

Part CAMO Continuing Airworthiness Management Exposition Compliance Checklist

(Regulation (EU) 2020/270 amending Regulation (EU) 1321/2014)



Guidance

This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Section 1: Organisation Details

Organisation Name:

AOC Number (if applicable): Part CAMO Approval Number:

Address.....

..... Postcode:

Contact Name:

Tel. No.: E-mail:

CAME Reference:

Part CAMO Organisation with AOC: Yes No

Stand-alone Part CAMO Organisation (Non-commercial Air Transport Aircraft Only): Yes No

Airworthiness Review Certificate Required (Rf: CAMO.A.125 (e)): Yes No

Permit to Fly Required (Rf: CAMO.A.125 (f)): Yes No

Compiled by (Org): Reviewed by (CAA use only): Date:

Section 2: Instructions for completion

1. Regulation (EU) 2020/270 amending Regulation (EU) No. 1321/2014 should be consulted at all times when completing this checklist.
2. When completing the checklist it is important to include the CAME or procedure reference if it differs from the AMC1 CAMO.A.300 Reference. If any part is not relevant then N/A should be inserted in the CAME/Procedure reference column. Please 'tick' the box in the 'check' column to indicate that you have checked compliance for the relevant section.
3. Section 4 has been included to capture the continuing airworthiness management procedure requirements defined in CAMO.A.300(a)(11)(iii)
4. If additional information is needed, please make reference in the 'comment' section and add the additional information into Section 5.
5. Having completed the checklist, please return it to the CAA, using the e-mail address 'apply@caa.co.uk'.
6. When the checklist has been completed and accepted by the CAA a copy should be appended to the CAME.

Section 3: Compliance checklist

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	Cover page				
N/A	Continuing Airworthiness Management Exposition				
N/A	Organisation Name				
N/A	The approval reference of the CAMO				
N/A	The copy number from the distribution list (if applicable)				

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Introduction					
N/A	Foreword				
N/A	Table of content				
N/A	List of effective pages				
N/A	List of issues/amendments or record of revision (include changes not requiring prior approval)	CAMO.A.300(11)(iv),(v)			
N/A	Revision highlights / Summary of changes				
N/A	The effective date of the current revision				
N/A	Distribution list <ul style="list-style-type: none"> • CAME copy number (if applicable) • Location of copies • Holders of the copies • Format of copies 				
N/A	Abbreviation, terminology and definitions				
N/A	Cross-reference list from the CAME to AMC1 CAMO.A.300, if applicable	AMC1 CAMO.A.300			
N/A	Organisation contact information (Address, tel, e-mail)				

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 0 General organization, safety policy and objectives					
0.1	Safety policy, objectives and accountable manger (AM) statement <ul style="list-style-type: none"> • The safety policy must describe the overall philosophies and principles of the organisation with regards to safety • The accountable manager statement needs to be amended to cover all Part-M, Part-ML and Part-CAMO requirements, as applicable • When the AM is not the CEO of the organisation, then such CEO shall countersign the accountable manager statement 	CAMO.A.300(a)(1) CAMO.A.300(a)(2) CAMO.A.200(a)(2) AMC1 CAMO.A.200(a)(2) GM1 CAMO.A.200(a)(2)			
0.2	General information and scope of work <ul style="list-style-type: none"> • Description of the organisation • Relationship with other organisation <ul style="list-style-type: none"> ○ Subsidiaries/mother company ○ Consortiums • A general description and location of the facilities <ul style="list-style-type: none"> ○ Location of facilities ○ General description ○ Layout of premises • Office accommodation for: <ul style="list-style-type: none"> ○ Planning ○ Technical records ○ Compliance monitoring ○ Technical reference area ○ Storage • Scope of work - Aircraft managed <ul style="list-style-type: none"> ○ Quote aircraft types/series ○ Date included in the scope of work ○ List of aircraft maintenance programmes ○ Quote number of aircraft of each type ○ Quote each aircraft registration ○ List for each aircraft, aircraft owner/operator 	CAMO.A.125(c) CAMO.A.300(a)(3) CAMO.A.300(a)(9)			

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Part 0 General organization, safety policy and objectives					
	<ul style="list-style-type: none"> ○ CAMO contract reference ○ Type of operation ● Organisation scope of work (scope of approval) 				
0.3	<p>Management personnel</p> <ul style="list-style-type: none"> ● Accountable Manager ● Nominated post holder(s) for continuing airworthiness activities ● Nominated safety manager ● Nominated compliance monitoring manager ● Airworthiness Review staff ● Nominated person(s) authorised to extend ARC ● Nominated person(s) authorised to issue Permit to Fly ● The duties, accountabilities, responsibilities and authorities (job functions) of: <ul style="list-style-type: none"> ○ Accountable Manager ○ Continuing Airworthiness Manage ○ Safety manager ○ Compliance monitoring manager ○ Airworthiness Review staff ○ Nominated person(s) authorised to extend ARC ○ Nominated person(s) authorised to issue Permit to Fly ● Title(s) and name(s) of persons above (AR staff can be in 5.2) <p>Note: Ensure that one of the accountable manager responsibility is to establish and promote the safety policy (CAMO.A.200) or safety and quality policy if Part-145 approved as well, specified in point 145.A.65(a) as required in point 145.A.30(a)(2).</p> <ul style="list-style-type: none"> ● Manpower Resources <ul style="list-style-type: none"> ○ Manpower Recourses table should show broad figures of the number of staff assigned to CAM 	CAMO.A.300(a) CAMO.A.305(a)(b)			

