***ANYBODY'S\** CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)**

***\*Insert Name of Approved Organisation***

**Part M approval : *XXXX***

**Address:** *This should be the Organisation’s registered office and principle place of business*

**Telephone Number:**

**Facsimile Number:**

**Email Address:**

**Document Ref Number:** *(Reference number to assist in correspondence)*

**NOTES** *(Not to be included in presented CAME)*

***1) Applicable to Organisations wishing to be approved to manage the continuing airworthiness of aircraft***

***2) This document is based upon the contents of Appendix V to AMC M.A.704. Users should check Appendix V to ensure the latest information is used.***

***3) All material contained within this document is for guidance purposes only. It is descriptive not prescriptive in content. Organisations may choose which parts of the text they wish to adopt/adapt expanding the content where necessary to reflect their processes. All references in*** *italics* ***and red font are for editorial guidance to aid an organisation in drafting a CAME that would accurately reflect their situation.***

1. ***After completing the draft CAME the organisation should correlate each section with the Compliance Check List\* (CCL) provided as part of the application pack. Thus demonstrating to the Regional Office responsible that they have fully addressed all applicable paragraphs of Part M within the CAME. The completed CCL should then be appended to the CAME as Appendix 5.9.***

### **SPECIMEN EXPOSITION**

### This specimen Exposition has been prepared for the guidance of those wishing to obtain a Part M Subpart G approval. The contents relate directly to the requirements of Part M and are based on the example of Exposition contents shown in Appendix V to AMC M.A.704.

### The text of this guide has been arranged so that each subject is dealt with insofar as AMC material defines it. Notes and bracketed information are used to explain the recommended text and suggest ways in which the organisation might expand it to suit its own purposes. It will be appreciated that no single specimen Exposition can meet the needs of all types and sizes of organisation or, indeed, reflect the different organisational structures and corporate policies, which emerge as companies develop.

**Continuing Airworthiness Management Exposition**

**TABLE OF CONTENT**

**INTRODUCTION**

Frontispiece

Table of Content

List of Effective Pages

Amendment Record

Distribution List

Abbreviations Used

**Part 0 General organisation**

0.1 Corporate commitment by the accountable manager.

0.2 General information.

0.3 Management personnel.

0.4 Management organisation chart.

0.5 Procedure to notify the competent authority of changes to the organisation’s activities / approval / location / personnel.

0.6 Exposition amendment procedures.

**Part 1 Continuing airworthiness management procedures**

1.1 Aircraft technical log utilisation and MEL application.

Aircraft continuing airworthiness record system utilisation.

1.2 Aircraft maintenance programmes – development amendment and approval.

1.3 Time and continuing airworthiness records, responsibilities, retention, access.

1.4 Accomplishment and control of airworthiness directives.

1.5 Analysis of the effectiveness of the maintenance programme(s).

1.6 Non mandatory modification embodiment policy.

1.7 Major modification standards.

1.8 Defect reports.

1.9 Engineering activity.

1.10 Reliability programmes.

1.11 Pre-flight inspections.

1.12 Aircraft weighing.

1.13 Check flight procedures.

**Part 2 Quality system**

2.1 Continuing airworthiness quality policy, plan and audits procedure.

2.2 Monitoring of continuing airworthiness management activities.

2.3 Monitoring of the effectiveness of the maintenance programme(s).

2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation.

2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor.

2.6 Quality audit personnel.

**Part 3 Contracted Maintenance**

3.1 Maintenance contractor selection procedure.

3.2 Quality audit of aircraft.

**Part 4 Airworthiness review procedures**

4.1 Airworthiness review staff.

4.2 Review of aircraft records.

4.3 Physical survey.

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

4.5 Recommendations to competent authorities for the issue of ARC.

4.6 Issuance of ARC.

4.7 Airworthiness review records, responsibilities, retention and access.

**Part 4B Permit to fly procedures**

4B.1 Conformity with approved flight conditions;

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

4B.3 Permit to fly authorised signatories;

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

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

**Part 5 Appendices**

5.1 Sample documents.

5.2 List of airworthiness review staff.

5.3 List of subcontractors as per M.A.711(a)3.

5.4 List of contracted approved maintenance organisations.

5.5 Copy of contracts for subcontracted work (Appendix II to AMC M.A.711(a)3

**Part 6 Addendum**

**LIST OF EFFECTIVE PAGES**

|  |  |  |  |  |  |  |
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**DISTRIBUTION LIST**

