



सत्यमेव जयते

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF CIVIL AVIATION

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AIRWORTHINESS ADVISORY CIRCULAR

F. No.: DGCA-25012(07)/1/2025-AW

Subject: User Guide for CAME

1. Introduction

- 1.1 Rule 155A of Aircraft Rules 1937 stipulates that an operator shall provide, for the use and guidance of its personnel, manuals which shall contain details of information concerning policies, procedures, practices and quality control methods relating to activities of that operator and containing such further information as may be specified by the Director-General.
- 1.2 CAR-CAMO establishes the requirements to be met by an organisation to qualify for the issue or continuation of a certificate for the management of continuing airworthiness of an aircraft and of components for installation.
- 1.3 CAMO.A.115 (b) (2) requires that the applicants for an initial certificate pursuant to this CAR shall provide DGCA with documentation demonstrating how they will comply with the requirements established in this regulation. Further, AMC1 CAMO.A.115(b) (2) specifies that documentation to be provided to DGCA along with the application for an initial CAR-CAMO certificate should include, as a minimum, the continuing airworthiness management exposition (CAME).
- 1.4 CAMO.A.300 (a) specifies that the organisation shall provide DGCA with a CAME and, where applicable, any referenced associated manuals and procedures. Further, AMC1 CAMO.A.300 provides an outline of the layout of an acceptable CAME.
- 1.5 This AAC is intended to provide guidance to organisation applying for a CAR-CAMO approval in preparation of the Continuing Airworthiness Management Exposition in compliance with the requirements of CAMO.A.300.

- 1.6 It is important to note that this circular on its own does not change, create, amend, or permit deviations from regulatory requirements, nor does it establish minimum standards.
- 1.7 The provision of this circular is complimentary to the CAR requirements “as amended” and does not supersede or replace the associated regulatory requirements.

2. Regulatory References

Rule 155A of the Aircraft Rules 1937
CAR-CAMO
CAR-M
CAR-ML
CAR Section 2 requirements (as applicable)

3. Continuing Airworthiness Management Exposition (CAME)

- 3.1 The purpose of the CAME is to specify the scope of work and shows how the organisation intends to comply with CAR-CAMO and provides all the necessary information and procedures for the personnel of the organisation to perform their duties. Complying with its contents will ensure the organisation remains in compliance with CAR-CAMO and, as applicable, CAR-M and/or CAR-ML.
- 3.2 The CAME shall be approved by DGCA. It shall be amended as necessary to remain an up-to-date description of the organization.
- 3.3 The CAME shall be customized by each organisation to demonstrate how they comply with CAR-CAMO, with consideration for the applicable CAR-M and/or CAR-ML requirements.
- 3.4 For standardization purposes and to facilitate the production of the CAME by the continuing airworthiness management organisation and the review by DGCA, it is recommended to adhere to the proposed CAME structure, including chapters and paragraph numbering, titles and expected content as given in Appendix A. The chaptering follows the layout of AMC1 CAMO.A.300. Each chapter includes guidance material which an organisation can use to create their own working document that reflects the organisation’s internal procedures.
- 3.5 The organisation should however, customize the document to suit their organisation and may also include additional contents where necessary.
- 3.6 The CAME should make references to CAR-M or CAR-ML requirements and other CAR Section 2 regulations where applicable. Where a Part/chapter/paragraph is not used it shall be identified in the CAME as ‘Not Applicable’.
- 3.7 For each detailed procedure described within the CAME, the organisation should address the following questions, noting this list is not exhaustive:

- a) What must be done?
- b) Who should do it?
- c) When must be done?
- d) Where must it be done?
- e) How must it be done?
- f) Which procedure(s)/form(s) should be used?

3.8 Prior to submission of the 'draft' CAME to DGCA for approval, the Accountable Manager must sign and date the exposition statement as specified in point CAMO.A.300(a)(1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager, the new incumbent shall sign the document and submit a suitable amendment to DGCA for approval.

Sd/-
(Tuhinanshu Sharma)
Joint Director General
for Director General of Civil Aviation

General guidance for framing of Continuing Airworthiness Management Exposition (CAME)

1. Scope

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

- a) Organisations applying for a CAR-CAMO approval – to assist them in the production and management of their own CAME.
- b) Approved CAR-CAMO organisations – to assist them in the continued management of the CAME.

The provisions of this user guide are complementary to the requirements of CAR-M and CAR-CAMO regulations “as amended” and these provisions does not supersede or replace the associated regulatory requirements.

It should be noted that this User Guide focus primarily on the operation of Complex Motor-Powered Aircraft involved in Commercial Operations. On that basis, cross-references to applicable CAR-ML requirements, have not been included in the current version of this document. However, cross-references to the applicable CAR-ML requirements may be included, if the CAMO is also involved in continuing airworthiness management of “Light aircraft”, as applicable.

2. Exposition Format

The CAME should be submitted in electronic format. The Exposition should be in Portable Document Format (PDF) but a printed copy should be delivered to DGCA to facilitate the document study.

3. Terms in Use

For the purpose of this procedure, the references to the CAME document are identified using following terms:

- a) “CAME Part” is used to identify the main parts of the CAME (e.g., Part 0 “General Organisation”, Part 1 “Continuing Airworthiness Management procedures”, Part 2 “Management System procedures”, etc.) as identified in the AMC1 CAMO.A.300 Continuing airworthiness management exposition (CAME).
- b) “CAME chapter” is used to identify each chapter within the CAME Part (e.g. CAME 0.6 Procedure for changes not requiring prior approval, CAME 1.2 Aircraft maintenance programme (AMP) — development amendment and approval, CAME 5.1 Sample documents, including the template of the ATL system) as identified in the AMC1 CAMO.A.300 Continuing airworthiness management exposition (CAME);
- c) “CAME paragraph” is used to identify a paragraph within an CAME chapter (e.g., CAME 2.8.1 “Audit plan and audit procedure”, CAME 2.8.2 “Monitoring of continuing airworthiness management activities”, etc.). At the paragraph level the numbering system is not pre-identified in the CAR-CAMO regulation and it is left to the need of the organisation. Further division to sub-paragraphs may be also used, although it should be clearly identified in the CAME.

4. CAME Structure

The Continuing Airworthiness Management Organisation shall follow one of the following options when deciding the CAME structure which better fits its operations:

Option 1 - Single CAME document

The CAME is developed by the organisation as a single document containing all the information required to show compliance with the applicable regulation and all detailed procedures and lists customised by the CAMO;

Option 2 - CAME supplemented by associated procedures/lists

Associated procedures/lists shall meet the same rules in terms of management control and presentation as described for the CAME.

When the organisation is developing a CAME supplemented by associated procedures/lists, then:

- a) It is acceptable, for CAME PARTs 1 to 5, to include precise and clear reference(s) to other manuals where the same procedures are described. For PART 0 of the CAME, such cross references would normally not be acceptable, unless otherwise agreed with DGCA and documented accordingly.

The documents referenced above should be approved or accepted by DGCA, including changes in accordance with the procedures identified in CAME 0.5, 0.6 or 0.7 as applicable.

- b) The CAME must contain at least the information required by CAMO.A.300(a) and a minimum regulatory compliance procedure in each chapter and paragraph, and; associated procedures/lists as defined below:
 - i. Associated Procedure: means a procedure providing additional and customized details on how the organisation intends to comply with applicable requirements;
 - ii. Associated List: means any of the list required by CAMO.A.300(a), when published separately from the CAME.
- c) Work instructions may include detailed instructions intended to provide information for staff on how to perform their duties on a daily basis. They could also include lists/forms which are not required by CAMO.A.300 (a). Examples include, but are not limited to, the list of internal auditors, the checklist used to process a completed work package, the templates listing staff on duty, the instructions on how to use the IT tool in place to manage continuing airworthiness records/information, etc.
- d) Work instructions do not require DGCA approval and are to be fully controlled by the CAMO. The Compliance Monitoring System remains responsible to ensure any such document does not conflict with CAME or associated procedures/list.

In order to avoid confusion between CAME associated procedures/lists and work instructions, the following criteria is recommended:

- a) CAME procedures should only contain reference to CAME associated procedures/lists, which are listed in CAME 0.5 and CAME 0.6 (no reference should be given in the CAME to work instructions);
- b) CAME associated procedures/lists may refer to work instructions;
- c) Work instructions may refer to CAME and/or associated procedures lists.

5. Management Control of the CAME

In order to properly monitor the approval, it is essential that the Organisation clearly identifies the initial edition of the Exposition and each subsequent change. Any change to the approved CAME shall be identified (depending on the numbering system chosen) by:

- a) A new issue and/or revision number;
- b) A new issue and/or revision date;
- c) Clear identification of the modified text in each CAME chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.)

Chapters 0.5 and 0.6 of the CAME are intended to detail the methods chosen to identify changes to the CAME (e.g., issue/revision number, vertical bars, etc.).

6. Exposition Pages Presentation

Each page of the CAME shall be identified as follows (this information may be added in the header):

- a) the name of the organisation (official name as defined on the Continuing Airworthiness Management Organisation Certificate – CA Form 14);
- b) the issue/revision status of the CAME;
- c) the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the CAME);
- d) the chapter of the CAME (e.g. 1-5);
- e) the page number;
- f) the name of the document "Continuing Airworthiness Management Exposition".

The cover page of the volume shall specify:

- a) the title "Continuing Airworthiness Management Exposition";
- b) the name of the organisation (official name as defined on the Continuing Airworthiness Management Organisation Certificate – CA Form 14);
- c) A unique identification reference given to the CAME (e.g., CAMONAME-DOC1);
- d) The copy number from the distribution list;
- e) The CAMO approval number/reference and
- f) The address, telephone and e-mail address of the Principal Place of Business of the Organisation.

7. Cross reference to the applicable regulatory requirements

Reference to the applicable regulatory requirement(s), Acceptable Means of Compliance, or Guidance Material needs to be identified after each CAME chapter/paragraph, as applicable.

Format of Continuing Airworthiness Management Exposition

CAR-CAMO

This Exposition supports DGCA CAR-CAMO
Continuing Airworthiness Management Organisation Approval of:

Name of the Organisation

Address

Tel: +91 XXXXXXXXXX
E-mail: xxxxxxxx@xxxx.com

CAR-CAMO Approval No.

Exposition Reference No: XXXX

Part I: Introduction

I.1 Table of Contents

CAMO.A.300, AMC1 CAMO.A.300

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2.7	Immediate safety action and coordination with operator's Emergency Response Plan (ERP)	
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5.5	Copy of contracts for subcontracted work (Appendix II to AMC1 CAMO.A.125(d)(3))	
5.6	List of approved maintenance programme as per point CAMO.A.300(a)(12)	
5.7	Reserved	

I.2 List of Effective Pages

This list of issue/revision shall allow traceability from the previously approved version. The name of the organisation, the date of review, approval and the name of the person who has reviewed and/or approved the CAME should be included.

Example:

Page nr.	Issue nr.	Revision nr.	Revision Date	Page nr.	Issue nr.	Revision nr.	Revision Date
Part I				116	2	1	29/10/24
I-01	1	0	19/12/23	117	2	1	29/10/24
I-02	2	1	29/10/24	Part 2			
I-03	2	1	29/10/24	201	1	0	19/12/23
I-04	2	0	15/09/24	202	1	0	19/12/23
I-05	2	0	15/09/24	203	1	0	19/12/23
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002	1	0	19/12/23	206	2	1	29/10/24
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006	1	0	19/12/23	302	1	0	19/12/23
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103	2	1	29/10/24	402	2	0	15/09/24
104	2	1	29/10/24	403	2	1	29/10/24
105	2	0	15/09/24	404	2	1	29/10/24
106	2	0	15/09/24	405	1	0	19/12/23
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109	1	0	19/12/23	4B02	1	0	19/12/23
110	1	0	19/12/23	4B03	1	0	19/12/23
111	2	1	29/10/24	4B04	2	0	15/09/24
112	1	0	19/12/23	Part 5			
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114	1	0	19/12/23	504	2	1	29/10/24

115	1	0	19/12/23	505	2	1	29/10/24
Prepared By: (Name & Position) Date			Reviewed By: (Name & Position) Date			Approved By: (Name & Position) Date	

I.3 List of Issues / Amendments

Example:

Issue number	Issue date	Revision number	Revision date	Revision type	Reason for change
1	19/12/14	0	19/12/14	INITIAL	n/a
		1	01/01/16	minor	Records keeping procedure updated.
2	15/09/17	0	15/09/17	major	Change of Compliance Monitoring Manager and Continuing Airworthiness Manager
		1	29/10/18	minor	Minor changes to close findings from internal audit.

I.4 Distribution List

This document should include a Distribution List to ensure proper distribution of the manual and to demonstrate to DGCA that all personnel involved in continuing airworthiness management have 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 so that the relevant personnel have quick and easy access to this manual.

Alternatively, the manual may be made available on organisation intranet system with a hard copy retained by the CAR-CAMO organisation's Compliance Monitoring Function department.

As a minimum, CAME should be distributed to:

- a) The organisation's management personnel (CAMO.A.305 (a), (b)); and
- b) The contracted Part 145 maintenance organisation(s); and
- c) DGCA; and
- d) Any organisation subcontracted under the provisions of this CAME.

Example:

CAME Holder	Format
Accountable Manager	CD-ROM
Engineering Manager	PAPER
MCC Manager	intranet
Planning Manager	CD-ROM
Compliance Monitoring Manager	PAPER
DGCA	Electronic file (PDF)
Reserved	
Reserved	

I.5 Definitions and Abbreviations

This chapter is intended to list the definitions and abbreviations/acronyms in use within the CAME.

I.6 Cross reference to the applicable regulatory requirements

The expected contents of each CAME chapter have been established in accordance with the following applicable requirements. While the list is not exhaustive, any amendments or updates to the requirements affecting the cross references listed below will be reflected in subsequent revisions. References to the applicable regulatory requirements are also included after each CAME chapter/paragraph of this user guide. While the table is updated, as necessary, it is the organisations' responsibility to assess the various chapters and the applicable regulatory requirements accordingly.

Requirement	Chapter/Paragraph/ Sub-paragraph	Requirement	Chapter/Paragraph/ Sub-paragraph
AMC M.A.301(b)	1.1b	AMC.M.A.302(g)	1.5, 2.8.3
AMC M.A.302	5.6	AMC1 CAMO.A.125(d)(3)	1.10
AMC M.A.304	1.9	AMC1 CAMO.A.130	2.5, 0.5
AMC M.A.403(b)	1.1b	AMC1 CAMO.A.160	1.8
AMC M.A.904(b)	1.13	AMC1 CAMO.A.200(a)(1)	2.8, 2.4
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M.A.301(e)	1.5, 2.8.3	AMC1 CAMO.A.220	2.10, 1.3
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AMC M.A.304	1.9	AMC1 CAMO.A.305(b)(2)	0.4, 0.3.1.5, 0.3.1, 0.3
AMC M.A.305(a)	1.1a.1, 1.1a	AMC1 CAMO.A.305(c)	0.3.1.2, 2.6, 0.3.1.5, 0.3.1, 0.3
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AMC M.A.305(c)2	1.9	AMC1 CAMO.A.310(a)	0.3.1.3, 4.1
AMC M.A.305(c)3		AMC1 CAMO.A.310(a)(3)	4.1
AMC M.A.305(e)	1.1a	AMC1 CAMO.A.310(c)	4.1
AMC M.A.306(a)	1.11, 1.1a.1, 1.1a	AMC1 CAMO.A.310(d)	4.1
AMC M.A.306(b)	1.1a	AMC1 CAMO.A.315	1.4, 1.2
AMC M.A.401(b)	1.4	AMC1 CAMO.A.315(b)(3)	1.9
AMC M.A.403(b)	1.1b	AMC1 CAMO.A.315(b)(4)	1.6
AMC M.A.403(d)	1.1b, 1.8, 1.1a, 1.1a.1	AMC1 CAMO.A.315(c)	1.4, 2.8.4
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		AMC3 CAMO.A.305(g)	1.5, 2.8.3, 1.10, 0.3.2, 0, 2.8
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Appendix IV to AMC1 CAMO.A.315(c)	3.1, 1.4, 2.8.4	CAMO.A.300(a)(12)	5.6
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M.A.201(j)	0.2.5, 0.2	CAMO.A.300(a)(2)	0.1.1, 0.1
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CAMO.A.125(d)(3))	5.3	CAMO.A.300(c)	0.6, 0.5
CAMO.A.125(e)	4.1, 0.2.3, 0.2	CAMO.A.305(a)	0.4, 0.3.1, 0.3
CAMO.A.125(f)	4.B1, 0.2.3	CAMO.A.305(a)(1)	0.3.2.1, 0.3.2
CAMO.A.130(a)	0.5	CAMO.A.305(a)(2)	2.6, 0.1.1
CAMO.A.130(b)	0.5, 0.7	CAMO.A.305(a)(3)	0.3.1.3, 0.3.1.5
CAMO.A.130(c)	0.6	CAMO.A.305(a)(4)	0.3.1.2, 0.3.1.5, 2.8
CAMO.A.140(a)	0.2.5, 0.2	CAMO.A.305(a)(5)	0.3.1.4, 0.3.1.5
CAMO.A.140(b)	0.2.5, 0.2	CAMO.A.305(a)(6)	0.3.1.2, 0.3.1.4
CAMO.A.160	1.8	CAMO.A.305(a)2	
CAMO.A.200	0.4	CAMO.A.305(a)3	4.1
CAMO.A.200(a)(1)	0.1.3, 0.1	CAMO.A.305(b)	0.4, 0.3.1, 0.3
CAMO.A.200(a)(2)	2.3, 0.1.2, 0.1.1, 0.1	CAMO.A.305(c)	0.4, 0.3.1, 0.3.1.4
CAMO.A.200(a)(3)	2.1, 0	CAMO.A.305(e)	0.3.1, 0.3
CAMO.A.200(a)(4)	2.9, 2.6	CAMO.A.305(g)	0.3.2, 2.9, 2.6, 0.3.1.4, 2.8
CAMO.A.200(a)(6)	2.8, 2.8.2	CAMO.A.310	4.1
CAMO.A.200(b)	0.3.1, 0.3, 0.3.2	CAMO.A.315(a)	1.4, 2.8.2
CAMO.A.202	0, 1.8	CAMO.A.315(b)(1)	1.2, 1.10
CAMO.A.205	2.8.4, 5.3	CAMO.A.315(b)(2)	1.2
CAMO.A.215	0.2.6, 0.2	CAMO.A.315(b)(3)	1.7
CAMO.A.220(a)(1)	1.3	CAMO.A.315(b)(4)	1.6
CAMO.A.220(a)(2)	1.3	CAMO.A.315(b)(6)	1.2
CAMO.A.220(a)(3)	4.7	CAMO.A.315(c)(1)	5.4

CAMO.A.220(a)(4)	4.B5	CAMO.A.315(c)(2)	5.4
CAMO.A.220(a)(5)	1.3, 4.7	CAMO.A.315(d)	3.1, 5.4
CAMO.A.220(a)(6)	1.3, 4.7	CAMO.A.320	4.2, 4.7, 4.1
CAMO.A.220(c)(1)(ii)	4.1	M.A.301(e)	1.5, 2.8.3
CAMO.A.220(c)(2)	4.1	GM M.A.302(a)	5.6
GM M.A.305	1.1a.1, 1.1a	M.A.301(f)	1.4
GM M.A.305(c)(2)	1.1a	M.A.301(g)	1.7
GM M.A.305(d)	1.1a	M.A.301(h)	1.12
GM M.A.305(d)(2)	1.1a	M.A.305(e)(2)(ii)	1.9
M.A.305(c)(2)	1.9	M.A.301(i)	1.13
M.A.305(e)	1.3	M.A.401(a)	1.9
GM1 CAMO.A.130	0.6, 0.7, 0.5	M.A.403(a)	1.1b
GM1 CAMO.A.130(a)(1)	2.5, 0.5	M.A.403(b)	1.1b
GM1 CAMO.A.130(b)	0.3.2, 2.4, 0.7, 0.5	M.A.403(c)	1.1b
GM1 CAMO.A.160	1.8	M.A.403(d)	1.1b, 1.1a, 1.1a.1
GM1 CAMO.A.160(b)	1.8	M.A.901	4.1
GM1 CAMO.A.200	2.7, 2.4, 0.1.2, 0.1	M.A.901(a)	4.6, 4.8
GM1 CAMO.A.200(a)(2)	0.1.1, 0.1	M.A.901(d)	4.5
GM1 CAMO.A.200(a)(3)	0.3.2, 2.3, 2.1	M.A.901(k)	4.2
GM1 CAMO.A.200(a)(4)	2.6	M.A.901(k)(9)	1.12
GM1 CAMO.A.200(a)(6)	3.2, 2.8.2	M.A.901(l)	4.3
GM1 CAMO.A.205	2.8.4, 5.3, 2.1, 2.8.2, 2.8, 0.2	M.A.901(m)	4.3
GM1 CAMO.A.220	2.10	M.A.901(o)	4.5
GM1 CAMO.A.305(a)(3)	0.3.1.3, 0.3.1.5, 0.3.1, 0.3	M.A.903(a)	4.4
GM1 CAMO.A.305(a)(5)	0.3.1.4, 0.3.1.5, 0.3.1, 0.3	GM M.A.901	4.1
GM1 CAMO.A.305(f)	4.1, 0.3.1, 0.3		
GM1 CAMO.A.305(g)	0.3.2, 2.8		
GM1 CAMO.A.315(b)(1)	1.2		
GM1 CAMO.A.315(b)(5)	1.2, 2.8.4		
GM1 CAMO.A.315(c)	3.1, 2.8.4		
GM2 CAMO.A.305(g)	2.1, 0.3.2		
GM3 CAMO.A.305(g)	2.9, 0.3.2, 2.8		

Part 0 General Organisation, Safety Policy and Objectives

Contents

- 0.1** Safety policy, objectives and accountable manager statement
- 0.2** General information and scope of work
- 0.3** Management personnel
- 0.4** Management organisation chart
- 0.5** Procedure for changes requiring prior approval
- 0.6** Procedure for changes not requiring prior approval
- 0.7** Reserved

Part 0: General Organisation

0.1 Safety policy, objectives and accountable manager statement

CAMO.A.300(a)(1), CAMO.A.300(a)(2), AMC1 CAMO.A.300(a)(1), CAMO.A.200(a)(1),
CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2), GM1 CAMO.A.200(a)(2),
CAMO.A.305(a)(2)

0.1.1 Safety policy

CAMO.A.300(a)(2), AMC1 CAMO.A.300(a)(1), CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2),
GM1 CAMO.A.200, GM1 CAMO.A.200(a)(2), CAMO.A.305(a)(2)

The safety policy is the means whereby the organisation states its intention to maintain and, where practicable, improve safety levels in all its activities and to minimise its contribution to the risk of an aircraft accident or serious incident as far as is reasonably practicable.

This paragraph should clearly describe the organisation's overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy. Senior management should continually promote the safety policy to all personnel, demonstrate its commitment to it, and provide necessary human and financial resources for its implementation

This paragraph should include, but not be limited to, the following items:

a) The safety policy should:

- i. reflect organisational commitments regarding safety, and its proactive and systematic management, including the promotion of a positive safety culture;
- ii. include internal reporting principles, and encourage personnel to report continuing airworthiness-related errors, incidents and hazards;
- iii. recognise the need for all personnel to cooperate with the compliance monitoring and internal investigations referred to under point (c) of AMC1 CAMO.A.200(a)(3);
- iv. be endorsed by the Accountable Manager;
- v. be communicated, with visible endorsement, throughout the organisation; and
- vi. be periodically reviewed to ensure it remains relevant and appropriate for the organisation.

b) The safety policy should include a commitment to:

- i. comply with all applicable legislation, to meet all the applicable requirements, and adopt practices to improve safety standard;
- ii. provide the necessary resources for the implementation of the safety policy.
- iii. apply HF principles;
- iv. enforce safety as a primary responsibility of all managers; and
- v. apply 'just culture' principles to internal safety reporting and the investigation of occurrences and, in particular, not to make available or use the information on occurrences:
 - to attribute blame or liability to front line staff or other persons for actions, omissions or decisions taken by them that are

- commensurate with their experience and training; or
- for any purpose other than the maintenance or improvement of aviation safety.