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Part 0 General organization, safety policy and objectives					
	<ul style="list-style-type: none"> ○ Demonstrate ability to plan the availability of staff (amount of staff vs scope) ○ Man-hour plan development <p>Note: Include subcontracted organisations</p> <ul style="list-style-type: none"> ● Training Policy <ul style="list-style-type: none"> ○ Training Policy ○ How the training need is assessed ○ How the recurrent and continuing training is assessed ○ Recording follow-up requirements 				
0.4	<p>Management organisation chart</p> <ul style="list-style-type: none"> ● General organisation chart showing <ul style="list-style-type: none"> ○ Continuing Airworthiness Management Organisation Chart <p>Note 1: The nominated persons as per CAMO.A.305 should be identified in the chart. Note 2: The compliance monitoring personnel must be shown to be independent of the continuing airworthiness management and must report directly to the accountable manager</p>	CAMO.A.200(a)(1) CAMO.A.300(a)(7)			
0.5	<p>Procedure for changes requiring prior approval</p> <ul style="list-style-type: none"> ● Changes that affect the scope of the certificate or the terms of approval of the organisation ● Changes to personnel nominated in accordance with points(a)(3) to (a)(5) and (b)(2) of point CAMO.A.305. ● Changes to reporting lines between the persons nominated per points CAMO.A.305(a)(3) to (a)(5) and (b)(2), and the accountable manager; ● The procedure regarding 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)) 	CAMO.A.130 CAMO.A.200(a)(3) GM1CAMO.A.130 GM1 CAMO.A.130(a)(1) GM2 CAMO.A.130(a)(1) GM1 CAMO.A.130(b)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 0 General organization, safety policy and objectives					
	<ul style="list-style-type: none"> • Changes listed in GM1 CAMO.A.130(a)(1) • Notification before such changes take place • Management of the safety risks related to any change to the organisation per AMC1 CAMO.A.200(a)(3) point (e). • Conduct risk assessment for any change requiring prior approval and provide it to the CAA upon request • Internal pre-audit before application. 				
0.6	Procedure for changes not requiring prior approval <ul style="list-style-type: none"> • Procedure addressing: <ul style="list-style-type: none"> ○ Management of change process ○ How changes will be notified to the competent authority ○ Scope of changes not requiring prior approval 	CAMO.A.130(c) CAMO.A.115(b) CAMO.A.300(a)(11)(iv) CAMO.B.330(e)			
0.7	Procedure for alternative means of compliance (AltMoC) <ul style="list-style-type: none"> • Management of AltMoC – prior approval • Submitting the AltMoC to the competent authority • Providing a full description of the AltMoC • Revision of CAME procedures • Assessment demonstrating compliance with regulation • (EU) 2018/1139 and its delegated and implementing acts • Receiving notification from the competent authority • Listing of AltMoC in Part 5.7 Supporting documents 	CAMO.A.120 CAMO.A.300(a)(14) CAMO.B.120(d)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 1 Continuing Airworthiness Management Procedures					
1.1a	Use of aircraft continuing airworthiness records system and if applicable, aircraft technical log (ATL) system <ul style="list-style-type: none"> • The records system <ul style="list-style-type: none"> ○ 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 • Aircraft technical log and continuing airworthiness records system <ul style="list-style-type: none"> ○ General and contents ○ Instruction for use ○ Aircraft technical log approval (initial approval by competent authority) ○ Procedure for change to the technical log system without prior approval 	CAMO.A.220 CAMO.A.300(c) M.A.305 ML.A.305 M.A.306 ORO.MLR.105			
1.1b	Minimum Equipment List (MEL) application <ul style="list-style-type: none"> • MEL application <ul style="list-style-type: none"> ○ 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) Note: This section should explain how the continuing	M.A.301(b) ML.A.301(b) ML.A.403(b)(2) M.A.403(b) CAMO.A.315(b)(5) CAMO.A.315(b)(6) ORO.MLR.105			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 1 Continuing Airworthiness Management Procedures					
	airworthiness and maintenance personnel make the flight crew aware of a MEL limitation. This should refer to the technical log procedures.				
1.2	Aircraft Maintenance Programme (AMP) – development amendment and approval <ul style="list-style-type: none"> • General • Content Development <ul style="list-style-type: none"> ○ Sources ○ Responsibilities ○ AMP amendments ○ Approval by the competent authority (Part M) ○ Approval by the CAMO (Part ML) ○ Deviations, justifications, records • Indirect approval of AMP (not applicable in first oversight cycle following initial approval) 	M.A.302 ML.A.302 CAMO.A.315(b)(1) CAMO.A. 315(b)(2)			
1.3	Continuing airworthiness records: responsibilities, retention and access. <ul style="list-style-type: none"> • Format of records • Adequate storage and reliable traceability • Storage of records – protection from damage, alteration and theft • Computer records system backup • Backup of data stored in a different location then working data • Hours and cycles recording • Continuing airworthiness records • Preservation of Continuing Airworthiness records • Access to continuing airworthiness records • Transfer of continuing airworthiness records Note: The record-keeping system must ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period of all activities developed.	M.A.305 ML.A.305 CAMO.A.220(a) CAMO.A.220(d) CAMO.A.220(e) CAMO.A.220(f)			

