of the CAME -Sources of proposed amendments within the organisation -Internal approval process -Verifying and validation of amended procedures before use -Technical manager and compliance manager sign the internal approval page, see the introduction -The approval process with CAD -Revision acknowledge receipt process -Summary of documents, including "lower-order" documents, constituting the total exposition, if applicable-The effective date of the amendment |  |
|  | **PART 1. CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES** | **CAME reference / comment** |
|[ ]  * 1. **Use of aircraft continuing airworthiness record system and if applicable, aircraft technical log**

**(ATL) system / MEL application**-Aircraft continuing airworthiness records system **-**Current mass and balance report/statement -Status of airworthiness directives and measures mandated by the CAD in immediate reaction to a safety problem -Status of compliance with aircraft maintenance programme -Deferred maintenance tasks and deferred defects rectification -Status of life-limited parts and time-controlled components-Aircraft technical log system (if applicable) -General and contents -Instructions for use  -Aircraft technical log approval (initial approval by CAD)  -Procedure for changes to the technical log system without prior approval-Supporting detailed maintenance records -Description -paper form, electronic format -Computer backup and prevention for data alteration  -Retention period -Accessible within a reasonable time whenever they are needed -Organised in a manner that ensures their traceability and retrievability thought their required retention period-MEL application  -General  -MEL procedure  -MEL categories -MEL application by maintenance staff -MEL application by the crew (if applicable) -Acceptance by the crew -Aircraft dispatch by the crew in accordance with MEL -Management of the MEL time limits -MEL time limitation overrun (ORO.MLR.105) (only for category B, C and D if applicable)**Note 1**. *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***Note 2**. *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 CAD must continue to receive a copy and acknowledge receipt of all such MEL time limitation overrun “indirectly” approved.***Note 3**. *See Additional requirement from Appendix 15 Услови који се односе на електронски систем за вођење евиденције записа о одржавању и континуираној пловидбености ваздухоплова Правилника о обезбеђивању континуиране пловидбености и о одобравању ваздухопловно-техничких организација и особља***IR reference:** *AMC1 CAMO.A.115(b)(2),Appendix II to AMC1 CAMO.A.125(d)(3),AMC M.A.301(a),GM M.A.301(i),**ML.A.301(b),CAMO.A.220,M.A.305,ML.A.305,GM M.A.305,AMC M.A.305(a),AMC M.A.305(b)(1),AMC M.A.305(c)(1), AMC M.A.305(c)(2),GM M.A.305(c)(2),AMC M.A.305(c)(3),GM M.A.305(d),GM M.A.305(d)(2),AMC M.A.305(e), AMC M.A.305(e)(1),M.A.306, AMC M.A.306(a),AMC M.A.306(b),M.A.307(a),M.A.403(d),ML.A.403(b)(2),AMC M.A.403(d) ORO.MLR.105* |  |
|[ ]  * 1. **Aircraft maintenance programme-development amendment and approval**

-General (purpose of AMP, reference to approved maintenance programmes, Document name/reference)-Content (refer to Appendix I to AMC M.A.302(a))-Development -Sources (MRB, MPD, maintenance manual, etc.) -Responsibilities (identify the person(s) responsible for the development and management of the AMP)-AMP amendments (ensuring the continuing validity of the AMP) -AMP approval  -Identification of the signatories of the document (direct/indirect approval) -Procedure(s) to be followed for submission of the document -Confirmation of approval or acknowledgment -Scope of amendments requiring direct or indirect approval -Applicable forms and documents to be used in support of the approval-AMP direct approval procedure by the Competent Authority-AMP indirect approval procedure by the CAMO indicating the minor amendments subject to indirect approval  procedure, responsible person, applicable procedure and forms to be used-AMP task “one-off extension” procedure (Permitted variations to maintenance periods)-AMP tasks subject to this extension procedure and AMP tasks excluded -Maximum extension applicable -Extension procedure -Identification of forms used-CAMO Planning procedure -Tasks due date control system -Short term, mid-term and long-term planning procedure, as applicable -Coordination with contracted maintenance organisations to: -allocate maintenance events/slots -provide the work package to be performed: -to ensure that the work package and the Certificate of Release to Service refer to the same revision. -ensure that no flight takes place in case of overdue maintenance tasks-Re-scheduling of those maintenance tasks not performed.-Process of the work package received after the maintenance event, so as to review its content, update the aircraft continuing airworthiness records and archive the work package in accordance with the applicable procedures-Part ML maintenance programme (if applicable) -General -Content Development -Sources -Responsibilities -Deviations, justifications, records -AMP amendments (ML.A.302(b)(1)) -Approval by the responsible for managing the continuing airworthiness of the aircraft (ML.A.302(b)(2)) **Note**: *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 CAD must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved.***IR reference:** *CAMO.A.315(b)(1),CAMO.A.315(b)(2),CAMO.A.315(b)(6),AMC1 CAMO.A.315,GM1 CAMO.A.315(b)(1),* *GM1 CAMO.A.315(b)(5),M.A.301(c),AMC M.A.301(c),M.A.302(a),M.A.302(b),M.A.302(c),M.A.302(d),M.A.302(e), M.A.302(f),M.A.302(g),M.A.302(h),ML.A.302,AMC M.A.302,GM M.A.302(a),AMC M.A.302(d),Appendix I to AMC M.A.302 and AMC M.B.301(b),Article 3 Continuing airworthiness requirements* |  |
|[ ]  * 1. **Continuing airworthiness records: responsibilities, retention and access**

-Hours and cycles recording -Records (company documents that are required to be recorded and recording period requirements for each of them) -Family/structure of document (if necessary) -Format of documents -Name of document(s) -Retention period(s) -Responsible person for retention -Place of retention-Storage and Preservation of records (protection from damage, fire, flood, alteration, theft etc. IT systems should have  at least one backup system -ensure the integrity, accuracy and completeness of the record; -ensure that access to the digitised record has safeguards against alteration of the data; -ensure the authenticity of the record including assurance that the date has not been modified after creation; -be capable of retrieving individual records within a reasonable time period -be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the  digitised records.-Transfer of continuing airworthiness records to another organisation or person**IR reference:** CAMO.A.220(a)(1,2,5,6), CAMO.A.220(d), CAMO.A.220(f),AMC1 CAMO.A.220,AMC2 CAMO.A.220,GM1 CAMO.A.220,M.A.305(e),ML.A.305,AMC M.A.305(e),AMC M.A.305(e)(1),AMC M.A.305(e)(2),GM M.A.305,GM M.A.305(e)(2),AMC M.A.305(e)(3),GM M.A.305(e)(3),AMC M.A.305(f),ML.A.307,M.A.307(a),M.A.307(b),M.A.307(c),AMC M.A.307(a) |  |
|[ ]  * 1. **Accomplishment and control of Airworthiness directives**

-Airworthiness directive information-Scope of applicability (State of Registry, State of design, EASA Member State, etc.)-Airworthiness Directive decision -Procedure(s) for the analysis of AD/ODs/safety measures -Person/department responsible for the assessment; -Assessment of effectivity and applicability method of compliance selection; -Planning and monitoring AD accomplishment needs and embodiment status (special tools/kits, base maintenance  event required); -Recording of the assessment. -Incorporation of the new AD information into the AD status and/or AD control system -Procedure(s) for the management of emergency ADs/ODs/safety measures. -Information to be provided to the Maintenance Organisation-Airworthiness directive control (ensures that all the applicable airworthiness directives are accomplished on time) -The AD is not applicable, or -If the AD is applicable: -the AD is not yet accomplished but the time limit is not overdue, -the AD is accomplished, and any repetitive inspection is identified and performed-Procedure for the incorporation of the new AD information into the AD status and/or AD control system. -Reference to AD status (CAME 1.1) -AD control system update after reception of maintenance records showing aircraft AD embodiment**IR reference:** *CAMO.A.315(a),AMC1 CAMO.A.315,AMC1 CAMO.A.315(c), M.A.301(f),AMC M.A.301(f), ML.A.301(d),M.A.303,ML.A.303,M.A.305(d)(1),M.A.305(c)(1),AMC M.A.305(c)(1), M.A.401(b)(2),AMC M.A.401(b), Appendix II to AMC1 CAMO.A.125(d)(3),Appendix IV to AMC1 CAMO.A.315(c).* |  |
|[ ]  * 1. **Analysis of the effectiveness of the Maintenance Programme**

