

# **Guidance in the application process for a Part M Subpart G – Continuing Airworthiness Management Organisation (CAMO) Approval**

## **1 INTRODUCTION**

1.1 The Civil Aviation Authority (CAA), as the competent authority, is required to introduce the European Regulations regarding the issue of an Airworthiness Certificate and an associated Airworthiness Review Certificate on or before 28 September 2008.

1.2 The implementation of the EC regulations will involve organisations being approved for the purposes of continuing airworthiness management activity in accordance with Subpart G of Annex 1(Part M) to EC regulation EC2042/2003.

1.3 Any Organisation on application and demonstrating compliance with Part M subpart G will be approved to manage continuing airworthiness and additionally: -

Make recommendations to a competent authority that an Airworthiness Review Certificate (EASA Form 15a) may be issued or in certain cases issue and reissue an Airworthiness Review Certificate (EASA Form 15b) under the terms of the approval.

1.4 Full details of requirements and privileges can be found in Commission Regulation 2042/2003 and its associated acceptable means of compliance (AMC).

## **2 USEFUL REFERENCE DOCUMENTS**

2.1 Air Navigation Order and Regulations (CAP 393)

2.2 Airworthiness Notices (CAP 455)

2.3 Council Regulation (EEC) No 2407/92 – Licensing of Air Carriers

2.4 European Council EC 1592/2002 – Common rules in the field of aviation and establishing EASA

2.5 Commission Regulation 1702/2003 Implementing rules for airworthiness and environmental certification of aircraft and related products

2.6 Commission Regulation 2042/2003 Continuing airworthiness of aircraft and aeronautical products

2.7 Mandatory Requirements for Airworthiness (CAP 747)

### **3 DEFINITIONS**

3.1 EASA means European Aviation Safety Agency

3.2 Small Aircraft means those aircraft with a maximum take off mass of 5700 kg or less excluding multi-engine helicopters.

3.3 Non-EASA aircraft means: Aircraft having the attributes detailed within Annex II of the Basic EASA Regulation (1592/2002) and aircraft engaged in military, customs or police services. Aircraft classified by the CAA as Annex II aircraft are listed in publication CAP 747 (Section 1 Part 2 refers).

3.4 EASA Airworthiness Certificate means a certificate issued or deemed to be issued under the European Commission Regulation (1702/2003) recognising that an aircraft complies with the applicable airworthiness requirements. These certificates are classified as Certificates of Airworthiness (Form 25), Restricted Certificates of Airworthiness (Form 24), or Permits to Fly (Form 20).

3.5 EASA Certificate of Airworthiness means an Airworthiness Certificate recognising that an aircraft conforms to a type-certificate, issued or deemed to be issued in accordance with Part-21.

3.6 EASA Restricted Certificate of Airworthiness means an Airworthiness Certificate recognising that an aircraft conforms to a restricted type-certificate specific or specific certification specifications ensuring adequate safety, which has been issued in accordance with Part-21.

3.7 EASA Permit to Fly means an Airworthiness Certificate issued to an EASA aircraft, which has not been shown to meet, or currently does not satisfy the applicable airworthiness requirements for the issue of a Certificate of Airworthiness or Restricted Certificate of Airworthiness but which is capable of safe flight under defined conditions.

3.8 Commercial Air Transport (CAT) is applicable to licensed air carriers as defined by community law. Council Regulation (EEC) No. 2407/92.

3.9 Standalone subpart G organisation is a subpart G organisation that is not associated with an Air Operators Certificate.

### **4 GENERAL**

4.1 Full details for Part-M subpart G may be found in the Regulation EC 2042/2003 which can be downloaded along with the associated advisory material and amendments from the EASA website:  
[www.easa.europa.eu/home/index.html](http://www.easa.europa.eu/home/index.html)

4.2 There are two discrete elements of a Part M subpart G approval: -

(i) Those associated with an Air Operators Certificate and covering the continuing airworthiness management of Commercial Air Transport (CAT) aircraft, and

(ii) Those organisations that wish to manage the continuing airworthiness for aircraft not involved in Commercial Air Transport (Non-CAT).

4.3 Both CAT and Non-CAT organisations may be additionally approved to make airworthiness review determinations.

4.4 Full details of approval types and privileges can be found in Part M.A.711(a) & (b).

4.5 Should an Air Operator holding a Part M subpart G approval with the privilege to issue and renew the Airworthiness Review Certificate wish to apply the same privilege to an aircraft not within its Air Operators Certificate, then consideration must be given to the organisation holding an additional “standalone” subpart G approval.