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Part 1 Continuing Airworthiness Management Procedures					
1.4	Accomplishment and control of airworthiness directives <ul style="list-style-type: none"> • Airworthiness directive information • Airworthiness directive decision • Airworthiness directive control • Airworthiness directive listing 	CAMO.A.315(a) CAMO.A.315(c)(2) M.A.301(f) ML.A.301(d) M/ML.A.303 M.A.305(d)(1)			
1.5	Analysis of the effectiveness of the maintenance programme(s) <ul style="list-style-type: none"> • Procedure to analyse the effectiveness of the AMPs <ul style="list-style-type: none"> ○ Spares ○ Defects ○ Malfunctions ○ Damage • Procedure to analyse the effectiveness of the Part-ML AMPs <ul style="list-style-type: none"> ○ AMC1 ML.A.302 • Amendment to the AMP • Liaison Meetings • Frequency of Meetings 	M.A.301(e) M.A.302(h) ML.A.302(c)(9) M.A.315(b)(1)			
1.6	Non-mandatory modification and inspections Policy <ul style="list-style-type: none"> • Procedure to assess/analysed and decisions taken <ul style="list-style-type: none"> ○ The decision on their application ○ Use of the organisation risk management process ○ Records keeping of the assessment/analyse risk management and decisions taken • Modification – General • Inspections • Service Bulletins • Service letters • Other modification • Minor modification • Standard changes and standard repairs 	CAMO.A.315(b)(4) CAMO.A.315(c) AMC1 CAMO.A.315(c)(g) CAMO.A.200(a)(3) 21.A.90B 21.A.431B CS-STAN			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 1 Continuing Airworthiness Management Procedures					
	<ul style="list-style-type: none"> • Instruction for continuing airworthiness - AMP Recording of modification • Liaison with OPS/owner 				
1.7	Repairs and modifications <ul style="list-style-type: none"> • Modification – General • Type of approval required • Assessment • Instruction for continuing airworthiness – AMP • CDCCL taking into account • Recording of modification • Liaison with OPS / owner e.g. regarding FM, MEL and other supplements 	M.A.301(g) ML.A.301(e) ML.A.302(c)(5)(b) ML.A.302(e)(3)(b) M.A.304 ML.A.304 M.A.305(c)(2) M.A.305(e)(2)(ii) ML.A.305(d)(2) ML.A.305(h)(6) CAMO.A.315(b)(3)			
1.8	Defect reports <ul style="list-style-type: none"> • Analysis • Liaison with manufacturers and regulatory authorities • Deferred defect policy • Non-deferrable defects away from the base • Repetitive defects • Mandatory occurrence reporting • Liaison meetings <p style="text-align: right;">manuals.</p>	M.A.202 ML.A.202 M.A.301(b) ML.A.301(b) M.A.305(c)(4) M.A.403 ML.A.403 CAMO.A.160 AMC 20-8 Regulation (EU) 376/2014			
1.9	Engineering activity <ul style="list-style-type: none"> • Procedure for approval of modifications and repairs • General • The person responsible for accepting the design before submission to the EASA • Developing and submitting a modification/repair design for approval to EASA • Application process Supporting documents Form used Note 1: For DOA approved organisations under Part-21, indicate here. Include references to the related manuals.	M.A.304 ML.A.304 CAMO.A.315(b)(3)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 1 Continuing Airworthiness Management Procedures					
1.10	Reliability programmes <ul style="list-style-type: none"> • Extent and scope of the reliability programmes • Specific organisational structure, duties and responsibilities • Establishment of reliability data • Corrective action system (AMP amendment) Schedule reviews – reliability meetings 	M.A.302(g) ML.A.302 CAMO.A.315(b)(1)			
1.11	Pre-flight Inspection <ul style="list-style-type: none"> • General – scope and definition • Evaluation of pre-flight inspection content <ul style="list-style-type: none"> ○ Walk-around ○ Inspection of AJTL ○ Inspection of the validity of CofA and ARC ○ Control of consumable fluids, gases etc. & recording ○ Control of refuelling ○ Control of cargo and baggage loading ○ Control of doors security ○ Control of control surface and landing gear locks, ○ pitot/static covers, restraint device and engine/aperture blanks have been removed ○ Control that all the aircraft external surfaces and engines are free from ice, snow, sand, dust etc. ○ Assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety ○ Control of oil and hydraulic fluid uplift by the crew and tyre inflation, if considered as part of the pre-flight inspection by the 				