-Identification of the tools/data used to analyse the efficiency of the maintenance programme  -Pilot reports (PIREPS), -Air turnback reports, -Spare consumption, -Repetitive technical occurrence and defect, -Technical delays analysis (through statistics, if relevant), -Technical incidents analysis (through statistics, if relevant)-Description of the analysis process, including, but not limited to: -Staff/department involved in the analysis, including identification of responsibilities  -Associated procedure(s), including, but not limited to: -Data processing and preparation, -Contents and methods of analysis -Frequency and type of reviews -Meeting frequency and required attendance -Decision-making process -Analysis results and implementation of changes;-Form and records to be used.-Procedure to analyse the effectiveness of the Part-ML AMPs - AMC1 ML.A.302 **IR reference:** *AMC3 CAMO.A.305(g),AMC4 CAMO.A.305(g),Appendix II to AMC1 CAMO.A.125(d)(3),M.A.301(e),* *AMC M.A.301(e), AMC.M.A.302(g), Appendix I to AMC M.A.302 and AMC M.B.301(b),M.A.302 (h), ML.A.302(c)(9 M.A.315(b)(1)* * 1. **Non-mandatory modification and inspections**

-Non-mandatory modification policy-Procedure(s) to assess non-mandatory information -Responsible person/department -Modifications to be assessed (sources) -Criteria used to decide whether the modification is embodied or not -Forms and records of the assessment**Note**: *The assessment and implementation of those non-mandatory modifications related to defects/adverse trends identified during the analysis of the effectiveness of the Maintenance Programme (or reliability programme) should be considered***IR reference:** *CAMO.A.315(b)(4),AMC1 CAMO.A.315(b)(4), AMC1 CAMO.A.315(c), Appendix II to AMC1 CAMO.A.125(d)(3),CAMO.A.200(a)(3),21.A.90B,21.A.431B, CS-STAN* |  |
|[ ]  * 1. **Repairs and modification**

**-**Definition of major and minor modification / repair (in accordance with 21.A.91)-Acceptable data for modifications and repairs -Data approved by EASA -Data approved by an EASA Part-21 Design Organisation (DOA) -Data approved by Type Certificate/STC holder -Acceptable data under Bilateral agreements-Type of approval required -EASA STC (Supplemental Type Certificate) for major modifications designed by a DOA different than the Type  Certificate Holder -DOA approval for minor modifications or repairs -TCH approval for major repairs -EASA STC validation of an FAA/ANAC/TCCA STC for major modifications designed under FAA/ANAC/TCCA  regulatory environment-Coordination with DOA and Maintenance Organisation -Responsible person and/or department -Applicable Procedure(s) -Documents and records to keep as substantiating data for embodied modifications/repairs shown in the current  status of modifications and repairs**IR reference:** *CAMO.A.315(b)(3),AMC.CAMO. A.315(b)(3), M.A.301(g), ML.A.301(e), M.A.304, AMC M.A.304, ML.A.304, ML.A.302(e)(3)(b) ML.A.302(c)(5)(b), M.A.305(c)(2), M.A.305(e)(2)(ii), ML.A.305(d)(2) ML.A.305(h)(6),21.A.91* |  |
|[ ]  * 1. **Defect reports**

**-**Description of the defect management system in place **-**Procedure(s) for managing open defect reports including deferred defect policy and criteria-Responsibilities;  -Forms used; -Departments involved; -Compliance with approved data**-**Procedure(s) for assessment, classification and analysis **-**Assessment and classification of defects in accordance with AMC M.A.301(b) (MEL/CDL, no-MEL items,  repetitive defects, etc). **-**Criteria for reportable occurrences in accordance with the applicable requirements **-**Deferred defect policy **-**Deferral process, including, but not limited to:-planning and monitoring functions (Spares, tooling and equipment, personnel, data, etc.); -Clearance of deferred defects; -Certificate of release to service requirement; -Permit to Fly process (Section 4B);-Procedure(s) for analysis and follow up investigation -Procedure(s) for reporting / Liaison with manufacturers and regulatory authorities -Competent Authority designated by the Member State of registry of the aircraft. -Competent Authority designated by the Member State of the operator. -Organisation responsible for the type design or supplemental type design.-Reporting timescales**Note**: *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. Note the occurrence reporting system must comply with Regulation (EU) No 376/2014.***IR reference** *CAMO.A.160, AMC1 CAMO.A.160, AMC2 CAMO.A.160,GM1 CAMO.A.160,GM1 CAMO.A.160(b),* *AMC1 CAMO.A.200(a)(3), CAMO.A.202,M.A.202,ML.A.202,AMC1 CAMO.A.202,GM1 CAMO.A.202,AMC 20-8A,* *Reg. (EU) No 376/2014, Reg. (EU) 2015/1018, M.A.301(b),ML.A.301(b),AMC M.A.301(b),M.A.301(e),AMC M.A.301(e), AMC M.A.403(b),AMC M.A.403(d),M.A.305(c)(4),M.A.403,ML.A.403*  |  |
|[ ]  * 1. **Engineering activity**

-Scope of the organisation’s engineering activity in terms of approval of modifications and repairs-Procedure for developing and submitting a modification/repair design for approval to the CAD -Supporting documentation and forms used. -Person in charge of accepting the design before submission to the CAD.-If DOA approved under Part-21, indicate here, and the related manuals should be referred too**Note:** *This chapter is applicable to the CAMOs involved in design activities for modifications or repairs.* *Where applicable, it should present the scope of the organisation’s engineering activity, and the associated procedure(s) for approval of modifications and repairs. Where the organisation has a DOA capability under Part-21, it should be indicated here Including a direct refence to the applicable manuals.***IR reference:**  CAMO.A.315(b)(3),AMC1 CAMO.A.315,AMC1 CAMO.A.315(b)(3), M.A.304, ML.A.304,AMC M.A.304, M.A.305(c)(2),M.A.305(e)(2)(ii),AMC M.A.305(c)2,GM M.A.305(c)(2),M.A.401(a) |  |
|[ ]  * 1. **Reliability Programmes**

-Extent and scope of the reliability programme -Specific organisational structure, duties and responsibilities -Identification of reliability data, including sources -Procedure for analysis of reliability data -Procedure for implementing and reviewing relevant alerts-Corrective action system (maintenance programme amendment)-Scheduled reviews (reliability meetings and when the participation of the CAD is needed.**IR reference:** *CAMO.A.125(d)(3),AMC1 CAMO.A.125(d)(3), CAMO.A.315(b)(1),ML.A.302,AMC3 CAMO.A.305(g),AMC4 CAMO.A.305(g), M.A.302(g),AMC M.A.302(g),Appendix I AMC M.A.302 and M.B.301(b)* |  |
|[ ]  * 1. **Pre-flight inspections**

-Pre-flight inspection-general scope and definition.-Evaluation of pre-flight inspection content -Walk-around - inspection of the aircraft and its emergency equipment for condition including, in particular, any  obvious signs of wear, damage or leakage -Inspection of the aircraft continuing airworthiness record system or the aircraft technical log system -Inspection of 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’s 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 (may be controlled  through scheduled maintenance inspections/cleanings identified in the AMP) -Control of oil and hydraulic fluid uplift by crew and tyre inflation, if considered as part of the pre-flight  inspection by crew and possible maintenance action-Pre-flight inspection responsibilities-Pre-flight inspection content-Training standard for personnel performing the pre-flight inspection -Preparation of aircraft for flight -Subcontracted ground-handling function -Security of cargo and baggage loading -Control of refuelling, quantity/quality **-**Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an  approved standard. -Content of pre-flight training -Records of training**Note:** *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*.**IR reference:** *M.A.201(d),GM M.A.201(e),M.A.301(a),AMC M.A.301(a), AMC M.A.306(a),* *Appendix I to AMC M.A.302 and AMC M.B.301(b) ML.A.301(a)* |  |
|[ ]  * 1. **Aircraft weighing**

-Cases where the aircraft has to be weighed-Organisations and procedures for aircraft weighing-Mass and balance statement calculation (See Note 1 dry operating mass’) -crew and crew baggage -catering and removable passenger service equipment -tank water and lavatory chemicals-Mass and balance statement update and revision (See Note 2)**Note 1:** *The Organisation should describe the procedure in place to produce the aircraft mass and balance statement, calculating the dry operating mass and centre of gravity (CG) position of the aircraft from the weighing report data received from the maintenance organisation or the aircraft manufacturer. ‘dry operating mass’ means the total mass of the aircraft ready for a specific type of operation, excluding usable fuel and traffic load. The dry operating mass is stated above***Note 2:** *The accumulated effects of modifications and repairs on the mass and balance shall be accounted for and properly documented***IR reference:** *M.A.301(h), M.A.305(c), GM M.A.305(c)(2), CAT.POL.MAB.100(a), CAT.POL.MAB.100(b), CAT.POL.MAB.100(c),AMC1 CAT.POL.MAB.100(a), AMC1 CAT.POL.MAB.100(b), AMC2 CAT.POL.MAB.100(b),* *AMC1 CAT.POL.MAB.100(d), Regulation /EU) No 965/2012, Regulation /EU) No 2018/395, Regulation /EU) No 2018/1976* |  |
|[ ]  * 1. **Maintenance check flight procedures**