## **5 APPLICATION**

All requests for application should be sent to: -

5.1 Applications for Part M Subpart G approval associated with an AOC should be sent to:-

Flight Operations Division  
Civil Aviation Authority  
Safety Regulation Group  
Aviation House  
Gatwick Airport South  
West Sussex RH6 0YR

5.2 Applications for Part M Subpart G approval associated with continuing airworthiness management of Non-CAT aircraft should be sent to:-

Applications & Approval Department  
Civil Aviation Authority  
Safety Regulation Group  
Aviation House  
Gatwick Airport South  
West Sussex RH6 0YR

## **6 APPLICATION PROCESS**

6.1 An EASA Form 2 application must be completed and submitted to Flight Operations Division for organisations associated with an AOC, or Applications & Approvals Department (A&AD) for organisations wishing to manage the continuing airworthiness of aircraft not involved in commercial air transport, along with the appropriate fee.

6.2 The EASA form 2 may be downloaded from the CAA website and details of the appropriate fees may be found in the Official Series Record 5 which can also be accessed through the CAA website.

6.3 CAA determines from the application whether this is an application associated with an Air Operators Certificate, Non CAT or a change to an existing approval (this will determine the type of approval reference to be allocated, if necessary).

6.4 Once the application has been acknowledged a Compliance Checklist (CCL) will be sent with an acknowledgement of the application to assist in you preparing for the approval assessment. The CCL is also available for download from the CAA web site.

6.5 A CCL has been produced in order for the organisation to demonstrate the method of compliance. The more detail that can be included in the CCL, the more efficient the approval process will be.

6.6 The Civil Aviation Authority has produced an “Anybody’s Continuing Airworthiness Management Exposition (CAME)” document that may assist in your company’s preparation. This may be obtained and downloaded from the CAA website. This document, however, must be used in conjunction with Part M subpart G and the CCL to accurately reflect the organisation and its procedures.

## **7 CAA INVESTIGATION AND APPROVAL**

7.1 You will be advised of the Regional Office who will investigate the approval. The Regional Office selection will normally be dependent on the location of your company’s primary place of business.

7.2 The Regional Office will allocate a surveyor to review your compliance with the regulation. The surveyor has to make a positive recommendation that all aspects are in compliance with the Part M Subpart G as applicable, before the approval can be finalised and the approval certificate issued.

7.3 Please note that any non-conformances must be closed prior the approval being granted.

7.4 The applicant must submit a draft CAME to include the necessary procedures to comply with Subpart G, Continuing Airworthiness Management Organisation, taking into account the responsibilities and tasks of the Part M Subparts A thru I, as applicable to the aircraft being managed. These details need to be to a depth where the CAA can be satisfied that all the aspects of AMC M.A.710 (a) have been considered.

7.5 EASA Form 4's (personnel qualification and experience) must be submitted for the appropriate management personnel.

7.6 EASA Form 4's must also be submitted for Airworthiness Review signatories that demonstrate compliance with the requirements of M.A.707. Consideration should also be given to who will carry out the physical survey of the aircraft. It is expected that this will normally be a type rated Part 66 Licensed Engineer. A review of the proposed Quality Assurance, Airworthiness Management and Airworthiness Review post holders will need to be undertaken to ensure no conflict of interest exists.

7.7 When the application includes the additional Airworthiness Review Certificate (ARC) Signatory and recommendation privilege [Ref: M.A.711(b)] it will be necessary to specifically assess the satisfactory compliance with the prescriptions of M.A.707 and M.A.710.

This will include the need to oversee the first airworthiness review conducted prior to approving both the nominated person and the granting of the approval. When satisfied that the process is acceptable the RO surveyor will issue an EASA Form 15a ARC for the subject aircraft, as part of the overall recommendation for organisation approval.

This is to satisfy the requirements of M.A.707(b) whereby nominated airworthiness review staff cannot be formally accepted by CAA until the satisfactory completion of an airworthiness review under supervision. Once the first nominated signatory has been approved in this manner any subsequent signatories can be nominated after being supervised by the first approved nominated signatory and in accordance with a procedure prescribed within the CAME.

Another key element in approving the ARC signatory is establishing the independence of the Airworthiness Review Staff from both the airworthiness management process and the quality system. This independence should be considered the norm within the organisation approval process, however when the organisation is small and the number of personnel are limited or when the organisation terms of approval are limited to non-commercial air transport aircraft below 2,730Kgs or single engine helicopters\*, the combining of some positions might be acceptable. (Ref: AMCs M.A.706 1. & M.A.707(a) 4.)

*\*Note: EASA NPA 07/2005 proposes to amend M.A.712(f) in this regard.*

7.8 It must be noted that it is the responsibility of the applicant company to demonstrate compliance with the requirements of Part M Subpart G, as applicable. The CAA will confirm compliance by carrying out an audit of the

company facilities, procedures and personnel against the relevant requirements.