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Part 1 Continuing Airworthiness Management Procedures					
	<p>crew and possible maintenance action</p> <ul style="list-style-type: none"> • For air carriers licensed in accordance with Regulation (EC) No 1008/2008 – control of publishing guidance to maintenance and flight personnel performing pre-flight inspections, defining responsibilities for these actions • Responsibility of training of personnel performing a pre-flight inspection • Content of pre-flight training – training standard • Records of training 				
1.12	<p>Aircraft Weighing</p> <ul style="list-style-type: none"> • When an aircraft must be weighed • Who performs the weighing (contracted maintenance) • What procedure is used • Liaison with OPS/owner as applicable 	<p>Regulation (EU) No 965/2012 Regulation (EU) No 2018/395 Regulation (EU) No 2018/1976</p>			
1.13	<p>Maintenance check flight procedures</p> <ul style="list-style-type: none"> • General of MCF <ul style="list-style-type: none"> ○ Flight preparation ○ Maintenance check flight ○ Post-flight activities • Involvement of maintenance personnel or organisation • Criteria for check flights • Check flight procedure • Process for applying for approval of flight condition and permit to flight when applicable • MCF flight crew competency required for the flight 	<p>M.A.301(i) ML.A.301(f) 145.A.50(e) ML.A.801(f) Regulation /EU) No 965/2012, amendment 2019/1384 965/2012</p>			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 2 Management System Procedures					
2.1	Hazard identification and safety risk management schemes <ul style="list-style-type: none"> • Procedure defining: <ul style="list-style-type: none"> ○ Identify aviation safety hazards entailed by its activities ○ Evaluation of safety hazards identified ○ Management of the associated risks ○ Actions to mitigate the risks ○ Verification of the effectiveness of the action taken to mitigate the risks ○ Continuous activity 	CAMO.A.200(a)(3)			
2.2	Internal safety reporting and investigations <ul style="list-style-type: none"> • identify aims and objectives with a demonstrable corporate commitment • A just culture policy as part of the safety policy, and related just culture implementation procedure • Include procedures to <ul style="list-style-type: none"> ○ Provide staff access to the internal safety reporting scheme (system), including any subcontracted organisation ○ Collection ○ Evaluation of those errors, near misses, and hazards reported internally that do not fall under CAMO.A.160 ○ Identify those reports which require further investigation ○ Investigate all the causal and contributing factors ○ Analyse the collective data showing their trends and frequencies of the contributing factors • Ensure appropriate corrective actions • <u>Initial and recurrent training</u> for staff involved in the internal investigation • Cooperation with the owner or operator on occurrence investigations • Cooperation with any other organisation having a 	CAMO.A.202 CAMO.A.160 CAMO.A.200(a)(3) CAMO.A.305(g)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	<p>significant contribution to the safety of its own continuing airworthiness management activities</p> <ul style="list-style-type: none"> • Ensure confidentiality to the reporter • Closed-loop, to ensure that actions are taken internally to address any safety issues and hazards • Feed into recurrent training as defined in AMC2 CAMO.A.305(g) • Feedback to staff, individual (reporter) and on a more general basis • Retaining of all reports 				
2.3	<p>Safety action planning</p> <ul style="list-style-type: none"> • A conclusive safety analysis which summarises individual occurrence data and provides an in-depth analysis of a safety issue 	CAMO.A.200(a)			
2.4	<p>Safety performance monitoring</p> <ul style="list-style-type: none"> • A procedure/process to demonstrate how the organization shall continue to monitor the safety performance of the organization. 	CAMO.A.200(a)(3)			
2.5	<p>Change management</p> <ul style="list-style-type: none"> • Manage the safety risk related to any changes to the organisation per AMC 1 CAMO.A.200(a)(3) point (e) • All changes, large or small, its safety implications proactively considered • The team – involvement of all the personnel affected by the change are engaged and participate in the process Assessment of the magnitude of a change, its safety criticality, and its potential impact on human performance • Principle and a structured framework for managing all aspect of the change • Changes that trigger to perform the hazard identification and risk management 	CAMO.A.130 CAMO.A.200(a)			
2.6	<p>Safety training and promotion Promotion</p> <ul style="list-style-type: none"> • Promotion of the safety policy Promotion activities to include: <ul style="list-style-type: none"> ○ The safety policy 	CAMO.A.200(a)(4) CAMO.A.220(c) AMC1 CAMO.A.202(c)(3) CAMO.A.305(a)(2)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	<ul style="list-style-type: none"> ○ Encouraging a positive safety culture ○ Creating an environment that is favourable to the achievement of the organisation safety objectives ○ Organisational learning ○ Implementation of an effective safety reporting scheme ○ Development of a just culture <p>Training</p> <ul style="list-style-type: none"> ● Initial training and recurrent training (AMC/GM CAMO.A.305(g)) Recurrent training taking into account certain information reported through the internal safety reporting scheme ● Training needs per job description: <ul style="list-style-type: none"> ○ Safety training (SMS) ○ Human factors ○ Procedures ○ Regulations ○ Fuel Tank Safety (FTS) (if applicable) ○ Electrical Wire Interconnection System EWIS (if applicable) ○ Continuing structural integrity programme ○ Critical Design Configuration Control (CDCCL) ○ Specific technical training ○ On-the-job training ● Recurrent training intervals ● Record-keeping <p>Note: Specific technical training should take into consideration, area such as:</p> <ul style="list-style-type: none"> ● Aircraft maintenance programme ● Reliability programme (if applicable) ● Internal investigations ● Auditing/compliance monitoring ● Quality assurance ● Aircraft general familiarisation (Gen Fam) ● Airworthiness review <p>Note 2: In accordance with the job function/role, adequate</p>	CAMO.A.305(c) CAMO.A.305(g)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	initial and recurrent training should be provided and recorded to ensure continued competency.				
2.7	<p>Immediate safety action and coordination with the operator's emergency response plan (ERP)</p> <ul style="list-style-type: none"> • Ensure Procedure to <ul style="list-style-type: none"> ○ Enable the organisation to act promptly when it identifies safety concerns with the potential to have an immediate effect on flight safety ○ Including clear instructions on who to contact (owner/operator) ○ How to contact owner/operator, including outside of regular business hours ○ Enable the organisation to react promptly if the operator triggers the ERP and it requires the support of the CAMO. 	CAMO.A.200(a)(3)			