-Maintenance check flight definition (See Note 1)-Maintenance check flight policy; (See Note 2)-Maintenance Check flight procedure -Coordination with the operator and the maintenance organization -Coordination with the subcontracted organisation (if applicable). -Meetings before the flight -Check of flight conditions; pilots’ requirements, staff on board, etc. -Check flight results, meeting and report assessment. -CRS and records. Depending on the aircraft defect and the status of the maintenance activity performed before the  flight, different scenarios and CRS procedures may apply (GM M.A.301 (i)); -CRS before and/or after the MCF, -Limitations entry into the aircraft technical log and CRS, -No CRS can be issued in accordance with the maintenance data before the flight (see GM M.A.301(i)b(4)) and  a permit to fly is needed (ref. to CAME 4B). -Different scenarios: -Incomplete maintenance as per maintenance data – flown under its CofA (no PtoF needed)  -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**Note 1.** *‘Maintenance check flight (‘MCF’)’ means a flight of an aircraft with an airworthiness certificate or with a permit to fly which is carried out for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance, if the functioning of the systems, parts or appliances cannot be established during ground checks and which is carried out in any of the following situations :(a) as required by the aircraft maintenance manual (AMM) or any other maintenance data issued by a design approval holder being responsible for the continuing airworthiness of the aircraft;* *after maintenance, as required by the operator or proposed by the organisation responsible for the continuing airworthiness of the aircraft; (c) as requested by the maintenance organisation for verification of a successful defect rectification; (d) to assist with fault isolation or troubleshooting***Note 2.** *The Organisation should list the situations where a MCF will be performed. For example: Required by ICAs after maintenance event (AMP, AMM, Modification, etc.), after heavy maintenance event, as CAMO policy even when it is not required by ICAs, during aircraft phase-in, as CAMO/operator policy. Etc.***IR reference:** *M.A.301(i), ML.A.301(f),GM M.A.301(i),AMC M.A.904(a)(2),AMC M.A.904(a)(2),AMC M.A.904(b),* *Appendix II to AMC1 CAMO.A.125(d)(3),145.A.50(e),ML.A.801(f), Regulation /EU) No 965/2012, amendment 2019/1384* |  |
|[ ]  * 1. **Planning procedures**

-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 **Note 1** *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***Note 2:** *See Additional requirement from Appendix 14 Услови који се односе на систем за планирање расположивости особља у организацијама за обезбеђивање континуиране пловидбеностиПравилника о обезбеђивању континуиране пловидбености и о одобравању ваздухопловно-техничких организација и особља***IR reference:**  *CAMO.A.315(a),CAMO.A.315(b)(5),CAMO.A:315(b)(6), Appendix IV to AMC1 CAMO.A.315(c*)* 1. **Airworthiness data control**

-Control of information  -Technical library -Subscriptions control -Information held / need regarding the scope of work -Issue / amendment control-Technical information amendment procedures  -Manuals -Service Information (AD, SB, SIL, etc.) -Distribution: access to the staff-Company Technical Procedures / Instructions  -Issue / Amendments control -Distribution: access to the staff-Maintenance documentation  -Preparation from approved sources -Work card/worksheet system (AMC 145.A.45 I) -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 -Compliance with CDCCL instructions -Traceability of CDCCL completion -Awareness of Technical Publications, Instructions and Service Information by the staff**IR reference:** *M.A.401,CAMO.A.215,CAMO.A.325* |  |
|  | * 1. **Subcontracting management control procedure (if applicable)**

-Subcontract content and its continuing control -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 CAD -Notifying the CAD 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 -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-Subcontracting management control procedure to ensure that the action taken by the subcontracted organisation(s)  meet the standards required by Part-CAMO-Involvement of the quality system including pre-audit-CAD provision for monitoring (auditing the subcontract organisation)-Effect on Man-hour planning, see Part 0.3-The periodic subcontract review process**Note:** *The above list is not exhaustive, refer to AMC1 CAMO.A.125(d)(3) and its Appendix II for detail information***IR reference:** *CAMO.A.125(d)(3),CAMO.A.200(a)(3),CAMO.A.200(a)(6),CAMO.A.205,Appendix II AMC1 CAMO.A.125(d)(3)* |  |
|  | **PART 2 – MANAGEMENT SYSTEM PROCEDURES** | **CAME reference / comment** |
|[ ]  * 1. **Hazard Identification process and safety risk management schemes**

-Hazard identification process -Process for safety data collection; proactive and reactive methods;  -Identification of data sources, external and internal; -Process for safety data analysis; -Procedure(s) for the identification and classification of hazards relevant to the Organisation/activity; -Records management (hazard log/register); -Responsibilities and management of the hazard log; -Internal communication process;-Safety risk management -Analysis process (e.g. in terms of the probability and severity of the consequences of hazards and occurrences)  -Severity should evaluate the serious of the consequence;  -Likelihood should identify the possibility (and frequency) of the occurrence; -The likelihood and severity should be clearly defined. -Regardless of the method used (ICAO safety risk matrix, ARMS, BOW-TIE, etc.), it is important to  customize the risk assessment matrix so as to reflect the operational profile.-Tolerability assessment **-**The organisation should assess the acceptability of the potential consequences associated with the potential  occurrences and hazards identified. This should be done in accordance with the organisation’s defined s  -Safety performance criteria-Mitigation actions  -Control (in terms of mitigation) of risks to an acceptable level  -Decision-making process, including responsibilities  -Implementation of actions  -Monitoring of the effectiveness of the implemented actions**Note:** *Check that hazards identification and management of associated risks are not too generic and not adapted to the approval scope of the organisation.***IR reference:** *CAMO.A.200(a)(3), GM1.CAMO.A.200, AMC1 CAMO.A.200(a)(3),GM1 CAMO.A.200(a)(3),GM2* *CAMO.A.200(a)(3), AMC1 CAMO.A.200(d)(2) CAMO.A.205(a)(2), GM1 CAMO.A.205,AMC1 CAMO.A.305(a) (4-5) AMC1 CAMO.A.305(g),GM2 CAMO.A.305(g),AMC2 CAMO.A.315(c),CAMO.A.200(b)* |  |
|[ ]  * 1. **Internal safety reporting and investigation**

-Confidentiality and safety promotion-Identification of clear policy and objectives -Clearly identified aims and objectives with demonstrable corporate commitment; -A just culture policy as part of the safety policy (as defined in CAME 0.1.1), and related just culture  implementation procedures;-Safety investigation process -Provide staff access to the internal safety reporting scheme (system), including any subcontracted organisation  -In line with its just culture policy, the organisation should define how to investigate incidents such as errors  near misses, in order to understand not only what happened, but also how it happened, to prevent or reduce the  probability and/or consequence of future recurrences -The scope of internal investigations should extend beyond the scope of the occurrences required to be reported  to the competent authority in accordance -The internal safety reporting scheme should include a detailed process: -To identify those reports which require further investigation; -To classify occurrences against the mandatory reportable criteria established in CAME 2.11 and decide on  further actions accordingly -Evaluation of those errors, near misses, and hazards reported internally that do not fall under CAMO.A.160 -To investigate all the causal and contributing factors, including any technical, organisational, managerial,  or Human Factor issues, or any other contributing factors related to the occurrence, incident, error or near  miss -To analyse the collective data showing the trends and frequencies of the contributing factor;  -To identify, implement and monitor the effectiveness of the appropriate corrective and preventive actions  based on the findings of investigations;Additional considerations -Initial and recurrent training requirements for staff involved in internal investigations; -Coordination and cooperation with the owner or operator on occurrence investigations  by exchanging relevant information -Recurrent training updates, in accordance with the established training policy and procedures, whilst  maintaining appropriate confidentiality -Feedback loop to reporters and other staff;**Note:** *As part of its management system, the organisation shall establish an internal safety reporting scheme to enable the collection and evaluation of occurrences to be reported.* *Through this scheme, the organisation shall:* *(1) identify the causes of and contributing factors to any errors, near misses, and hazards reported and address them as part of safety risk management process* *(2) ensure evaluation of all known, relevant information relating to errors, the inability to follow procedures, near misses, and hazards, and a method to circulate the information as necessary.***IR reference:**  *CAMO.A.160,AMC1 CAMO.A.160, CAMO.A.200(a)(3),AMC1 CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(3), CAMO.A.202,AMC1 CAMO.A.202, GM1 CAMO.A.202, GM1 CAMO.A.205, CAMO.A.300(a)(10),* *CAMO.A.305(g),AMC1 CAMO.A.305(g),AMC3 CAMO.A.305(g), AMC5 CAMO.A.305(g)* |  |
|[ ]  * 1. **Safety Action Planning**