0.1.2 Objectives

CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2), GM1 CAMO.A.200, AMC1 CAMO.A.300(a)(1)

Taking due account of its safety policy, the organisation should define safety objectives. The safety objectives should:

- i. form the basis for safety performance monitoring and measurement;
- ii. reflect the organisation's commitment to maintain or continuously improve the overall effectiveness of the management system;
- iii. be communicated throughout the organisation; and
- iv. be periodically reviewed to ensure they remain relevant and appropriate for the organization.

0.1.3 Accountable Manager statement

CAMO.A.200(a)(1), CAMO.A.300(a)(1), AMC1 CAMO.A.300(a)(1)

The Accountable Manager's exposition statement as specified in point CAMO.A.300(a)(1) should embrace the intent of the following paragraph, and in fact, this statement may be used without amendment. Any amendment to the statement should not alter its intent:

'This exposition and any associated referenced manuals define the organisation and procedures upon which DGCA's CAMO approval is based.

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

These procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the approval of the organisation is based on the continuous compliance of the organisation with CAR-CAMO, CAR-M and CAR-ML, as applicable, and with the organisation's procedures described in this exposition. DGCA is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by CAR-CAMO, CAR-M and CAR-ML, as applicable, or any conditions according to which the approval was issued.

For organisations also approved as air operator certified in accordance with Rule 134 and Schedule XI of Aircraft Rules, 1937, suspension or revocation of the CAMO certificate will invalidate the air operator certificate (AOC) of such air

carriers.

Signed

Dated

Accountable manager and ... (quote position) ...

Chief Executive Officer ...

For and on behalf of ... (quote organisation's name) '

Note 1: If the Accountable Manager is not the highest level responsible of the organisation, the latter must then countersign the statement.

Note 2: Pursuant to AMC1 CAMO.A.300(a)(1) whenever the Accountable Manager is changed it is important that the new Accountable Manager signs the statement at the earliest opportunity as part of his/her acceptance by DGCA. Failure to carry out this action invalidates the continuing airworthiness management approval.

0.2 General Information and Scope of Work

AMC1CAMO.A.300(a)(1), CAMO.A.125(a), CAMO.A.125(b), CAMO.A.125(c),CAMO.A.125(d), CAMO.A.125(e), CAMO.A.125(f), GM1 CAMO.A.125(e), GM1 CAMO.A.125(f), CAMO.A.140(a), CAMO.A.140(b), CAMO.A.205(a)(1), CAMO.A.205(b), GM1 CAMO.A.205, CAMO.A.215, CAMO.A.300(a)(3), M.A.201(j)

0.2.1 Description of the Organisation

CAMO.A.125(a), CAMO.A.125(c), CAMO.A.300(a)(3), CAMO.A.300(a)(9)

This paragraph should describe broadly how the whole organisation (i.e. including the whole operator in the case of air operator certified in accordance with Rule 134 and Schedule XI of Aircraft Rules, 1937 or the whole organisation when other approvals are held) is organised under the management of the Accountable Manager.

0.2.2 Relationship with other Organisations

CAMO.A.125(a), CAMO.A.125(b), CAMO.A.200(c)

If applicable to the organisation, this paragraph should include the following information:

a) Subsidiaries/mother company

For clarity purposes, where the organisation belongs to a group, this paragraph should explain the specific relationship the organisation may have with other members of that group.

b) Other Organisations relationship
Contracted CAR-145 Maintenance Organisations and Sub-contracted Organisations should be mentioned.

0.2.3 Scope of work - Aircraft managed

CAMO.A.125(a), CAMO.A.125(b), CAMO.A.125(c), CAMO.A.125(d), CAMO.A.125(e), CAMO.A.125(f), CAMO.A.205(a)(1), CAMO.A.205(b), GM1 CAMO.A.205, CAMO.A.300(a)(3), GM1 CAMO.A.125(e), GM1 CAMO.A.125(f)

This paragraph should specify the scope of the work for which the CAMO is approved. It should also include or identify the list of aircraft managed by the Organisation.

a) Scope of work

It should clearly detail the organisation privileges in accordance with CAMO.A.125, for every aircraft type/series/model managed. Where the Organisation scope of work includes CAMO.A.125(d)&(e) privileges at the same time, it should be specified.

The privileges should match those listed in the CAMO approval certificate (DGCA CA Form 14) and should be further detailed so as to clearly define the scope of work, for example specifying the aircraft models included or excluded.

The following tables include some examples of acceptable scope of work description. The Organisation may use a different format, provided similar information is included and the scope of work is clearly defined. Unless otherwise agreed with DGCA, the list below must be an integral part of the CAME (cross-referencing to another document is not acceptable).

Example 1:

Aircraft type/series (including engine)	Airworthiness review	Subcontracted organisations
Airbus A318/A319/A320/A321 (CFM56)	YES	Subcontracted Organisations names
Airbus A318/A319/A320/A321 (CFM56) Airbus A319/A320/A321 (IAE V2500)	NO	None
Airbus A330 (GE CF6) Airbus A330 (PW 4000) Airbus A330 (RR Trent 700)	YES	None
Boeing 737-100/200 (PW JT8D) Boeing 737-300/400/500 (CFM56) Boeing 737-600/700/800/900 (CFM56) Boeing 737-7/8/9 (CFM LEAP-1B)	YES	Subcontracted Org. names
Boeing 777-200/300 (GE 90)	YES	None

Embraer ERJ-190 Series (GE CF34)	NO	None
...	...	...

Example 2:

Aircraft type/series/model (including engine)	Airworthiness review	Subcontracted organisations
Airbus A319 (CFM56)	YES	Subcontracted Org. names
Airbus A321-231 (IAE V2533-A5)	NO	None
Airbus A320-200 (CFM56 & IAE V2500)	YES	None
Airbus A330 (GE CF6, PW 4000 & RR Trent 700)	NO	None
Boeing B737 series (PW JT8D, CFM56 & CFM LEAP-1B)	NO	Subcontracted Org. names
Boeing B777 (GE 90)	YES	None
Embraer ERJ-190 Series (GE CF34)	NO	None
...	...	...

a) List of aircraft managed

This paragraph should list the aircraft under the management of the CAMO. This paragraph can refer to the operations specifications (attached to the operator's certificate) or operations manual where the aircraft registrations are listed.

Where the Organisation chooses to include the list in this chapter, the list should include at least the following information;

- i. Aircraft type/series
- ii. Aircraft registration(s) and serial number(s)
- iii. Aircraft Maintenance Programme
- iv. Owner/Operator
- v. Continuing Airworthiness contract reference(s)

Aircraft Type/Series/Group	Engine Type	AMP Ref	Airworthiness review	Aircraft Reg	Owner/Operator	CAMO Contract Ref	Sub-contracted Orgs	CAR M or CAR ML Applicability
Cessna 100 Series Cessna152	Lycoming	xxxxxx	No	VT-XXXX	xxxx	xxxxxxxxxx	None	ML

The list is an integral part of the approval. This means that it shall be approved either directly by DGCA or indirectly by the organisation through a procedure which has been previously approved by DGCA (and described either in this paragraph or in CAME 0.5 or 0.6, as applicable. Documents approved under the indirect approval privilege must be submitted to DGCA for acknowledgment.

Whether a separate document is used, the document reference should be included in this paragraph and a copy of the approved document should be available to DGCA at all times.

b) Management of the list

The procedure to include/remove an aircraft in/from the list should contain, at least, the following minimum information:

- i. Responsible person/position.
- ii. List amendment procedure.
- iii. Forms to be used and records to be kept.
- iv. approval of the list, in conjunction with CAME 0.5 and 0.6.

At least, the following items need to be checked in order to include an aircraft registration to the list;

- i. The Continuing Airworthiness Responsibilities of the owner have been transferred to the lessee, eg. stipulating the lessee (CAMO/Operator) on the registration document, and detailing the transfer of responsibilities in the leasing contract (M.A.201(b)).
- ii. The aircraft has an Approved Maintenance Programme managed by the Organisation.
- iii. The aircraft continuing airworthiness records have been transferred to the CAMO.
- iv. The aircraft continuing airworthiness information is included in the Organisation continuing airworthiness control system (e.g. last performed and next due dates/times/cycles for applicable Airworthiness Directives or aircraft maintenance programme tasks, list of deferred defects, status of modifications and repairs, current mass and balance statement, etc).
- v. The organization is appropriately approved to manage the continuing airworthiness of particular type of aircraft to be added in the list.
- vi. The organisation has sufficient manpower resources for the expected workload increase due to the incorporation of the new aircraft.

Before removing an aircraft from the list, the CAMO should ensure that the continuing airworthiness responsibilities and records have been transferred back to the owner (end of contract) and the aircraft registration is removed from the Aircraft Maintenance Programme managed by the Organisation.

Note: Different approval procedure applies, depending on direct/indirect approval process. As a general rule, indirect approval process is only applicable for aircraft types already included in the Organisation approval certificate. Addition of an aircraft from an aircraft type not included in the approval certificate requires direct approval by DGCA.

The direct approval process (requiring approval by DGCA) should also be described.

0.2.3 Type of operation

This paragraph should give broad information on the type of operations such as: commercial air transport operations, (commercial) specialised operations, flying training organization and operational approvals such as AWOPS and ETOPS etc.

0.2.4 Access

This paragraph should indicate that the organisation shall grant access at any time to any facility, aircraft, document, records, data, procedures, or any other material relevant to its activity subject to certification, whether it is contracted/subcontracted or not, to any person authorised by DGCA.

0.2.6 Facilities

The organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in CAME 0.4 and ensure continuing airworthiness management, planning, technical records or management system staff, can carry out their designated tasks.

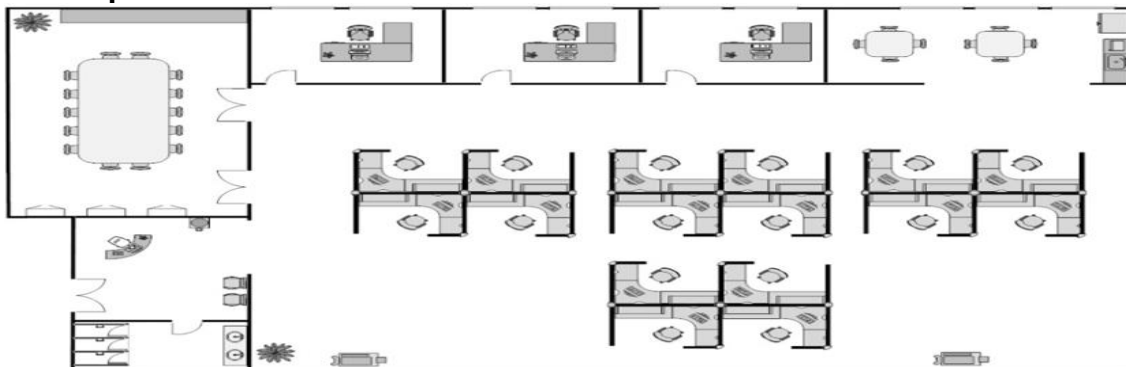
The following addresses should be included:

- i. Principal Place of Business
- ii. Main and supporting offices (if different from the above)

This section shall describe each of the facilities, at which the organisation intends to carry out the continuing airworthiness management tasks. All the facilities need to be identified in this paragraph. The information may include a diagram to illustrate the facility layout. It should identify the following items (the list is not exhaustive):

- i. Various offices/departments (Technical Library, Planning, etc.)
- ii. Description of the equipment available, including the means to access the continuing airworthiness records and data (internet connection, etc.)
- iii. Location of record storage (if applicable)
- iv. Office accommodation for airworthiness reviews (if applicable)

Example:



(Give details of office plan and location within the building)

0.2.7 Subcontracting Continuing Airworthiness Management Activities

This section should describe the organisation's policy and processes with respect to subcontracting and the management of subcontracted activities.

- a) The content of the agreement and its continuing control taking into account:
 - i. subcontracted activities as per Appendix II to AMC1 CAMO.A.125(d)(3);
 - ii. which procedures are to be used and their control by the CAMO;
 - iii. Individual responsibilities clearly defined;
 - iv. No subcontracting by the subcontracted organization allowed and
 - v. Subcontracted organisation to notify the operator of any changes affecting the contract.
- b) Subcontract approval by DGCA
 - i. Notifying DGCA of any changes affecting the contract
- c) Tasks that can be subcontracted.
- d) Active control of the activities and or endorsing the recommendation made by the subcontracting organization.

The process/procedure should describe:

- i. The subcontractor selection procedure
 - Identifying any aviation safety hazards associated with subcontracted activities are considered as part of the management system.
- ii. Submission of proposed contract for DGCA acceptance
- iii. Notifying DGCA of any changes that affect the contract.

The list of subcontractors and subcontracted functions can be found in appendix 5.3.

0.3 Management Personnel

CAMO.A.200(a)(1), CAMO.A.300(a)(3), CAMO.A.200(b), CAMO.A.300(a)(5), CAMO.A.300(a)(6), AMC2 CAMO.A.300, CAMO.A.305(a), CAMO.A.305(b), CAMO.A.305(c), CAMO.A.305(e), CAMO.A.305(f), AMC1 CAMO.A.305(a), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(a)(5), AMC1 CAMO.A.305(b)(2), AMC1 CAMO.A.305(c), GM1 CAMO.A.305(f), M.A.201

This chapter shall identify the CAMO management personnel of the organisation by listing, as minimum, the title and names of the Accountable Manager plus all the nominated personnel (CAMO.A.305(a)&(b)). The nominated personnel should represent the up-to-date description of the continuing airworthiness management structure of the organisation and be responsible for all continuing airworthiness functions (all applicable functions should be covered under their respective responsibilities).

Depending on the size of the operation and the organisational set-up, the continuing airworthiness functions may be divided under individual managers or combined in nearly any number of ways. However, the compliance monitoring system should be independent from the other functions.

The following are examples of list of management personnel, where the name of the nominated persons shall also be identified. Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person (this may be done by detailing the procedures to appoint a deputy nominated person or by directly identifying the person by name)

Example 1:

Management personnel List	Deputies
Accountable Manager (CAMO.A.305(a))	Deputy Accountable Manager
List of Nominated Personnel: • CAMO Post holder (CAMO.A.305(b)(2)) • nominated group of persons (CAMO.A.305 (c)): ○ Compliance Monitoring Manager; ○ Safety Manager; ○ Engineering Manager; ○ Planning Manager; ○ Maintenance Control Centre Manager ○ Etc.	• Deputy CAMO Post holder. • Deputy Compliance Monitoring Manager; • Deputy Safety Manager; • Deputy Engineering Manager; • Deputy Planning Manager; • Deputy Maintenance Control Centre Manager • Etc.
List of other Managers: • Auditing Manager; • Occurrence Reporting Manager; • Technical Records Manager; • AMP & Reliability Programme Manager. • Etc.	Not required

Example 2 – small CAMO

Management personnel List	Deputies
Accountable Manager (CAMO.A.305(a))	Deputy Accountable Manager
List of Nominated Personnel: • CAMO Post holder (CAMO.A.305(b)(2)) (may be also the Accountable Manager) • nominated group of persons (CAMO.A.305ca): ○ Compliance Monitoring Manager. ○ Safety Manager	• Deputy CAMO Post holder. • Deputy Compliance Monitoring Manager.

0.3.1 Duties and Responsibilities

CAMO.A.200(b), CAMO.A.300(a)(5), CAMO.A.300(a)(6), AMC2 CAMO.A.300, CAMO.A.305(a), CAMO.A.305(b), CAMO.A.305(c), CAMO.A.305(e), CAMO.A.305(f), AMC1 CAMO.A.305(a), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(a)(5), AMC1 CAMO.A.305(b)(2), AMC1 CAMO.A.305(c), GM1 CAMO.A.305(f), M.A.201

The duties and responsibilities of all management personnel identified in the list (as applicable) as well as other CAMO personnel must be detailed in the subsequent paragraphs.

The responsibilities of a Nominated person cannot be delegated to other Manager(s), unless such Manager(s) is/are identified as “Deputy Nominated Person” for the related function.

The duties of any nominated person may be delegated to other manager(s) who is/are reporting to him/her.

The following sections should give details on roles, responsibilities and duties performed by the management team. Sections 0.3.1 to 0.3.5 in this document have been given as an example.

0.3.1.1 Accountable Manager

CAMO.A.200(a)(1), CAMO.A.300(a)(5), CAMO.A.300(a)(6), AMC1 CAMO.A.300(a)(1), CAMO.A.305(a), CAMO.A.305(b), AMC1 CAMO.A.305(a), M.A.201

The Accountable Manager is responsible for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with the CAR-CAMO and CAR-M.

This paragraph should include, but not be limited to, the following responsibilities:

- a) ensuring that all necessary resources are available to manage continuing airworthiness in accordance with CAR-CAMO and CAR-M;
- b) establishing and promoting the safety policy specified in point CAMO.A.200;
- c) nominating a person or group of persons with the responsibility of ensuring that the organisation always complies with the applicable continuing airworthiness management, airworthiness review requirements, as applicable;
- d) nominating a person or group of persons with the responsibility for managing the compliance monitoring function as part of the management

system;

- e) nominating a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective safety management processes as part of the management system;
- f) ensuring that the person or group of persons nominated in accordance CAMO.A.305 have direct access to keep him/her properly informed on compliance and safety matters;
- g) ensuring that any charges are paid, as prescribed by DGCA;
- h) returning the approval to DGCA in case of surrender or revocation;
- i) supervising of the progress of the corrective actions/review of the overall results and
- j) signing the Corporate Commitment by the Accountable Manager in CAME 0.1.

Accountable manager is normally intended to mean the chief executive officer of the CAMO, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The Accountable Manager may be the Accountable Manager for more than one organisation, and is not necessarily required to be knowledgeable on technical matters, as the CAME defines the continuing airworthiness standards. When the Accountable Manager is not the chief executive officer, DGCA will need to be assured that such an Accountable Manager has direct access to the chief executive officer and has a sufficiency of continuing airworthiness funding allocation.

For air operator certified in accordance with Rule 134 and Schedule XI of Aircraft Rules, 1937, the Accountable Manager shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate.

0.3.1.2 Compliance Monitoring Manager

CAMO.A.200(a)(1), CAMO.A.300(a)(5), CAMO.A.300(a)(6), CAMO.A.305(a)(4), AMC1 CAMO.A.305(a)(4);(a)(5), CAMO.A.305(a)(6), CAMO.A.305(c), AMC1 CAMO.A.305(c), CAMO.A.305(g), AMC1 CAMO.A.305(g)

The organisation should establish an audit plan to show when and how often the activities as required will be audited.

The Compliance Monitoring Manager is responsible for ensuring that (the list is not exhaustive):

- a) the activities of the organisation are monitored for compliance with the applicable requirements and any additional requirements as established by the organisation, and that these activities are carried out properly under the supervision of the nominated persons referred to in points CAMO.A.305(a)(3) to (a)(5);
- b) any contracted maintenance is monitored for compliance with the contract or work order;
- c) an audit plan is properly implemented, maintained, and continually reviewed and improved;
- d) corrections and corrective actions are requested as necessary;

- e) establishing a compliance monitoring feedback system and
- f) liaising with DGCA regarding compliance and auditing.

The Compliance Monitoring Manager should:

- i. not be one of the persons referred to in point CAMO.A.305(a)(3)
- ii. be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the organisation, including knowledge and experience in compliance monitoring
- iii. have access to all parts of the organisation, and as necessary, any subcontracted organisation

Compliance Monitoring Team

This paragraph should list the job functions that constitute the 'group of persons' as required by CAMO.A.305(a)(4) in enough detail to show that all the compliance monitoring responsibilities are covered by the persons that constitute that group. In the case of small organisations, where the Nominated Person for compliance monitoring constitutes themselves the 'group of persons', this paragraph may be annotated N/A.

Subject to agreement with DGCA, some of the duties associated with the Compliance Monitoring Manager can be delegated to one or various Managers, who should report directly to the Compliance Monitoring Manager. While these managers do not require a CA Form 4, their duties should be identified in this paragraph, in line with CAME 0.3 and 0.4.

EXAMPLE of compliance monitoring system duties that could be delegated:

a) Occurrence Reporting Manager

Duties include, but are not limited to:

- i. Managing occurrences analysis/investigations and follow-up report;
- ii. Establishing feedback from occurrences/issues and feeding these back into the continuation training programme.

b) Auditing Manager

Duties include, but are not limited to:

- i. Implementing a compliance monitoring audit plan: ensuring that any observed non-compliances or poor standards are brought to the attention of the person concerned via his/her manager;
- ii. Follow up and closure of any non-conformances identified.

0.3.1.3 Safety Manager

CAMO.A.200(a)(1), CAMO.A.300(a)(5), CAMO.A.300(a)(6), CAMO.A.305(a)(5), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(a)(5), CAMO.A.305(a)(6), CAMO.A.305(c), AMC1 CAMO.A.305(c), CAMO.A.305(g), AMC1 CAMO.A.305(g)

If more than one person is designated for the development, administration and maintenance of effective safety management processes, the accountable manager should identify the person who acts as the unique focal point, i.e. the

‘safety manager’.

The functions of the safety manager should be to:

- i. Facilitate hazard identification, risk assessment and management;
- ii. Monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan, unless action follow-up is addressed by the compliance monitoring function;
- iii. Provide periodic reports on safety performance to the safety review board (the functions of the safety review board are those defined in AMC1 CAMO.A.200(a)(1));
- iv. Ensure the maintenance of safety management documentation;
- v. Ensure that there is safety training available, and that it meets acceptable standards;
- vi. Provide advice on safety matters and
- vii. Ensure the initiation and follow-up of internal occurrence investigations.

Safety Management Team

This paragraph should list the job functions that constitute the ‘group of persons’ as required by CAMO.A.305(a)(5) in enough detail to show that all the safety management responsibilities are covered by the persons that constitute that group. In the case of small organisations, where the Nominated Person for safety management constitutes themselves the ‘group of persons’, this paragraph may be annotated N/A.

0.3.1.4 CAMO Post holder

CAMO.A.300(a)(5), CAMO.A.300(a)(6), CAMO.A.305(a)(3), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), CAMO.A.305(a)(6), CAMO.A.305(c), AMC1 CAMO.A.305(c), CAMO.A.305(g), AMC1 CAMO.A.305(g), AMC1 CAMO.A.310(a), M.A.201

For air operator certified in accordance with Rule 134 and Schedule XI of Aircraft Rules, 1937, the Accountable Manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities.

The CAMO Post holder is responsible, in the day-to-day continuing airworthiness management activities and for ensuring that the organisation personnel work in accordance with the applicable procedures and regulatory requirements. It is their role to ensure that compliance is proactively managed, and that any early warning signs of non-compliance are documented and acted upon.

The CAMO nominated post holder shall not be employed by a CAR-145 approved organisation under contract to the operator, unless specifically agreed by DGCA.

In the case of small operators where the CAMO post holder constitutes the

‘nominated group of persons’, these paragraph(s) may be merged accordingly.