2.8	<p>Compliance monitoring</p> <ul style="list-style-type: none"> • 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. 	CAMO.A.200(a)(6)			
2.8.1	<p>Audit plan and audit procedure</p> <ul style="list-style-type: none"> • Audit Plan • All aspect verified every year, including: <ul style="list-style-type: none"> ○ Independent audits of the quality system ○ Subcontracted activities (if applicable) ○ Product sampling ○ Each location approved • Ensure the audit plan is properly implemented, maintained, and continually reviewed and improved • Compliance audit procedure 	CAMO.A.200(a)(6) CAMO.A.220(b) CAMO.A.150 CAMO.B.350			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	<ul style="list-style-type: none"> • Issue of audit report describing: <ul style="list-style-type: none"> ○ 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. ○ Target closure date for corrective action ○ Responsible manager for corrective action plan and Corrective action • Compliance audit remedial action procedure <ul style="list-style-type: none"> ○ Identifying the responsible manager ○ Root cause analysis & contributing factors ○ Corrective action plan with immediate fix/correction if applicable ○ Preventative measures ○ Information if other area or product may be affected and if it has been checked and the outcome ○ Acceptance or rejection of Root cause analysis, preventative measures and corrective actions ○ Extension of due dates • Record-keeping 				
2.8.2	Monitoring of continuing airworthiness management activities <ul style="list-style-type: none"> • Effective procedures to: <ul style="list-style-type: none"> ○ Periodically review the activities of the continuing airworthiness management personnel and how they fulfil their responsibilities, as defined in Part 0 	CAMO.A.200(a)(6)			
2.8.3	Monitoring of the effectiveness of the maintenance programme(s) <ul style="list-style-type: none"> • Effective procedures to periodically review that the effectiveness of the maintenance programme(s) is 	CAMO.A.200(a)(6)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	analysed as defined in Part 1.				
2.8.4	<p>Monitoring that all maintenance is carried out by an appropriate maintenance organization</p> <ul style="list-style-type: none"> • Effective procedure to periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the operators fleet • Include 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 <p>Note: If necessary, the procedure may be subdivided as follows:</p> <ul style="list-style-type: none"> • Aircraft maintenance • Engines • Propellers • Components 	CAMO.A.200(a)(6)			
2.8.5	<p>2.8.5 Monitoring that all contracted maintenance is carried out per the contract, including subcontractors used by the maintenance contractor</p> <ul style="list-style-type: none"> • Periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract • Ensure that the system allows all the personnel involved in the contract (including the contractors and their subcontractors) to familiarise themselves with its terms and that, for any contract amendment, the relevant information is distributed in the organisation and to the contractor 	CAMO.A.200(a)(6)			
2.8.6	<p>Compliance monitoring personnel</p> <ul style="list-style-type: none"> • Nominated person (compliance monitoring manager) • Other compliance monitoring personnel • Required experience • Required training, e.g. relevant legislation, quality system theory and auditing techniques CAME 	CAMO.A.305(a)(4)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	<p>procedures, on-the-job training etc.</p> <ul style="list-style-type: none"> • Required competence • Required recurrent / continuation training (including HF, EWIS & FTS if applicable) • Examination, test and assessment procedures (as necessary – can refer to 0.3) • 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. • Independence of quality audit personnel when the organisation uses skilled personnel working within another department than that of Quality • Retention of records <ul style="list-style-type: none"> ○ Duration and location ○ Type of documents <p>Note: This section must describe how the compliance monitoring personnel are managed, and competency is ensured and assessed.</p>				
2.9	<p>Control of personnel competency</p> <ul style="list-style-type: none"> • Objectives • Job descriptions for each job function/role in the organisation. Job descriptions should contain sufficient criteria to enable the required competency assessment • Initial Assessment- staff must be assessed for competency before unsupervised work commences • Continuation - staff competency must be continually assessed. • 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: 	CAMO.A.305(g) CAMO.A.220(c)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	<ul style="list-style-type: none"> ○ Desk-top – records for training and experience. May include confirmation check ○ Testing and or interview ○ On-the-job performance ○ Result of the assessment ○ 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. ● All staff should be able to demonstrate an understanding of safety management principles including human factors, related to their job function and receive safety training as per AMC3 CAMO.A.305(g) ● 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-keeping 				
2.10	<p>Management system record-keeping</p> <ul style="list-style-type: none"> ● Ensure that the following records are retained: <ul style="list-style-type: none"> ○ 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.220(b) CAMO.A.205 CAMO.A.220(d) CAMO.A.220(e) CAMO.A.220(f)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	<p style="text-align: center;">CAMO.A.205</p> <ul style="list-style-type: none"> • Management system records, as well as any contracts pursuant to point CAMO.A.205, shall be kept for a minimum period of 5 years <p>Note: The record-keeping system must ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period of all activities developed.</p> <ul style="list-style-type: none"> • Format of records • Legible throughout the required retention period • Backup of computer records • Backup kept at a different location 				
2.11	<p>2.11 Occurrence reporting</p> <ul style="list-style-type: none"> • 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 • 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. <p>Note: If the organisation holds more than one organisation certificates within the scope of Regulation (EU) 2018/1139, then the organisation may establish an integrated occurrence reporting system covering all certificate(s) held</p>	CAMO.A.160 ML.A.202 Regulation (EU) No 376/2014 Regulation (EU) 2015/1018 AMC 20-8 Regulation 2018/1139 - Annex II			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	<ul style="list-style-type: none"> • Assign responsibility to one or more suitably qualified persons with clearly defined authority, for coordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity • 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 <p>Note 2: The list in Regulation (EU) 2015/1018 should not be understood as exhaustive, and therefore the reporting should not be limited to items listed in that regulation.</p>				