The SRB should monitor:  -Safety performance against the safety policy and objectives;  -That any safety action is taken in a timely manner  -The effectiveness of the organisation’s management system processes. -Reviewing the results of compliance monitoring; -Monitoring the implementation of related corrective and preventive actions.The SAG may be tasked with or assist in: -Monitoring safety performance; -Defining actions to control risks to an acceptable level;  -Assessing the impact of organisational changes on safety;  -Ensuring that safety actions are implemented within agreed timescales;  -Reviewing the effectiveness of previous safety actions and safety promotion. This procedure should also specify when/how often SRB meetings and SAG meetings take place.**Note**: *This chapter should describe the safety action planning process in place, describing the Safety Review Board (SRB) and Safety Action Group (when applicable) composition, meetings and functions. For Licensed Air Carriers, it should detail how an integrated system is achieved between continuing airworthiness and flight operations. The SRB should be a high-level committee that considers matters of strategic safety in support of the Accountable Manager’s safety accountability. The board should be chaired by the Accountable Manager and composed of the person or group of persons nominated under point CAMO.A.305(a) and (b)***IR reference:** *CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(3), GM1 CAMO.A.200(a)(3)* |  |
|[ ]  **2.4 Safety performance monitoring** The SPIs should enable the Organisation to measure, among others:  -Hazards identified, safety risk assessments, mitigations/risk controls implemented. -The effectiveness of safety risk controls; -The management of changes.  -Safety culture (internal reporting rates, awareness of just culture policy and principles, etc.)  -Safety promotion (safety bulletins, safety training, etc.) -Occurrence reporting. -Compliance monitoring. For each SPI, the following should be described:  -Indicator description  -Indicator purpose/aim  -Reference value and target value, if applicable; -Data collection procedure -Indicator control procedureThe usefulness and accuracy of the SPIs should be subject to frequent reviews, and the frequency of the SPI reviews should be defined. This safety performance monitoring process may include, as appropriate to the size, nature and complexity of the organisation: -Safety reporting, also addressing the status of compliance with the applicable requirements; -Safety reviews, including trends reviews, which would be conducted during the introduction of new products and  their components, new equipment/technologies, the implementation of new or changed procedures, or in  situations of organisational changes that may have an impact on safety; -Safety audits focusing on the integrity of the organisation’s management system, and on periodically assessing  the status of safety risk controls; and -Safety surveys, examining particular elements or procedures in a specific area**Note**: *This chapter should describe the system in place to measure the safety performance of the organisation, including development of safety performance indicators (SPIs) and targets linked to the organisation’s safety policy and objectives. The SPIs and targets should be appropriate to the organisation’s activities, risks and safety objectives, and they should be monitored and analysed for trends. SPIs should be reviewed and regularly updated to ensure they remain relevant.***IR reference:** *CAMO.A.200(a)(3),GM1 CAMO.A.130(b),GM1 CAMO.A.200,AMC1 CAMO.A.200(a)(1), GM1 CAMO.A.200(a)(1),AMC1 CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(3), CAMO.A.202(c)(2), CAMO.A.202(e), GM1 CAMO.A.202, AMC1 CAMO.A.305(a)(4);(a)(5),AMC1 CAMO.A.305(g)* |  |
|[ ]  **2.5 Change management**The change management process should consider: -Identification and description of the change  -Assessment of the safety criticality and impact, magnitude of a change, and its potential impact on human  performance -Existing controls and implementation of new controls -Change implementation and transition period -Monitoring the effectiveness of the change implementationSome examples of change include, but are not limited to: -Changes to the organisational structure; -The inclusion of a new aircraft type in the terms of approval; -The addition of aircraft of the same or a similar type; -Significant changes in personnel (affecting key personnel and/or large numbers of personnel, high turn-over); -New or amended regulations; -Changes in the security arrangements; -Changes in the economic situation of an organisation (e.g. commercial or financial pressure); new schedule(s),  location(s), equipment, and/or operational procedures; and**Note**: *The management of change should be a documented process to identify external and internal changes that may have an adverse effect on the safety and compliance of its continuing airworthiness management activities. The introduction of a change is a trigger for the organisation to perform their hazard identification and risk management process. Regardless of the magnitude of the change, large or small, its safety implications should always be proactively considered*.**IR reference:** *CAMO.A.130,AMC1 CAMO.A.130,AMC2 CAMO.A.130,GM1 CAMO.A.130,GM1 CAMO.A.130(a)(1),* *GM2 CAMO.A.130(a)(1),GM1 CAMO.A.130(b),GM2 CAMO.A.200(a)(3)* |  |
|[ ]  **2.6 Safety training and promotion**The organisation should ensure that:  -Create an environment that is favourable to the achievement of the organisation safety objectives -All staff are able to demonstrate an understanding of safety management principles including Human Factors,  related to their job function. (Safety training SMS, Human factors, Internal procedures, Regulations, Fuel Tank  Safety (FTS), Electrical Wire Interconnection System EWIS, Critical Design Configuration Control  (CDCCL). Specific technical training such as Aircraft maintenance programme, Reliability programme (if  applicable), Internal investigations, Auditing/compliance monitoring, Quality assurance, Aircraft general  familiarisation (Gen Fam), Airworthiness review, On-the-job training etc.  -All staff are familiar with the safety policy and the procedures and tools that can be used for internal safety  reporting.  -Staff who have been designated safety management responsibilities are familiar with the relevant processes in  terms of hazard identification, risk management, and the monitoring of safety performance.Personnel involved in the delivery of the basic continuing airworthiness management services of the organisation should receive both initial and recurrent safety training, appropriate for their responsibilities. This should include -Recurrent training intervals -Record-keeping -In accordance with the job function/role, adequate initial and recurrent training should be provided and recorded  to ensure continued competency so that it is maintained throughout the employment/contract.This should include at least the following staff members:  -Nominated persons and managers;  -Persons involved in any compliance monitoring and/or safety management related processes and tasks, including  application of HF principles, internal investigations and safety training;  -Airworthiness review staff;  -Technical support personnel such as, planners, engineers, and technical record staff;  -Personnel involved in developing and amending/reviewing the AMP, in assessing its effectiveness and/or  Working on reliability programme; and -Contract staff in the above categories.**Note 1**: *Initial safety training should cover all the topics of the training syllabus specified in AMC/GM2 CAMO.A.305(g)***Note 2:** *Initial safety training should be provided within 6 months of joining the organisation, but temporary staff may need to be trained shortly after joining the organisation to cope with the duration of employment. Personnel being recruited from another organisation, and temporary staff should be assessed for the need to receive any additional safety training*.Training should be provided to management and staff at least:  -During the initial implementation of safety management processes;  -For all new staff or personnel recently allocated to any safety management related task;  -On a regular basis to refresh their knowledge and to understand changes to the management system;  -When changes in personnel affect safety management roles, and related accountabilities/responsibilities; and  -When performing dedicated safety functions in domains such as safety risk management, compliance monitoring,  internal investigations.**Note 3:** *Recurrent safety training should be delivered either as a dedicated course or else integrated within other training. It should be of an appropriate duration in each 2-year period, in relation to the relevant compliance monitoring audit findings and other internal/external sources of information available to the organisation on safety and HF issues***Note 4:** *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* The organisation should establish communication about safety matters and significant events, changes and investigation outcomes:  -Ensures that all personnel are aware of the safety management activities, as appropriate, for their safety  responsibilities; -Conveys safety-critical information, especially related to assessed risks and analysed hazards; -Explains why particular actions are taken; and -Explains why safety procedures are introduced or changed.  -Safety bulletins/communications/newsletters/emails/etc. are other means used to share safety information.**IR reference:**  *CAMO.A.200(a)(3), CAMO.A.200(a)(4),GM1 CAMO.A.200(a)(4), CAMO.A.220(c), CAMO.A.305(a)(2), CAMO.A.305(c), CAMO.A.305(g),AMC1 CAMO.A.202(c)(3),AMC1 CAMO.A.305(a)(4); (a)(5),GM1 CAMO.A.305(g),AMC1 CAMO.A.305(c),AMC5 CAMO.A.305(g),GM2 CAMO.A.305(g),Appendix III to AMC4 CAMO.A.305(g)* |  |