The responsibilities of the CAMO Post holder, include, but are not limited to, the following:

- i. Ensure the continuing airworthiness for the aircraft managed;
- ii. Ensure that all applicable airworthiness directives, operational directives and other requirements established by DGCA in reaction to a safety problem with a continued airworthiness impact are applied;
- iii. Develop and control the Aircraft Maintenance Programme(s) for every aircraft managed, including any applicable reliability programme;
- iv. Present the Aircraft Maintenance Programme(s) to DGCA for approval;
- v. Monitor the effectiveness of the Aircraft Maintenance Programme(s);
- vi. Ensure that all maintenance is carried out in accordance with the Approved Maintenance Programme and released in accordance with M.A. subpart H;
- vii. Establish and manage maintenance contract(s) required by CAR M.A.201(e) and CAMO.A.315(c)&(d);
- viii. Ensure that any required maintenance is adequately ordered;
- ix. Supervise activities, and coordinate related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determination of aircraft airworthiness;
- x. Ensure that modification and repairs are adequately approved and that the data for modifications and repairs complies with the applicable requirements;
- xi. Establish and implement a non-mandatory modification embodiment policy;
- xii. Ensure that non-mandatory modifications, inspections or other type of non-mandatory information from the (Supplemental) Type Certificate Holder or Design Approval Holder (DOA) are adequately approved;
- xiii. Ensure that all required maintenance, including defects, is adequately carried out by an appropriately approved maintenance organization;
- xiv. Manage and coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly;
- xv. Manage and archive all continuing airworthiness records and/or operator's technical log;
- xvi. Ensure that the mass and balance statement reflects the current status of the aircraft, and to deliver it to the aircraft operator;
- xvii. Coordinate the performance of maintenance check flights, when necessary;
- xviii. Ensure the CAMO holds and uses all applicable and current maintenance data in accordance with M.A.401;
- xix. Provide suitable office accommodation at appropriate locations for the personnel specified in CAME 0.3 and 0.4;
- xx. Participate in the development of the CAME procedures and content, and submit it to the Compliance Monitoring Manager for review, acceptance, and approval;

- xxi. Ensure that the Organisation have sufficient appropriately qualified staff for the expected volume and complexity of work;
- xxii. Establish and control the competence of personnel involved in the continuing airworthiness management and/or airworthiness review;
- xxiii. Record and archive all details of work carried out in accordance with CAMO.A.220;
- xxiv. Report any identified condition of an aircraft or component which endangers flight safety to DGCA and to the organisation responsible for the type design or supplemental type design;
- xxv. If applicable, manage aircraft airworthiness reviews and
- xxvi. Ensure that the Certificate of Airworthiness, the Airworthiness Review Certificate and the Noise Certificate of each aircraft managed remains valid.

0.3.1.5 Continuing Airworthiness Coordination – Nominated Group of persons

CAMO.A.200(b), CAMO.A.300(a)(5), CAMO.A.300(a)(6), CAMO.A.305(a)(3), CAMO.A.305(a)(4), CAMO.A.305(a)(5), CAMO.A.305(a)(6), CAMO.A.305(c), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(a)(5), AMC1 CAMO.A.305(b)(2), AMC1 CAMO.A.305(c)

This paragraph should list in sufficient detail the job functions that constitute the 'group of persons' as required by CAMO.A.305(a), (c) so as to show that all the continuing airworthiness responsibilities are covered by the persons that constitute that group.

The nominated group of persons are responsible for ensuring that the organisation always complies with the applicable continuing airworthiness management and airworthiness review requirements.

This paragraph should reflect the responsibilities associated with the tasks allocated to each of the nominated post holders, and the identification of the different nominated persons (Planning Manager, Engineering Manager, MCC Manager, etc).

Depending on the structure of the organisation, some of the continuing airworthiness duties may be delegated to one or several managers who report to the nominated group of persons. Unless otherwise requested by DGCA, these managers do not require direct approval. Their duties and responsibilities should be identified in this paragraph, in line with CAME 0.3 and 0.4.

Example of other managers duties that could be delegated:

a) Planning Manager

Duties include, but are not limited to:

- i. Manage the aircraft preventive maintenance planning, creating aircraft work packages for the next months/years and assigning them to the maintenance events to ensure that all required long-term maintenance is performed in due time.
- ii. Coordinate the aircraft preventive maintenance planning with corrective

maintenance planning, creating aircraft work packages for the next days/weeks and assigning them to the maintenance events to ensure that all required long-term maintenance is performed in due time.

b) Technical Records Manager

Duties include, but are not limited to:

- i. Review and archive maintenance records and aircraft technical log pages received;
- ii. Classify and file the aircraft continuing airworthiness records and
- iii. Prepare the aircraft continuing airworthiness records to be reviewed and transferred to the next owner/CAMO during aircraft phase-in and phase-out.

c) AMP & Reliability Programme Manager

Duties include but are not limited to:

- i. develop the Aircraft Maintenance Programme and any subsequent amendment and
- ii. Collect data, to prepare reliability reports and to manage the reliability programme.

Depending on the size and complexity of the organisation, the duties and responsibilities of the next level of managers/positions should be identified, as necessary.

Note : In the case of small organisations, where the Nominated Person for continuing airworthiness constitutes themselves the 'group of persons', this paragraph may be annotated N/A.

0.3.2 Manpower Resources and Training Policy

GM1 CAMO.A.130(b), GM1 CAMO.A.200(a)(3), CAMO.A.220(c), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g), AMC2 CAMO.A.305(g), AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), AMC5 CAMO.A.305(g), GM1 CAMO.A.305(g), GM2 CAMO.A.305(g), GM3 CAMO.A.305(g), CAMO.A.200(b), CAMO.A.300(a)(4), CAMO.A.305(a)(1), CAMO.A.305(d), AMC1 CAMO.A.305(d)

To enable DGCA to accept the number of persons and their qualifications, an organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks and establish the number of man/hours and the qualifications needed to perform the tasks. With significant changes in the aspects relevant to the number and qualifications of persons needed, this analysis should be updated.

0.3.2.1 Manpower Resources

CAMO.A.200(b), CAMO.A.300(a)(4), CAMO.A.305(a)(1), CAMO.A.305(d), AMC1 CAMO.A.305(d)

The organisation must be able to demonstrate that they have adequate manpower resources to support the entire scope of approval.

This paragraph should demonstrate that the number of people dedicated to the performance of the approved continuing airworthiness activity is adequate. It should list, as a minimum, the number of staff involved in continuing airworthiness management activities.

a) Manpower resources analysis

The assessment should include (for each department/section/directorate) a comparison between the manpower required and the manpower available, so as to ensure that the organisation has sufficient staff for the expected work (man-hour plan).

b) Summary indication of the total number of staff, by department

A summary table needs to be included in this chapter, as follows:

Example

	Full-time	Part-time in equivalent full-time
Compliance monitoring	AA	aa = AA'
Continuing airworthiness management	BB	bb = BB'
<i>(Detailed information about the management of group of persons)</i>	BB1	bb1 = BB1'
	BB2	bb2 = BB2'
Other...	CC	cc = CC'
Total	TT	tt = TT'
Total man-hours	TT + TT'	

There is no need to amend this chapter as result of routine fluctuations, however any significant re-deployment or loss of staff or any staff change having impact on the approval shall be captured and notified to DGCA according to the criteria specified in the CAME 0.5. However, a variation of more than 10% on the number of staff shall be notified to DGCA through CA Form 2.

According to the size and complexity of the organisation, the assessment and table may be further developed or simplified.

0.3.2.2 Training Policy and competence assessment

GM1 CAMO.A.130(b), GM1 CAMO.A.200(a)(3), CAMO.A.220(c), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g), AMC2 CAMO.A.305(g), AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), AMC5 CAMO.A.305(g), GM1 CAMO.A.305(g), GM2 CAMO.A.305(g), GM3 CAMO.A.305(g)

This paragraph should describe how the training and qualification standards for personnel are assessed as appropriate for the size and complexity of the organisation. It should also explain how the need for recurrent training is

assessed and undertaken, also how the training recording and follow-up is performed.

Clear differentiation is expected for each different position in the organisation (nominated post holders, other managers, planners, records keeping staff, MCC staff, etc.).

a) Initial qualification requirements

- i. General education; (e.g. relevant engineering degree or aircraft maintenance technician qualification with additional education, etc)
- ii. specific training such as; CAME, CAR-M, CAR-145, Human Factors, FTS, EWIS, training on relevant sample of the type(s) of aircraft, etc.)
- iii. Knowledge of the language in which the approved maintenance data is written
- iv. Aeronautical experience

b) Recurrent training procedure, including

- i. Training Programme and contents (CAME and associated procedures, CAR-M, CAR-145 and CAR-ML as applicable, Human Factors, FTS, EWIS, etc.)
- ii. Training setting up
- iii. Frequency and duration

c) Training control procedure

Brief description of the system in place to control the staff training needs, monitoring the due dates of the recurrent training and coordinating the training courses.

- i. Responsible person
- ii. Control procedure

d) Competence assessment procedure

The organisation should assess the competence of the personnel and review training needs on yearly basis or at more frequent intervals if, and when, significant changes occur to the organisation, procedures and aircraft types operated.

- i. Person responsible for the assessment
- ii. Assessment process
- iii. Forms to be used

e) Retention of records

- i. Duration / location
- ii. Format and type of documents

0.4 Management Organisation Chart

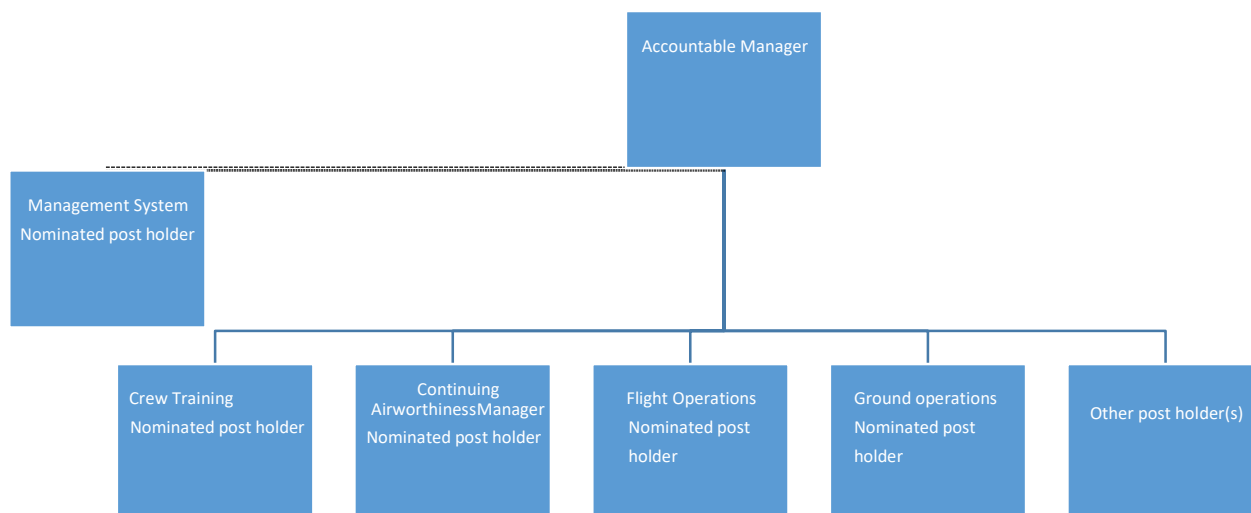
0.4.1 General Organisation Chart

CAMO.A.200, CAMO.A.300(a)(7), AMC1 CAMO.A.300, CAMO.A.305(a), CAMO.A.305(b), CAMO.A.305(c), AMC1 CAMO.A.305(a), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3),

AMC1 CAMO.A.305(b)(2)

The chart should provide a comprehensive understanding of the whole of a company's management structure. For example, the case of an air operator certified in accordance with Rule 134 and Schedule XI of Aircraft Rules, 1937:

Example



0.4.2 Continuing Airworthiness Management Organisation Chart

CAMO.A.200, CAMO.A.300(a)(7), AMC1 CAMO.A.300, CAMO.A.305(a), CAMO.A.305(b), CAMO.A.305(c), AMC1 CAMO.A.305(a), AMC1 CAMO.A.305(a)(3), GM1 CAMO.A.305(a)(3), AMC1 CAMO.A.305(b)(2)

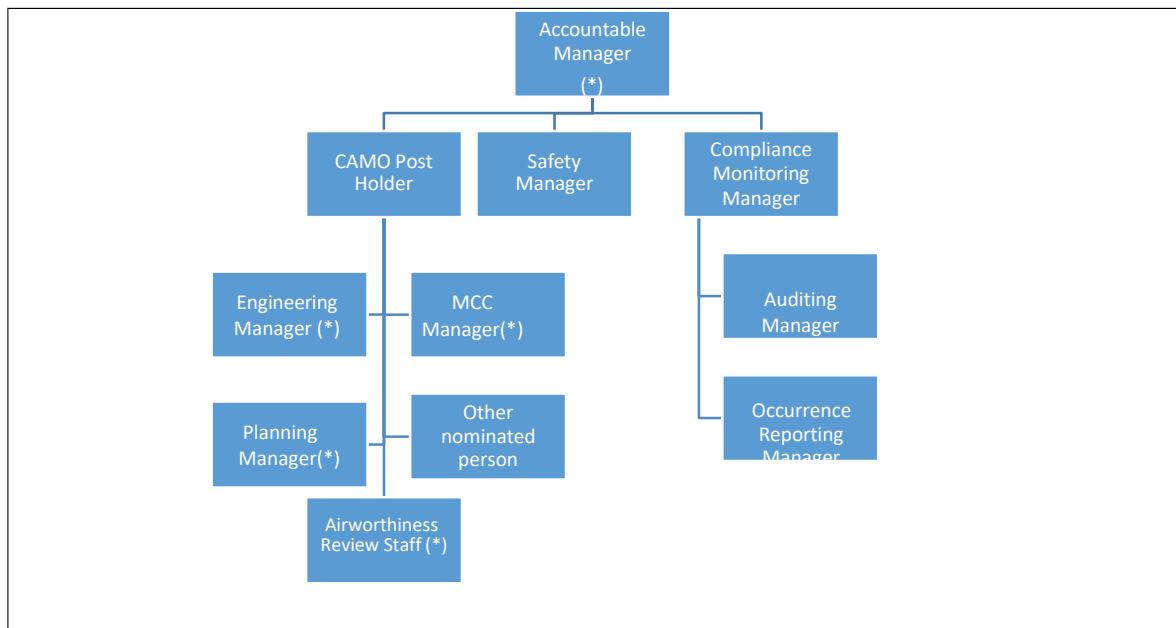
This flow chart should give further details on the continuing airworthiness management system and should clearly show the independence of the compliance monitoring system (see examples below).

This flow chart may be combined with the previous (CAME 0.4.1) or subdivided as necessary, depending on the size and complexity of the organisation. The Organisation chart needs to be clear and consistent with CAME 0.2 and shall represent the up-to-date description of the structure of the CAMO.

These example charts should show possible ways of outlining the continuing airworthiness management functional structure, including the Airworthiness Review, as applicable.

Example 1

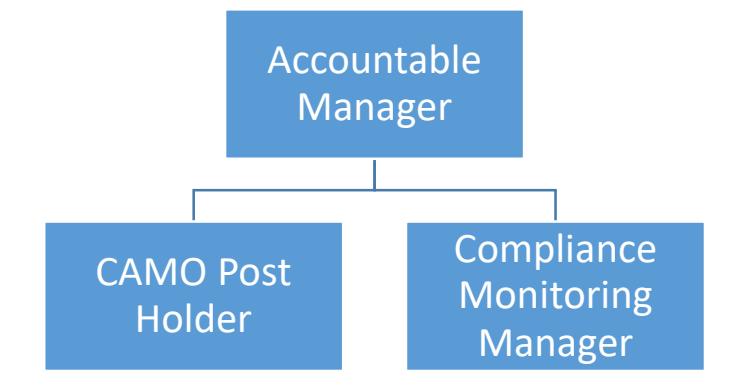
Large Organisation



(*) Nominated persons shall be clearly identified in the chart.

Example 2

Small Organisation



(*) Nominated persons shall be clearly identified in the chart.

0.5 Procedure for changes requiring prior approval

CAMO.A.130(a), CAMO.A.130(b), AMC1 CAMO.A.130, AMC2 CAMO.A.130, GM1 CAMO.A.130, GM1 CAMO.A.130(a)(1), GM1 CAMO.A.130(b), CAMO.A.300(a)(11), CAMO.A.300(b), CAMO.A.300(c)

For changes requiring prior approval by DGCA (direct approval), the organisation shall carry out a change assessment followed by an internal audit in accordance with CAME 2.8 prior to the audit by DGCA, and confirming that processes, areas, activities, and personnel subject to the change have been reviewed and audited showing satisfactory compliance with all the applicable requirements. The relevant audit report together with a statement of compliance from the Compliance Monitoring Manager shall be provided to the assigned inspector.

It is acceptable to summarise the changes and documentation requirements in a single table (as exemplified below), provided this is complemented by a description of the associated process/procedure(s). This chapter should describe the process for managing and approving direct changes to the organisation, with respect to:

a) Identification of changes requiring direct approval

The following changes to the organisation shall require prior approval (the list is not exhaustive, refer to the table/example below).

- i. The name of the organization;
- ii. The organisation's principal place of business;
- iii. Additional subcontracted organization;
- iv. Changes to personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305;
- v. Changes to the reporting lines between the personnel nominated in accordance with points (a)(3) to (a)(5)b(2) of point CAMO.A.305, and the accountable manager;
- vi. If applicable, changes to the CAME procedure for the completion of an airworthiness review under the organisation's authorised airworthiness review staff (ARS) [CAMO.A.310(c)] and
- vii. Changes to the procedure to establish and control the competency of personnel [CAMO.A.305(g)];

To be customised by the organisation as applicable to the scope of activity listing the various type of changes.

b) Responsibilities

Person responsible for notifying changes to DGCA:

Unless otherwise agreed by DGCA, the Compliance Monitoring Manager should be responsible for monitoring and amending the continuing airworthiness management exposition, including associated procedures/lists, and the submission of proposed amendments to DGCA.

c) Notification procedure

a) How to inform DGCA

- i. Description of the procedure. For changes requiring direct approval, a CA Form 2 and/or CA Form 4 may be required

b) When to inform DGCA

- i. All changes need to be notified before being implemented. In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.
- ii. The organisation shall notify DGCA of any proposal to carry out any change (listed in the table below) before such change takes place.

d) Change procedure

i. Risk Assessment procedure

The organisation should manage the safety risks related to any changes to the organisation in accordance with AMC1 CAMO.A.200(a)(3) point (e). For changes requiring prior approval, it should conduct a risk assessment and provide it to DGCA upon request.

ii. Audit procedure

The requirement to have such internal audit carried out as part of any application for change, shall be addressed in a procedure under this chapter.

e) CAME

In addition to the examples of the table below, this chapter should describe how amendments to the CAME will be managed:

- i. Identification of modified text in each CAME chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.)
- ii. Criteria to (re)sign the corporate commitment (CAME 0.1.3) after CAME amendment
- iii. Revision status amendment criteria (in line with CAME I.2 “List of effective pages”)
- iv. Explanation regarding revision change for amended chapter (pages not affected vs pages affected)
- v. Tracking changes of successive CAME drafts (within the same CAME revision) sent to DGCA to address its remarks before final version is accepted
- vi. Definition of criteria for new issue or revision (if applicable)
- vii. Definition of minor & major amendment to the Exposition and any associated procedure/list

The CAME and associated documents and procedures should be held current and reflect the current practices within the organisation. The CAME shall be reviewed at intervals not exceeding 12 months and amended as necessary so that they remain an up-to-date description of the organisation and they comply with any amendment of the applicable

DGCA regulation.

The initial issue of the CAME and/or any associated procedures/lists and any subsequent amendment defined as major shall be approved by DGCA. In the absence of an indirect approval privilege, also minor amendments to the CAME and/or associated procedures/lists shall be approved by DGCA.

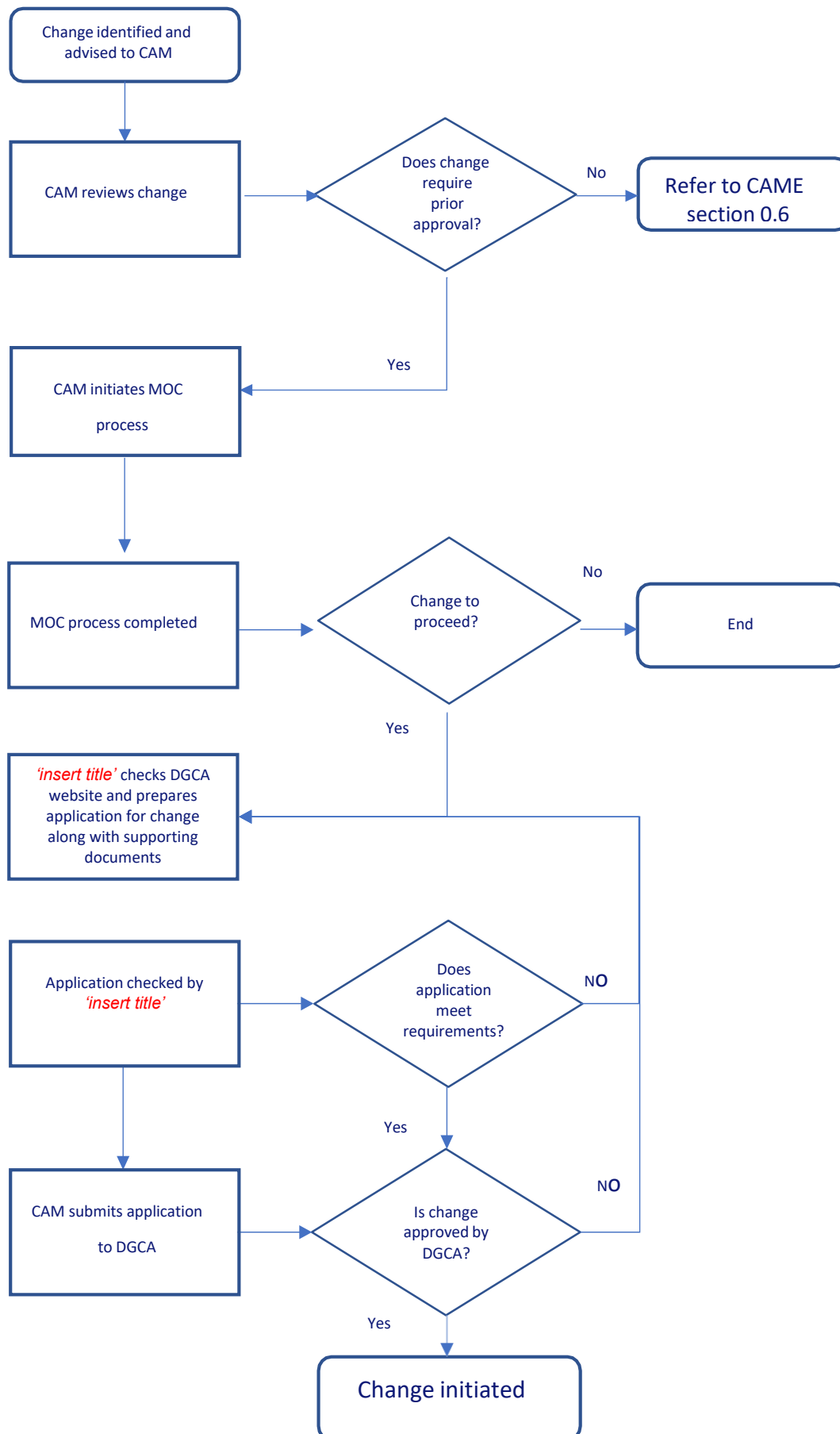
The organisation shall notify DGCA of any proposal to carry out any change listed below before such change takes place (table to be customised by the organisation).

Example:

Type of change		Examples of change	Documentation to be provided to DGCA
ADDRESSES	Change of Organisation Name		- Form 2 + Certificate of Incorporation - CAME & associated documents as applicable
	Change of postal address of the registered organisation without any change of the CAMO site.		CAME & associated documents as applicable
	Change to the locations/facilities of the CAMO with or without amendment to the scope of approval.	- PPB address change. - Address change of any location already approved. - Addition or cancellation of sites	- Form 2 + Certificate of Incorporation in the case of PPB change - CAME & associated documents as applicable
	Expansion or transfer of offices / facility layout	Modification, extension, reduction, or reorganisation of an approved CAMO location. (e.g., Addition built working areas such as offices, or records keeping building within the approved facility).	CAME & associated documents as applicable;
PERSONNEL	Change of the Accountable Manager or nominated persons identified in CAME 0.3, or Airworthiness Review staff identified in CAME 5.2	- Accountable Manager - Nominated persons - Airworthiness Review Staff	- Form 2 - CAME & associated documents as applicable. - Form 4 - Qualification evidence.
	Reduction or increase of the staff number when the variation: - Is more than 10% of the total staff number declared in CAME 0.3 or. - Is affecting the approval.	- Reduction of 11 staff when the staff to maintain the EASA approval was 100 - All qualified staff for a certain aircraft type leave the Organisation.	- Form 2 - CAME & associated documents as applicable - Change assessment
CAPABILITY	Any change affecting the approval certificate.		- Form 2 - CAME & associated documents as applicable - Change assessment
	Reduction or increase of the scope of work affecting the approval certificate	- Addition/removal of an aircraft type (or engine model) not included in the approval certificate. - Extension of the scope of approval to add privileges.	- Form 2 - CAME & associated documents as applicable - Change assessment
	Addition/removal of any organisation(s) working under the CAMO Compliance Monitoring system.	Addition/removal of subcontractors.	- Form 2 - CAME & associated documents as applicable - Change assessment, including subcontractor pre-audit and contract signed.