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 3 Contracted maintenance – management of maintenance					
3.1	<p>Maintenance contractor selection procedure</p> <ul style="list-style-type: none"> • Maintenance contractor selection process <ul style="list-style-type: none"> ○ How a maintenance contractor is selected ○ Verification of approval ○ Applicable aircraft type and engine ○ Industrial capacity • Contract review – ensure the 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 AOC operator • Listing in CAME 5.4 • Procedure to follow to develop the maintenance contract 	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)(1 3) CAMO.A.315(b)(5) CAMO.A.315(c) CAMO.A.315(e)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 3 Contracted maintenance – management of maintenance					
	<ul style="list-style-type: none"> • 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 – include template sample in Part 5.1 				
3.2	Product audit of aircraft <ul style="list-style-type: none"> • General – audit of an aircraft • 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 	CAMO.A.200(a)(6)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 4 Airworthiness review procedures					
4.1	4.1 Airworthiness review staff <ul style="list-style-type: none"> • Independency of the AR staff Assessment of AR staff • Experience, qualification, competence and training of AR staff • Formal acceptance by the competent authority • Issuance of authorisation • Staff records • Maintaining recency: 	ML.A.904(b) CAMO.A.220(c) CAMO.A.300(a)(8) CAMO.A.305(e) CAMO.A.310(a) to (d)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 4 Airworthiness review procedures					
	<ul style="list-style-type: none"> ○ 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 last12-month period. ● Qualification procedure assessment under the supervision of existing airworthiness review staff ● Procedure for restoring the staff lost validity of AR authorisations <p>Note 1: The approval by the competent authority of the CAME, containing, as specified in point CAMO.A.300(a)(8), the nominative list of CAMO.A.305(e) personnel, constitutes the formal acceptance by the competent authority of the airworthiness review staff.</p> <p>Note 2: If the airworthiness review is performed under the supervision of existing airworthiness review staff, evidence should be provided to the competent authority.</p>				
4.2	<p>Documented review of aircraft records</p> <ul style="list-style-type: none"> ● Performed by the same AR staff as the physical survey ● Documented review of aircraft records as per ML.A.903 ● Performed by the same AR staff as the physical survey ● Documented review of aircraft records as per ML.A.903 ● Documented review of aircraft records as per M.A.901 ● Aircraft records to review, including the depth of sampling – in detail ● Level of detail that needs to be reviewed ● Number of records ● 90 days anticipation to maintain the pattern ● Inconclusive airworthiness review 	CAMO.A.320 M.A.901 ML.A.903(a)			
4.3	<p>Physical survey</p> <ul style="list-style-type: none"> ● Performed by the same AR staff as the review of 	CAMO.A.320 M.A.901			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 4 Airworthiness review procedures					
	<p>the documented review of aircraft records</p> <ul style="list-style-type: none"> • How to perform the physical review, including the depth of sampling (inspection) • Topics that need to be reviewed • The physical area that needs to be inspected • Which document on-board that need to be reviewed • Review of the AMP effectiveness as per ML.A.903(h) • 90 days anticipation to maintain the pattern • Inconclusive airworthiness review 	ML.A.903(b) ML.A.903(h)			
4.4	<p>Additional procedures for recommendations to competent authorities for the import of aircraft</p> <ul style="list-style-type: none"> • Additional tasks for import • Additional documents • Communication with the competent authorities • Additional items to be reviewed (records and physical) • Specification of maintenance required to be carried out. <p>Note: Recommendation can only be made when all findings are closed, and the aircraft is considered airworthy by complying with the relevant requirements.</p>	M.A.901(d) M.A.901(o) M.A.904			
4.5	<p>ARC Recommendations to competent authorities</p> <ul style="list-style-type: none"> • Communication procedure with the competent authority • Content of the recommendation <ul style="list-style-type: none"> ○ Application from the owner ○ Record compliance report ○ Physical compliance report ○ Recommendation for the issue of ARC ○ Documents accompanying the recommendation <p>Note: Recommendation can only be made when all findings are closed, and the aircraft is considered airworthy by complying with the relevant requirements.</p>	M.A.901(d) M.A.901(o)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 4 Airworthiness review procedures					
4.6	<p>Issue of ARC</p> <ul style="list-style-type: none"> • Issuance of ARC (EASA Form 15b or 15c) after AR has been properly carried out • Airworthiness of the aircraft when ARC is issued when: <ul style="list-style-type: none"> ○ All findings closed ○ Aircraft airworthy ○ Discrepancy found in the AMP has been satisfactorily addressed (ML.A.302(c)(9)(a), ML.A.903(e)(3) &ML.A.903(h)) • Record keeping (see 4.7) • Distribution of the ARC copies <p>Note: A copy of the ARC must be sent to the competent authority of the Member State of Registry of the aircraft within 10 days of the date of issue</p>	M.A.901(a) M.A.901(b) M.A.901(c) M.A.901(e) CAMO.A.125(e) ML.A.903(e) ML.A.903(h) ML.A.302(c)(9)(a)			
4.7	<p>Airworthiness review records, responsibilities, retention and access</p> <ul style="list-style-type: none"> • List of records to be kept • 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 • The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability and retrievability of all activities developed 	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)			
4.8	<p>4.8 ARC extension</p> <p>Effective procedure to include:</p> <ul style="list-style-type: none"> • When and how to extend • When continuity can be maintained (pattern) • With the loss of continuity (pattern) • Copy to the competent authority within 10 days 	CAMO.A.125(d)(4)) CAMO.A.125(e)(1)) CAMO.A.300(a)(5) CAMO.A.305(a)(5)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 4 Airworthiness review procedures					
	<ul style="list-style-type: none"> • Aircraft must be airworthy • The organisation shall nominate persons authorised to extend ARC • AR staff automatically authorised • List of staff <p>Note: The extension of the ARC may be anticipated for a maximum period of 30 days, without loss of continuity</p>	CAMO.A.305(e) CAMO.A.305(f) M.A.901(f) ML.A.901(c) ML.A.903			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 4B Permit to fly procedures					
4B.1	Conformity with approved flight conditions <ul style="list-style-type: none"> • Procedure to indicate how conformity with approved flight conditions are established, documented and attested by an authorized person. 	CAMO.A.125(f)			
4B.2	Issue of the permit to fly under CAMO privilege <ul style="list-style-type: none"> • procedure 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. 	CAMO.A.125(f) 21A.711(d) 21A.711(g)			
4B.3	Permit to fly authorized signatories <ul style="list-style-type: none"> • person(s) authorised to sign the permit to fly under the privilege of CAMO.A.125(f) should be identified (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the CAME 	CAMO.A.125(f)			
4B.4	Interface with the local authority for flight <ul style="list-style-type: none"> • procedure 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 	CAMO.A.125(f) 21A.708(b) 21A.711(e)			