7.9 If an application for a change to the existing subpart G approval is submitted, it would be appropriate for the Civil Aviation Authority to meet with the Accountable Manager, as this would be a significant change in responsibility from initial approval.

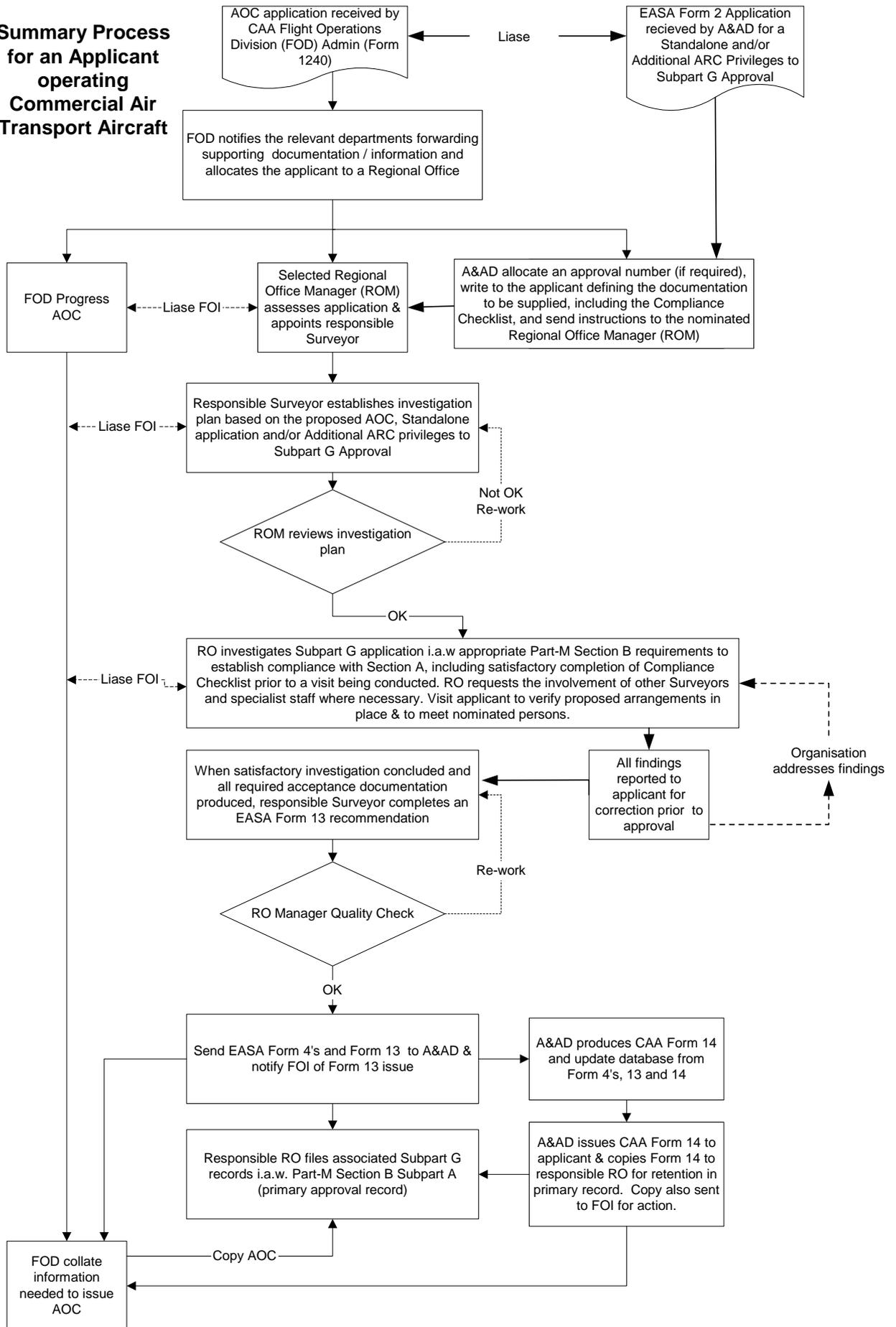
7.10 If the application is for initial approval the Accountable Manager will need to demonstrate an understanding of Part M and continuing airworthiness in general.

7.11 Once satisfied that compliance with the applicable regulations has been achieved the Regional Office will confirm to A & A Department that the approval may be granted. A&A Department will then issue the Approval Certificate.

7.12 The Regional Office will then implement a two-year surveillance plan for continuation of the approval.

7.13 For new approvals, the audit frequency may increase in the early period, dependent on the company's experience and the complexity of the scope of approval.

# Summary Process for an Applicant operating Commercial Air Transport Aircraft



**Summary Process for  
For Organisations  
Applying to Manage the  
Continuing  
Airworthiness of  
Aircraft Not Involved In  
Commercial Air  
Transport**