	Reduction or increase of the scope of work not affecting the approval certificate	Addition/removal of an aircraft registration to CAME 0.2.3 (list of aircraft managed) from an existing aircraft type/series/group.	- CAME & associated documents as applicable - Change assessment
PROCEDURES	Any change to the procedures that could affect the approval.	List of subcontracted organisations	- Form 2 - CAME & associated documents as applicable

The following chart is an example of process flow for 'changes requiring prior approval';
and should be changed to reflect the process within your organisation.



0.6 Procedure for changes not requiring prior approval

CAMO.A.130(c), AMC2 CAMO.A.130, GM1 CAMO.A.130, CAMO.A.300(a)(11), CAMO.A.300(b), CAMO.A.300(c)

To enable an organisation to make changes without DGCA having to issue prior approval in accordance with CAMO.A.130, DGCA shall approve the organisation's procedure determining the extent of those changes and describing how they will be managed and reported.

All changes not requiring prior approval shall be managed and notified to DGCA as defined in the procedure referred to in point (b) of point CAMO.A.115 and approved by DGCA.

CAMO.A.130 (c) introduces the possibility to agree with DGCA that certain changes to the organisation can be implemented without prior approval. This possibility is dependant on the compliance and safety performance of the organisation, and in particular, on its capability to apply change management principles. For this reason, this possibility cannot be granted until the end of the first oversight cycle.

In addition to the provision of CAME 0.5, this chapter should identify the changes (CAMO.A.130(c)) not subject to prior approval. Unless otherwise agreed, these changes are normally limited in scope (for example: minor amendments to the CAME).

- a) The procedure shall at least specify the definition of changes to which this procedure applies. *As a general principle, the following examples may be considered as such changes:*
 - i. Correction of type errors on any document.
 - ii. Amendment of an associated procedure not affecting the approval.
 - iii. Addition/removal of an aircraft registration to/from the approved "list of aircrafts managed" (CAME 0.2.3) where the aircraft to be included is from the same configuration (aircraft type, engine model, passenger or freighter configuration, etc) than the ones already managed, and this addition does not affect the manhour plan of the Organisation.
 - iv. Aircraft Maintenance Programme minor amendments detailed in CAME 1.2.
- b) The precise parts/sections/chapters of the affected document which are in the scope of this procedure. The procedure shall be sufficiently detailed not to leave doubts whether a paragraph of the document is part of a prior approval or not. This means that simply listing the topics as done in the GM1 CAMO.A.130(b) for changes requiring prior approval is not enough as that would not allow easy identification of the chapters or paragraphs affected.

- c) The interactions with the overall organisation's procedure for the management of change as part of the organisation's management system, including hazard identification, risk assessment and mitigation processes;
- d) How those changes not requiring prior approval are managed at organisation's level. The responsibilities of those involved shall be described (the person initiating the change, the person(s) reviewing the change for compliance, the person(s) approving the change internally at the CAMO and the person(s) distributing the approved change as per CAME distribution list; although not mandatory, the involvement of the compliance monitoring function in the change review is recommended;
- e) The manner and deadlines for submitting / reporting these changes to DGCA:
 - i. The notification of approved document under this procedure to DGCA.
 - ii. the format of the notification is up to the organisation, but DGCA shall in any case be notified in advance of the effective date;
 - iii. the procedure shall address the case of CAME changes not required to be approved but needed to be applied immediately in the interest of safety;
 - iv. A prior notification period of at least 3 weeks is recommended, in order to allow DGCA to conduct a review of the documentation before the change is implemented, if deemed necessary;

0.7 Reserved

Part 1 Continuing Airworthiness Management Procedures

Contents

- 1.1a Use of aircraft continuing airworthiness record system and if applicable, aircraft technical log (ATL) system
- 1.1b MEL application
- 1.2 Aircraft maintenance programme (AMP) - development, amendment and approval
- 1.3 Continuing airworthiness records: responsibilities, retention and 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 and inspections
- 1.7 Repairs and modification
- 1.8 Defect reports
- 1.9 Engineering activity
- 1.10 Reliability programmes
- 1.11 Pre-flight inspections
- 1.12 Aircraft weighing
- 1.13 Maintenance check flight procedures

Part 1 - Continuing Airworthiness Management Procedures

This part defines the continuing airworthiness management procedures, which the organisation uses to demonstrate compliance with the continuing airworthiness aspects of CAR-CAMO, CAR-M and/or CAR-ML. Where some aspects of these functions are sub-contracted, these should be clearly specified in the related procedure text.

1.1a Use of Continuing Airworthiness Record System and if applicable, aircraft technical log (ATL) system

AMC1 CAMO.A.115(b)(2), Appendix II to AMC1 CAMO.A.125(d)(3), AMC M.A.301(a), GM M.A.301(i), M.A.305, GM M.A.305, AMC M.A.305(a), AMC M.A.305(b)(1), AMC M.A.305(c)(1), AMC M.A.305(c)(2), GM M.A.305(c)(2), AMC M.A.305(c)(3), GM M.A.305(d), GM M.A.305(d)(2), AMC M.A.305(e), AMC M.A.305(e)(1), M.A.306, AMC M.A.306(a), AMC M.A.306(b), M.A.307(a), M.A.403(d), AMC M.A.403(d)

The aircraft continuing airworthiness records are the means to assess the airworthiness status of a product and its components. An aircraft continuing airworthiness record system includes the processes to keep and manage those records and should be proportionate to the subject aircraft. Aircraft continuing airworthiness records should provide the CAMO with the information needed:

- i. to demonstrate that the aircraft is in compliance with the applicable airworthiness requirements; and
- ii. to schedule all future maintenance as required by the aircraft maintenance programme based on the last accomplishment of the specific maintenance as recorded in the aircraft continuing airworthiness records.

1.1a.1 Aircraft continuing airworthiness record system

CAMO.A.220(a), AMC2 CAMO.A.220, Appendix II to AMC1 CAMO.A.125(d)(3), M.A.305, GM M.A.305, AMC M.A.305(a), AMC M.A.305(b)(1), AMC M.A.305(c)(1), AMC M.A.305(c)(1), AMC M.A.305(c)(2), GM M.A.305(c)(2), AMC M.A.305(c)(3), GM M.A.305(d), GM M.A.305(d)(2), AMC M.A.305(e), M.A.306, AMC M.A.306(a), AMC M.A.306(a), AMC M.A.306(b), M.A.307, AMC M.A.307(a), M.A.403(d), AMC M.A.403(d)

Description of continuing airworthiness record system (M.A.305 (b) (c) & (d)) used by the organisation, including the aircraft technical log system (M.A.306).

A clear description (with reference to the CAME 5.1 samples used) should be included for each continuing airworthiness record.

- i. current mass and balance report/statement
- ii. status of airworthiness directives and measures mandated by DGCA in immediate reaction to a safety problem
- iii. status of modifications and repairs

- iv. status of compliance with aircraft maintenance programme
- v. deferred maintenance tasks and deferred defects rectification
- vi. status of life-limited parts and time-controlled components
- vii. Aircraft technical log system
- viii. supporting detailed maintenance records

The aircraft technical log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.

M.A.305 & M.A.306, together with their AMCs and Guidance Material describe the content details each continuing airworthiness record should include. The organisation should ensure compliance with those requirements.

1.1 a.2.2 Aircraft Technical Log Contents

The tech log is broken down into 5 sections and includes the following continuing airworthiness information:

Section 1 contains details of the registered name and address of the operator, the aircraft type and the registration mark of the aircraft.

Section 2 contains details of when the next scheduled maintenance is due, including, if relevant any out of phase component changes due before the next maintenance check. It also contains the current certificate of release to service (CRS), for the complete aircraft, issued normally at the end of the last maintenance check.

Section 3 contains details of all information considered necessary to ensure continued flight safety. Such information includes:

- i. the aircraft type and registration mark,
- ii. the date and place of take-off and landing,
- iii. the times at which the aircraft took off and landed,
- iv. the running total of flying hours, such that the hours to the next schedule maintenance can be determined. The flight crew does not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to DGCA.
- v. details of any failure, defect or malfunction to the aircraft affecting airworthiness or safe operation of the aircraft including emergency systems, and any failure, defect or malfunctions in the cabin or galleys that affect the safe operation of the aircraft or the safety of its occupants that are known to the commander. Provisions are made for the commander to date and sign such entries including, where appropriate, the nil defect state for continuity of the record. Provisions are also made

for a CRS following rectification of a defect or any deferred defect or maintenance check carried out.

- vi. the quantity of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight. It also shows, in the same units of quantity, both the amount of fuel planned to be uplifted and the amount of fuel actually uplifted; provision for the time when ground de-icing and/or anti-icing was started and the type of fluid applied, including mixture ratio fluid/water and any other information required by the operator's procedures in order to allow the assessment on whether inspections for and/or elimination of de-icing/anti-icing fluid residues that could endanger flight safety are required.
- vii. the pre-flight inspection signature.

In addition to the above, it may be necessary to record the following supplementary information:

- i. the time spent in particular engine power ranges where use of such engine power affects the life of the engine or engine module;
- ii. the number of landings where landings affect the life of an aircraft or aircraft component;
- iii. flight cycles or flight pressure cycles where such cycles affect the life of an aircraft or aircraft component.

Section 4 contains details of all deferred defects that affect or may affect the safe operation of the aircraft and should therefore be known to the aircraft commander. Each page of this section is pre-printed with the operator's name and page serial number and makes provision for recording the following:

- i. a cross-reference for each deferred defect such that the original defect can be identified in the particular section 3 sector record page.
- ii. the original date of occurrence of the defect deferred.
- iii. brief details of the defect.
- iv. details of the eventual rectification carried out and its CRS or a clear cross- reference back to the document that contains details of the eventual rectification.

Section 5 contains any necessary maintenance support information that the aircraft commander needs to know. Such information would include data on how to contact maintenance if problems arise whilst operating the routes etc.

1.1a.2.3 Instructions for use

This paragraph should provide detailed instructions for using the aircraft continuing airworthiness record system described in the previous paragraph. It should emphasize the respective responsibilities of the maintenance personnel, the operating crew and the CAMO staff.

1.1a.2.4 Aircraft technical log approval.

This paragraph should explain who is responsible for submitting the aircraft technical log, and any subsequent amendment thereto, to DGCA for approval and what is the procedure to be followed.

1.1a.2.5 Updating of aircraft technical log records

The organisation will ensure that all technical log records are returned to the CAMO for review in accordance with a procedure described in this paragraph to ensure all maintenance actions have been completed and that the continuing airworthiness requirements have been captured in a timely manner.

For the processing and timescales of the aircraft technical log records, refer to the following sections of the exposition:

- i. Paragraph 1.3.1, for the recording of hours and cycles.
- ii. Paragraph 1.3.2, for the recording of defects and inclusion of the 'certificate of release to service' in the records system.

1.1b. MEL Application

AMC M.A.301(b), M.A.403(a), M.A.403(b), M.A.403(c), M.A.403(d), AMC M.A.403(b), AMC M.A.403(d)

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 a MEL.

1.1b.1 General

This paragraph should explain broadly what an MEL document is. The operator's minimum equipment list (MEL)/configuration deviation list (CDL) provides the basis for establishing which defects may be deferred and the associated limits.

The Minimum Equipment List (MEL) is a document that lists the equipment that may be temporarily inoperative, subject to certain conditions, at the commencement of flight. All items related to the airworthiness, or required for the safe operation, of the aircraft and not included in the list are automatically required to be operative.

The MEL is an alleviating document having the purpose to identify the minimum equipment and conditions to operate safely an aircraft having inoperative

equipment. Its purpose is not, however, to encourage the operation of aircraft with inoperative equipment. It is undesirable for aircraft to be dispatched with inoperative equipment and such operations are permitted only as a result of careful analysis of each item to ensure that the acceptable level of safety, as intended in the applicable airworthiness and operational requirements is maintained. The continued operation of an aircraft in this condition should be minimised.

1.1b.2 MEL categories

Where an owner/operator uses a classification system placing a time constraint on the rectification of defects, the general principles of such system should be explained. It is essential for the personnel involved in continuing airworthiness and maintenance to be familiar with MEL categories for the management of the MEL's deferred defect rectification.

The operator shall establish rectification intervals for each inoperative instrument, item of equipment or function listed in the MEL. The rectification interval in the MEL shall not be less restrictive than the corresponding rectification interval in the MMEL.

If the operator chooses to list non-safety-related equipment in the MEL, not listed in the MMEL, they should include a rectification interval category. These items may be given a 'D' category rectification interval provided any applicable (M) procedure (in the case of electrically supplied items) is applied.

1.1b.3 Application

This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of a MEL limitation. This should refer to the technical log procedures.

MEL application in cases where maintenance personnel is not available should also be described, if applicable.

The MEL preamble should provide guidance on;

- i. how to identify the origin of a failure or malfunction to the extent necessary for appropriate application of the MEL, and
- ii. the management of multiple unserviceabilities, based on the guidance given in the MMEL.

An assessment of both the cause and any potentially hazardous effect of any defect or combination of defects that could affect flight safety should be made in order to initiate any necessary further investigation and analysis necessary to identify the root cause of the defect.

Unless specifically permitted by a maintenance procedure, an inoperative item may not be removed from the aircraft.

1.1b.4 Acceptance by the crew

This paragraph should explain how the crew notifies their acceptance or non-acceptance of the MEL deferment in the technical log.

Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.

The operator should include guidance in the MEL on how to deal with any failures that occur between the commencement of the flight and the start of the take-off. If a failure occurs in this flight phase, any decision to continue the flight should be subject to pilot judgement and good airmanship.

1.1b.5 Management of the MEL time limits

Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data or the MEL.

System in place to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved minimum equipment list (MEL), configuration deviation list (CDL) or maintenance data, as appropriate.

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.

The necessary components or parts needed for the rectification of defects should be made available or ordered on a priority basis and fitted at the earliest opportunity.

1.2 Aircraft maintenance programme (AMP) — development amendment and approval

CAMO.A.315(b)(1), CAMO.A.315(b)(2), CAMO.A.315(b)(6), AMC1 CAMO.A.315, GM1 CAMO.A.315(b)(1), GM1 CAMO.A.315(b)(5), M.A.301(c), AMC M.A.301(c), M.A.302(a), M.A.302(b), M.A.302(c), M.A.302(d), M.A.302(e), M.A.302(f), M.A.302(g), M.A.302(h), AMC M.A.302, GM M.A.302(a), AMC M.A.302(d) and Appendix I to AMC M.A.302

The AMP is a document which describes the specific scheduled maintenance tasks and their frequency of completion, related standard maintenance practices

and the associated procedures necessary for the safe operation of those aircraft to which it applies.

The content of this CAME chapter is expected to be found in every AMP “general requirements” section. However, while the content of the AMP includes specific information applicable to that specific AMP, this CAME chapter should describe those procedures in a generic way, being applicable to every AMP managed by the organisation (e.g., responsible person, forms used, etc.).

1.2.1 General

This introductory paragraph should mention that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft. Specific reference to approved maintenance programmes (Document name/reference) managed by the Organisation should be included in this paragraph.

1.2.2 AMP Content

This paragraph should explain the format(s) of the aircraft maintenance programme(s). Appendix I to AMC M.A.302(a) provides additional information.

1.2.3 AMP Sources

This paragraph should identify the sources (MRB, MPD, maintenance manual, etc.) used for the development of an aircraft maintenance programme. To ensure that all relevant instructions for continued airworthiness are captured, the organisation shall list the applicable source documentation that forms the basis of the AMP, for example:

- i. Maintenance Review Board Report (MRBR)
- ii. Maintenance Planning Document (MPD)
- iii. Modification data
 - a) Supplementary Type Certificate (STC)
 - b) CAR 21 data
- iv. Repair Design
- v. Maintenance Manuals
- vi. Minimum Inspection Programme (MIP)
- vii. Type Certificate Data Sheet (TCDS)
- viii. Airworthiness Limitation Section (ALS)
- ix. Airworthiness Directive (AD)
- x. Service Bulletin (SB including Alert, Recommended and Optional)
- xi. Service Information Letter (SIL)
- xii. All Operator Telex (AOT)
- xiii. Multi Operator Message (MOM)

- xiv. Input from a Reliability Programme (if required)
 - a) Repetitive and acceptable deferred defect control.
 - b) Reaction to significant aircraft defects.
 - c) Technical delay control.
 - d) Incident / Accident performance and reaction.
 - e) Tech Log data collection.
 - f) Routine AMP task defect data collection.
 - g) Reaction to problems reported by other organisations.
 - h) Component unscheduled removal control.
 - i) Structural Reporting System.
 - j) Aircraft System Performance.
 - k) Engine unscheduled removal control.

This paragraph should state that the organisation shall hold and use applicable current maintenance data in accordance with M.A.401 or ML.A.401 for the performance of continuing airworthiness tasks referred to in CAMO.A.315.

This paragraph should also detail the process and responsibilities for obtaining and reviewing the above data. The data may be provided by the owner/operator, subject to an appropriate contract being in place as defined in CAMO.A.325.

1.2.4 AMP Development

This paragraph should describe the process when developing a new AMP. It should detail the process and responsibilities encompassing the following points, and reference any supporting procedures:

- i. Obtain applicable and current data in accordance with Paragraph 1.2.4 of this CAME;
- ii. Create a draft AMP based upon the data and planned aircraft usage;
- iii. Undertake Internal documented review;
- iv. Resolve any issues/findings identified in the review;
- v. Internally finalize the draft AMP;
- vi. Submit application and associated documentation to DGCA through eGCA.
- vii. Submit data necessary to substantiate the approval of the AMP to DGCA, if requested;
- viii. Resolve any issues/findings arising from the submission;
- ix. Upon receipt, file DGCA approval letter in the continuing airworthiness record system and
- x. Activate and manage forecasting system.

An aircraft shall be maintained in accordance with only one programme at a time. When transitioning from one programme to another, a bridging check will be required. This paragraph will be used to describe the 'bridging' process and how additional maintenance items are identified and controlled.

1.2.5 Responsibilities

This paragraph should identify the person(s) responsible for the development and management of the aircraft maintenance programme.

1.2.6 AMP amendments

This paragraph should describe the 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, manufacturer and DGCA recommendations, in-service experience, reliability reports, and any other relevant sources.

1.2.7 Annual Review of the AMP

An organisation should undertake a documented review of the AMP at least every 12 months. The review will ensure that all source documentation and preface information is current and applicable and will identify any amendments required. This section should detail the procedure and form used to carry out the annual review.

1.2.8 AMP approval

This paragraph should identify the person(s) responsible for the submission of the maintenance programme to DGCA and the applicable procedure to follow. This should include the procedure for approving variations to the maintenance periods, approved by DGCA.

1.2.9 CAMO Planning procedure

The CAMO is responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continued airworthiness of the aircraft.

CAMO.A.315(b)(6) also requires the CAMO to coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly.

The CAMO should describe in this paragraph the system in place to ensure that all required maintenance (AMP tasks, ADs embodiment, etc.) is performed in due time.

- i. Tasks due date control system
- ii. Short term, mid-term and long-term planning procedure, as applicable
- iii. Coordination with contracted maintenance organisations to:

- a) allocate maintenance events/slots.
- b) provide the work package to be performed: A system should be in place to track work package changes (revisions) and to ensure that the work package and the Certificate of Release to Service refer to the same revision. (i.e., in case of different work package revisions have been issued after addition/removal of tasks).
- c) ensure that no flight takes place in case of overdue maintenance tasks (i.e., having any maintenance task not performed during the maintenance event and overdue during the aircraft ground time).
- iv. Re-scheduling of those maintenance tasks not performed.
- v. Process of the work package received after the maintenance event, so as to review its content, update the aircraft continuing airworthiness records and archive the work package in accordance with the applicable procedures.

1.3 Continuing airworthiness records: responsibilities, retention and access

CAMO.A.220(a)(1), CAMO.A.220(a)(2), CAMO.A.220(a)(5), CAMO.A.220(a)(6), CAMO.A.220(d), CAMO.A.220(f), AMC1 CAMO.A.220, AMC2 CAMO.A.220, GM1 CAMO.A.220, M.A.305(e), AMC M.A.305(e), AMC M.A.305(e)(1), AMC M.A.305(e)(2), GM M.A.305, GM M.A.305(e)(2), AMC M.A.305(e)(3), GM M.A.305(e)(3), AMC M.A.305(f), M.A.307(a), M.A.307(b), M.A.307(c), AMC M.A.307(a)

Continuing Airworthiness records, including hours and cycles recording are the responsibility of the CAMO and are controlled in accordance with CAMO.A.220, M.A.305 and/or ML.A.305.

1.3.1 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 cycles information and how it is processed through the organisation.

1.3.2 Records

This paragraph should describe the company documents that are required to be recorded and what are the recording period requirements for each of them (M.A.305 (e)).

This can be provided by a table or series of tables that would include the following:

- i. Family/structure of document (if necessary)
- ii. Format of documents
- iii. Name of document(s)
- iv. Retention period(s)

- v. Responsible person for retention
- vi. Place of retention

Where IT systems are used to retain documents and data, it should be possible to print a paper version of the documents and data kept.

1.3.3 Storage and Preservation of records

This paragraph should set out the means provided to protect the records from fire, flood, etc., as well as the specific procedures in place to ensure that the records will not be altered during the retention period (especially computer records). The records shall be stored in a manner that ensures protection from damage, alteration and theft.

Microfilming or optical storage of records may be carried out at any time. The records should be as legible as the original record and remain so for the required retention period. Physical records on either paper or microfilm systems should use robust material, which can withstand normal handling, filing and ageing. They should be stored in a safe way with regard to damage, alteration and theft. Digitised records when created from an original paper record, or as a digital electronic original, should be stored on a system which is secured and kept in an environment protected from damage (e.g. fire, flooding, excessive temperature or accidental erasing). IT systems should have at least one backup system, which should be updated at least within 24 hours of any entry in the primary system. Access to both primary and backup systems is required to be protected against the ability of unauthorised personnel to alter the database and they should preferably be located remotely from the main system. The system used for retention of digitised records should:

- i. ensure the integrity, accuracy and completeness of the record;
- ii. ensure that access to the digitised record has safeguards against alteration of the data;
- iii. ensure the authenticity of the record including assurance that the date has not been modified after creation;
- iv. be capable of retrieving individual records within a reasonable time period; and
- v. be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the digitised records.

All computer hardware (discs, tapes etc.) used to ensure backup shall be stored in a different location from that containing the working data, in an environment that ensures they remain in good condition (safe environment).

In the event of an accident or serious incident, the Accountable Manager will hold the records secure until requested by DGCA and/or the responsible accident investigating body.

When a CAMO arranges for the relevant maintenance organisation to retain

copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records under point CAMO.A.220 relating to the preservation of records. If it ceases to be the CAMO of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft owner/CAMO shall present the records to DGCA upon request.

1.3.4 Transfer of continuing airworthiness records

Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person.

This paragraph should set out the procedure for the transfer of records. In particular, it should specify which records have to be transferred and who is responsible for the coordination (if necessary) of the transfer.

Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.

1.4 Accomplishment and control of airworthiness directives

CAMO.A.315(a), AMC1 CAMO.A.315, AMC1 CAMO.A.315(c), M.A.301(f), AMC M.A.301(f), M.A.303, M.A.305(c)(1), AMC M.A.305(c)(1), M.A.401(b)(2), AMC M.A.401(b), Appendix II to AMC1 CAMO.A.125(d)(3), Appendix IV to AMC1 CAMO.A.315(c).

The operator is responsible for the incorporation of airworthiness directives and operational directives (ODs) and in cases where there is an impact on the continuing airworthiness, the CAMO has to assess this and take appropriate actions to ensure the continuing airworthiness. This chapter should also cover the coordination with the operator.

Compliance with M.A.301 (f) (3) is usually managed differently, and those procedures do not need to be repeated in this section, provided covered in the CAME.

This procedure should also take into account those measures required by DGCA in immediate reaction to a safety problem (M.A.301 (f) (4), such as DGCA Directives, safety measures, etc.

This chapter should demonstrate that there is a comprehensive system in place to ensure compliance with M.A.301 (f), with regards to airworthiness directives and operational directives with a continuing airworthiness impact (M.A.301(f)(2)).

This chapter should include the following information:

a) Airworthiness directive information

ADs/ODs/safety measures information sources; DGCA, State of Design, State of Registry, State of Operator, etc., depending on the aircraft types and registrations managed by the CAMO. This chapter should identify the sources of information and the recipient list within the organisation.

b) Scope of applicability (State of Registry, State of design, etc.)

The regulations of the State of Registry of an aircraft normally determine which ADs apply to a particular aircraft (including the engine, propeller, parts and appliances). As a general rule, ICAO Annex 8, Chapter 4 guidelines are applied, which means that the State of Design ADs apply.

c) 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 perform the airworthiness directive. This should include as necessary a specific procedure for the management of emergency airworthiness directives.

- i. Procedure(s) for the analysis of AD/ODs/safety measures
- ii. Person/department responsible for the assessment;
- iii. Assessment of effectivity and applicability method of compliance selection;
- iv. Planning and monitoring AD accomplishment needs and embodiment status (special tools/kits, base maintenance event required);
- v. Recording of the assessment.
- vi. Incorporation of the new AD information into the AD status and/or AD control system.
- vii. Procedure(s) for the management of emergency ADs/ODs/safety measures.
- viii. Information to be provided to the Maintenance Organisation, for example:
 - a) method of compliance and which part of a multi-part AD/ODs/safety measure has to be accomplished, where a choice is available in the AD/ODs/safety measure.
 - b) AD reference or full AD copy.

d) Airworthiness Directive control

This paragraph should specify how the organisation ensures that all the applicable airworthiness directives 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:

- i. the AD is not applicable, or
- ii. if the AD is applicable:
 - a) the AD is not yet accomplished but the time limit is not overdue,
 - b) the AD is accomplished, and any repetitive inspection is identified and performed.

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

e) Procedure for the incorporation of the new AD information into the AD status and/or AD control system.

- i. Reference to AD status mentioned in CAME 1.1.
- ii. AD control system update after reception of maintenance records showing aircraft AD embodiment.
- iii. In case this step is already described in CAME 1.1, precise reference to that procedure should be included in this paragraph.

1.5 Analysis of the Effectiveness of the Maintenance Programme

AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), Appendix II to AMC1 CAMO.A.125(d)(3), M.A.301(e), AMC M.A.301(e), AMC.M.A.302(g) and Appendix I to AMC M.A.302

The CAMO managing the continuing airworthiness of the aircraft should have a system to analyse the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly.

This chapter should indicate by whom and how this data is analysed, describe the decision-making process and identify the possible actions to be implemented accordingly.

1.5.1 Identification of the tools/data used to analyse the efficiency of the maintenance programme

In order to effectively analyse the efficiency of the maintenance programme, the CAMO should identify the aircraft continuing airworthiness records that are examined as part of this analysis. It should list these records within this paragraph, using the list, below as a guide:

- i. pilot reports (PIREPS),
- ii. air turn back reports,
- iii. spare consumption,
- iv. workshop reports,
- v. engine health monitoring,
- vi. repetitive technical occurrence and defect,
- vii. technical delays analysis (through statistics, if relevant),
- viii. technical incidents analysis (through statistics, if relevant), etc.

1.5.2 Description of the analysis process, including, but not limited to:

- i. Staff/department involved in the analysis, including identification of responsibilities;
- ii. Associated procedure(s), including, but not limited to:
 - Data processing and preparation;
 - Contents and methods of analysis;
 - Frequency and type of reviews (e.g., daily/continuous, reliability programme, airworthiness review, annual review);
 - Meeting frequency and required attendance;
 - Decision-making process;
 - Analysis results and implementation of changes; (e.g., amendment of the maintenance programme, amendment of maintenance or operational procedures, modifications to be embodied, component to be replaced by an improved one, etc.)
- iii. Form and records to be used.

A reliability programme (CAME 1.10) provides an appropriate means of monitoring the effectiveness of the maintenance programme. Therefore, for those aircraft types having a reliability programme it is acceptable to refer to CAME 1.10.

1.5.3 Decision process

This paragraph should indicate who is responsible for the decision process and how action is taken and managed following the analysis of the effectiveness of the maintenance programme. This may include:

- i. Amendment of the maintenance programme
- ii. Amendment of maintenance or operational procedures

1.6 Non-Mandatory modification and inspections

CAMO.A.315(b)(4), AMC1 CAMO.A.315(b)(4), AMC1 CAMO.A.315(c), Appendix II to AMC1 CAMO.A.125(d)(3)

The CAMO managing the continuing airworthiness of the aircraft should establish and work according to a policy, which assesses non-mandatory information (modification or inspections) related to the airworthiness of the aircraft. Non-mandatory information refers to service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer or DGCA.

This chapter should specify how non-mandatory modification information is managed and processed through the organisation. It should include the following information:

1.6.1 Non-mandatory modification policy

This paragraph should list the sources of Non-mandatory information used by the CAMO. The list below is given as an example:

- i. service bulletins
- ii. service letters
- iii. other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer or DGCA.

Describe in this paragraph how the organisation controls these subscriptions.

1.6.2 Procedure(s) to assess non-mandatory information

Describe in this paragraph the process and procedure used by the organisation to obtain, distribute and evaluate non-mandatory requirements making use of the organisation's safety risk management process. This should include:

a) The procedure to be followed for the review:

- i. How the documentation is assessed
- ii. Responsibilities
- iii. Timescales for information to be reviewed/evaluated
- iv. How the review is recorded
- v. How any decision is validated

b) How any action required is controlled:

- i. Creation of work orders and task (MIS) and interface with maintenance organisations
- ii. Check of correct task set-up in MIS
- iii. Timescales for embodiment
- iv. How repetitive Inspection requirements are managed
- v. How any continuing requirements are met e.g. blocking part numbers
- vi. Updates to associated documentation e.g. Flight Manuals, MEL
- vii. Communication with other departments for verification of delegated actions e.g. Flight Manual updates by Flight Operations

At least, the assessment and implementation of those non-mandatory modifications related to defects/adverse trends identified during the analysis of the effectiveness of the Maintenance Programme (or reliability programme) should be considered.

1.7 Repairs and modifications

CAMO.A.315(b)(3), AMC.CAMO. A.315(b)(3), M.A.301(g), M.A.304, AMC M.A.304

This chapter should set out a procedure for the assessment of the approval status of any major repair or modification embodiment. It should identify the type of approval required, and the applicable approval procedure.

Organisations shall, in accordance with CAMO.A.315(b) ((3) ensure that the data used for any repairs or modification complies with points M.A.304.

Although the DOA or DGCA are responsible for the classification of the repair or modification, the organisation should demonstrate, in this chapter, how it intends to identify, assess, embody and monitor repairs or modifications.

This section should include, but not be limited to, the following items:

- a) Definition of major and minor modification / repair
- b) Acceptable data for modifications and repairs
 - i. Data approved by DGCA
 - ii. Data approved by an Design Organisation (DOA)
 - iii. Data approved by Type Certificate/STC holder

c) Type of approval required.

In order to facilitate the process for the identification of the type of approval required, it is recommended to describe the different possible options/scenarios, as exemplified below:

- i. DGCA STC (Supplemental Type Certificate) for major modifications designed by a DOA different than the Type Certificate Holder;
 - ii. DOA approval for minor modifications or repairs;
 - iii. TCH approval for major repairs and
 - iv. DGCA STC validation of an FAA/EASA STC for major modifications designed under FAA/EASA regulatory environment.
- d) Co-ordination with DOA and Maintenance Organisation
 - i. Responsible person and/or department
 - ii. Applicable Procedure(s)
- e) Documents and records to keep as substantiating data for embodied modifications/repairs shown in the current status of modifications and repairs (CAME 1.1.1).

1.8 Defect Reports

CAMO.A.160, AMC1 CAMO.A.160, AMC2 CAMO.A.160, GM1 CAMO.A.160, GM1 CAMO.A.160(b), AMC1 CAMO.A.200(a)(3), CAMO.A.202, AMC1 CAMO.A.202, GM1 CAMO.A.202, M.A.301(b), AMC M.A.301(b), M.A.301(e), AMC M.A.301(e), AMC M.A.403(b), AMC M.A.403(d)

All defects occurring on aircraft, engines, propellers and components managed by the CAMO will be subject to review and analysis for their effect upon airworthiness and the continued safe operation of the aircraft; and includes both operational and emergency equipment fitted to the aircraft.

This chapter focus on the management of defects and the associated processes and procedures to identify, assess, report, investigate and correct defects. While CAME 1.1 covers deferred defects management as part of Continuing Airworthiness record system and MEL application, CAME 1.8 should describe in detail the whole defect control system in use. The system may be proportionate to the type of aircraft and operation.

Defects such as cracks and structural defects are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This chapter should establish the procedure(s) for managing and deferring reported defects. This will include appropriate liaison with the manufacturer.

This chapter 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.

It should be structured as follows:

1.8.1 Description of the defect management system in place

- i. Procedure(s) for managing open defect reports including deferred defect policy and criteria
 - a) Responsibilities;
 - b) Forms used;
 - c) Departments involved;
 - d) Compliance with approved data,

1.8.2 Procedure(s) for assessment, classification and analysis

- i. Assessment and classification of defects in accordance with AMC

- M.A.301 (b) (MEL/CDL, no-MEL items, repetitive defects, intermittent defects, etc).
- ii. Criteria for reportable occurrences in accordance with the applicable requirements.
- iii. Deferred defect policy

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

Defects such as cracks and structural defects are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect.

- iv. Deferral process, including, but not limited to:
 - a) Planning and monitoring functions (Spares, tooling and equipment, personnel, data, etc.);
 - b) Clearance of deferred defects;
 - c) Certificate of release to service requirement;
 - d) Special Flight Permit process (Section 4B)

1.8.3 Procedure(s) for analysis and follow up investigation

- i. Procedure(s) for reporting
 - a) Liaison with manufacturers and regulatory authorities
- ii. Organisation responsible for the type design or supplemental type design.

1.8.4 Reporting timescales

Where appropriate, cross-reference(s) to section CAME 1.1 or CAME 2.2, are acceptable.

1.9 Engineering activity

CAMO.A.315(b)(3), AMC1 CAMO.A.315, AMC1 CAMO.A.315(b)(3), M.A.304, AMC M.A.304, M.A.305(c)(2), M.A.305(e)(2)(ii), AMC M.A.305(c)2, GM M.A.305(c)(2), M.A.401(a)

This chapter is applicable to the CAMOs involved in design activities for modifications or repairs.

Where applicable, it should present the scope of the organisation's engineering activity, and the associated procedure(s) for approval of modifications and repairs.

Where the organisation has a DOA capability under CAR-21, it should be

indicated here including a direct reference to the applicable manuals.

This chapter should include the following items:

- i. Scope of the organisation's engineering activity in terms of approval of modifications and repairs.
- ii. Procedure for developing and submitting a modification/repair design for approval to DGCA.
- iii. Supporting documentation and forms used.
- iv. Person in charge of accepting the design before submission to DGCA.

1.10 Reliability Programmes

CAMO.A.125(d)(3), AMC1 CAMO.A.125(d)(3), CAMO.A.315(b)1, AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), M.A.302(g), AMC M.A.302(g) and Appendix I AMC M.A.302

Reliability programmes should be developed for aircraft maintenance programmes based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.

Reliability programmes need not be developed for aircraft not considered as complex motor-powered aircraft or that contain overhaul time periods for all significant aircraft system components.

The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective, and their periodicity is adequate.

This chapter may, where necessary, be subdivided as follows:

- a) Airframe
- b) Propulsion
- c) Component

This chapter should explain the management of a reliability programme. It should at least address the following:

- i. Extent and scope of the reliability programme
- ii. Specific organisational structure, duties and responsibilities
- iii. Identification of reliability data, including sources
- iv. Procedure for analysis of reliability data
- v. Procedure for implementing and reviewing relevant alerts
- vi. Corrective action system (maintenance programme amendment)
- vii. Scheduled reviews (reliability meetings and when the participation of DGCA is needed).

a) Reliability data

This paragraph should identify which data will be assessed for trend analysis or

individual events, taking the following list into consideration:

- i. pilot reports (PIREPS),
- ii. air Safety Reports
- iii. technical Logs.
- iv. air turn-backs
- v. aircraft Maintenance Access Terminal / On-board Maintenance System readouts.
- vi. maintenance Worksheets
- vii. spare consumption,
- viii. workshop Reports
- ix. reports on Functional Checks
- x. reports on Special Inspections
- xi. stores Issues/Reports
- xii. repetitive technical occurrence and defect,
- xiii. technical delays analysis [through statistics if relevant],
- xiv. technical incidents analysis [through statistics if relevant],
- xv. engine health monitoring
- xvi. other sources: ETOPS, RVSM, CAT II/III
- xvii. Continuing airworthiness and safety information promulgated under CAR-21 will also be taken into consideration.
- xviii. Manufacturer's reliability pools

b) Analysis of reliability data

This paragraph(s) should identify how the collected information is displayed to allow for the identification of trends, specific highlights and related events. It should also define the process for analysis and interpretation of information to enable a critical assessment of the effectiveness of the programme and should take the following points into considerations:

- i. Responsibilities
- ii. Analysis and interpretation of trends
- iii. Evaluation of repetitive defects
- iv. Comparisons of operational reliability with established or allocated standards
- v. Reliability predictions
- vi. Analysis of expected and achieved results
- vii. Identification of hazards and risks and how they are fed into the management system.

c) Reliability alert levels

- Establishment of alert levels

This paragraph shall describe how the alert levels are established and used for statistical based analysis, taking the following points into consideration:

- i. Units of measurement (PIREP/MTBF/MTBUR):
 - Are appropriate to the type and frequency of event.
 - Are appropriate to the type of operation
 - Unit preference by operator and equipment manufacturer
- ii. Component criticality
- iii. ATA Chapter
- iv. Operating experience,
- v. Product improvement,
- vi. Changes in procedures
- vii. Time-periods
- viii. Age of aircraft

➤ Exceedance of alert level

This paragraph shall describe the appropriate action that should be taken when an alert level is exceeded. It must define who is responsible for ensuring corrective actions are implemented and the corrective actions required, taking the following points into consideration:

- i. Changes to maintenance, operational procedures or techniques.
- ii. Amendment of scheduled maintenance periods and tasks in the approved maintenance programme:
 - inspection frequency and content
 - function checks
 - overhaul requirements and time limits
 - escalation or de-escalation of tasks
 - addition, modification or deletion of tasks.
- iii. Amendments to approved manuals (e.g. maintenance manual, crew manual).
- iv. Embodiment of modifications.
- v. Special inspections across fleets
- vi. Spares provisioning
- vii. Staff training
- viii. Manpower and equipment planning

➤ Review of alert levels

Alert levels shall be reviewed for their effectiveness on an annual basis. The review of these alert levels shall take the following points into account:

- i. fleet utilisation,
- ii. fleet commonality,
- iii. alert level adjustment criteria,
- iv. adequacy of data,
- v. reliability procedure audit,

- vi. staff training and
- vii. operational and maintenance procedures.

d) Reliability meetings

This paragraph shall give information on reliability meetings, taking the following into account:

- i. frequency of reliability meetings
- ii. Attendees
- iii. Responsibilities.
- iv. Agenda's

1.11 Pre-flight inspections

M.A.201(d), GM M.A.201(e), M.A.301(a), AMC M.A.301(a), AMC M.A.306(a) and Appendix I to AMC M.A.302

1.11.1 Pre-flight inspection definition

“Pre-flight inspection means the inspection carried out before flight to ensure that the aircraft is fit for the intended flight”. Pre-flight inspection is not considered maintenance.

It should typically include but is not necessarily limited to:

- i. a walk-around type inspection of the aircraft and its emergency equipment for condition including, in particular,
- ii. any obvious signs of wear, damage or leakage. In addition, the presence of all required equipment including emergency equipment should be established.
- iii. an inspection of the aircraft continuing airworthiness record system or the aircraft technical log system, as applicable, to ensure that the intended flight is not adversely affected by any outstanding deferred defects and that no required maintenance action shown in the maintenance statement is overdue or will become due during the flight.
- iv. a control that consumable fluids, gases etc. uplifted prior to flight are of the correct specification, free from contamination, and correctly recorded.
- v. a control that all doors are securely fastened.
- vi. a control that controls surfaces and landing gear locks, pitot/static covers, restraint devices and engine/aperture blanks have been removed.
- vii. a control that all the aircraft's external surfaces and engines are free from ice, snow, sand, dust etc. and an 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.

Alternatively to this pre-flight assessment, when the type of aircraft and nature of operations allow for it, the build-up of residues may be controlled through scheduled maintenance inspections/cleanings identified in the approved maintenance programme.

1.11.2 Pre-flight inspection responsibilities

The operator shall be responsible for the satisfactory accomplishment of the pre-flight inspection. That inspection shall be carried out by the pilot or another qualified person and shall not need to be carried out by an approved maintenance organisation or by certifying staff.

The CAMO should publish guidance to maintenance and flight personnel and any other personnel performing pre-flight inspection tasks, as appropriate, defining responsibilities for these actions.

Note: The performance of ground de-icing and anti-icing activities does not require a CAR-145 maintenance organisation approval. Nevertheless, inspections required to detect and, when necessary, remove de-icing and/or anti-icing fluid residues are considered maintenance. Such inspections may only be carried out by suitably authorised personnel.

1.11.3 Pre-flight inspection content

The Organisation should define the content of the pre-flight inspection for every aircraft (or aircraft type managed), ensuring compliance with AMC M.A.301(1). Reference to CAME 5.1 or another document (aircraft maintenance programme, aircraft flight manual, operations manual, etc.) where this content is described is also acceptable.

This paragraph should also explain how the evolution of the content of the pre-flight inspection and of the maintenance programme are concurrent (e.g., after aircraft configuration changes, addition of new aircraft models within the same aircraft type, additional items based on operator's experience, etc.).

1.11.4 Training standard for personnel performing the pre-flight inspection

Different staff may be authorised to perform pre-flight inspections (technical flight crew, maintenance staff, ground handling staff, etc). Therefore, training standards for each type of staff doing pre-flight inspections should be described (basic qualification, initial training, recurrent training, etc.)

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. This paragraph should also define training requirements and responsibilities.

- i. Preparation of aircraft for flight
- ii. Subcontracted ground-handling function
- iii. Security of cargo and baggage loading
- iv. Control of refuelling, quantity/quality
- v. Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard.

1.12 Aircraft weighing

M.A.301(h), M.A.305(c) and GM M.A.305(c)(2)

This chapter should state the cases where 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 in the organisation.

During any phase of operation, the loading, mass and centre of gravity (CG) position of the aircraft shall comply with the limitations specified in the AFM (or equivalent document), or the operations manual if more restrictive.

Although this is a pilot/operator responsibility, other organisations (such as aircraft TCH, maintenance organisation, ground handling agent, CAMO, etc.) participate in the process, being the CAMO responsibility to ensure that the mass and balance statement reflects the current status of the aircraft.

Coordination between CAMO, maintenance organisation and pilot/operator is needed. This chapter should explain the whole process and should also detail the procedure followed by the CAMO to fulfil its responsibility.

1.12.1 Cases where the aircraft has to be weighed

The operator shall establish the mass and the CG position of any aircraft by actual weighing prior to the initial entry into service of the aircraft and thereafter at intervals of four years if individual aircraft masses are used, or nine years if fleet masses are used.

New aircraft that have been weighed at the factory may be placed into operation without reweighing if the mass and balance records have been adjusted for alterations or modifications to the aircraft. Aircraft transferred from one operator to another operator do not have to be weighed prior to use by the receiving operator unless due since the last weighing or the mass and balance cannot be accurately established by calculation. The aircraft shall be reweighed if the effect of modifications on the mass and balance is not accurately known.

1.12.2 Organisations and procedures for aircraft weighing

The weighing shall be accomplished by the manufacturer of the aircraft or by an approved maintenance organisation, following instructions in approved data such as Aircraft Maintenance Data, Weight and Balance Manual, etc.

1.12.3 Mass and balance statement calculation

The Organisation should describe the procedure in place to produce the aircraft mass and balance statement, calculating the dry operating mass and centre of gravity (CG) position of the aircraft from the weighing report data received from the maintenance organisation or the aircraft manufacturer.

‘Dry operating mass’ means the total mass of the aircraft ready for a specific type of operation, excluding usable fuel and traffic load. The dry operating mass includes:

- crew and crew baggage
- catering and removable passenger service equipment
- tank water and lavatory chemicals

1.12.4 Mass and balance statement update and revision

The accumulated effects of modifications and repairs on the mass and balance shall be accounted for and properly documented. The mass and centre of gravity (CG) position of the aircraft should be revised whenever the cumulative changes to the dry operating mass exceed ± 0.5 % of the maximum landing mass or the cumulative change in CG position exceeds 0.5 % of the mean aerodynamic chord. This may be done either by weighing the aircraft or by calculation. Such information shall be made available to the pilot-in-command.

If the AFM requires to record changes to mass and CG position below these thresholds, or to record changes in any case, and make them known to the pilot-in-command, mass and CG position should be revised accordingly and made known to the pilot-in-command.

1.13 Maintenance check flight procedures

M.A.301(i), GM M.A.301(i), AMC M.A.904(a)(2), AMC M.A.904(a)(2), AMC M.A.904(b), Appendix II to AMC1 CAMO.A.125(d)(3)

The criteria for performing a maintenance check flight (MCF) are normally included in the aircraft maintenance programme or derived by the scenarios described in GM M.A.301(i). This chapter should explain how the MCF 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 an MCF.

1.13.1 Maintenance check flight definition

‘Maintenance check flight (‘MCF’)’ means a flight of an aircraft with an airworthiness certificate or with a permit to fly which is carried out for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance, if the functioning of the systems, parts or appliances cannot be established during ground checks and which is carried out in any of the following situations:

- i. as required by the aircraft maintenance manual (AMM) or any other maintenance data issued by a design approval holder being responsible for the continuing airworthiness of the aircraft;
- ii. after maintenance, as required by the operator or proposed by the organisation responsible for the continuing airworthiness of the aircraft;
- iii. as requested by the maintenance organisation for verification of a successful defect rectification;
- iv. to assist with fault isolation or troubleshooting.

1.13.2 Maintenance check flight policy

The Organisation should list the situations where a MCF will be performed. For example:

- i. Required by ICAs after maintenance event (AMP, AMM, Modification, etc.)
- ii. After heavy maintenance event, as CAMO policy even when it is not required by ICAs.
- iii. To confirm the correct rectification of an intermittent defect (e.g., landing gear indication faults).
- iv. During aircraft phase-in, as per CAMO/operator policy.

1.13.3 Maintenance Check flight procedure

- i. Coordination with the operator and the maintenance organisation.
- ii. Coordination with the subcontracted organisation (if applicable).
- iii. Meetings before the flight.
- iv. Check of flight conditions; pilots’ requirements, staff on board, etc.
- v. Check flight results, meeting and report assessment.
- vi. CRS and records. Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios and CRS procedures may apply (GM M.A.301 (i));
 - CRS before and/or after the MCF,
 - limitations entry into the aircraft technical log and CRS,
 - no CRS can be issued in accordance with the maintenance data before the flight (see GM M.A.301(i)b(4)) and a special flight permit is needed (ref. to CAME 4B).