|[ ]  **2.7 Immediate safety action and coordination with operator’s Emergency Response Plan (ERP)** A procedure should be implemented to enable the organisation to act promptly when it identifies safety concerns with the potential to have immediate effect on flight safety, including clear instructions on who to contact at the owner/operator, and how to contact them, including outside normal business hours: -Enable the organisation to act promptly when it identified safety concerns with the potential to have an  immediate effect on flight safety -Including clear instructions on who to contact at the owner/operator -How to contact them, including outside of regular business hours. **Note**: *Enable the organisation to react promptly if the operator triggers the ERP and it requires the support of the CAMO. If applicable, a procedure should be implemented to enable the organisation to react promptly if the ERP is triggered by the operator and it requires the support of the CAMO.***IR reference:** *CAMO.A.200(a)(3),GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(3)* |  |
|[ ]  **2.8 Compliance monitoring**-Independent monitoring function on how the organisation ensures compliance with the applicable requirements,  policies and procedures-Request action where non-compliances are identified -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. **Note:** *The CAMO shall establish a compliance monitoring system to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Where the approved continuing airworthiness management organisation is approved in accordance with another Part, the compliance monitoring system may be combined with that required by the other Part. For licenced air carriers in accordance with Regulation (EC) No 1008/2008 the CAMO compliance monitoring system shall be an integrated part of the operator's compliance monitoring system* **IR reference:** *CAMO.A.200(a)(6),GM1 CAMO.A.200,AMC1 CAMO.A.200(a)(1),AMC1 CAMO.A.200(a)(2),AMC1 CAMO.A.200(a)(6),AMC2 CAMO.A.200(a)(6),AMC3 CAMO.A.200(a)(6),AMC4 CAMO.A.200(a)(6),GM1 CAMO.A.200(a)(6),* *GM1 CAMO.A.205, CAMO.A.305(a)(4), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5),AMC1 CAMO.A.305(c),AMC1 CAMO.A.305(g),AMC3 CAMO.A.305(g),AMC4 CAMO.A.305(g),GM1 CAMO.A.305(g),GM3 CAMO.A.305(g),AMC2 CAMO.A.315(c)***2.8.1 Audit plan and audit procedure**  Audit plan:  -Contents and applicable requirements; -Responsibilities -Planned audit period and dates (when, how often)  -Locations to be audited; -Product audit considering the scope of approval; (product sampling) -Independent audits; -Audit of contracted maintenance organisations -Audit of subcontracted organisations functions; (if applicable) -Validation/internal approval of the Audit Plan and management of its revisions/changes (properly implemented,  maintained, and continually reviewed and improved)-Audit procedure(s)  -Responsibilities; -Tools and systems; -Auditing method (remote v. on-site) and criteria; -Audit preparation; -Personnel requirements; -Audit agenda and notification; -Audit checklist and forms; -Audit timescales; -Audit report format and templates; -Issue of audit report describing: -What was checked (area, product etc.) -What paragraphs were audited -What amendment in regulation was used -What procedures were audited -The resulting non-compliance findings against applicable requirements and procedures -The target date for proposal for a corrective action plan (CAPA) -Target closure date for corrective action (CA) -Responsible manager for CAPA and CA-Management of findings; -Identifying the responsible manager -Root cause analysis (RCA) (contributing factor(s)) (**see Note 2**) -CAPA with immediate fix/correction if applicable -Information if other area or product may be affected and if it has been checked and the outcome -CA -Acceptance or rejection of RCA, CAPA and CA -Extension and escalation of findings -Implementation of corrective and preventive actions -Overdue findings -Closure of findings-Audit records;**Note 1:** *The organisation should establish an audit plan to show when and how often the activities as required by Part-M, Part-ML and Part-CAMO will be audited, including, but not limited to, product audits. The audit plan should ensure that all aspects of Part-CAMO compliance are verified every year, including all the subcontracted activities***Note 2:** *Pay special attention to root cause analysis***IR reference:** *CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), CAMO.A.220(b), CAMO.A.150, AMC1 CAMO.A.150, GM1 CAMO.A.150***2.8.2 Monitoring of continuing airworthiness management activities**Procedure to-Periodically review the activities of the continuing airworthiness management personnel and how they fulfil their  responsibilities, as defined in Part 0**IR reference:** *CAMO.A.125(d),CAMO.A.200(a)(6),AMC1 CAMO.A.200(a)(6),AMC2 CAMO.A.200(a)(6), AMC3 CAMO.A.200(a)(6),AMC4 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6), GM1 CAMO.A.205, CAMO.A.205, GM1 CAMO.A.205, CAMO.A.300(a)(11), Appendix II to AMC1 CAMO.A.125(d)(3), CAMO.A.315(a)***2.8.3 Monitoring of the effectiveness of the maintenance program (if applicable)**Procedure to-Periodically review that the effectiveness of the maintenance programme(s) is analysed as defined in Part 1.5-The following minimum items should be checked: -Review of AMP reliability reports. -Evidence of actions taken as a result of the analysis of the effectiveness of the AMP. -Reliability meetings are being attended.  -Qualification adequacy of staff participating in the Reliability Programme, such us staff collecting required data,  analysing information, making decisions/recommendations, etc. -Compliance with functions/responsibilities specified in the AMP reliability program.**IR reference:**  *CAMO.A.200(a)(6),AMC3 CAMO.A.305(g),AMC4 CAMO.A.305(g),Appendix II to AMC1 CAMO.A.125(d)(3), M.A.301(e),AMC M.A.301(e),AMC.M.A.302(g),Appendix I to AMC M.A.302 and AMC M.B.301(b)* |  |
|[ ]  **2.8.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation**Procedure to-Periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of  the operators fleet-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-If necessary, the procedure may be subdivided into scheduled/non-scheduled, base/line or aircraft/engine/components  maintenance, where different procedures apply. In particular, the following topics may be necessary; -Initial verification of the EASA scope of approval (including MOE scope of work check) during the maintenance  organisation selection procedure (refer to CAME 3.1.2) -Provisions in the maintenance contracts to notify any change affecting the contract (e.g. Maintenance Organisation  scope of approval change, EASA Part 145 approval suspension/limitation/revocation, etc.). -Verifications performed during audits to contracted Maintenance Organisations as part of  CAME 2.8.1 (Audit plan and audit procedures) -Additional verifications to be performed to complement those aspects not covered in the previous paragraphs.**IR reference:** *CAMO.A.200(a)(6),AMC1 CAMO.A.200(a)(6), CAMO.A.205,GM1 CAMO.A.205, CAMO.A.300(a)(11)(ii), CAMO.A.300(13), CAMO.A.315(b), CAMO.A.315(c), CAMO.A.315(d),GM1 CAMO.A.315(b)(5), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c),GM1 CAMO.A.315(d),Appendix IV to AMC1 CAMO.A.315(c),Appendix II to AMC1 CAMO.A.125(d)(3)* |  |
|[ ]  **2.8.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor**Procedure to -Periodically review that the continuing airworthiness management personnel are satisfied that all contracted  maintenance is carried out in accordance with the contract -Audits performed to contracted Maintenance Organisations as part of the Audit Plan (CAME 2.8.1). -Verifications by the CAMO representative during maintenance events. -Additional verifications, as applicable.**Note:** *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***IR reference:** *CAMO.A.200(a)(6),AMC1 CAMO.A.200(a)(6), CAMO.A.205, GM1 CAMO.A.205, CAMO.A.300(a)(11)(ii), CAMO.A.300(13), CAMO.A.315(b), CAMO.A.315(c), CAMO.A.315(d),GM1 CAMO.A.315(b)(5),AMC1 CAMO.A.315(c),* *AMC2 CAMO.A.315(c),GM1 CAMO.A.315(c),GM1 CAMO.A.315(d),Appendix IV to AMC1 CAMO.A.315(c),* *Appendix II to AMC1 CAMO.A.125(d)(3)* |  |
|[ ]  * + 1. **Compliance monitoring personnel**