*(The document should include a distribution list to ensure proper distribution of the manual and to demonstrate to the competent authority that all personnel involved in continuing airworthiness has access to the relevant information.*

*This does not mean that all personnel have to be in receipt of a manual but that a reasonable amount of manuals are distributed within the organisation(s) so that the concerned personnel may have quick and easy access to this manual.*

*Accordingly, the continuing airworthiness management exposition should be distributed to:*

*- the operator’s or the organisation’s management personnel and any person at a lower level as necessary; and,*

*- the Part-145 or M.A. Subpart F contracted maintenance organisation(s); and,*

*- the competent authority.)*

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## ABBREVIATIONS USED

*List all of the abbreviations used in the CAME*

*Examples below*

*AD Airworthiness Directive*

*ADD Acceptable Deferred Defect*

*AMSD Aircraft Maintenance Standards Department*

*AOC Air Operator's Certificate*

*AOG Aircraft on Ground*

*AWOPS…………All Weather Operations*

*BSI British Standards Institute*

*CAA Civil Aviation Authority*

*CAME Continuing Airworthiness Management Exposition*

*C of A Certificate of Airworthiness*

*CDL Configuration Deviation List*

*CRS Certificate of Release to Service*

*ETOPS Extended Range Twin Operations*

*EASA European Aviation Safety Agency*

*MEL Minimum Equipment List*

*MNPS Minimum Navigation Performance Service*

*MO Maintenance Organisation*

*MOE Maintenance Organisation Exposition*

*MPD Maintenance Planning Document*

*MP Maintenance Programme*

*RNAV……………Area Navigation*

*RVSM………….. Reduced Verticle Separation Minima*

*SB Service Bulletin*

*SIL Service Instruction Leaflet*

*SMI Scheduled Maintenance Inspection*

*SRP Sector Record Page*

**PART 0 GENERAL ORGANISATION**

**0.1 Corporate commitment by the accountable manager**

*(The accountable manager’s exposition statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.)*

This exposition defines the organisation and procedures upon which the M.A. Subpart G approval of *Joe Bloggs* under Part-M is based.

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

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the Agency or the competent authority from time to time where these new or amended regulations are in conflict with these procedures.

The CAA will approve this organisation whilst the CAA is satisfied that the procedures are being followed. It is understood that the CAA reserves the right to suspend, vary or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation, as applicable, if the CAA has evidence that the procedures are not followed and the standards not upheld.

*In the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008, suspension or revocation of the approval of the M.A. Subpart G continuing airworthiness management organisation would invalidate the AOC.’*

 Signed: Date:

 Name: Title: Accountable Manager*,*

 *(enter operator’s name)*

**0.2 General Information**

**a) Brief description of the organisation**

*(This paragraph should describe broadly how the whole organisation [i.e. including the whole operator in the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008* *or the whole organisation when other approvals are held] is organised under the management of the accountable manager, and should refer to the organisation charts of paragraph 0.4.)*

**b) Relationship with other organisations**

*(This paragraph may not be applicable to every organisation.)*

1. Subsidiaries / mother company

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

1. Consortia

*(Where the organisation belongs to a consortium, it should be indicated here. The other members of the consortium should be specified, as well as the scope of organisation of the consortium [e.g. operations, maintenance, design (modifications and repairs), production etc...]. The reason for specifying this is that consortium maintenance may be controlled through specific contracts and through consortium’s policy and/or procedures manuals that might unintentionally override the maintenance contracts. In addition, in respect of international consortiums, the respective competent authorities should be consulted and their agreement to the arrangement clearly stated. This paragraph should then make reference to any consortium’s continuing airworthiness related manual or procedure and to any competent authority agreement that would apply.)*

**c) Aircraft managed – Fleet composition**

*(This paragraph should specify the scope of the work for which the CAMO is approved. This paragraph may include aircraft type/series, aircraft registrations, owner/operator, contract references, etc. The following is given as an example.)*

Aircraft type/series

Date included in the scope of work

Aircraft maintenance programme or ‘generic/baseline’ maintenance programme

Aircraft registration(s)

Owner/ operator

CAMO contract reference

For air carriers licensed in accordance with Regulation (EC) No 1008/2008, this paragraph can make reference to the operations specifications or operations manual where the aircraft registrations are listed.