1.14 Continuing airworthiness management data

CAMO.A.325, AMC1 CAMO.A.325, GM1 CAMO.A.325, GM2 CAMO.A.325, M.A.401(a), M.A.401(b), M.A.401(c), AMC M.A.401(b), AMC M.A.401(c)

The organisation shall hold and use applicable current maintenance data in accordance with M.A.401 for the performance of continuing airworthiness tasks referred to in point CAMO.A.315.

Airworthiness review requirements are indicated in point CAMO.A.320 and the requirements for the corresponding record retention are contained in point CAMO.A.220.

This chapter shall describe the management of this maintenance data within the Organisation (ensuring that they remain updated), including distribution to subcontracted organisations and contracted maintenance organisations.

- i. Identification of maintenance data used by the organisation.
 - Instructions for Continuing Airworthiness (ICAs) issued by TC Holder; such as SRM, TSM, IPC, MPD, W&B, etc.
 - ICAs issued by STC holder (e.g., AMM/IPC/MEL/AFM supplements);
- ii. ICAs issued by Component OEM; such as Component Vendor Recommendations, CMM, Component Repair Manual, Engine Time Limits Manual, etc.
- iii. Procedure to obtain updated approved maintenance data;
 - TC/STC holder, aircraft owner, operator, etc.
 - Subscriptions, contracts, including maintenance data provided by the customer.
- iv. Procedure to ensure that maintenance data used remains updated (amendment status monitoring system).
- v. Maintenance data provided by the customer
- vi. Distribution procedure:
 - within the Organisation.
 - to Subcontractors.
 - to Contracted Maintenance Organisations.

This chapter may also explain whether the CAMO transcribes the maintenance tasks instructions onto the work cards or worksheets provided to the Maintenance Organisation (for every maintenance event) or only work orders referring to specific maintenance tasks (with revision status) are provided. Different options may be used, for example depending on the contracted Organisation, line or base maintenance event, aircraft or component maintenance, etc.

Part 2 Management system procedures

Contents

- 2.1 Hazard identification and safety risk management schemes
- 2.2 Internal safety reporting and investigations
- 2.3 Safety action planning
- 2.4 Safety performance monitoring
- 2.5 Change management
- 2.6 Safety training and promotion
- 2.7 Immediate safety action and coordination with operator's Emergency Response Plan (ERP)
- 2.8 Compliance monitoring
 - 2.8.1 Audit plan and audit procedure
 - 2.8.2 Monitoring of continuing airworthiness management activities
 - 2.8.3 Monitoring of the effectiveness of the maintenance programme(s)
 - 2.8.4 Monitoring that all maintenance is carried out by an appropriate maintenance organization
 - 2.8.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor
 - 2.8.6 Compliance monitoring personnel
- 2.9 Control of personnel competency
- 2.10 Management system record-keeping
- 2.11 Occurrence reporting

Part 2 Management System Procedures

The CAMO shall establish, implement, and maintain a management system corresponding to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities. The CAMO is responsible for identifying hazards created by the existence of complex operational and maintenance arrangements (such as when multiple organisations are contracted, or when multiple levels of contracting/subcontracting are included). Any aviation safety hazards associated with such contracting or subcontracting are considered as part of the CAMO management system, therefore they must be subject to CAMO hazard identification and risk management.

For an air operator certified in accordance with Rule 134 and Schedule XI of the Aircraft Rules, 1937, the management system shall be an integrated part of the operator's management system and therefore, these procedures may be already described in the operator's Management System Manual (MSM). In such a case, it is acceptable that these CAME procedures make precise reference to the specific MSM paragraphs where the same procedures are described. General references to the whole Management System Manual are not acceptable.

It is also important that the organisation makes sure that those MSM procedures cover CAMO activities and procedures, especially where different procedures are implemented for the CAMO domain. Otherwise, they should be described in this CAME Section.

2.1 Hazard identification and safety risk management schemes

CAMO.A.200(a)(3), GM1.CAMO.A.200, AMC1 CAMO.A.200(a)(3), GM1 CAMO.A.200(a)(3), GM2 CAMO.A.200(a)(3), CAMO.A.205(a)(2), GM1 CAMO.A.205, AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g), GM2 CAMO.A.305(g), AMC2 CAMO.A.315(c)

This chapter should describe the identification of safety hazards associated with the CAMO activities, the assessment of the associated safety risks and the investigation process, including the mitigation actions to monitoring of their effectiveness.

2.1.1 Hazard identification process

The CAMO's hazard identification process enables the collecting, recording, analysing, acting on and generating feedback about hazards that affect the safety of the operational activities of the organisation. This is an ongoing process.

This paragraph should define the hazard identification process used by the CAMO and covers the following:

- i. Process for safety data collection; proactive and reactive methods;

- ii. Identification of data sources, external and internal;
- iii. Process for safety data analysis;
- iv. Procedure(s) for the identification and classification of hazards relevant to the Organisation/activity;
- v. Records management (hazard log/register);
- vi. Responsibilities and management of the hazard log;
- vii. Internal communication process

This paragraph should also list the sources of hazard identification used by the organisation from a reactive and proactive perspective, and provide details on how this data is gathered ready for the risk assessment process:

- i. Reactive schemes
 - Data from accidents
 - Incidents
 - Flight data monitoring
 - Confidential reporting systems
 - Data from the compliance monitoring function
- ii. Proactive schemes
 - Open hazard reporting systems
 - Safety surveys
 - Change management processes
 - Safety risk assessments

Following the identification of a hazard, a risk assessment is carried out to determine the potential for harm or damage.

2.1.2 Safety risk management

The Organisation should describe in detail the risk assessment process in place. Once hazards are identified, the risk of their consequences should be assessed, analysed and mitigation actions should be implemented accordingly. A formal safety risk management process should be developed and maintained considering the following:

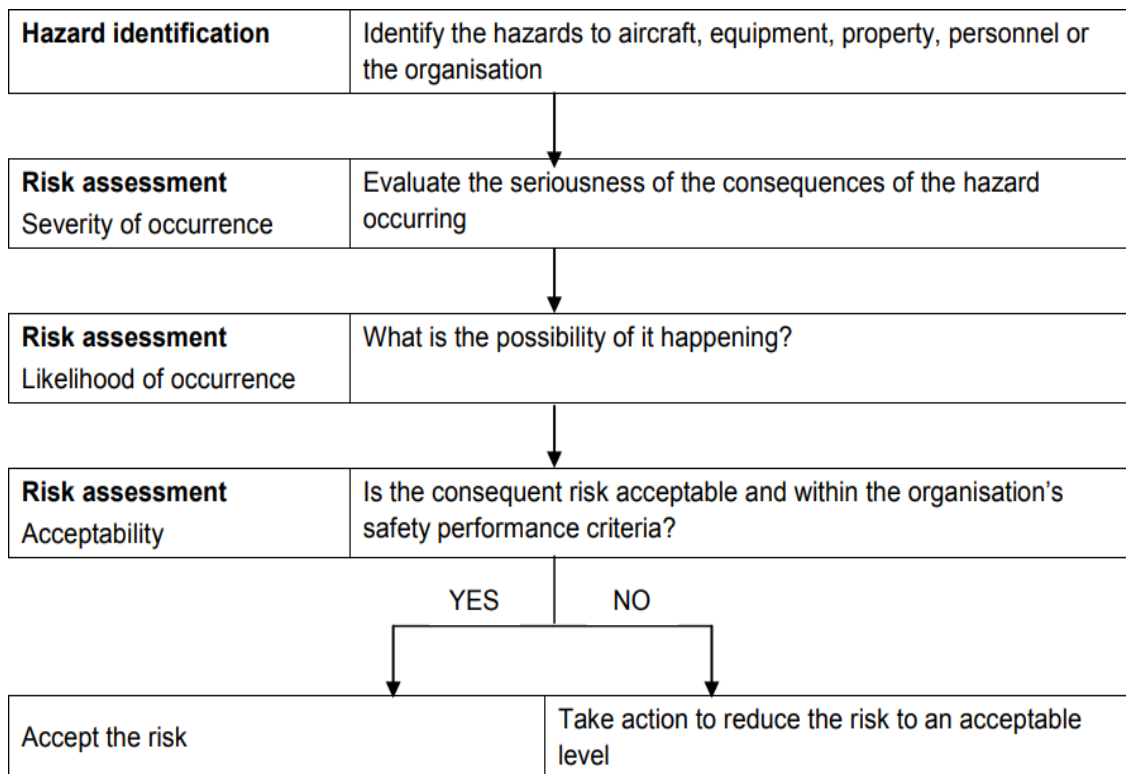
- a) Analysis process (e.g. in terms of the probability and severity of the consequences of hazards and occurrences)
 - i. Severity should evaluate the seriousness of the consequences;
 - ii. Likelihood should identify the possibility (and frequency) of the occurrence;
 - iii. The likelihood and severity should be clearly defined.
 - iv. Regardless of the method used (ICAO safety risk matrix, ARMS, BOW-TIE, etc.), it is important to customize the risk assessment matrix so as to reflect the operational profile.

Risk is assessed in terms of severity and likelihood of the consequences of a hazard occurring. The organisation should define whether they are assessing severity using the worst-case scenario or the most credible outcome. The risk assessment should include appropriate justification and details of any assumptions made. It should involve the following considerations:

- i. Severity: How bad will it be if the unwanted safety event occurs?
- ii. Likelihood: How likely is the unwanted safety event to occur or reoccur?

The risk assessment and mitigation processes analyse and eliminate or mitigate to an acceptable level, risks that could threaten the capability of the organisation to undertake its activities in a safe manner.

The following diagram has been used to demonstrate a hazard analysis and risk assessment process:



The procedure should define how the information provided by the analysis, above, is distributed to those with a responsibility for operational safety in the organisation.

The risk assessment process will determine the acceptability of a risk. The organisation should include the risk tolerability matrix used across the whole organisation in this section. An example has been provided, below:

The severity of consequences shall be defined as:

Aviation definition	Meaning	Value
Catastrophic	Aircraft / Equipment destroyed. Multiple deaths.	5
Hazardous	A large reduction in safety margins, physical distress or a workload such that organisations cannot be relied upon to perform their tasks accurately or completely. Serious injury or death to a number of people. Major equipment damage.	4
Major	A significant reduction in safety margins, a reduction in the ability of organisations to cope with adverse operating conditions as a result of an increase in workload, or as a result of conditions impairing their efficiency. Serious incident. Injury to persons.	3
Minor	Nuisance. Operating limitations. Use of emergency procedures. Minor incident.	2
Negligible	Little consequence.	1

The likelihood of occurrences shall be defined as:

Qualitative definition	Meaning	Value
Frequent	Likely to occur many times (has occurred frequently)	5
Occasional	Likely to occur sometimes (has occurred infrequently)	4
Remote	Unlikely, but may possibly occur (has occurred rarely)	3
Improbable	Very unlikely to occur (not known to have occurred)	2
Extremely improbable	Almost inconceivable that the event will occur	1

Data from these risk assessments will be plotted against the Risk Tolerability Matrix and will be used across the whole organisation. The risk tolerability matrix is defined as:

Severity						
Catastrophic	5	5 Review	10 Unacceptable	15 Unacceptable	20 Unacceptable	25 Unacceptable
Hazardous	4	4 Acceptable	8 Review	12 Unacceptable	16 Unacceptable	20 Unacceptable
Major	3	3 Acceptable	6 Review	9 Review	12 Unacceptable	15 Unacceptable
Minor	2	2 Acceptable	4 Acceptable	6 Review	8 Review	10 Unacceptable
Negligible	1	1 Acceptable	2 Acceptable	3 Acceptable	4 Acceptable	5 Review
		Extremely improbable	Improbable	Remote	Occasional	Frequent
		1	2	3	4	5
Likelihood						

The risk classification can be defined as:

Acceptable	The consequence is so unlikely or not severe enough to be of concern; the risk is acceptable. However, consideration should be given to reducing the risk further to as low as reasonably practicable in order to further minimise the risk of an accident or incident.
Review	The consequence and/or likelihood is of concern; measures to mitigate the risk to as low as reasonably practicable should be sought. Where the risk is still in the review category after this action then the risk may be accepted, provided that the risk is understood and has the endorsement of the individual ultimately accountable for safety in the organisation.
Unacceptable	The likelihood and severity of the consequence is intolerable. Major mitigation will be necessary to reduce the likelihood and severity of the consequences associated with the hazard.

b) Tolerability assessment

The organisation should assess the acceptability of the potential consequences associated with the potential occurrences and hazards identified. This should be done in accordance with the organisation's defined safety performance criteria.

c) Mitigation actions

- i. Control (in terms of mitigation) of risks to an acceptable level;
- ii. Decision-making process, including responsibilities;

- iii. Implementation of actions and
- iv. Monitoring of the effectiveness of the implemented actions.

Mitigation is the process of incorporating risk barrier controls (for example, preventive controls or recovery controls) to reduce the severity and/or the likelihood of the identified hazard, therefore reducing the risk to an acceptable level, and, if possible, to eliminate the risk. Those risk controls should be Specific, Measurable, Agreed, Realistic and Time constrained. Human Factors should be considered as part of the development of risk controls.

The responsible person/position in charge of the implementation and management of mitigation measures should be identified (including follow-up procedure). Effectiveness of mitigations should be monitored. When necessary, risk controls should be changed as a result of that assessment.

2.1.3 Subcontracting and contracting

This paragraph should define how the safety management system extends to organisation that have continuing airworthiness tasks subcontracted to them by the approved CAMO, and also those organisations that are contracted to carry out maintenance. It shall describe the safety risk management principles used to assess these organisations, taking into account the following arrangements:

- i. communication between all parties
- ii. coordination and interfaces between the different parties
- iii. applicable procedures
- iv. task allocation, responsibilities and authorities
- v. the qualifications and competency of key personnel with reference to point CAMO.A.305. (c)

2.2 Internal safety reporting and investigations

CAMO.A.160, AMC1 CAMO.A.160, CAMO.A.200(a)(3), AMC1 CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(3), CAMO.A.202, AMC1 CAMO.A.202, GM1 CAMO.A.202, GM1 CAMO.A.205, CAMO.A.300(a)(10), AMC1 CAMO.A.305(g), AMC3 CAMO.A.305(g), AMC5 CAMO.A.305(g)

As part of its management system, the organisation shall establish an internal safety reporting scheme to enable the collection and evaluation of occurrences to be reported, as detailed in CAME 2.11. Through this scheme, the organisation shall:

- i. identify the causes of and contributing factors to any errors, near misses, and hazards reported and address them as part of safety risk management process.
- ii. ensure evaluation of all known, relevant information relating to errors, the inability to follow procedures, near misses, and hazards, and a method to circulate the information as necessary.

This chapter should include, but not be limited to, the following information, with respect to the internal safety reporting scheme:

a) Confidentiality and safety promotion

The internal safety reporting scheme should be confidential reporting system and enable and encourage free and frank reporting of any potentially safety-related occurrence, including incidents such as errors or near misses, safety issues and hazards identified. This will be facilitated by the establishment of a just culture.

b) Identification of clear policy and objectives

The internal safety reporting scheme should include:

- i. clearly identified aims and objectives with demonstrable corporate commitment;
- ii. a just culture policy as part of the safety policy (as defined in CAME 0.1.1), and related just culture implementation procedures.

c) Safety investigation process

- i. In line with its just culture policy, the organisation should define how to investigate incidents such as errors or near misses, in order to understand not only what happened, but also how it happened, to prevent or reduce the probability and/or consequence of future recurrences.
- ii. The scope of internal investigations should extend beyond the scope of the occurrences required to be reported to DGCA.
- iii. The internal safety reporting scheme should include a detailed process:
 - to identify those reports which require further investigation;
 - to classify occurrences against the mandatory reportable criteria established in CAME 2.11 and decide on further actions accordingly;
 - to investigate all the causal and contributing factors, including any technical, organisational, managerial, or Human Factor issues, or any other contributing factors related to the occurrence, incident, error or near miss
 - to analyse the collective data showing the trends and frequencies of the contributing factor and
 - to identify, implement and monitor the effectiveness of the appropriate corrective and preventive actions based on the findings of investigations.

Additional considerations for this chapter include:

- i. Initial and recurrent training requirements for staff involved in internal investigations;
- ii. Coordination and cooperation with the owner or operator on occurrence

- investigations by exchanging relevant information to improve aviation safety.
- iii. Recurrent training updates, in accordance with the established training policy and procedures, whilst maintaining appropriate confidentiality.
- iv. Feedback loop to reporters and other staff.

2.3 Safety action planning

CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(3), GM1 CAMO.A.200(a)(3)

This chapter should describe the safety action planning process in place, describing the Safety Review Board (SRB) and Safety Action Group (when applicable) composition, meetings and functions. For Licensed Air Carriers, it should detail how an integrated system is achieved between continuing airworthiness and flight operations.

The SRB should be a high-level committee that considers matters of strategic safety in support of the Accountable Manager's safety accountability. The board should be chaired by the Accountable Manager and composed of the person or group of persons nominated under point CAMO.A.305(a) and (b).

The SRB should monitor:

- i. safety performance against the safety policy and objectives;
- ii. that any safety action is taken in a timely manner; and
- iii. the effectiveness of the organisation's management system processes.

The SRB may also be tasked with:

- i. reviewing the results of compliance monitoring; and
- ii. monitoring the implementation of related corrective and preventive actions.

Depending on the size of the organisation and the nature and complexity of its activities, a safety action group may be established as a standing group or as an ad hoc group to assist, or act on behalf of the Safety Manager or the SRB.

More than one SAG may be established, depending on the scope of the task and the specific expertise required. The SAG usually reports to, and takes strategic direction from, the SRB, and may be composed of managers, supervisors and personnel from operational areas.

The SAG may be tasked with or assist in:

- i. monitoring safety performance;
- ii. defining actions to control risks to an acceptable level;
- iii. assessing the impact of organisational changes on safety;
- iv. ensuring that safety actions are implemented within agreed timescales; and
- v. reviewing the effectiveness of previous safety actions and safety promotion.

This procedure should also specify when/how often SRB meetings and SAG meetings take place.

2.4 Safety performance monitoring

CAMO.A.200(a)(3), GM1 CAMO.A.130(b), GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(1), GM1 CAMO.A.200(a)(1), AMC1 CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(3), CAMO.A.202(c)(2), CAMO.A.202(e), GM1 CAMO.A.202, AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g)

Safety performance monitoring and measurement should be the process by which the safety performance of the organisation is verified in comparison with the safety policy and the safety objectives. The CAMO shall develop a procedure to verify the safety performance of the organization and to validate the effectiveness of safety risk controls/mitigations (e.g. audits, surveys, reviews).

This chapter should describe the system in place to measure the safety performance of the organisation, including development of safety performance indicators (SPIs) and targets linked to the organisation's safety policy and objectives. The SPIs and targets should be appropriate to the organisation's activities, risks and safety objectives, and they should be monitored and analysed for trends. SPIs should be reviewed and regularly updated to ensure they remain relevant.

The SPIs should enable the Organisation to measure, among others:

- i. Hazards identified, safety risk assessments, mitigations/risk controls implemented.
- ii. The effectiveness of safety risk controls;
- iii. The management of changes.
- iv. Safety culture (internal reporting rates, awareness of just culture policy and principles, etc.)
- v. Safety promotion (safety bulletins, safety training, etc.)
- vi. Occurrence reporting.
- vii. Compliance monitoring.

For each SPI, the following should be described:

- i. indicator description
- ii. indicator purpose/aim
- iii. reference value and target value, if applicable;
- iv. data collection procedure
- v. indicator control procedure

The usefulness and accuracy of the SPIs should be subject to frequent reviews, and the frequency of the SPI reviews should be defined.

Results of safety performance monitoring should be discussed at senior management level, for example during the SAGs or other appropriate forums,

and feedback should be provided to the Accountable Manager.

This safety performance monitoring process may include, as appropriate to the size, nature and complexity of the organisation:

- i. safety reporting, also addressing the status of compliance with the applicable requirements;
- ii. safety reviews, including trends reviews, which would be conducted during the introduction of new products and their components, new equipment/technologies, the implementation of new or changed procedures, or in situations of organisational changes that may have an impact on safety;
- iii. safety audits focusing on the integrity of the organisation's management system, and on periodically assessing the status of safety risk controls; and
- iv. safety surveys, examining particular elements or procedures in a specific area, such as problem areas identified, or bottlenecks in daily continuing airworthiness management activities, perceptions and opinions of management personnel, and areas of dissent or confusion.

2.5 Change management

CAMO.A.130, AMC1 CAMO.A.130, AMC2 CAMO.A.130, GM1 CAMO.A.130, GM1 CAMO.A.130(a)(1), GM2 CAMO.A.130(a)(1), GM1 CAMO.A.130(b), GM2 CAMO.A.200(a)(3)

Changes in organisational structure, facilities, scope of work, personnel, documentation, policies and procedures, can result in unintended consequences and the inadvertent introduction of new hazards, exposing the organisation to new or increased safety risk(s).

The introduction of a change is the trigger for the organisation to perform their hazard identification and risk management process.

Some examples of change include, but are not limited to:

- i. changes to the organisational structure;
- ii. the inclusion of a new aircraft type in the terms of approval;
- iii. the addition of aircraft of the same or a similar type;
- iv. significant changes in personnel (affecting key personnel and/or large numbers of personnel, high turn-over);
- v. new or amended regulations;
- vi. changes in the security arrangements;
- vii. changes in the economic situation of an organisation (e.g. commercial or financial pressure);
- viii. new schedule(s), location(s), equipment, and/or operational procedures; and
- ix. the addition of new subcontractors

The change management process should consider,:

- i. Identification and description of the change
- ii. Assessment of the criticality and impact
- iii. Existing controls and implementation of new controls
- iv. Change implementation and transition period
- v. Monitoring the effectiveness of the change implementation

The CAMO shall develop and maintain a process to identify and assess changes which may affect the level of safety risk associated with its services and to identify and manage the safety risks that may arise from those changes. The management of change should be a documented process to identify external and internal changes that may have an adverse effect on the safety and compliance of its continuing airworthiness management activities. The introduction of a change is a trigger for the organisation to perform their hazard identification and risk management process.

Regardless of the magnitude of the change, large or small, its safety implications should always be proactively considered. This is primarily the responsibility of the team that proposes and/or implements the change.

The magnitude of a change, its safety criticality, and its potential impact on human performance should be assessed in any change management process. A change may have the potential to introduce new, or to exacerbate pre-existing, human factors issues. The purpose of integrating human factors into the management of change is to minimise potential risks by specifically considering the impact of the change on the people within a system.

The process should also consider business related changes (organisational restructuring, resources, IT projects, etc.) and interfaces with other organisations/departments. Responsibilities and timelines should be defined.

2.6 Safety training and promotion

CAMO.A.200(a)(3), CAMO.A.200(a)(4), GM1 CAMO.A.200(a)(4), CAMO.A.220(C), CAMO.A.305(a)(2), CAMO.A.305(c), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(g), AMC1 CAMO.A.305(c), AMC5 CAMO.A.305(g), GM2 CAMO.A.305(g), Appendix III to AMC4 CAMO.A.305(g)

Safety training, combined with safety communication and information sharing, forms part of safety promotion. The organisation should ensure that:

- i. All staff are able to demonstrate an understanding of safety management principles including Human Factors, related to their job function.
- ii. All staff are familiar with the safety policy and the procedures and tools that can be used for internal safety reporting.

- iii. Staff who have been designated safety management responsibilities are familiar with the relevant processes in terms of hazard identification, risk management, and the monitoring of safety performance.

For that purpose, personnel involved in the delivery of the basic continuing airworthiness management services of the organisation should receive both initial and recurrent safety training, appropriate for their responsibilities. This should include at least the following staff members:

- i. nominated persons and managers;
- ii. persons involved in any compliance monitoring and/or safety management related processes and tasks, including
- iii. application of HF principles, internal investigations and safety training;
- iv. airworthiness review staff;
- v. technical support personnel such as, planners, engineers, and technical record staff;
- vi. personnel involved in developing and amending/reviewing the AMP, in assessing its effectiveness and/or working on reliability programme; and
- vii. contract staff in the above categories.

Initial safety training should cover all the topics of the training syllabus specified in GM2 CAMO.A.305(g) either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation. The syllabus may also be adjusted to suit the particular nature of work for each function within the organisation.

Initial safety training should be provided within 6 months of joining the organisation, but temporary staff may need to be trained shortly after joining the organisation to cope with the duration of employment. Personnel being recruited from another organisation, and temporary staff should be assessed for the need to receive any additional safety training.

Training should be provided to management and staff at least:

- i. during the initial implementation of safety management processes;
- ii. for all new staff or personnel recently allocated to any safety management related task;
- iii. on a regular basis to refresh their knowledge and to understand changes to the management system;
- iv. when changes in personnel affect safety management roles, and related accountabilities/responsibilities; and
- v. when performing dedicated safety functions in domains such as safety risk management, compliance monitoring, internal investigations.

Recurrent safety training should be delivered either as a dedicated course or else integrated within other training. It should be of an appropriate duration in

each 2-year period, in relation to the relevant compliance monitoring audit findings and other internal/external sources of information available to the organisation on safety and HF issues. Recurrent training should take into account certain information reported through the internal safety reporting scheme.

The purpose of recurrent safety training is primarily to ensure that staff remain current in terms of SMS principles and HF, and also to collect feedback on safety and HF issues. Consideration should be given to involving compliance monitoring staff and key safety management personnel in this training to provide a consistent presence and facilitate feedback. There should be a procedure to ensure that feedback is formally reported by the trainers through the internal safety reporting scheme to initiate action where necessary.

The organisation should establish communication about safety matters that:

- i. ensures that all personnel are aware of the safety management activities, as appropriate, for their safety responsibilities;
- ii. conveys safety-critical information, especially related to assessed risks and analysed hazards;
- iii. explains why particular actions are taken; and
- iv. explains why safety procedures are introduced or changed.

Significant events, changes and investigation outcomes should be communicated. Safety policy and objectives should be known by staff.

Regular meetings with personnel at which information, actions, and procedures are discussed, may be used to communicate safety matters. Safety bulletins/communications/newsletters/emails/etc. are other means used to share safety information.

The process should describe what, when, and how safety information needs to be communicated. Subcontracted/Contracted organisations should be included in the communication where appropriate.

The means of communication should be adapted to the audience and the significance of what is being communicated.

2.7 Immediate safety action and coordination with operator's Emergency Response Plan (ERP)

CAMO.A.200(a)(3), GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(3)

A procedure should be implemented to enable the organisation to act promptly when it identifies safety concerns with the potential to have immediate effect on flight safety, including clear instructions on who to contact at the owner/operator, and how to contact them, including outside normal business hours. These

provisions are without prejudice to the occurrence reporting required by point CAMO.A.160.

If applicable, a procedure should be implemented to enable the organisation to react promptly if the ERP is triggered by the operator and it requires the support of the CAMO.

The procedure should include the following information:

- i. Identification of responsibilities for the implementations and management of the ERP
- ii. Procedure(s) for transition from normal to emergency operations
- iii. Procedure(s) for transition from emergency to normal operations
- iv. Internal and external coordination, including contact details of key functions and personnel
- v. ERP training requirements
- vi. ERP training/simulations (scope, frequency)

2.8 Compliance monitoring

CAMO.A.200(a)(6), GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(1), AMC1 CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), AMC3 CAMO.A.200(a)(6), AMC4 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6), GM1 CAMO.A.205, CAMO.A.305(a)(4), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(c), AMC1 CAMO.A.305(g), AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), GM1 CAMO.A.305(g), GM3 CAMO.A.305(g), AMC2 CAMO.A.315(c)

To ensure continuous compliance with the applicable requirements, the CAMO shall establish a compliance monitoring system to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft.

Where the approved CAMO is approved in accordance with another CAR, the compliance monitoring system may be combined with that required by the other CAR.

For air operator certified in accordance with Rule 134 and Schedule XI of the Aircraft Rules, 1937, the CAMO compliance monitoring system shall be an integrated part of the operator's compliance monitoring system.

2.8.1 Audit plan and audit procedure

CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), CAMO.A.220(b), CAMO.A.150, AMC1 CAMO.A.150, GM1 CAMO.A.150

This paragraph should show how the audit plan is established. The organisation should establish an audit plan to show when and how often the activities as required by CAR-M, CAR-ML and CAR-CAMO will be audited, including, but not limited to, product audits, as identified in CAME 3.2.

The audit plan should ensure that all aspects of CAR-CAMO compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a complete single exercise or subdivided over the annual period. The independent audit should not require each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings. Where findings have been identified, the particular procedure should be verified against other product lines until the findings have been closed, after which the independent audit procedure may revert to a yearly interval for the particular procedure.

This paragraph should define the contents of the audit plan and associated procedures, including the following:

a) Audit plan:

- i. Contents and applicable requirements;
- ii. Responsibilities
- iii. Planned audit period and dates;
- iv. Locations to be audited;
- v. Product audit considering the scope of approval;
- vi. Independent audits;
- vii. Audit of contracted maintenance organisations;
- viii. Audit of subcontracted organisations functions;
- ix. Validation/internal approval of the Audit Plan and management of its revisions/changes.

b) Audit procedure(s)

- i. Responsibilities;
- ii. Tools and systems;
- iii. Auditing method (remote v. on-site) and criteria;
- iv. Audit preparation;
- v. Personnel requirements;
- vi. Audit agenda and notification;
- vii. Audit checklist and forms;
- viii. Audit report format and templates;
- ix. Audit timescales;
- x. Audit records;
- xi. Management of findings;
 - Finding classification
 - Finding notification
 - Finding acceptance
 - Extension and escalation of findings
 - Implementation of corrective and preventive actions

- Overdue findings
- Closure of findings

Compliance monitoring function may be carried out as a complete single exercise or subdivided over the annual period in accordance with a scheduled plan (depending on the scope, size and complexity of the Organisation).

The organisation should explain how the CAMO activities/functions compliance check are distributed into different audits and sample checks in the scheduled plan (at least annually). It should also be explained that intervals are reduced when negative trends and concerns are identified.

The Audit Plan may be developed as a calendar year table, identifying the months/weeks in columns, the audit types in rows, and the scheduled audits in the table cells.

Example:

AUDIT	AUDIT TYPE	Planned	Completed	Remarks
<i>CAR-M 1</i>	M.A.XXX,	mmm yyyy	dd mmm yyyy	
<i>CAR -CAMO 1</i>	CAMO.A.XXX	mmm yyyy	dd mmm yyyy	
<i>CAR -M 2</i>	M.A.YYY	mmm yyyy	dd mmm yyyy	
<i>CAR -CAMO 2</i>	CAMO.A.YYY	mmm yyyy	dd mmm yyyy	
<i>Independent audit</i>	Independent audit	mmm yyyy	dd mmm yyyy	
<i>Location</i>	Location A	mmm yyyy	dd mmm yyyy	
<i>AMP 1</i>	AMPs	mmm yyyy	dd mmm yyyy	
<i>ADs & PFC</i>	ADs & PFC	mmm yyyy	dd mmm yyyy	
<i>D.F.1</i>	Defect Management	mmm yyyy	dd mmm yyyy	
<i>D.F.2</i>	Defect Management	mmm yyyy	dd mmm yyyy	
<i>CMS</i>	Compliance Monitoring System & Occ.	mmm yyyy	dd mmm yyyy	
<i>Maintenance contractor 1</i>	Contracted Maintenance	mmm yyyy	dd mmm yyyy	
<i>Maintenance contractor 2</i>	Contracted Maintenance	mmm yyyy	dd mmm yyyy	
<i>Maintenance contractor 3</i>	Contracted Maintenance	mmm yyyy	dd mmm yyyy	
<i>Airworthiness Review</i>	Airworthiness Review	mmm yyyy	dd mmm yyyy	
<i>Product audit 1 (A320)</i>	Product audit	mmm yyyy	dd mmm yyyy	
<i>Product audit 2 (B737)</i>	Product audit	mmm yyyy	dd mmm yyyy	
...	...	...	...	

For demonstration of compliance with all the applicable requirements, the audit forms used, or the audit checklists should clearly identify the requirements being audited. In order to ensure that no CAMO activity, CAME procedure or applicable requirement is missing from compliance check, a cross-reference table (audit matrix) should be developed listing each applicable regulatory paragraph (and subparagraph) with the related CAME procedure (chapter/subchapter) and the audit where it is checked.

This audit matrix is intended to be a living document to be customised by the particular organisation depending on its scope of work and structure. This matrix would represent the overall compliance of the audit system and would need to be amended, as necessary, based upon any change to applicable regulations, organisation procedures or audits types classification (e.g. change of the scope

of work to include airworthiness review privileges, change of subcontracted organisations/activities, etc.);

Example:

Regulation references	CAME	Audit Type						
		ADs & PFC	AMPs	Compliance Monitoring System	Contracted Maintenance	Defects Management	Management system	...
CAMO.A.200(a)							X	
CAMO.A.300				X				
...	...							
M.A.201(a),(b)	0.2							...
M.A.201(c)	2.4, 2.5, 3.1				X			...
M.A.201(d)	1.11	X						...
M.A.201(e)	0.2							...
...	...							

2.8.2 Monitoring of continuing airworthiness management activities

CAMO.A.125(d), CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), AMC3 CAMO.A.200(a)(6), AMC4 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6), GM1 CAMO.A.205, CAMO.A.205, GM1 CAMO.A.205, CAMO.A.300(a)(11), Appendix II to AMC1 CAMO.A.125(d)(3), CAMO.A.315(a)

This paragraph should set out a procedure to periodically review the continuing airworthiness management activities, in accordance with the audit plan identified in CAME 2.8.1.

2.8.3 Monitoring of the effectiveness of the maintenance programme(s)

CAMO.A.200(a)(6), AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), Appendix II to AMC1 CAMO.A.125(d)(3), M.A.301(e), AMC M.A.301(e), AMC.M.A.302(g), Appendix I to AMC M.A.302

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

The Compliance Monitoring System should monitor compliance with CAME 1.5 and 1.10 procedures, as part of the Audit Plan (CAME 2.8.1). The following minimum items should be checked:

- Review of AMP reliability reports.
- Evidence of actions taken as a result of the analysis of the effectiveness of the AMP.
- Reliability meetings are being attended.
- Qualification adequacy of staff participating in the Reliability

Programme, such as staff collecting required data, analysing information, making decisions/recommendations, etc.

- v. Compliance with functions/responsibilities specified in the AMP reliability program.

2.8.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation

CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), CAMO.A.205, GM1 CAMO.A.205, CAMO.A.315(d), CAMO.A.300(a)(11)(ii), CAMO.A.300(13), CAMO.A.315(b), CAMO.A.315(c), CAMO.A.315(d), GM1 CAMO.A.315(b)(5), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c)GM1 Appendix IV to AMC1 CAMO.A.315(c), Appendix II to AMC1 CAMO.A.125(d)(3)

This paragraph should set out a procedure to periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of 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 into scheduled/non-scheduled, base/line or aircraft/engine/components maintenance, where different procedures apply. In particular, the following topics may be necessary;

- i. Initial verification of DGCA scope of approval (including MOE scope of work check) during the maintenance organisation selection procedure (refer to CAME 3.1.2).
- ii. Provisions in the maintenance contracts to notify any change affecting the contract (e.g. Maintenance Organisation scope of approval change, DGCA CAR 145 approval suspension/limitation/revocation, etc.).
- iii. Verifications performed during audits to contracted Maintenance Organisations as part of CAME 2.8.1.
- iv. Additional verifications to be performed to complement those aspects not covered in the previous paragraphs.

2.8.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor

CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), CAMO.A.205, GM1 CAMO.A.205, CAMO.A.300(a)(11)(ii), CAMO.A.300(13), CAMO.A.315(b), CAMO.A.315(c), CAMO.A.315(d), GM1 CAMO.A.315(b)(5), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c), GM1 CAMO.A.315(d), Appendix IV to AMC1 CAMO.A.315(c), Appendix II to AMC1 CAMO.A.125(d)(3)

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, in accordance with Appendix IV to AMC1 CAMO.A.315(c). This may include a procedure to 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, relevant information is distributed in the organisation and to the contractor.

- i. Audits performed to contracted Maintenance Organisations as part of the Audit Plan (CAME 2.8.1).
- ii. Verifications by the CAMO representative during maintenance events.
- iii. Additional verifications, as applicable.

2.8.6 Compliance monitoring personnel

CAMO.A.200(a)(6), GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(1), AMC1 CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), AMC3 CAMO.A.200(a)(6), AMC4 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6), GM1 CAMO.A.205, CAMO.A.305(a)(4), AMC1 CAMO.A.305(a)(4);(a)(5)

This paragraph should establish the required training and qualification standards for Compliance monitoring personnel, involved in safety and compliance audits.

- i. Required experience and competence (professional background, minimum number of audits performed under supervision, English language skills, etc.)
- ii. Required training (e.g., audit techniques, Regulation, FTS, CAME, continuation training, etc.)
- iii. Specific experience and/or technical training in order to be authorised to audit specific areas or to cover specific audit functions, as applicable to the organisation (e.g., audit of Airworthiness Review/permit to fly areas, product audit, contracted maintenance, subcontracted tasks, Lead auditor, etc.)
- iv. Scope of authorisation for auditors (e.g., A320 Product audit, System/procedures Audit, Permit to Fly audit, contracted maintenance audit, subcontracted tasks, etc.)
- v. Issue, extension, renewal or withdrawal procedures of authorisations
It should be a system in place to inform the auditors the scope of their authorisation (e.g., auditor authorisation, a list of auditors showing the type of audits they can perform, etc.)
- vi. List of auditors and its management
Recent auditing experience to maintain the authorisation. Note: the competence assessment process for issuance, extension, renewal of the authorisation may be described in CAME 0.3 or in this chapter.
- vii. Independence of compliance monitoring personnel when the organisation uses skilled personnel working within another department.
- viii. Retention of records
- ix. Duration / location

- x. Type of documents
- xi. Planned and allocated work hours (if not full-time employed).

Note: a description of the functions associated with compliance monitoring personnel is expected to be included in CAME 0.3.

2.9 Control of personnel competency

CAMO.A.200(a)(4), GM1 CAMO.A.200(a)(3), GM1 CAMO.A.130(b), CAMO.A.220(c)
 CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g), AMC2
 CAMO.A.305(g), AMC4 CAMO.A.305(g), GM3 CAMO.A.305(g)

The organisation shall establish and control the competency of personnel involved in compliance monitoring, safety management, continuing airworthiness management, airworthiness reviews or recommendations in accordance with a procedure and to a standard agreed by DGCA. In addition to the necessary expertise related to the job function, competency must include an understanding of safety management and human factors principles appropriate to the person's function and responsibilities in the organisation.

This paragraph should set out a procedure for the assessment of personnel competency. The organisation should develop a procedure that describes the process for conducting competency assessment of personnel. The procedure should specify:

- i. the persons who are responsible for this process;
- ii. when the assessment should take place;
- iii. how to give credit from previous assessments;
- iv. how to validate qualification records;
- v. the means and methods to be used for the initial assessment;
- vi. the means and methods to be used for the continuous control of competency, including to gather feedback on the performance of personnel;
- vii. the aspects of competencies to be observed during the assessment in relation to each job function;
- viii. the actions to be taken if the assessment is not satisfactory; and
- ix. how to record assessment results. Competency should be assessed by the evaluation of:
 - x. on-the-job performance and/or testing of knowledge by appropriately qualified personnel;
 - xi. records for basic, organisational, and/or product type and differences training; and
 - xii. experience records.

Validation of the above could include a confirmation check with the organisation(s) that issued such document(s). For that purpose, experience/training may be recorded in a document such as a logbook.

As a result of this assessment, an individual's qualification should determine:

- i. which level of ongoing supervision would be required and whether unsupervised work could be permitted;
- ii. whether there is a need for additional training

2.10 Management system record-keeping

CAMO.A.220(b), CAMO.A.220(d), CAMO.A.220(e), CAMO.A.220(f), AMC1 CAMO.A.220, AMC2 CAMO.A.220, GM1 CAMO.A.220

This paragraph should describe the management system record-keeping process. The organisation shall ensure that the following records are retained:

- i. Records of management system key processes as defined in point CAMO.A.200;
- ii. Contracts, both for contracting and subcontracting, as defined in point CAMO.A.205;

Management system records, as well as any contracts pursuant to point CAMO.A.205, shall be kept for a minimum period of 5 years.

It should include the following details:

- i. Definition of records to be stored and format;
- ii. Storage type, location and accessibility;
- iii. Responsibilities;
- iv. Access to records;
- v. Retention periods;
- vi. Storage procedure and preservation of records;
- vii. Subcontracting record storage
- viii. Facility management, including third party facilities
- ix. Storage of electronic records
- x. Electronic safeguards and remote servers
- xi. Transfer of records
- xii. Management of records in specific circumstances (e.g. accidents)

2.11 Occurrence reporting

CAMO.A.160, AMC1 CAMO.A.160, AMC2 CAMO.A.160, GM1 CAMO.A.160, GM1 CAMO.A.160(b), M.A.202, AMC M.A.202(a), AMC M.A.202(b)

As part of its management system the organisation shall establish and implement an occurrence reporting system. This paragraph should include a clear description of the occurrence reporting system, including the following

information:

- i. Definition and criteria for reportable occurrences;
- ii. Reporting tools and forms
- iii. Database of occurrences
- iv. Management of occurrences
- v. Subcontracted organisations and reporting
- vi. Reporting timescales
- vii. Procedure(s) for follow-up analysis and investigation
- viii. Responsibilities
- ix. Reporting to DGCA, the DOA and TCH

Where the organisation holds one or more additional organisation certificates:

- i. the organisation may establish an integrated occurrence reporting system covering all certificate(s) held; and
- ii. single reports for occurrences should only be provided if the following conditions are met:
 - the report includes all relevant information from the perspective of the different organisation certificates held;
 - the report addresses all relevant specific mandatory data fields and clearly identifies all certificate holders for which the report is made.

Cross-reference to CAME2.2 is acceptable.

Part 3 Contracted Maintenance

Contents

- 3.1 Maintenance contractor selection procedure
- 3.2 Product audit of aircraft

Part 3 Contracted Maintenance

3.1 Maintenance contractor selection procedure

CAMO.A.315(c), CAMO.A.315(d), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c), Appendix IV to AMC1 CAMO.A.315(c)

3.1.1 Procedures for the development of maintenance contracts

This paragraph should explain the procedures that the organisation follows to develop maintenance contracts. The CAMO processes to implement the different elements described in Appendix IV to AMC1 CAMO.A.315(c) should be explained. In particular, it should cover responsibilities, tasks and interaction with the maintenance organisation.

This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance as per CAMO.A.315(d). The organisation may develop a work order template to ensure that the applicable elements of Appendix IV to AMC1 CAMO.A.315(c) are considered. Such a template should be included in CAME 5.1.

The contract between the CAMO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party. Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned, to prevent occurrences of inadequate or incomplete maintenance activity with a potential effect on the airworthiness or serviceability of aircraft

For line maintenance, the layout of the IATA Standard Ground Handling Agreement may be used as a reference, but this does not preclude the CAMO from ensuring that the content of the contract is acceptable and that the contract allows the CAMO to properly exercise its maintenance responsibility.

A maintenance contract is not normally intended to provide appropriate detailed work instructions to personnel. Accordingly, there should be established organisational responsibilities and procedures in the CAMO and the maintenance organisation to cover these functions in a satisfactory way such that any person involved is informed about his/her responsibilities and the interface procedures that apply, in accordance with the terms of the contract. These procedures can be included/appended to the CAME (and to the maintenance organisation's manual/MOE), or can consist in separate procedures (provided this paragraph includes a clear reference to them. Such procedures are an integral part of the approval.

3.1.2 Maintenance contractor selection procedure

CAMO.A.315(c), CAMO.A.315(d), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c), Appendix IV to AMC1 CAMO.A.315(c)

This paragraph should explain how a maintenance contractor is selected by the continuing airworthiness management organisation. 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.

This paragraph should describe how it is ensured that all maintenance is carried out by maintenance organisations approved in accordance with CAR-145. It should also be explained how it is ensured that enough maintenance capacity has been contracted for all required maintenance; e.g. aircraft base maintenance, aircraft line maintenance (scheduled and unscheduled), components maintenance (such as engines, wheels and brakes, etc.).

Where the CAMO does not hold an DGCA CAR-145 approval with enough capacity to provide maintenance for the complete fleet, the CAMO should conclude a contract with the appropriate maintenance organisations. It should include, but not be limited to, the following:

- i. Selection procedure for base maintenance.
- ii. Selection procedure for contracted line maintenance Organisations.
- iii. Selection procedure for on-call maintenance.
- iv. Selection procedure for components maintenance.
 - Engine maintenance
 - Wheels and brakes

For every type of maintenance above, the following items should be described, as applicable:

- i. Responsible person/department.
- ii. Pre-audit before approval. Description of the type of audit to be performed (desktop or on-site), forms to be used, items to be checked such as;
 - availability of DGCA CAR-145 approval,
 - appropriate scope of work in the base maintenance facility (aircraft type, NDT capability, etc.)
 - appropriate scope of work in the line maintenance station (e.g. aircraft type, B1/B2 tasks, S-Check included or only defect rectifications, etc.)
 - appropriate scope of work for component maintenance (e.g. appropriate C-rating, P/N included in the approved Capability list, overhaul capability vs only tyre change capability for wheels, etc.)

- sufficient resources and
- experience.
- iii. Contract review process by the Compliance Monitoring Manager (or designated staff) in order to ensure that:
 - the contract content is in accordance with Appendix IV to AMC1 CAMO.A.315(c).
 - the contract is comprehensive and that no gaps or unclear area remains,
 - that functional responsibilities of all parties are clearly identified.
- iv. Updating the list of contracted maintenance Organisations (CAME 5.4).
- v. Interface procedures training to maintenance organisation staff on detailed work instructions (aircraft technical log/task cards fill-in instructions, MEL Rectification Interval Extension procedure, damage assessment report procedure, CAMO-AMO procedures, etc).

The fact that the CAMO has contracted a maintenance organisation approved under CAR-145 should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft.

When the Organisation chooses to use one-time individual work orders as stated in CAMO.A.315(d) for unscheduled line maintenance or components maintenance, it should be demonstrated that this maintenance is manageable through work orders, both in terms of volume and complexity.

3.2 Product audit of aircraft

CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6), AMC2 CAMO.A.200(a)(6), AMC3 CAMO.A.200(a)(6), AMC4 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6), GM1 CAMO.A.200(a)(6) and CAMO.B.300

This chapter should set out the procedure(s) when performing a compliance audit of an aircraft. It should set out the differences between an airworthiness review and a compliance audit.

a) Definition of “Product audit”

The product of the CAMO is the continuing airworthiness status of the aircraft, as this is the end result of the CAMO processes/procedures.

The compliance audit of aircraft is the CAMO “product audit”, and its objectives are to ensure that the product is being managed and maintained in accordance with the applicable procedures and requirements. It should verify compliance with the following:

- i. CAMO procedures, including, but not limited to interface procedures and contract terms (Appendix IV to AMC1 CAMO.A.315(c));
- ii. CAR-M and/or CAR-CAMO requirements

iii. CAR-145 requirements

The CAMO product audit is different from the aircraft airworthiness review. The airworthiness review is performed to ensure the validity of the aircraft airworthiness certificate and it requires deeper assessment of the airworthiness status and sample checks, whilst the CAMO product audit is performed to ensure the validity and effectiveness of CAMO procedures.

b) Company Product Audit Policy

At least one product audit for each CAMO product line is required.

The organisation should define the existing different product lines in the organisation. As a general rule, aircraft for which different CAMO procedures apply could be considered different product lines, as exemplified below:

- i. Aircraft with different Maintenance Programmes;
- ii. Different aircraft types;
- iii. Aircraft for which continuing airworthiness management is performed using different subcontractors. This is not applicable when those subcontractors are only performing limited tasks with no impact in the airworthiness of the aircraft (e.g. records keeping of dirty fingerprints where those documents are also available in digital form).
- iv. Aircraft maintained by different maintenance organisations. The different CAMO-AMO coordination procedures or the different performance of the maintenance organisations could have an impact on the continuing airworthiness status of the aircraft.
- v. Aircraft used in remote operations (that means operated during a limited period of time in a region without the possibility to return to the main base). There are specific CAMO procedures in place for that aircraft/operations and, therefore, it is recommended to perform a specific product audit during the remote operation.

The CAMO should establish a clear policy, including the identification of different product lines.

c) Product Audit methods and content

- i. Audit method
A review of the aircraft continuing airworthiness records system in the office is necessary. An aircraft (including on-board airworthiness documents) on-site check is also necessary to make sure that the information available in the CAMO is consistent with the information on the aircraft (e.g. current aircraft mass and balance statement, updated deferred defect list, etc.).
- ii. Topics to review/checklist.

An audit report shall be raised each time a product audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.

Part 4 Airworthiness Review Procedures

Contents

- 4.1 Airworthiness review staff
- 4.2 Documented review of aircraft records
- 4.3 Physical survey
- 4.4 Additional procedures for recommendations to DGCA for the import of aircraft
- 4.5 ARC recommendations to DGCA
- 4.6 Issue of ARC
- 4.7 Airworthiness review records, responsibilities, retention and access
- 4.8 ARC extension

Part 4B Special flight permit procedures

- 4B.1 Conformity with approved flight conditions
- 4B.2 Issue of the special flight permit
- 4B.3 Reserved
- 4B.4 Interface with DGCA for the flight
- 4B.5 Special Flight permit records, responsibilities, retention and access

Part 4 Airworthiness Review Procedures

In order to ensure the validity of the aircraft airworthiness certificate, M.A.901 requires performing periodically an airworthiness review of the aircraft and its continuing airworthiness records, which results in the issuance of an airworthiness review certificate valid for one year.

Airworthiness review tasks shall not be subcontracted.

Those CAMOs without privileges to perform airworthiness reviews should also develop some CAME Part 4 procedures. For example; coordination with contracted CAMO performing the Airworthiness Reviews, coordination with DGCA for recommendations, airworthiness reviews planning procedure, transfer of aircraft registration within the EU, ARC extension procedure, etc.

4.1 Airworthiness review staff

CAMO.A.125(e), CAMO.A.220(c)(1)(ii), CAMO.A.220(c)(2), AMC1 CAMO.A.220(c)(1)(ii), CAMO.A.300(a)(5), CAMO.A.300(a)(8), CAMO.A.305(a)3, CAMO.A.305(e), CAMO.A.305(f), GM1 CAMO.A.305(f), CAMO.A.310, AMC1 CAMO.A.310(a), AMC1 CAMO.A.310(a)(3), AMC1 CAMO.A.310(c), AMC1 CAMO.A.310(d), CAMO.A.320, M.A.901, GM M.A.901

This chapter should establish the working procedures for the assessment of the airworthiness review staff. The assessment addresses experience, qualification, competence and training. A description should be given regarding the issue of authorisations for the airworthiness review staff and how records are kept and maintained.

- a) Airworthiness Review Staff (ARS) responsibilities; in line with GM M.A.901.
- b) Airworthiness Review Staff qualification, training and experience requirements (in compliance with CAMO.A.310).
- c) ARS individual authorisation procedure.

Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by DGCA after satisfactory completion of an airworthiness review under the supervision of DGCA or under the supervision of the organisation's airworthiness review staff.

The organisation's airworthiness review staff may be delegated for this supervision provided the appropriate procedure within this CAME chapter 4.1 is approved by DGCA. Such a delegation is to be based upon the ability of the Airworthiness Review Staff to perform the airworthiness reviews and the ability of the Compliance Monitoring System to deal adequately with the applicable requirements. This ability cannot be therefore demonstrated at the time of the

initial approval of the organisation or for airworthiness review staff not having performed any airworthiness review in the organisation. Therefore the supervision delegation cannot be detailed in the CAME before the first 2-year period has been completed.

After this 2-year period, the organisation shall demonstrate its ability to manage airworthiness reviews and the compliance monitoring system in order to be eligible for such an airworthiness review supervision privilege.

- d) Continuation training requirements; organisation procedures, aviation legislation, FTS, etc.
- e) Demonstration of recent continuing airworthiness management experience.
- f) Withdrawal or suspension and restoration of the authorisation.
- g) Airworthiness review man-hour plan and planning procedure.

In order to demonstrate that the organisation has sufficient ARS to perform the required airworthiness reviews when needed, an ARC due date control system should be in place. The Organisation should describe how the airworthiness reviews are scheduled throughout the year in order to ensure that no ARC becomes overdue due to lack of ARS availability.

- h) Airworthiness Review Staff records.
 - i. Constitution of the records including:
 - Identity, individual authorisation reference number, copy of the authorisation, scope of the authorisation, date of issue, validity, copy of diplomas, copy of training certificate, continuation training, experience, summary sheet, ARS assessment check lists and associated documents / material, etc.
 - Type and format of record: electronic or paper copy
 - ii. Management of ARS records
 - iii. Retention of records
 - Duration / location
 - Type of documents

The list of Airworthiness Review Staff (together with the authorisation identification number) should be included in CAME 5.2. Reference to that list may be included in this chapter.

4.2 Documented review of aircraft records

CAMO.A.320, M.A.901 (k), AMC M.A.901(k)

This chapter 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 as well as the number of records that needs to be reviewed during a sample check should be described.

While CAMO staff can be used for the preparation of the documents to be reviewed (for example, preparing the aircraft Airworthiness Directives status, providing the Aircraft Maintenance Programme compliance status, the mass and balance statement, etc.), the analysis of those documents and records has to be independently performed by the Airworthiness Review Staff.

a) Full documented review procedure;

b) Categories of documents to be reviewed.

- Scope of the sampling;
- Key topics;
- Number of records to be checked;
- Level of detail

c) Aircraft records review compliance report. Reference to CAME 5.1 form/template to be used.

The report should include, but not be limited to:

- Aircraft data;
- Items checked;
- Findings raised;
- Finding classification;
- Corrective actions implemented and status;
- Date

d) Notification of findings and follow-up procedure.

The airworthiness review records should include the evidence of the sample checks performed (items checked during the aircraft records review).

4.3 Physical Survey

CAMO.A.320, M.A.901(l), M.A.901(m), AMC M.A.901(l), AMC M.A.901(m)

This chapter 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 on board the aircraft need to be reviewed, etc.

a) Physical survey procedure

The Organisation should clearly detail how the Airworthiness Review Staff ensures compliance with M.A.901 (m) while performing the physical survey;

1. all required markings and placards are properly installed;
 2. the aircraft complies with its approved flight manual;
 3. the aircraft configuration complies with the approved documentation;
 4. no evident defect can be found that has not been addressed in accordance with point M.A.403;
 5. no inconsistencies can be found between the aircraft and the documented review of records referred to in point M.A.901 (k).
- b) Physical areas of the aircraft to be inspected, describing topics to be reviewed in each area (including inconsistencies check between the aircraft status and the information from CAME 4.2 documents review.
- c) Onboard documents to be reviewed and items to be checked in each document.
- d) Aircraft systems checks to be performed.
- e) Coordination with contracted maintenance organisation for CAR-66 staff assistance during the physical survey.

The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.). In this case, after the airworthiness review a release to service should be issued in accordance with the applicable requirement.

When the airworthiness review staff are not appropriately qualified to CAR-66 in order to release such maintenance, M.A.901(l) requires them to be assisted by such qualified personnel. However, the function of such CAR-66 personnel is limited to perform and release the maintenance actions requested by the airworthiness review staff, it not being their function to perform the physical survey of the aircraft.

The airworthiness review staff signing the airworthiness review certificate, or the recommendation should be the one performing both the documented review and the physical survey of the aircraft.

f) Verifications to be carried out during flight.

Description of cases where in-flight verifications may be needed and

conditions to be met (e.g.: coordination with the flight crew/operator, maintenance check flight or regular flight, etc).

- g) Physical survey compliance report. Reference to CAME 5.1 form/template to be used.

The report should include aircraft data, items checked, findings raised, finding classification, corrective actions implemented to close those findings, date and place of the inspection, etc.

- h) Findings notification and follow-up procedure.

4.4 Additional procedures for recommendations to DGCA for the import of aircraft

CAMO.A.320, M.A.903(a), M.A.903(b), AMC M.A.903(a)1, AMC M.A.903(b), M.A.904(a), M.A.904(b), M.A.904(c), M.A.904(d), M.A.904(e), AMC M.A.904(a)1, AMC M.A.904(a)2, AMC M.A.904(b)

This section shall describe the procedure for importing aircraft into the country.

This chapter should also describe the additional tasks regarding the recommendation for the issue of an airworthiness review certificate in the case of import of aircraft. This should include communication with DGCA, additional items to be reviewed during the airworthiness review of the aircraft, specification of maintenance required to be carried out, etc.

- i. Procedure to determine the work to be undertaken during the airworthiness review on the imported aircraft. AMC M.A.904(a)2 provides detailed information to develop this procedure.
- ii. Additional information to be included in the recommendation, following AMC M.A.904(b).
- iii. Additional forms/templates to be used, as applicable.
- iv. Transfer of aircraft registration within the country in accordance with M.A. 903.

4.5 ARC recommendations to DGCA

CAMO.A.320, M.A.901(d), AMC M.A.901(d), M.A.901(o), AMC M.A.901(o)

This paragraph shall describe the procedure used by the organisation to make ARC recommendations to DGCA in accordance with M.A.901. The procedure should describe the requirements for carrying out an airworthiness review

(physical survey and documented review) and the process for submitting a completed and signed recommendation in support of the application. The process should describe who is authorised to make an ARC recommendation.

The airworthiness review certificate shall be issued by DGCA upon a satisfactory assessment based on a recommendation made by a CAMO, sent together with the application from the owner or operator for all aircraft that complies with the following alternative conditions:

1. they are not in a controlled environment; or
2. their continuing airworthiness is managed by an organisation that does not hold the privilege to carry out airworthiness reviews.

This chapter should stipulate the communication procedures with DGCA in case of a recommendation for the issue of an airworthiness review certificate. In addition, the content of the recommendation should be described. The following should be covered:

- a) Communication procedures with DGCA.
- b) Content of the recommendation and forms to be used.

The minimum information to be included can be found in AMC M.A.901 (d).

A copy of both the physical survey and document review compliance reports should be sent to DGCA together with any recommendation issued.

4.6 Issue of ARC

CAMO.A.320, M.A.901(a), M.A.901(b), M.A.901(c), M.A.901(f), M.A.901(j), M.A.901(n), M.A.901(o), M.A.901(p), M.A.901(r), M.A.901(s), GM M.A.901(a), AMC M.A.901(b), AMC M.A.901(c)2, AMC M.A.901(n)

This chapter should set out the procedure for the issue of ARCs. It should address record-keeping, distribution of ARC copies, etc. The procedure should ensure that an ARC is issued only after an airworthiness review has been properly carried out.

- a) Conditions to be met:
 - aircraft under controlled environment
 - its airworthiness continuously managed by the organisation during the controlled environment.
 - Airworthiness Review performed satisfactorily by ARS and all findings are closed;
 - no evidence or indications that the aircraft is not airworthy.

An aircraft in a controlled environment is an aircraft which during the preceding 12 months:

- i. has had its airworthiness continuously managed by a unique CAMO;
- ii. has been maintained by maintenance organisations approved in accordance with CAR-145.

b) Continuity of the airworthiness review pattern.

c) Staff allowed to issue the ARC.

Only Airworthiness Review Staff identified in CAME 5.2 are allowed to issue the ARC on behalf of the Organisation.

d) ARC fill-in instructions; form to be used (CA Form 15b), updated data to be entered, ARC validity, paper/digital form, etc. The airworthiness review certificate shall be valid for 1 year.

e) Records to be sent to the operator and to DGCA.

A copy of any airworthiness review certificate issued for an aircraft shall be sent to DGCA along with relevant documents within 10 days.

Should the outcome of the airworthiness review be inconclusive, the organisation having carried out the review shall inform DGCA as soon as possible and in any case within 72 hours from the moment the organisation identifies the reason for which the airworthiness review is inconclusive.

4.7 Airworthiness review records, responsibilities, retention and access

CAMO.A.125(e), CAMO.A.320, CAMO.A.220(a)(3), CAMO.A.220(a)(5), CAMO.A.220(d), CAMO.A.220(f), CAMO.A.220(a)(6)

This chapter should describe how records are kept, duration of record-keeping, record storage conditions and location, access to records, and responsibilities.

a) Constitution and format of the records

Aircraft documents review and physical survey compliance reports (together with evidence of items checked, findings raised, and corrective actions implemented), recommendations and ARCs issued, ARCs extended (with supporting evidence);

b) Management of records and responsibilities

- i. Retention and storage of records
- ii. Duration / location

- iii. Type of documents
- iv. Access to records

4.8 ARC Extension

CAMO.A.125(e), CAMO.A.320, M.A.901(a), M.A.901(b), M.A.901(c), M.A.901(f), M.A.901(j), M.A.901(n), M.A.901(o), M.A.901(p), M.A.901(r), M.A.901(s), GM M.A.901(a), AMC M.A.901(b), AMC M.A.901(c)2, (e)2 and (f), AMC M.A.901(n)

This chapter should set out the procedure for the extension of ARCs.

For aircraft that has remained within a controlled environment, the CAMO managing the continuing airworthiness of the aircraft may extend at most twice the validity of an Airworthiness Review Certificate that has been issued by DGCA or by the CAMO, for a period of 1 year each time.

a) Conditions to be met:

- aircraft under controlled environment;
- its airworthiness continuously managed by the Organisation during the controlled environment;
- maximum anticipation of 30 days;
- no evidence or indications that the aircraft is not airworthy.

b) Continuity of the airworthiness review pattern

It is acceptable to anticipate the extension of the airworthiness review certificate by a maximum of 30 days without a loss of continuity of the airworthiness review pattern, which means that the new expiration date is set up one year after the previous expiration date.

The aircraft is still considered as being in a controlled environment if it has been continuously managed by the CAMO and maintained by appropriately approved organisations, as stated in M.A.901 (b), from the date when the last airworthiness review certificate was issued (or extended) until the date when the extension is performed (this can be up to 30 days less than 12 months).

It is also acceptable to perform the extension of an airworthiness review certificate after its expiration date, as long as all the conditions for the extension are met. However, this means the following:

- i. The aircraft could not fly since the airworthiness review certificate expired until it is extended, and
- ii. The new expiration date (after extension) is set one year after the previous expiration date (not one year after the extension is performed).

c) Forms to be used to record the verification performed for the ARC extension.

d) Staff allowed to extend an ARC

Alternatively, they may be clearly identified in CAME 5.2 together with the Airworthiness Review Staff. In that case, reference to CAME 5.2 should be made.

e) Records to be sent to the operator and to DGCA.

A copy of any airworthiness review certificate extended for an aircraft shall be sent to DGCA along with relevant documents within 10 days.

Part 4b Special Flight Permit Procedures

Those CAMOs managing continuing airworthiness of an aircraft but without privileges to issue special flight permit should also develop CAME Part 4B procedures. For example, the CAMO needs to manage/coordinate the approval of flight conditions with a DOA, as applicable and the special flight permit issuance with DGCA. Those CAMOs also need to ensure conformity with approved flight conditions, interface with DGCA for the flight and manage the special flight permit records.

CAR Section 2 Series F Part VII lays down the conditions for the issuance of a special flight permit in respect of an aircraft with a suspended or deemed to be suspended or invalid C of A, which may be permitted to undertake flight.

Special flight permit shall be issued to aircraft that do not meet, or have not been shown to meet, applicable airworthiness requirements but are capable of safe flight under defined conditions (approved flight conditions) and for the purposes specified in CAR Section 2 Series F Part VII.

4B.1 Conformity with approved flight conditions

Defects and damages may be encountered during operation of an aircraft for which repair facilities may not exist at en-route stations. At times in order to carry out a mandatory modification/ inspection/ Airworthiness Directive, it is essential for the aircraft to be dispatched to base. There may be occasions where the aircraft has to be flown for experimental or test flights including production test flights without valid C of A. In these circumstances, special flight may be authorized, if the aircraft is otherwise safe, to conduct the intended flight.

This paragraph should describe the procedure for determining the flight conditions and how they are approved.

Procedure to obtain the approved flight conditions. Responsible person, forms to be used, etc.

When approval of the flight conditions is related to the safety of the design, the flight conditions shall be approved by DGCA or an appropriately approved design organisation (DOA).

When approval of the flight conditions is not related to the safety of the design, the flight conditions shall be approved by DGCA.

Each application for approval of the flight conditions shall include:

- i. the proposed flight conditions;
- ii. the documentation supporting these conditions; and
- iii. a declaration that the aircraft is capable of safe flight under the conditions or restrictions.

4B.2 Issue of the special flight permit

This paragraph should describe the application procedure to DGCA for the issuance of the special flight permit.

The application for a special flight permit to fly shall be made to DGCA in accordance with CAR Section 2 Series F Part VII. It shall include:

- a) the purpose(s) of the flight(s);
- b) the ways in which the aircraft does not comply with the applicable airworthiness requirements;
- c) the flight conditions.

4B.3 Reserved

4B.4 Interface with DGCA for the flight

The procedure should include provisions describing the communication with DGCA for flight clearance and compliance with the local requirements.

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

CAMO.A.125(f), CAMO.A.220(a)(4), CAMO.A.220(a)(5), CAMO.A.220(a)(6), CAMO.A.220(d), CAMO.A.220(f), AMC1 CAMO.A.220

This paragraph should describe how records are kept, duration of record-keeping, location where records are stored, access to records, and responsibilities.

- i. Constitution of the records.
- ii. Management of records.
- iii. Retention of records
- iv. Duration / location
- v. Type of documents
- vi. Access to records

Part 5 Supporting documents

Contents

- 5.1 Sample documents, including the template of the ATL System
- 5.2 List of airworthiness review staff
- 5.3 List of subcontractors as per point 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)
- 5.5 Copy of contracts for subcontracted work (Appendix II to AMC1 CAMO.A.125(d)(3))
- 5.6 List of approved maintenance programme as per point CAMO.A.300(a)(12)
- 5.7 Reserved

Part 5 Appendices

5.1 Sample documents, including the template of the ATL system

AMC1 CAMO.A.300

This chapter must list and include all the documents and forms in use by the organisation. Each form shall be uniquely identified with a number and revision number/date to allow traceability of changes.

It is acceptable that CAME 5.1 only contains the list of forms used whilst the forms are included in a document (Forms Manual) listed in CAME 0.6 which is controlled and approved by the Organisation. The forms approval process and notification to DGCA should be described in CAME 0.6

Example:

- Aircraft Technical Log
- Aircraft Airworthiness Directives status
- AD analysis form
- Aircraft modifications status
- Aircraft repairs status
- Aircraft compliance with AMP status
- Status of life-limited parts
- Status of time-controlled components
- Mass and balance statement
- Competence assessment form
- Annual audit Plan
- Compliance audit report
- Compliance Audit Corrective Action Report Form
- Airworthiness Review documents review report
- Airworthiness Review physical survey report
- Airworthiness Review Certificate Recommendation

5.2 List of airworthiness review staff

CAMO.A.125(e), CAMO.A.220(c)(1)(ii), CAMO.A.220(c)(2), AMC1 CAMO.A.220(c)(1)(ii), CAMO.A.300(a)(5), CAMO.A.300(a)(8), CAMO.A.305(a)3, CAMO.A.305(e), CAMO.A.305(f), GM1 CAMO.A.305(f), CAMO.A.310, AMC1 CAMO.A.310(a), AMC1 CAMO.A.310(a)(3), AMC1 CAMO.A.310(c), AMC1 CAMO.A.310(d)

a) Content of the list

This list must include at least the following main information:

- i. Airworthiness Review Staff identification (name and surname).
- ii. Authorisation identification number.
- iii. Position held in the Organisation.
- iv. Scope/limitation of the authorization (aircraft types/series in the authorization).

b) Management of the list

- i. Identification and management of the list;
- ii. Approval of the list in conjunction with CAME chapter 0.5, 0.6 and 4.1.

c) List of staff authorised to extend Airworthiness Review Certificates. This list may be merged with the ARS list.

- i. Identification and management of the list;
- ii. Approval of the list in conjunction with CAME chapter 0.5, 0.6 and 4.6.

This list(s) may be directly inserted in this chapter of the CAME or managed as a separate associated list(s). For example, it is possible to cross-refer from this chapter to another record/document.

5.3 List of subcontractors as per point CAMO.A.125 (d)(3)

CAMO.A.125(d)(3), AMC1 CAMO.A.125(d)(3), Appendix II to AMC1 CAMO.A.125(d)(3), CAMO.A.205, GM1 CAMO.A.205

This chapter should include the list of subcontracted organisations, detailing the scope of the subcontracted activity. In addition, it should explain oh the list is managed by the organisation.

a) Content of the list

The list must include at least the following main information:

- i. Subcontracted Organisation name.
- ii. Scope of work subcontracted;
 - aircraft type(s), model(s) and registration(s), engine types and/or components,
 - continuing airworthiness management tasks subcontracted.

b) Management of the list

- i. Identification and management of the list;
- ii. Approval of the list in conjunction with CAME chapter 0.5 and 0.6.

This list may be directly inserted in this chapter of the CAME or managed as a separate associated list(s). For example, it is possible to cross-refer from this chapter to another record/document.

5.4 List of contracted maintenance organisations and list of maintenance contracts as per point CAMO.A.300(a)(13)

CAMO.A.300(a)(13), CAMO.A.315(c)(1), CAMO.A.315(c)(2), CAMO.A.315(d), M.A.201

This chapter should include the list of contracted organisations, detailing the scope of the contracted activity. In addition, it should explain how the list is managed by the organisation.

a) Content of the list

This list must include at least the following main information, as applicable:

- i. Maintenance Organisation name;
- ii. DGCA CAR-145 approval number;
- iii. Contracted scope of work (e.g.; aircraft base maintenance, aircraft line maintenance up to S-Check, engine maintenance, APU/Wheels & Brakes/Landing gear maintenance, etc.);
- iv. Aircraft type/engine type/APU model/component;
- v. Locations identified in the contract for the performance of the maintenance.
- vi. Contract reference. Unique contract identification reference, including revision status/date.

b) Management of the list

- i. Identification and management of the list;
- ii. Approval of the list in conjunction with CAME chapter 0.5 and 0.6;
- iii. Retention of records.

The list may be directly inserted in this chapter of the CAME or managed as a separate associated list. For example, it is possible to cross-refer from this chapter to another record/document.

5.5 Copy of contracts for subcontracted work (Appendix II to AMC1 CAMO.A.125(d)(3))

CAMO.A.125(d)(3), AMC1 CAMO.A.125(d)(3), Appendix II to AMC1, CAMO.A.125(d)(3),

CAMO.A.205, GM1 CAMO.A.205

Copy of the contracts signed with sub-contractors referred to in CAME 5.3 should be attached in this chapter.

Alternatively, it is acceptable to include only the contract reference (unique contract identification reference, including revision status/date) as long as DGCA is provided with the contract copy.

5.6 List of approved maintenance programme as per point CAMO.A.300(a)(12)

CAMO.A.300(a)(12), M.A.201, M.A.302, AMC M.A.302, GM M.A.302(a)

This chapter should include the list of Aircraft Maintenance Programmes currently being managed by the CAMO.

a) Content of the list

This list must include at least the following main information, as applicable:

- i. Aircraft Maintenance Programme reference;
- ii. Aircraft type and model.

5.7 Reserved