-Nominated person (compliance monitoring manager)-Other compliance monitoring personnel-Required experience and competence (professional background, minimum number of audits performed under  supervision, English language skills, etc.)-Required training and continuation training (e.g., audit techniques, Regulation, FTS, CAME procedures, etc.)-Specific experience and/or technical training in order to be authorised to audit specific areas or to cover specific audit  functions, as applicable to the organisation (e.g. audit of Airworthiness Review/permit to fly areas, product audit,  contracted maintenance, subcontracted tasks, Lead auditor, etc.)-Examination, test and assessment procedures  -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. -Scope of authorisation for auditors (e.g., A320 Product audit, System/procedures Audit, Permit to Fly audit,  contracted maintenance audit, subcontracted tasks, etc.)-Issue, extension, renewal or withdrawal procedures of authorisations It should be a system in place to inform the  auditors the scope of their authorisation (e.g., auditor authorisation, a list of auditors showing the type of audits they  can perform, etc.)-List of auditors and its management Recent auditing experience to maintain the authorisation. -Independence of compliance monitoring personnel when the organisation uses skilled personnel working within  another department.-Retention of records-Duration / location-Type of documents-Planned and allocated work hours (if not full-time employed).**Note 1:** *This paragraph must describe how the compliance monitoring personnel are managed, and competency is ensured and assessed***Note 2:** *The competence assessment process for issuance, extension, renewal of the authorisation may be described in CAME 0.3 or in this chapter*.**IR reference:** *CAMO.A.200(a)(6),GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(1), AMC1 CAMO.A.200(a)(2),* *AMC1 CAMO.A.200(a)(6),AMC2 CAMO.A.200(a)(6),AMC3 CAMO.A.200(a)(6),AMC4 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6),GM1 CAMO.A.205, CAMO.A.305(a)(4), AMC1 CAMO.A.305(a)(4);(a)(5)* |  |
|  | **2.8.7 Audit of sub-contracted Part CAMO tasks**-Subcontractor selection process -Hazard identification and risk management -Pre-audit -Control procedure -Etc. as per Appendix II to AMC1 CAMO.A.125(d)(3)-Compliance with approved procedures;-Contracted continuing airworthiness functions are carried out in accordance with the contract;-Continued compliance with Part-CAMO-Record-keeping-List of subcontractors in CAME 5.3-Copy of contracts for subcontracted work**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. 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.* **IR reference:** *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)* |  |
|[ ]  **2.9 Control of personnel competency**Objectives-Job descriptions for each job function/role in the organisation.  Job descriptions should contain sufficient criteria to enable the required competency assessment-The persons who are responsible for this process;-When the assessment should take place;-How to give credit from previous assessments;-How to validate qualification records;-Initial - staff need to be assessed for competency before unsupervised work commences -Methods to be used for the initial assessment-Continuous - staff competency must be controlled continuously -Methods to be used for the continuous control of competency, including to gather feedback on the performance of  personnel;-Assessment for each job function/role. New job function/role, new assessment-Assessment performed by trained and qualified personnel-Competency assessed by the evaluation of, e.g.: -Desk-top – records for training and experience. May include confirmation check -Testing and or interview -On-the-job performance-Result of the assessment, the actions to be taken if the assessment is not satisfactory -Ongoing supervision or unsupervised work permitted -Need for additional training-Issuance of authorisation for unsupervised work for each job function/role-All staff should be able to demonstrate knowledge of, and compliance with, the CAMO procedures, as applicable to  their duties. -Demonstration of understanding of safety management principles including human factors, related to their job  function and receive safety training as per AMC3 CAMO.A.305(g)-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 another approved CAMO, it is reasonable to accept written confirmation from the  previous organisation -All prospective continuing airworthiness management staff need to be assessed for their competency related to their  intended duties-Record-keepingProcedure-Specify the persons who are responsible for this process;-When the assessment should take place;-How to give credit from previous assessments;-How to validate qualification records;-The means and methods to be used for the initial assessment;-The means and methods to be used for the continuous control of competency, including to gather feedback on the  performance of personnel;-The aspects of competencies to be observed during the assessment in relation to each job function;-The actions to be taken if the assessment is not satisfactory;-How to record assessment results.As a result of this assessment, an individual’s qualification should determine:-which level of ongoing supervision would be required and whether unsupervised work could be permitted;-whether there is a need for additional training**IR reference:** *CAMO.A.200(a)(4),GM1 CAMO.A.200(a)(3),GM1 CAMO.A.130(b), CAMO.A.220(c), CAMO.A.305(g),* *AMC1 CAMO.A.305(a)(4),(a)(5), AMC1 CAMO.A.305(g),AMC2 CAMO.A.305(g),AMC4 CAMO.A.305(g),* *GM3 CAMO.A.305(g)* |  |
|[ ]  **2.10 Management system record-keeping**Ensure that the following records are retained -Records of management system key processes as defined in point CAMO.A.200 -Contracts, both for contracting and subcontracting, as defined in point CAMO.A.205  -Format of records -Definition of records to be stored and format; -Storage type, location and accessibility; -Responsibilities; -Access to records; -Retention periods; -Storage procedure and preservation of records; -Subcontracting record storage; -Facility management, including third party facilities; -Storage of electronic records (backup of computer records at a different location); -Electronic safeguards and remote servers; -Transfer of records; -Management of records in specific circumstances (e.g. accidents);**Note 1:** *Management system records, as well as any contracts pursuant to point CAMO.A.205, shall be kept for a minimum period of 5 years***Note 2:** *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***Note 3:** *See Additional requirement from Appendix 15 Услови који се односе на електронски систем за вођење евиденције записа о одржавању и континуираној пловидбености ваздухоплова Правилника о обезбеђивању континуиране пловидбености и о одобравању ваздухопловно-техничких организација и особља***IR reference:**  *CAMO.A.220(b), CAMO.A.220(d), CAMO.A.220(e), CAMO.A.220(f), AMC1 CAMO.A.220,* *AMC2 CAMO.A.220,GM1 CAMO.A.220* |  |
|[ ]  **2.11 Occurrence reporting** Procedure – occurrence reporting system-Meet requirements defined in Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018-Reported to the competent authority and to the organisation responsible for the design of the aircraft-Made in a form established by the competent authority-Shall contain all pertinent information about the condition known to the organisation-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 clear description of the occurrence reporting system, including the following information:-Definition and criteria for reportable occurrences: -Reporting tools and forms -Database of occurrences -Management of occurrences -Subcontracted organisations and reporting -Reporting timescales-Procedure(s) for follow-up analysis and investigation-Responsibilities, one or more suitably qualified persons with clearly defined authority for coordinating action  on airworthiness occurrences. 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-Reporting to the Competent Authority, the DOA and TCH-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-If the organisation holds more than one organisation certificates within the scope of Reg. (EU) 2018/1139, then -The organisation may establish an integrated occurrence reporting system covering all certificate(s) held -Single reports for occurrences should only be provided if -The report includes all relevant information from the perspective of the different organisation certificates held -The report addresses all relevant specific mandatory data fields and clearly identifies all certificate holders  for which the report is made -The competent authority for all certificates is the same, and such single reporting was agreed with that CA-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**Note 1:** *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.* Continuous improvement requires: -an open mind, a commitment of all; -objective analyses of relevant data; and  -perseverance to implement improvements**Note 2***: 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. Therefore, review of relevant incidents, accidents, occurrences, in order to learn, improve, and strengthen the system.***IR reference:** *CAMO.A.160, AMC1 CAMO.A.160, AMC2 CAMO.A.160, GM1 CAMO.A.160, GM1 CAMO.A.160(b), M.A.202, AMC M.A.202(a), AMC M.A.202(b), AMC 20-8A, Reg. (EU) 376/2014, Reg. (EU) 2015/1018**ML.A.202,Regulation 2018/1139 - Annex II* |  |
|  | **PART 3 - CONTRACTED MAINTENANCE** | **CAME reference / comment** |
|[ ]  **3.1 Maintenance contractor selection procedure****3.1.1. Procedures for the development of maintenance contracts**-The process to implement the different elements described in Appendix IV to AMC1 CAMO.A.315(c)-Responsibilities, task and interaction with the maintenance organisation and with the owner/operator-Describe when necessary, the use of work order for unscheduled line maintenance and component maintenance as  per CAMO.A.315(d)-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**Note 1:** *The organisation shall ensure that human factors and human performance limitations are taken into account during continuing airworthiness management, including all contracted activities***Note 2:** *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***IR reference:** *CAMO.A.315(c), CAMO.A.315(d), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c),* *Appendix IV to AMC1 CAMO.A.315(c),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)***3.1.2 Maintenance Contractor Selection Procedure**-General-Maintenance contractor selection process -How a maintenance contractor is selected -Selection procedure for base maintenance. -Selection procedure for contracted line maintenance Organisations -Selection procedure for on-call maintenance. -Selection procedure for components maintenance  -Engine maintenance -Wheels and brakes -Verification of approval  -Applicable aircraft type and engine -Industrial capacity-For every type of maintenance above, the following items should be described, as applicable. -Responsible person/department. -Pre-audit before approval (desktop or on-site)-Contract review process by the Compliance Monitoring Manager (or designated staff) in order to ensure contract is comprehensive and that it has no gaps or unclear area-Everyone involved in the contract (both CAMO and MO) agrees with the terms of the contract and fully understands  their responsibilities-Functional responsibilities of all parties are clearly identified-Liaison with owner if not air carries licence operator-Listing and updating in CAME 5.4-Interface procedures training to maintenance organisation staff on detailed work instructions (aircraft technical  log/task cards fill-in instructions, MEL Rectification Interval Extension procedure, damage assessment report  procedure, CAMO-AMO procedures, etc.)**IR reference:**  *CAMO.A.315(c), CAMO.A.315(d), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c),* *Appendix IV to AMC1 CAMO.A.315(c),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)* |  |
|[ ]  * 1. **Product audit of Aircraft**

-Product audit of aircraft -General – audit of an aircraft -Definition of “Product audit” (to ensure the validity and effectiveness of CAMO procedures) -Company Product Audit Policy -Product Audit methods and content -Audit method (see Note) -Topics to review/checklist (describing what was checked and the resulting findings against applicable  requirements, procedures and products) -Different between an airworthiness review and quality audit -Compliance with approved procedures -Contracted maintenance carried out in accordance with the contract -Continued compliance with Part CAMO**Note:** *A review of the aircraft continuing airworthiness records system in the office is necessary. An aircraft (including on-board airworthiness documents) on-site check is also necessary to make sure that the information available in the CAMO is consistent with the information on the aircraft***IR reference:** *CAMO.A.200(a)(6),AMC1 CAMO.A.200(a)(6),AMC2 CAMO.A.200(a)(6),AMC3 CAMO.A.200(a)(6),AMC4 CAMO.A.200(a)(6),GM1 CAMO.A.200(a)(6),GM1 CAMO.A.200(a)(6) and CAMO.B.300* |  |
|[ ]  * 1. **Quality audit of sub-contracted Part CAMO tasks**

-Subcontractor selection process -Hazard identification and risk management -Pre-audit -Control procedure -Etc. as per Appendix II to AMC1 CAMO.A.125(d)(3)-Compliance with approved procedures;-Contracted continuing airworthiness functions are carried out in accordance with the contract;-Continued compliance with Part-CAMO-Record-keeping-List of subcontractors in CAME 5.3-Copy of contracts for subcontracted work**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. 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.* **IR reference:** *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)* |  |
|  | **Part 4 - AIRWORTHINESS REVIEW PROCEDURES**  | **CAME reference / comment** |
|[ ]  **4.1 Airworthiness review staff**-Airworthiness Review Staff (ARS) responsibilities; in line with GM M.A.901.-Independency of the AR staff-Assessment of AR staff-Airworthiness Review Staff (ARS) experience, qualification, competence and training in line with CAMO.A.310. (see Note 3)-Formal acceptance by the competent authority (see Note 2.)-Issuance of authorisation-Airworthiness Review Staff (ARS) records -Constitution of the records including  -Identity, individual authorisation reference number, copy of the authorisation, scope of the authorisation, date  of issue, validity, copy of diplomas, copy of training certificate, continuation training, experience, summary  sheet, ARS assessment check lists and associated documents / material, etc. -Type and format of record: electronic or paper copy -Management of ARS records -Retention of records -Duration / location -Type of documents-Maintaining the AR authorisation by: -Being involved in continuing airworthiness management activities for at least 6 months in every two-year period,  or conducted at least one airworthiness review in the last 12-month period.  -Continuation training requirements; -Demonstration of recent continuing airworthiness management experience. -Withdrawal or suspension and restoration of the authorisation. -Airworthiness review man-hour plan and planning procedure.**Note 1**: *The first AR staff has to be assessed by CAD, i.e. perform AR under supervision of CAD. For others, after that, it can be delegated to the organisation according to a procedure.***Note 2**: *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. If the airworthiness review is performed under the supervision of existing airworthiness review staff, evidence should be provided to the competent authority. The inclusion of an airworthiness review staff in such CAME list also constitutes the formal authorisation by the organisation.***Note 3:** *Aeronautical degree/Part-66 license, formal aeronautical maintenance training, continuing airworthiness experience, position held within the Organisation, etc., At least 5 years of experience in continuing airworthiness;, Acquired an appropriate licence in compliance with Annex (III) Part-66 or an aeronautical degree or a national equivalent, Received formal aeronautical maintenance training; For further guidance on ARS qualification requirements, refer to “User Guide for Nominated CAMO Personnel” UG.CAO.00164-XXX.***Note 4**: *The list of Airworthiness Review Staff (together with the authorisation identification number) should be included in CAME 5.2***IR reference:***.CAMO.A.125(e),CAMO.A.220(c)(1)(ii),CAMO.A.220(c)(2),AMC1 CAMO.A.220(c)(1)(ii),CAMO.A.300(a)(5), CAMO.A.300(a)(8),CAMO.A.305(a)3,CAMO.A.305(e),CAMO.A.305(f),GM1 CAMO.A.305(f),CAMO.A.310,AMC1 CAMO.A.310(a),AMC1 CAMO.A.310(a)(3),AMC1 CAMO.A.310(c),AMC1 CAMO.A.310(d), CAMO.A.320,M.A.901,GM M.A.901**ML.A.904(b)* |  |
|[ ]  **4.2 Documented review of aircraft records**-Full documented review procedure;-Performed by the same AR staff as the physical survey-Categories of documents to be reviewed-Aircraft records to review, including the depth of sampling – in detail -Documented review of aircraft records as per ML.A.903 -Documented review of aircraft records as per M.A.901 -The report should include, but not be limited to:  -Aircraft data; -Items checked; -Findings raised; -Finding classification;  -Corrective actions implemented and status;  -Date-Number of records-90 days anticipation to maintain the pattern-Inconclusive airworthiness review-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.)**Note:** *The airworthiness review records should include the evidence of the sample checks performed (items checked during the aircraft records review).***IR reference:***.CAMO.A.320,M.A.901,AMC M.A.901(k),ML.A.903(a)* |  |
|[ ]  **4.3 Physical Survey**-Physical survey procedure/ How to perform the physical review, including the depth of sampling (inspection)-Performed by the same AR staff as the review of the documented review of aircraft records-Topics that need to be reviewed -All required markings and placards are properly installed;  -The aircraft complies with its approved flight manual;  -The aircraft configuration complies with the approved documentation;  -No evident defect can be found that has not been addressed in accordance with point M.A.403;  -No inconsistencies can be found between the aircraft and the documented review of records referred to in point (k).-The physical area that needs to be inspected describing topics to be reviewed in each area-Which document on-board that need to be reviewed-Aircraft systems check to be performed.-Review of the AMP effectiveness as per ML.A.903(h)-90 days anticipation to maintain the pattern-Verifications to be carried out during flight /description of cases where in-flight verifications may be needed and  conditions to be met-Inconclusive airworthiness review-Coordination with contracted maintenance organisation for Part-66 staff assistance during the physical survey.-Physical survey compliance report (see Note)-Findings notification and follow-up procedure.**Note:** *The report should include aircraft data, items checked, findings raised, finding classification, corrective actions implemented to close those findings, date and place of the inspection, etc.***IR reference:***.* *CAMO.A.320, M.A.901(l), M.A.901(m),AMC M.A.901(l),AMC M.A.901(m),ML.A.903(b),ML.A.903(h)* |  |
|[ ]  **4.4 Additional procedures for recommendations to competent authorities for the import of aircraft**-Additional tasks for import-Additional documents-Communication with CAD or competent authorities-Additional items to be reviewed, records and physical with evidences -Specification of maintenance required to be carried out**Note**: *Recommendation can only be made when all findings are closed, and the aircraft is considered airworthy by complying with the relevant requirements***IR reference:***.* CAMO.A.320,M.A.901(d),M.A.901(o),M.A.903(a),M.A.903(b),AMC M.A.903(a)1,AMC M.A.903(b), M.A.904(a),M.A.904(b),M.A.904(c),M.A.904(d),M.A.904(e),AMC M.A.904(a)1,AMC M.A.904(a)2,AMC M.A.904(b) |  |
|[ ]  **4.5 ARC recommendation to competent authorities** -Communication procedure with CAD and competent authorities-Content of the recommendation and form to be used -Application from the owner-Record compliance report with evidences-Physical compliance report with evidences-Recommendation for the issue of ARC-Documents accompanying the recommendation / evidences**Note**: *Recommendation can only be made when all findings are closed, and the aircraft is considered airworthy by complying with the relevant requirements.***IR reference:***.* *CAMO.A.320,M.A.901(d),AMC M.A.901(d),M.A.901(o),AMC M.A.901(o)* |  |
|[ ]  **4.6 Issue of ARC**-Issuance of ARC (EASA Form 15b or 15c) after AR has been properly carried out-Airworthiness of the aircraft when ARC is issued -Aircraft under controlled environment during the preceding 12 months, managed by a unique CAMO and has  been maintained by maintenance organisations approved in accordance with Annex II (Part-145). -All findings closed/ performed satisfactorily by ARS -Aircraft airworthy /no evidence or indications that the aircraft is not 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)) -Continuity of the airworthiness review pattern-Record keeping (see 4.7)-Distribution of the ARC copies-Copy of the ARC sent to the CAD within 10 days of the date of issue**IR reference:***.CAMO.A.320,M.A.901(a)-(c),M.A.901(f),M.A.901(j),M.A.901(n),M.A.901(o)-(s),GM M.A.901(a), AMC M.A.901(b)*  |  |
|[ ]  * 1. **Airworthiness review records, responsibilities, retention and access**

-What records to be kept-Constitution and format of the records-How records are kept-How it is ensured protection from damage, alteration and theft-Periods of records keeping-Location of record storage-Access to the records-Responsibilities**Note:** *The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability and retrievability of all activities developed***IR reference:***.* *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)* |  |
|[ ]  * 1. **ARC extension**

-Procedure  -Conditions to be met -Aircraft under controlled environment during the preceding 12 months, managed by a unique CAMO and has  been maintained by maintenance organisations approved in accordance with Annex II (Part-145). -Maximum anticipation of 30 days. -Aircraft airworthy /no evidence or indications that the aircraft is not airworthy. -When and how to extend -Forms to be used to record the verification performed for the ARC extension -When continuity can be maintained (pattern) -With the loss of continuity (pattern) -Copy to the competent authority within 10 days-The organisation shall nominate persons authorised to extend-AR staff automatically authorised-List of staff-The extension of the ARC may be anticipated for a maximum period of 30 days, without loss of continuity**IR reference:***.* *CAMO.A.125(e),CAMO.A.300,CAMO.A.305,CAMO.A.320,M.A.901(a),M.A.901(b),M.A.901(c),M.A.901(f),* *M.A.901(j), M.A.901(n),M.A.901(o),M.A.901(p),M.A.901(r),M.A.901(s), GM M.A.901(a),AMC M.A.901(b), AMC M.A.901(c)2, (e)2 and (f), AMC M.A.901(n),ML.A.901(c),ML.A.903*   |  |
|[ ]  **4.9 Annual review of the AMP (only for aircraft under Part ML when the annual review of the AMP is not performed by the CAMO or CAO managing the continuing airworthiness of the aircraft)**-May be included in 4.2 and 4.3 above-By the same person who performs the airworthiness review-What to review (see further text in AMC1 ML.A.302(c)(9)) -The result of the maintenance performed during the year -The result of the airworthiness review conducted on the aircraft -Revisions introduced on the documents affecting the programme basis, e.g., ML.A.302(d) MIP or Design  Approval Holder data (DAHD) -Changes in the aircraft configuration, and type and specificity of operation -Changes in the list of pilot-owners -Applicable mandatory requirements for compliance with Part-21, such as ADs, ALIs, CMRs and TCDS  maintenance requirements-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-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 if he does not agree with the measures amending the AMP taken by the owner, CAMO or  CAO. The competent authority shall decide which amendments to the AMP are necessary.**Note**: *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.***IR reference:***.ML.A.903(e),ML.A.903(h),ML.A.302(c)(9)(a)* |  |
|  | **PART 4B – PERMIT TO FLY PROCEDURES** | **CAME reference / comment** |
|[ ]  * 1. **Conformity with approved flight conditions**

-Procedure to obtain the approved flight conditions. Responsible person, forms to be used, etc. -Flight conditions related to the safety of the design; application to DOA with appropriate privilege or to EASA-Flight conditions not related to the safety of the design; application to the Competent Authority of the Member State  of registry.-Procedure to ensure conformity with approved flight conditions -Authorized person  -Coordination with the Maintenance Organisation and the flight crew in order to ensure that flight conditions  described in the EASA Form 18A/B are met. -Forms to be used to record compliance with approved flight conditions.-Records to be kept**IR reference:***.* *CAMO.A.300(a)(11)(iii) CAMO.A.125(f), 21.A.708, 21.A.709, 21A.710, GM to Part-21 Subpart P* |  |
|[ ]  * 1. **Issue of the permit to fly under the CAMO privilege**

-Application procedure to the Competent Authority for the issuance of the permit to fly;  -Coordination with the State of registry Competent Authority for CAMOs not having the privilege to issue the permit  to fly or for aircraft that are not in controlled environment.  -EASA Form 21 fill-in instructions.-Issuance of permit to fly by the CAMO. -Process to prepare the EASA Form 20b -Changes affecting flight conditions and/or permit to fly. -Permit to fly revocation procedure. -How compliance with 21A.711(d) and (e) is established -How the organisation ensures compliance with 21A.711(g) for the revocation of the permit to fly**IR reference:***. CAMO.A.300(a)(11)(iii), CAMO.A.125(f), CAMO.A.300(a)(8),21.A.711(a), 21.A.711(d), 21.A.711(f), 21.A.711(g), 21.A.713, 21.A.723,GM to Part21 Subpart P, 21.A.711(a), 21.A.711(d), 21.A.711(f), 21.A.711(g), 21.A.713, 21.A.723, GM to Part-21 Subpart P* |  |
|[ ]  * 1. **Permit to fly authorised signatories**

-Person(s) authorised to sign the permit to fly**IR reference:***.CAMO.A.300(a)(11)(iii),CAMO.A.125(f),CAMO.A.300(a)(8)* |  |
|[ ]  * 1. **Interface with the local authority for the flight**

-Communication with the local authority-Compliance with the local requirements which are outside the scope of the conditions of 21A.708(b)**IR reference:** *CAMO.A.300(a)(11)(iii),21.A.711 (e),GM 21.A.711(e)* |  |
|[ ]  * 1. **Permit to fly records, responsibilities, retention and access**

-Constitution of the records (EASA Form 21, EASA Form 18A/B, EASA Form 20b, substantiating/supporting  documents, additional CAMO forms/templates, etc. -Management and retention of records -How records are kept, -Periods of record keeping -Location -Access to the records and responsibilities**IR reference:** *CAMO.A.125(f), CAMO.A.220(a)(4), CAMO.A.220(a)(5), CAMO.A.220(a)(6), CAMO.A.220(d), CAMO.A.220(f), AMC1 CAMO.A.220,21.A.729* |  |
|  | **PART 5 – APPENDICES** | **CAME reference / comment** |
|[ ]  **5.1 Sample documents, including the template of the ATL system**-Sample documents, including the template of the ATL system-Sample of all forms used and referred to in the procedures-Example of forms: -Technical log system forms -Deferred defect list -Airworthiness Review record compliance report -Airworthiness Review physical compliance report -Airworthiness Review Certificate Recommendation -EASA ARC Form 15b or 15c (or refer to the form on CAD website) -Permit to Fly if applicable -Variation request and approval form -MEL extension request and approval form -Internal reporting -Engine condition monitoring -The audit report, nonconformity, PCA and CA form -Aircraft Airworthiness Directives status  -AD analysis form  -Aircraft modifications status  -Aircraft repairs status -Aircraft compliance with AMP status -Status of life-limited parts -Status of time-controlled components  -Mass and balance statement -Aircraft Maintenance Programme indirect approval form -AMP task “one-off extension” approval form -Competence assessment form -Annual audit Plan -Compliance audit report -Compliance Audit Corrective Action Report Form  -CAME indirect approval form -Work order (to ensure that the applicable elements of Appendix IV to AMC1 CAMO.A.315(c) are considered) -Task card -Revision acknowledges  -Damage record sheet (Dent and buckle) form -etc.**Note:** *All sample of forms must contain revision control!***IR reference:** *CAMO.A.300* |  |
|[ ]  **5.2 List of airworthiness review staff**-Name, scope and authorisation identification-List of personals authorised to extend ARC  -Name and authorisation identification**IR reference:** *CAMO.A.300(a)(5), CAMO.A.305(f)* |  |
|[ ]  **5.3 List of subcontractors as per point CAMO.A.125(d)(3)**-Name of the subcontractor-Location, address-Scope of CAM tasks subcontracted**IR reference:** *CAMO.A.125(d)(3)* |  |
|[ ]  **5.4 List of contracted maintenance organisations and list of maintenance contracts as per point**  **CAMO.A.300(a)(13)**-Name of the maintenance organisation-Location, address-Part 145 or Approval reference number-Scope of the work contracted -List of the maintenance contracts, contract reference-Management of the list-Identification and management of the list; -Approval of the list in conjunction with CAME chapter 0.5 and 0.6 -Retention of records**IR reference:** *CAMO.A.300(a)(13), CAMO.A.315(c)* |  |
|[ ]  * 1. **Copy of contracts for subcontracted work (Appendix II to AMC1 CAMO.A.125(d)(3))**

-Cover sheet that list the contract reference and revision status-Copy of the contract(s)-Period review process**IR reference:** *CAMO.A.125(d)(3)* |  |
|[ ]  * 1. **List of approved maintenance programme as per point CAMO.A.300(a)(12)**

-Aircraft Maintenance Programme reference;-Aircraft type and model;**IR reference:** *CAMO.A.300(a)(12)* |  |
|[ ]  * 1. **List of currently approved alternative means of compliance as per point CAMO.A.300(a)(13)**

-Title of the approved alternative means of compliance -Reference of the approved alternative means of compliance; -Date of approval**IR reference:**  *CAMO.A.300(a)(14)* |  |
|[ ]  **Additional remarks if any** |
|  |  |
|  | **FOR CAD USE ONLY**  |
|  | [ ]  Pursuant to Regulation CAMO.A.300 of Annex Vc of Commission Regulation (EU) No 1321/2014 and its amendments it is certified that the Continuing airworthiness management expositionabove **have meet** all the requirements and therefore Continuing airworthiness management exposition **should be approved**.[ ]  Pursuant to Regulation CAMO.A.300 of Annex Vc of Commission Regulation (EU) No 1321/2014 and its amendments it is certified that the Continuing airworthiness management expositionabove **did not meet** all the requirements and therefore Continuing airworthiness management exposition **should not be approved**.Please refer to comment above in the remarks. |