	21A.711(e))				
4B.5	Permit to fly records, responsibilities, retention and access <ul style="list-style-type: none"> describe how records are kept, the periods of record keeping, location where the records are being stored, access to the records and responsibilities 	CAMO.A.125(f)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 5 Supporting documents					
5.1	Sample documents, including the template of the ATL system <ul style="list-style-type: none"> Sample of all forms used and referred to in the procedures Example of forms: <ul style="list-style-type: none"> Technical log system forms Airworthiness Review record compliance report Airworthiness Review physical compliance report EASA Form 15b 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, root cause analysis, corrective actions and preventative measures forms. Work order Task card Revision acknowledge Damage record sheet (Dent and buckle) form All sample of forms must contain revision control 	CAMO.A.300			
5.2	List of airworthiness review staff <ul style="list-style-type: none"> Name, scope and authorisation identification List of personals authorised to extend ARC <ul style="list-style-type: none"> Name and authorisation identification 	CAMO.A.300(a)(5) CAMO.A.305(f)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
5.3	List of subcontractors as per CAMO.A.125(d)3 <ul style="list-style-type: none"> • Name of the subcontractor • Location, address • Scope of CAM tasks subcontracted 	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) <ul style="list-style-type: none"> • Name of the maintenance organisation • Location, address • Part-145 or Part-CAO approval reference number • Scope of the work contracted • List of the maintenance contracts, contract reference 	CAMO.A.300(a)(1 3) CAMO.A.315(c)			
5.5	Copy of contracts for subcontracted work (Appendix II to AMC1 CAMO.A.125(d)(3)) <ul style="list-style-type: none"> • A cover sheet that lists the contract reference and revision status • Copy of the contract(s) 	CAMO.A.125(d)(3)			
5.6	List of approved maintenance programme as per CAMO.A.300(a)(12)	CAMO.A.300(a)(1 2)			
5.7	List of currently approved alternative means of compliance as per point CAMO.A.300(a)(14)	CAMO.A.300(a)(1 4)			