*(Depending on the number of aircraft, this paragraph may be updated as follows:*

*1) the paragraph is revised each time an aircraft is removed from or added in the list.*

*2) the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list. In that case the paragraph should explain where the current list of aircraft managed is available for consultation.)*

**d) Type of operation**

*(This paragraph should give broad information on the type of operations such as: commercial air transport operations, (commercial) specialised operations, training organisation, NCC, NCO, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, etc)*

**0.3 Management personnel**

**a) Accountable manager**

*(This paragraph should address the duties and responsibilities of the accountable manager as far as Part M.A. subpart G is concerned and demonstrate that he has corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard.)*

**b) Nominated post holder for continuing airworthiness referred to in M.A.706(d)**

*(This paragraph should:*

*- Emphasise that the nominated post holder for continuing airworthiness is responsible to ensure that all maintenance is carried out on time to an approved standard.*

*- Describe the extent of his authority as regards his Part M responsibility for continuing airworthiness.*

*This paragraph is not necessary for organisations not holding an AOC)*

**c) Continuing airworthiness coordination**

*(This paragraph should list the job functions that constitute the “group of persons” as required by M.A.706(c) in enough detail so as to show that all the continuing airworthiness responsibilities as described in Part M are covered by the persons that constitute that group. In the case of small operators, where the “Nominated Post holder for continuing airworthiness constitutes himself the “group of persons”, this paragraph may be merged with the previous one.)*

**d) Duties and responsibilities**

*(This paragraph should further elaborate the duties and responsibilities of any other management personnel)*

**e) Manpower resources and training policy**

**(1) Manpower resources**

*(This paragraph should give broad figures to show that the number of people dedicated to the performance of the approved continuing airworthiness activity is adequate. It is not necessary to give the detailed number of employees of the whole company but only the number of those involved in continuing airworthiness. This could be presented as follows:)*

As of *28 November 2003*, the number of employees dedicated to the performance of the continuing airworthiness management system is the following:

|  |  |  |
| --- | --- | --- |
|  | Full Time | Part Time Staff as Equivalent Full |
| Quality Monitoring | AA | aa=AA’ |
| Continued Airworthiness Management | BB | bb=BB’ |
| *(detailed information about the*  | BB1 | bb1=BB1’ |
| *management group of persons)* | BB2 | bb2=BB2 |
| Other… | CC | cc=CC’ |
| Total | TT | tt=TT |
| Total Man Hours | TT+TT’ |

 *(Note: According to the size and complexity of the organisation, this table may be further developed or simplified)*

**(2) Training policy**

*(This paragraph should show that the training and qualification standards for the personnel quoted above are consistent with the size and complexity of the organisation. It should also explain how the need for recurrent training is assessed and how the training recording and follow-up is performed)*

**0.4 Management organisation charts**

**a) General organisation chart**

*This flow chart should provide a comprehensive understanding of the whole company's organisation.*

*For example in the case of an air carrier licensed in acordance with Regulation (EC) No 1008/2008:*



**b) Continuing airworthiness management organisation chart**

*This flow chart should give further details on the continuing airworthiness Management system, and should clearly show the independence of the quality monitoring system, including the links between the quality assurance department and the other departments (see example below). This flow chart may be combined with the one above or subdivided as necessary, depending on the size and the complexity of the organisation. For example in the case of an AOC holder:*



**0.5 Procedure to notify the competent authority of changes to the organisation’s activities / approval / location / personnel**

*(This paragraph should explain in which occasion the company should inform the competent authority prior to incorporating proposed changes; for instance:*

*The accountable manager (or any delegated person such as the engineering director or the quality manager) will notify to the competent authority any change concerning:*

*(1) the company’s name and location(s)*

*(2) the group of person as specified in paragraph 0.3.c)*

*(3) operations, procedures and technical arrangements, as far as they may affect the approval.*

*Joe Bloggs will not incorporate such change until the change have been assessed and approved by the competent authority.)*

**0.6 Exposition amendment procedure**

*(This paragraph should explain who is responsible for the amendment of the exposition and submission to the competent authority for approval. This may include, if agreed by the competent authority the possibility for the approved organisation to approve internally minor changes that have no impact on the approval held. The paragraph should then specify what types of changes are considered as minor and major and what the approval procedures for both cases are.)*

**PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES**

**1.1 Aircraft technical log utilisation and MEL application**

**(Aircraft continuing airworthiness record system utilisation)**

**a) Aircraft technical log and/or continuing airworthiness record system**

**(1) General**

*(It may be useful to remind, in this introduction paragraph, the purpose of the aircraft technical log system and/or continuing airworthiness record system, with special care to the options of M.A.305 and M.A.306 For that purpose, paragraphs of M.A.305 and M.A.306 may be quoted or further explained.)*

**(2) Instructions for use**

*(This paragraph should provide instructions for using the aircraft technical log and/or continuing airworthiness record system. It should insist on the respective responsibilities of the maintenance personnel and operating crew. Samples of the technical log and/ or continuing airworthiness record system should be included in Part 5 “Appendices” in order to provide enough detailed instructions.)*

**(3) Aircraft technical log approval (For commercial air transport)**

*(This paragraph should explain who is responsible for submitting the aircraft technical log any subsequent amendment to the competent authority for approval and what is the procedure to be followed)*

**b) M.E.L. application**

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

*(This paragraph does not apply to those types of aircraft that do not have an MEL.)*

**(1) General**

*(This paragraph should explain broadly what a MEL document is. The information could be extracted from the aircraft flight manual.)*

**(2) MEL categories**

*(Where an owner/operator uses a classification system placing a time constraint on the rectification of such defect, it should be explained here what are the general principles of such a system. It is essential for the personnel involved in maintenance to be familiar with it for the management of MEL’s deferred defect rectification.)*

**(3) Application**

*(This paragraph should explain how the maintenance personnel identify a MEL limitation to the crew. This should refer to the technical log procedures)*

**(4) Acceptance by the crew (For commercial air transport)**

*(This paragraph should explain how the crew notifies his acceptance or non acceptance of the MEL deferment in the technical log)*

**(5) Management of the MEL time limits**

*(Once a technical limitation is accepted by the crew, the defect must be rectified within the time limit specified in the MEL. There should be a system to ensure that the defect will actually be rectified before that time limit.*

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

**(6) MEL Time Limitation Overrun**

*(The competent authority may grant the owner/operator to overrun MEL time limitation under specified conditions. Where applicable this paragraph should describe the specific duties and responsibilities for controlling these extensions.)*

**1.2 Aircraft maintenance programmes - development and amendment**

**a) General**

*(This introductory paragraph should remind that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.)*

**b) Content**

*(This paragraph should explain what is [are] the format[s] of the aircraft maintenance programme[s]. Appendix I to AMC M.A.302 (a) and M.B.301 (d) should be used as a guideline to develop this paragraph.)*

**c) Development**

**(1) Sources**

*(This paragraph should explain what are the sources [MRB, MPD, Maintenance Manual, etc..] used for the development of an aircraft maintenance programme.)*

**(2) Responsibilities**

*(This paragraph should explain who is responsible for the development of an aircraft maintenance programme)*

**(3) Manual amendments**

*(This paragraph should demonstrate that there is a system for ensuring the continuing validity of the aircraft maintenance programme. Particularly, it should show how any relevant information is used to update the aircraft maintenance programme. This should include, as applicable, MRB report revisions, consequences of modifications, manufacturers and competent authority recommendations, in service experience, and reliability reports.)*

**(4) Acceptance by the authority**

*(This paragraph should explain who is responsible for the submission of the maintenance programme to the competent authority and what the procedure to follow is. This should in particular address the issue of the approval for variation to maintenance periods either by the competent authority or by a procedure in the maintenance programme for the organisation to approve internally certain changes.)*

**1.3 Time and continuing airworthiness records, responsibilities, retention, access**

**a) Hours and cycles recording**

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

**b) Records**

*(This paragraph should give in detail the type of company documents that are required to be recorded and what are the recording period requirements for each of them. This can be provided by a table or series of tables that would include the following:*

*- Family of document [if necessary],*

*- Name of document,*

*- Retention period,*

*- Responsible person for retention,*

*- Place of retention,)*

**c) Preservation of records**

*(This paragraph should set out the means provided to protect the records from fire, floods, etc.. as well as the specific procedures in place to guarantee that the records will not been altered during the retention period [especially for the computer record].)*

**d) Transfer of continuing airworthiness records**

*(This paragraph should set out the procedure for the transfer of records, in case of purchase/ lease-in, sale/lease-out and transfer to another organisation of an aircraft. In particular, it should specify which records have to be transferred and who is responsible for the coordination [if necessary] of the transfer.)*

**1.4 Accomplishment and control of Airworthiness Directives**

*(This paragraph should demonstrate that there is a comprehensive system for the management of airworthiness directives. This paragraph may for instance include the following Sub-paragraphs:)*

1. **Airworthiness directive information**

*(This paragraph should explain what the AD information sources are and who receives them in the company. Where available, redundant sources [e.g. agency+ competent authority + manufacturer or association] may be useful.)*

**b) Airworthiness directive decision**

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

**c) Airworthiness directive control**

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

*- the AD is not applicable or,*

*- if the AD is applicable:*

*- the Airworthiness Directive is not yet performed but the time limit is not overdue,*

*- the Airworthiness Directive is performed, and any repetitive inspection are identified and performed.*

*This may be a continuous process or may be based on scheduled reviews.)*

**1.5 Analysis of the effectiveness of the maintenance programme**

*(this paragraph should show what tools are used in order to analyse the efficiency of the maintenance programme, such as:*

*- pilot reports (PIREPS),*

*- air turn-backs*

*- spare consumption,*

*- repetitive technical occurrence and defect,*

*- technical delays analysis [through statistics if relevant],*

*- technical incidents analysis [through statistics if relevant],*

*- etc...*

*The paragraph should also indicate by whom and how these data are analysed, what is the decision process to take action and what kind of action could be taken. This may include:*

*- amendment of the maintenance programme,*

*- amendment of maintenance or operational procedures,*

*- etc...)*

**1.6 Non-mandatory modification embodiment policy**

*(This paragraph should specify how the non-mandatory modification information are processed through the organisation, who is responsible for their assessment against the operator’s/owner’s own need and operational experience, what are the main criteria for decision and who takes the decision of implementing [or not] a non-mandatory modification)*

**1.7 Major repair modification standards**

*(This paragraph should set out a procedure for the assessment of the approval status of any major modification before embodiment. This will include the assessment of the need of an Agency or design organisation approval. It should also identify the type of approval required, and the procedure to follow to have a modification approved by the Agency or design organisation.)*

**1.8 Defect reports**

**a) Analysis**

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

**b) Liaison with manufacturers and regulatory authorities**

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

**c) Deferred defect policy**

*(Defects such as cracks and structural defect are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph should establish the procedure to be followed in order to be sure that the deferment of any defect will not lead to any safety concern. This will include appropriate liaison with the manufacturer.)*

**1.9 Engineering activity**

*(Where applicable, this paragraph should expose the scope of the organisation’s engineering activity in terms of approval of modification and repairs. It should set out a procedure for developing and submitting a modification/repair design for approval to the Agency and include reference to the supporting documentation and forms used. It should identify the person in charge of accepting the design before submission to the Agency or the competent authority.*

*Where the organisation has a DOA capability under Part 21, it should be indicated here and the related manuals should be referred to.)*

**1.10 Reliability programmes**

*(This paragraph should explain appropriately the management of a reliability programme. It should at least address the following:*

*- extent and scope of the operator’s reliability programmes,*

*- specific organisational structure, duties and responsibilities,*

*- establishment of reliability data,*

*- analysis of the reliability data,*

*- corrective action system (maintenance programme amendment),*

*- scheduled reviews (reliability meetings, the participation of the competent authority.)*

(This paragraph may be, where necessary, subdivided as follows:)

a) Airframe

b) Propulsion

c) Component

**1.11 Pre-flight inspections**

*(This paragraph should show how the scope and definition of pre-flight inspection, that are usually performed by the operating crew , is kept consistent with the scope of the maintenance performed by the contracted maintenance organisations. It should show how the evolution of the pre-flight inspection content and the maintenance programme are concurrent, each time necessary.)*

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

a) Preparation of aircraft for flight

b) Sub-contracted ground handling function

c) Security of Cargo and Baggage loading

d) Control of refueling, Quantity/Quality

e) Control of snow, ice dust and sand contamination to an approved standard

**1.12 Aircraft weighing**

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

**1.13 Check flight procedures**

*(The criteria for performing a check flight are normally included in the aircraft maintenance programme. This paragraph should explain how the check flight procedure is established in order to meet its intended purpose [for instance after a heavy maintenance check, after engine or flight control removal installation, etc..], and the release procedures to authorise such a check flight.)*

**PART 2 QUALITY SYSTEM**

**2.1 Continuing airworthiness quality policy, plan and audits procedure**

**a) Continuing airworthiness quality policy**

*(This paragraph should include a formal Quality Policy statement; that is a commitment on what the Quality System is intended to achieve. It should include at the minimum monitoring compliance with Part M and any additional standards specified by the organisation.)*

**b) Quality plan**

*(This paragraph should show how the quality plan is established. The quality plan will consist of a quality audit and sampling schedule that should cover all the areas specific to Part M in a definite period of time. However, the scheduling process should also be dynamic and allow for special evaluations when trends or concerns are identified. In case of sub-contracting, this paragraph should also address the planning of the auditing of subcontractors at the same frequency as the rest of the organisation.)*

**c) Quality audit procedure**

*(The quality audit is a key element of the quality system. Therefore, the quality audit procedure should be sufficiently detailed to address all the steps of an audit, from the preparation to the conclusion, show the audit report format [e.g. by ref. to paragraph 5.1 “sample of document”], and explain the rules for the distribution of audits reports in the organisation [e.g.: involvement of the Quality Manager, Accountable Manager, Nominated Postholder, etc...].)*

**d) Quality audit remedial action procedure**

*(This paragraph should explain what system is put in place in order to ensure that the corrective actions are implemented on time and that the result of the corrective action meets the intended purpose. For instance, where this system consists in periodical corrective actions review, instructions should be given how such reviews should be conducted and what should be evaluated.)*

**2.2 Monitoring of continuing airworthiness management activities**

*(This paragraph should set out a procedure to periodically review the activities of the maintenance management personnel and how they fulfil their responsibilities, as defined in Part 0.)*

**2.3 Monitoring of the effectiveness of the maintenance programme(s)**

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

**2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation**

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

*If necessary, the procedure may be subdivided as follows:*

a) Aircraft maintenance

b) Engines

c) Components)

**2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor**

*(This paragraph should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. This may include a procedure to ensure that the system allows all the personnel involved in the contract [including the contractors and his subcontractors] to be acquainted with its terms and that, for any contract amendment, relevant information is dispatched in the organisation and at the contractor.)*

**2.6 Quality audit personnel**

*(This paragraph should establish the required training and qualification standards of auditors. Where persons act as a part time auditor, it should be emphasized that this person must not be directly involved in the activity he/she audits.)*

**PART 3 CONTRACTED MAINTENANCE**

**3.1 Procedures for contracted maintenance**

**a) Procedures for the development of maintenance contracts**

*(This paragraph should explain the procedures that the organisation follows to develop the maintenance contract. The CAMO processes to implement the different elements described in Appendix XI to AMC M.A.708(c) should be explained. In particular, it should cover responsibilities, tasks and interaction with the maintenance organisation and with the owner/operator.*

*This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance as per M.A.708(d). The organisation may develop a work order template to ensure that the applicable elements of Appendix XI to AMC M.A.708(c) are considered. Such a template should be included in Part 5.1.*

**b) Maintenance contractor selection procedure**

*(This paragraph should explain how a maintenance contractor is selected by the CAMO. Selection should not be limited to the verification that the contractor is appropriately approved for the specific type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance. The selection procedure should preferably include a contract review process in order to ensure that:*

*— the contract is comprehensive and that it has no gaps or unclear areas,*

*— everyone involved in the contract (both at the continuing airworthiness management organisation and at the maintenance contractor) agrees with the terms of the contract and fully understands their responsibilities.*

*— that functional responsibilities of all parties are clearly identified.*

*The CAMO should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.)*

**3.2 Quality audit of aircraft**

*(This paragraph should set out the procedure when performing a quality audit of an aircraft. It should set out the differences between an airworthiness review and quality audit. This procedure may include:*

*- compliance with approved procedures;*

*- contracted maintenance is carried out in accordance with the contract;*

*- continued compliance with Part M. )*

**PART 4 AIRWORTHINESS REVIEW PROCEDURES**

**4.1 Airworthiness review staff**

*(This paragraph should establish the working procedures for the assessment of the airworthiness review staff. The assessment addresses experience, qualification, training etc. A description should be given regarding the issuance of authorisations for the airworthiness review staff and how records are kept and maintained.)*

**4.2 Review of aircraft records**

*(This paragraph should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed should be described and the number of records that need to be reviewed during a sample check.)*

**4.3 Physical survey**

*(This paragraph should describe how the physical survey needs to be performed. It should list the topics that need to be reviewed, the physical areas of the aircraft to be inspected, which documents onboard the aircraft that need to be reviewed etc. )*

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

*(This paragraph should describe the additional tasks regarding the recommendation for the issuance of an airworthiness review certificate in the case of an import of an aircraft. This should include: communication with the competent authority of registry, additional items to be reviewed during the airworthiness review of the aircraft, specification of maintenance required to be carried out, etc. )*

**4.5 Recommendations to competent authorities for the issue of airworthiness review certificates (ARCs)**

*(This paragraph should stipulate the communication procedures with the competent authorities in case of a recommendation for the issuance of an airworthiness review certificate. In addition the content of the recommendation should be described.)*

**4.6 Issue of airworthiness review certificates (ARCs)**

*(This paragraph should set out the procedures for the issuance of the ARC. It should address record keeping, distribution of the ARC copies etc. This procedure should ensure that only after an airworthiness review that has been properly carried out, an ARC will be issued. )*

**4.7 Airworthiness review records, responsibilities, retention and access**

*(This paragraph should describe how records are kept, the periods of record keeping, location where the records are being stored, access to the records and responsibilities.)*

**PART 4B PERMIT TO FLY PROCEDURES**

**4B.1 Conformity with approved flight conditions**

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

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

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

**4B.3 Permit to fly authorised signatories**

*(The person(s) authorised to sign the permit to fly under the privilege of M.A.711(c) should be identified (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the CAME.)*

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

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

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

*(This paragraph should describe how records are kept, the periods of record keeping, location where the records are being stored, access to the records and responsibilities.)*

**PART 5 APPENDICES**

**5.1 Sample documents**

*(A self explanatory paragraph)*

**5.2 List of airworthiness review staff**

*(A self explanatory paragraph)*

**5.3 List of sub-contractors as per M.A.711 (a) (3).**

*(A self explanatory paragraph, in addition it should set out that the list should be periodically reviewed)*

**5.4 List of approved maintenance organisations contracted**

*(A self explanatory paragraph, in addition it should set out that the list should be periodically reviewed)*

**5.5 Copy of contracts for sub-contracted work (Appendix II to AMC M.A.711 (a) (3)**

*(A self explanatory paragraph)*

**Part 6 Addendum**

The following changes have been made to Part M but have not yet been included in:

**AMC to Part-M: Appendix V to AMC M.A. 704 - Continuing Airworthiness Management Exposition** Where necessary the entries for the following should be added to the CAME.

M.A.302(h)

5. The aircraft maintenance programme shall be reviewed at least annually. This review of the maintenance programme shall be performed either:

— by the person who performs the airworthiness review of the aircraft in accordance with point M. A.710(ga), or

— by the M.A. Subpart G organisation managing the continuing airworthiness of the aircraft in those cases where the review of the maintenance programme is not performed in conjunction with an airworthiness review.

If the review shows discrepancies on the aircraft linked to deficiencies in the content of the maintenance programme, the person performing the review shall inform the competent authority of the Member State of registry and the owner shall amend the maintenance programme as agreed with such competent authority.

M.A.710(ga)

For ELA1 aircraft not involved in commercial operations for which the aircraft maintenance programme has been established in accordance with M.A.302(h), the aircraft maintenance programme shall be reviewed in conjunction with the airworthiness review. This review shall be accomplished by the person who performed the airworthiness review.

M.A.710(h)

Should the outcome of the airworthiness review be inconclusive or should the review under point M. A.710(ga) show discrepancies on the aircraft linked to deficiencies in the content of the maintenance programme, the competent authority shall be informed by the organisation as soon as practicable but in any case within 72 hours from the moment the organisation identifies the condition to which the review relates. The airworthiness review certificate shall not be issued until all findings have been closed.