Section 4: Additional Continuing Airworthiness Management Procedures as required by CAMO.A.300(a)(11)(iii)

Content	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Additional Procedures			
Planning procedures <ul style="list-style-type: none"> • General • Planning of AMP tasks, modifications, AD's, SB's, MEL defects, open defects, etc. • Creation of work packages, 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 			
Airworthiness data control <ul style="list-style-type: none"> • Control of information <ul style="list-style-type: none"> ○ Technical library ○ Control of subscriptions ○ Information held / need regarding the scope of work ○ Issue / amendment control • Technical information amendment procedures <ul style="list-style-type: none"> ○ Manuals ○ Service Information (AD, SB, SIL, etc.) ○ Distribution: access to the staff • Company Technical Procedures / Instructions <ul style="list-style-type: none"> ○ Issue / Amendments control ○ Distribution: access to the staff • Maintenance documentation <ul style="list-style-type: none"> ○ Preparation from approved sources ○ Work card/worksheet system (AMC 145.A.45 I) ○ 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 			

Content	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Additional Procedures			
<ul style="list-style-type: none"> • Modifying maintenance instruction (145.A.45 (d)) • Verification and validation of new procedures where practicable • Incorporation of best practice and human factors principles Control of customer supplied maintenance data • Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.) • Incorporation of CDCCL concept. ED Decision No 2009/007R <ul style="list-style-type: none"> ○ compliance with CDCCL instructions ○ traceability of CDCCL completion • Awareness of Technical Publications, Instructions and Service Information by the staff 			
<p>Subcontracting management control procedure (if applicable)</p> <ul style="list-style-type: none"> • Subcontract content and its continuing control <ul style="list-style-type: none"> ○ Content as per Appendix II to the IR ○ Tasks to be subcontracted ○ Procedure to be used and its control ○ Handling of findings ○ No subcontracting by the subcontracted organization allowed ○ Individual responsibility clearly defined ○ Subcontracted organisation to notify the operator of any changes affecting the contract • Subcontract approval by the competent authority <ul style="list-style-type: none"> ○ Notifying the competent authority of any changes affecting the contract • Tasks that can be subcontracted • Active control of the activities and or endorsing the recommendation made by the subcontracting organisation <ul style="list-style-type: none"> ○ Individual responsibility clearly defined • Access to relevant data • Establish staff competence (same as in Part 2.9) Assessment of subcontracted staff • Training and continuation training of subcontracted staff • Subcontracting management control procedure to ensure that the action taken by the subcontracted organisation(s) meet the standards required by Part-CAMO • Man-hour planning • The periodic subcontract review process 			

Section 5: Additional information

Please provide any additional information by using the area below. Make reference to the AMC1 CAMO.A.300 section reference when adding information.

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I, hereby certify that the above Part CAMO Continuing Airworthiness Management Exposition Compliance Checklist is a correct reflection of the training, equipment, processes and procedures of company

Signed: Date:

Position in company: