

ANYBODY'S* CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

**Insert Name of Approved Organisation*

***(For Organisations managing the continuing airworthiness of aircraft
not involved in Commercial Air Transport)***

Above not to be included in submitted draft

Part M approval: XXXX

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

Telephone Number:

Facsimile Number:

Email Address:

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

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

- 1) **Applicable to Organisations wishing to be approved to manage the continuing airworthiness of aircraft not involved in Commercial Air Transport in accordance with Part M.A.711(a) 1.**
- 2) **This document is based upon the contents of Appendix V to AMC M.A.704.**
- 3) **All material contained within this document is for guidance purposes only. It is descriptive not prescriptive in content. Organisations may choose which parts of the text they wish to adopt/adapt expanding the content where necessary to reflect their processes. All references in *italics* are for editorial guidance or where general guidance is given to aid an organisation in drafting a CAME that would accurately reflect their situation.**
- 4) **After completing the draft CAME the organisation should correlate each section with the Compliance Check List* (CCL) provided as part of the application pack. Thus demonstrating to the Regional Office responsible that they have fully addressed all applicable paragraphs of Part M within the CAME. The completed CCL should then be appended to the CAME as Appendix 5.9.**
- 5) **This document can be combined with other expositions required for EASA organisation approval(s).**

**Compliance Check List is available for download from CAA Website.*

SPECIMEN EXPOSITION

This specimen Exposition has been prepared for the guidance of those Organisations wishing to manage the continuing airworthiness of aircraft not involved in commercial air transport in accordance with Part M Subpart G. The contents relate directly to the requirements of Part M and are based on the example of Exposition contents shown in Appendix V to AMC M.A.704.

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

For example, in management "Duties and Responsibilities", the text given here reflects the specific requirements of Part M only, and does not attempt to deal with matters such as employment and the discipline of personnel quotas or achieving output targets. These matters depend on the specific organisation and must, therefore, be included as appropriate by the applicant for approval.

Including a suitable text or procedure wherever possible has expanded the guidance given. It must be appreciated that this is not the only method of compliance and may, in fact, be unsuitable for some organisations. Its purpose is only to illustrate the nature of the information required.

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AMENDMENT RECORD

AMENDMENT NO:	DATE	AMENDMENT DETAILS	AMENDED BY	DATE OF INCLUSION

DISTRIBUTION LIST

COPY NUMBER	HOLDER

(The document should include a distribution list to ensure proper distribution of the exposition and to demonstrate to the competent authority that all personnel involved in continuing airworthiness have access to the relevant information. This does not mean that all personnel have to be in receipt of an exposition but that a reasonable amount of expositions are distributed within the organisation(s) so that the concerned personnel have quick and easy access to this exposition).

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

- The organisation's management personnel and any person at a lower level as necessary; and*
- The Part 145 or M.A. Subpart F contracted maintenance organisation(s); and*
- The relevant CAA Regional Office*

ABBREVIATIONS USED

List all of the abbreviations used in the CAME

AD	Airworthiness Directive
ADD.....	Acceptable Deferred Defect
AOC	Air Operators Certificate
AOG	Aircraft on Ground
ARC.....	Airworthiness Review Certificate
BSI	British Standards Institute
CAA.....	Civil Aviation Authority
CAME	Continuing Airworthiness Management Exposition
C of A	Certificate of Airworthiness
CDL	Configuration Deviation List
CRS.....	Certificate of Release to Service
ETOPS	Extended Range Twin Operations
EASA.....	European Aviation Safety Agency
MEL.....	Minimum Equipment List
MNPS	Minimum Navigation Performance Service
MO	Maintenance Organisation
MOE	Maintenance Organisation Exposition
MPD	Maintenance Planning Document
MP	Maintenance Programme
SB	Service Bulletin
SIL.....	Service Instruction Leaflet
SMI.....	Scheduled Maintenance Inspection
SRP	Sector Record Page

PART 0 GENERAL ORGANISATION

0.1 Corporate Commitment by the Accountable Manager

(ORGANISATION'S NAME)

CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

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

This Exposition defines the organisation and procedures upon which the M.A. Subpart G approval of "enter organisation's name" under Part M is based.

These procedures are approved by the undersigned and must be complied with, as applicable, in order to ensure that all the continuing airworthiness activities including maintenance for aircraft managed by "enter organisation's name" is carried out on time and to an approved standard.

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

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

Signed:

Date:

Name:.....

Title: Accountable Manager,
("enter organisation's name")

0.2 General Information

0.2.1 Description of the Organisation

Organisation's name is structured under the management of *name accountable manager*. For the complete management structure refer to the organisations management chart in paragraph 0.4

A brief description of the organisation to be included in this section.

0.2.2 Relationship with other Organisations/Owners

This Section should outline how the organisation will comply with its obligation detailed in Part M Appendix I , Continuing Airworthiness Arrangement and how it will ensure that each owner will provide all of the necessary information (e.g. hours/cycles) in order to meet the requirements of M.A.708.

(This section should also reflect which Part M subpart G activities are subcontracted. It must be noted that if an organisation utilises an Organisation Review – in lieu of the full quality system required by M.A.712 - sub-contracting is not permitted)

“Organisation's name” sub contracts the following continued airworthiness tasks:

.....
.....

A written contract exists for these tasks.

(It should be noted that in order for an aircraft to be considered ‘within a controlled environment’ all maintenance must be carried out by a suitably approved Part 145 or Subpart F organisation with the exception of the maintenance activities detailed in M.A.803(b) - For privately operated aircraft of simple design with a maximum take-off mass of less than 2730kgs, glider and balloon, the pilot owner may issue a CRS after limited pilot maintenance listed in Appendix VIII depending on other conditions being satisfied)

0.2.3 Aircraft Managed

(This paragraph should quote the aircraft types managed and the number of aircraft of each type. The following is given as an example :)

The continuing airworthiness of the following aircraft types is managed by *enter the Organisation's name*:

Aircraft type(s), registrations, maintenance programme, contract references and aircraft owner details should be detailed in this section or if the list is extensive Appendix 5.10 can be used for ease of future CAME amendments.

In cases where aircraft owners contract on an ad hoc basis (yearly ARC recommendation - uncontrolled environment) the organisation will ensure that it has the capability to carry out the airworthiness review and they are approved for that type of aircraft. This work will be covered by a written contract.

0.2.4 Scope of work

Organisation Continuing Airworthiness Management Capability:

Aeroplane or Helicopter Type (as detailed on Type Certificate):	Engine Type(s):	Managed at Site:

0.3 Management Personnel

(NOTE: Amend to reflect the current management staff and contracted relationships as appropriate)

0.3.1 Accountable Manager

The duties and responsibilities associated with this post are held by *enter name and title of holder*.

0.3.2 Nominated Post Holder/Holders for Continuing Airworthiness management activities

(This paragraph should list the nominated post holders and their responsibilities that constitute the “group of persons” as required by M.A.706 (c) in enough detail so as to show that all the continuing airworthiness responsibilities as described in Part M are covered by the persons that constitute the group. In the case of small organisations where the “group of persons” consists of only the “Nominated Post Holder for continuing airworthiness”, this paragraph may be merged with the previous one)

The duties and responsibilities associated with the post of Continuing Airworthiness Manager are currently assumed by *enter name of other post holder/individual*, in support of the Accountable Manager.

Or

The duties and responsibilities associated with the group of persons nominated for ensuring “*enter organisation’s name*” compliance with subpart G are currently held by the following personnel, in support of the Accountable Manager:

(Examples only)

Planning Manager - enter name of post holder/individual

Technical Support Manager - enter name of post holder/individual

Airworthiness Manager – enter name of post holder/individual

(The qualification requirements for the nominated persons for continuing airworthiness management can be found in AMC M.A.706)

0.3.3 Quality Manager *(Nominated Post Holder)*

(NOTE: If the organisation is approved in accordance with another Part, the quality system may be combined with that required with the other Part, subject to acceptance by the Competent Authority)

The duties and responsibilities associated with this post are currently assumed by the Accountable Manager *(small organisations only)*

Or

The duties and responsibilities associated with this post are currently assumed by *enter name of other post holder/individual* in support of the Accountable Manager

0.3.4 Quality Monitor *(delete if not applicable)*

enter name of individual in the role of Quality Monitor has been contracted to provide an independent means of verifying compliance with Part M.

0.3.5 Airworthiness Review Staff *(Nominated Post Holder)*

(This paragraph should list the designated Airworthiness Review Staff by name, their airworthiness review authorisation reference and the position they hold within the organisation).

0.3.6 Duties and Responsibilities

0.3.6.1 Accountable Manager

(This section should detail the duties and responsibilities, including those other than required by Part M, of the individual. In addition it is recommended that the following words, or similar be included)

The Accountable Manager has the overall responsibility for meeting the requirements of Part M. He/she is responsible for ensuring that all continuing airworthiness activities can be financed and are carried out to the standard required by the CAA. In particular, he/she is responsible for ensuring that adequate contractual arrangements exist. This includes, amongst others, provision of: facilities, material and tools, sufficient competent and qualified personnel in relation to the work to be undertaken. All of this with a view to ensuring that all due continuing airworthiness activities including maintenance is performed on time and in accordance with the applicable requirements, regulations and approved standards and that the aircraft has a valid Certificate of Airworthiness for all flights undertaken.

The Accountable Manager has the financial responsibility for all of the continuing airworthiness arrangements

0.3.6.2 Nominated Post Holder/Holders for Continuing Airworthiness management activities

(This section should detail the duties and responsibilities required by Part M, of the individual. In addition it is recommended that the following words, or similar be included)

The nominated post holder(s) for continuing airworthiness will ensure that all maintenance is carried out by suitably approved maintenance organisation(s), in accordance with the relevant approved maintenance programme, on time and to an approved standard. He/She will act to ensure that "enter organisation's name" responsibilities in the following areas can be met (if contracted to do so by the owner operator):

(If the organisations has a group of persons nominated to manage continuing airworthiness, this section should reflect the responsibilities associated with the tasks allocated to each of the nominated post holders). This should include internal administrative accountabilities to support the continuing airworthiness management (e.g. subscription services for publications etc.). The following list is not exhaustive:

- a) Establishment and development of maintenance programmes for the aircraft managed by "enter organisation's name" required by Part MA.302.*
- b) Presentation of maintenance programmes to the competent authority for approval and provision of a copy to the owner operator.*
- c) Manage the approval of modifications and repairs.*
- d) Ensuring modifications and repairs (changes) are carried out to an approved standard.*
- e) Ensuring all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with M.A. subpart H.*
- f) Ensuring all applicable airworthiness directives and operational directives with a continued airworthiness impact, are applied.*
- g) Ensuring that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary.*
- h) Ensuring all known defects are rectified.*
- i) Coordination of scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly.*
- j) Manage and declare all continuing airworthiness records*
- k) Ensuring the mass and balance statement reflects the current status of the aircraft*
- l) The relationship with the Part 145/Subpart F maintenance contractor(s) and establishment of a Maintenance Contract required by Part M.A.201(h)2.*
- m) Non mandatory modification embodiment policy, where appropriate.*
- n) What pilots and Part 66 licensed engineers are competent to issue Certificates of Release to Service in accordance with M.A.803.*
- o) That the Certificate of Airworthiness for each aeroplane operated by the company remains valid in respect of;*
 - (i) the airworthiness of the aeroplane,*

- (ii) the expiry date specified on the Airworthiness Review Certificate, and*
 - (iii) any other condition specified in the Certificate;*
- p) Reporting any occurrences of a maintenance nature to the CAA and the aircraft manufacturers. This includes both Mandatory Occurrences and occurrences related to maintenance findings, which fall outside the Mandatory scheme.*
- q) The amendment and control of this Continuing Airworthiness Management Exposition.*
- r) Review and implementation, as appropriate, of any additional UK CAA national requirements.*
- s) Application and review of the continuing airworthiness management arrangement(s) with the aircraft owner (as applicable)*

0.3.6.3 Quality Manager

The Quality Manager, “enter person's name”, is responsible for the following functions:

(This section should detail the duties and responsibilities required by Part M, of the individual. In addition it is recommended that the following words, or similar be included)

- a) Compliance with Part M*
- b) Establishing a Quality Monitoring Programme which addresses all of the areas of “enter organisation’s name” contracted maintenance support (if applicable).*
- c) Monitoring all sub-contracted activities*
- d) Ensuring that the Quality System required by Part M.A.712 is effective in its application and any follow up actions required to address findings are completed. Further details are provided in Part Two of this CAME.*

(If the nominated quality manager is not independent from the continuing airworthiness management activities then the task of auditing compliance with subpart G must be contracted out to an independent quality monitor. If this is the case the following paragraph should be included)

0.3.6.4 Quality Monitor (delete if not applicable)

The quality monitor is employed by “enter organisation’s name” to provide an independent audit of the following functions:

- a) Compliance with Part M*
- b) Monitoring all subcontract activities*

0.3.7 Manpower Resources and Training Policy

0.3.7.1 Manpower Resources

(This paragraph should give broad figures to show that the number of people dedicated to the performance of the approved continuing airworthiness activity is adequate. It is not necessary to give the detailed number of employees of the whole company, only the number of those involved in continuing airworthiness.)

To enable the CAA 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, indicate how it intends to assign responsibilities 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.

The organisation should be able to demonstrate on an ongoing basis that the actual level of continuing airworthiness management and review work they have committed themselves to do not exceed their identified available resource.

As of "enter date", the number of available resource (in man hours) involved in continuing airworthiness management and airworthiness review activities are shown in the following table:

List staff numbers and related activity:

Formula Example:

1 man year = H hours	Full Time Staff (Number)	Part Time Staff (Total hours per year)	Part Time Staff as Equivalent Full Time staff (Number)	Total Staff	Total Hours
Quality Monitoring	AA	aa	$aa / H \text{ hours} = AA'$	$AA + AA'$	$AA * H + aa$
Continued Airworthiness Management (detailed information about the management group of persons)	BB	bb	$bb / H \text{ hours} = BB'$	$BB + BB'$	$BB * H + bb$
Other...	CC	cc	$cc / H \text{ hours} = CC'$	$CC + CC'$	$CC * H + cc$
Airworthiness Review Staff	DD	dd	$dd / H \text{ hours} = DD'$	$DD + DD'$	$DD * H + dd$
Total	TT	tt	$tt / H \text{ hours} = TT'$	$TT + TT'$	$TT * H + tt$
Total Man Hours	$TT \times H$		$TT' \times H$		

Worked Example with dummy data:

1 man year = 1500 hours	Full Time Staff (Number)	Part Time Staff (Total hours per year)	Part Time Staff as Equivalent Full Time staff (Number)	Total Staff	Total Hours
Quality Monitoring	5	300	0.2	5.2	7800
(detailed information about the management group of persons)	3	0	0	3	4500
Other...	2	0	0	2	3000
Airworthiness Review Staff	4	1200	0.8	4.8	7200
Total	14	1500	1	15	22500
Total Man Hours	21000		1500		

0.3.7.2 Training Policy

This paragraph should describe how the training and qualification standards for personnel listed above 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. In addition the following wording could be used an overall training policy statement:

Training will be provided by ““enter organisation’s name”” to ensure that each member of staff is adequately trained to carry out the functions of, and satisfy the responsibilities associated with, the Part M Subpart G continuing airworthiness management functions.

Where changes occur to the organisation, its procedures, types operated etc. Then suitable continuation training will be provided, where necessary.

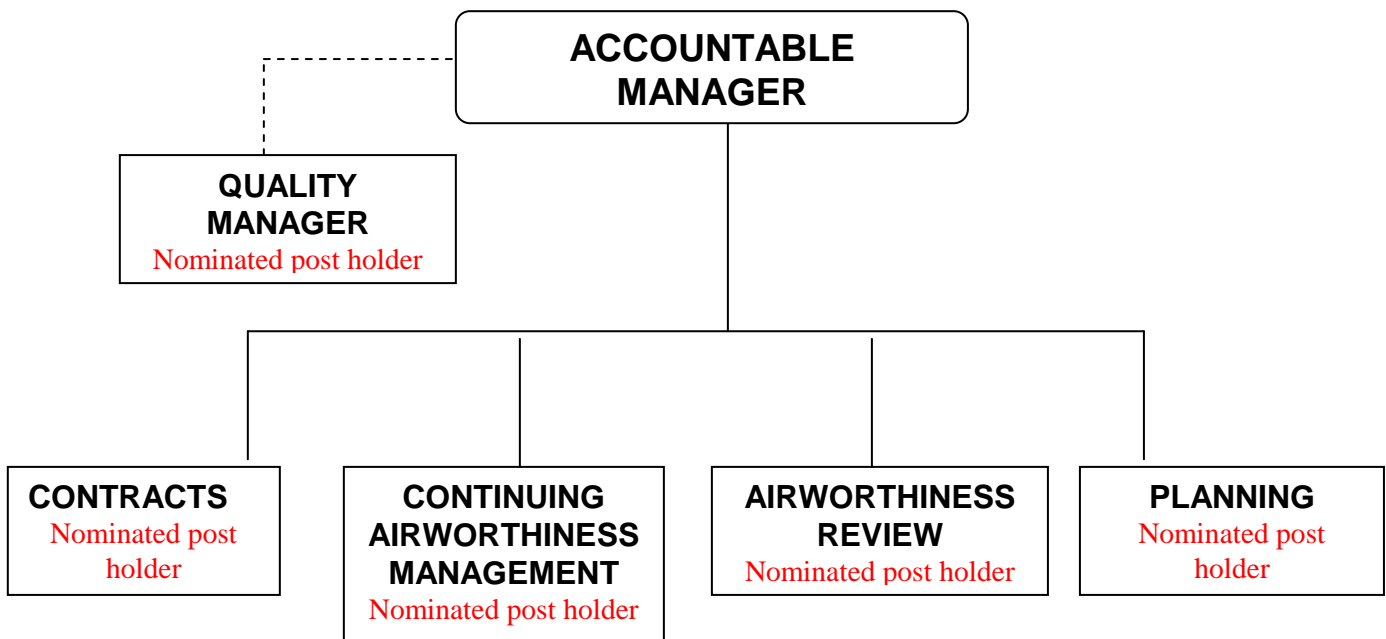
The organisation will review training needs at intervals not exceeding two years or at more frequent intervals if, and when, significant changes occur to the organisation, procedures and aircraft types operated.

0.4 Management Organisation Chart

0.4.1 General Organisation Chart

(The chart should provide a comprehensive understanding of the whole of a company's management structure, and should clearly show the independence of the quality system and airworthiness review process. The chart may be combined with the general organisation chart depending on the size and complexity of the organisation. Also identify those activities that are sub-contracted.)

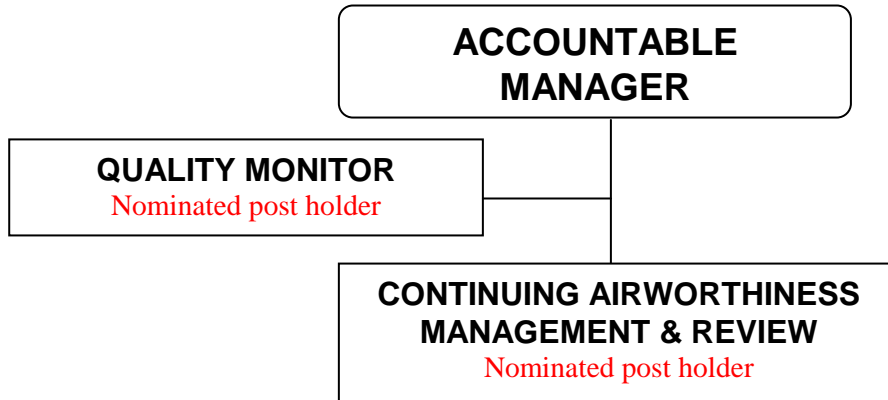
Example



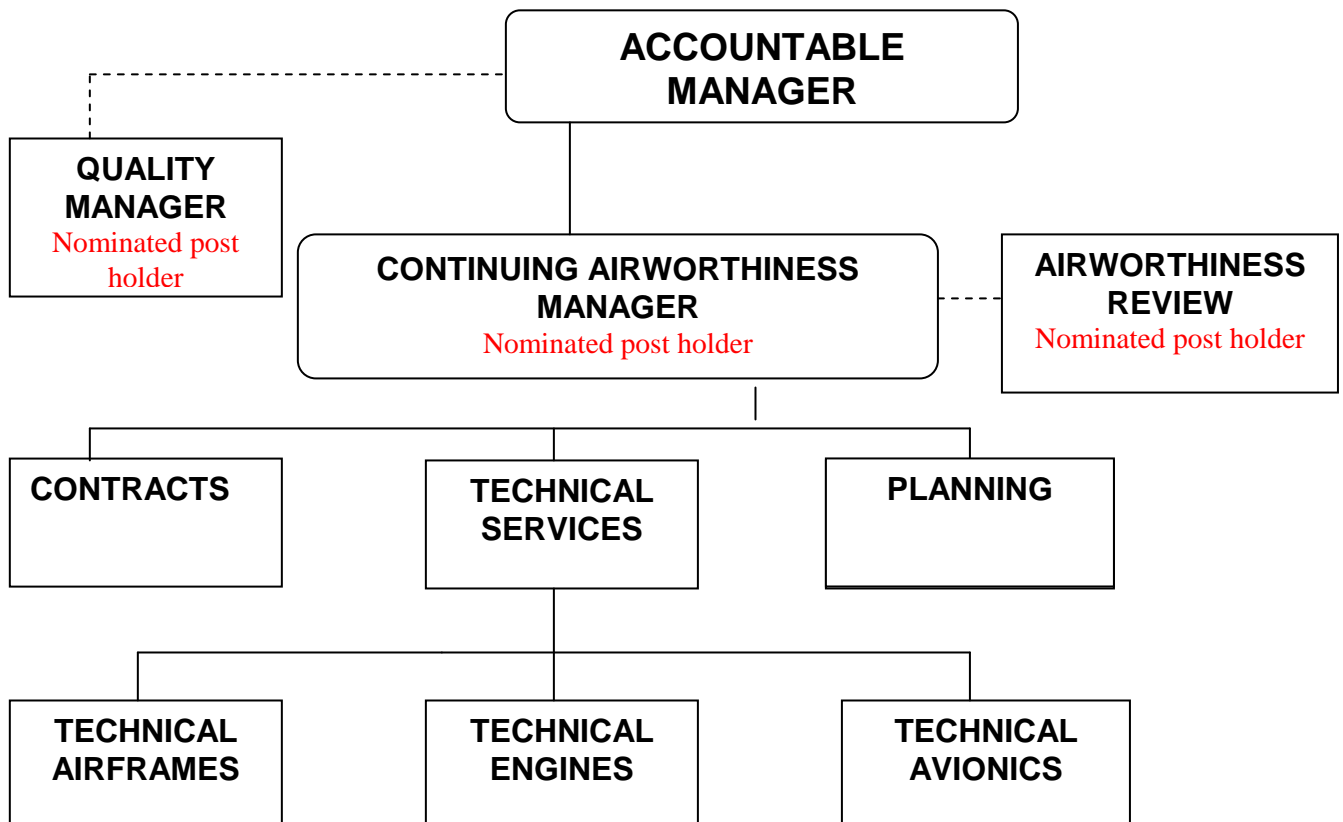
0.4.2 Continuing Airworthiness Management Organisation Chart

(These example charts should show possible ways of outlining the continuing airworthiness management functional structure, including the Airworthiness Review, for Part M Subpart G purposes)

Example 1
Small Organisation



Example 2
Large Organisation



0.5 Notification Procedure to the Civil Aviation Authority

The Accountable Manager will undertake to advise the CAA of any changes with respect to:

- a) The Organisation's name*
- b) The location of the organisation*
- c) Additional locations of the organisation*
- d) The Accountable Manager*
- e) All nominated position holders*
- f) The facilities, procedures, work scope and staff that could affect the approval*

0.5.1 Changes

Any changes will be notified to the CAA as soon as practicable, by the Accountable Manager to enable the CAA to determine continued compliance with Part M, to approve the change prior to incorporation and to make any necessary amendments to the EASA Form 14 that may be appropriate.

0.6 Continuing Airworthiness Management Exposition Amendment Procedures

The ""enter title of responsible manager"" Manager is responsible for reviewing the CAME and for preparing any amendments. All amendments will be submitted to the CAA for approval prior to their incorporation in the CAME.

(If the organisation wishes to approve minor changes to the Exposition which have no impact on the organisations approval, this paragraph must specify what types of change are considered as minor and what the procedure is).

0.6.1 CAME Review

The CAME will be reviewed at intervals not exceeding 12 months or more frequently when significant changes occur which affect the content of the CAME.

0.7 Facilities

Office accommodation should be such that the incumbents, whether they be continuing airworthiness management, planning, technical records or quality staff, can carry out their designated tasks in a manner that contributes to good standards. Office accommodation should also include an adequate technical library and room for document consultation.

- Layout of premises*
- Office accommodation for:-*
 - planning*
 - technical records*
 - Quality*
 - technical reference area*
 - etc.*
- Storage*

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

1.0 Continuing Airworthiness Management Procedures

This Part One defines the continuing airworthiness management procedures which “enter name of organisation” uses to ensure compliance with the continuing airworthiness aspects of Part M. Where some aspects of these functions are sub-contracted then this will be clearly defined in the text.

Sections 1.1 to 1.21 are to be completed by the organisation and should describe the procedure(s) how it specifically addresses each subject. The following is provided as guidance as to the minimum content and should be built upon or adapted to reflect the organisations chosen methodology.

1.1 Aircraft Continuing Airworthiness Record System Utilisation

In order for enter organisations name to perform continuing airworthiness management activities satisfactorily the following systems are in place to ensure that the relevant airframe, engine and component hours/cycles and maintenance data are available to allow for continuing airworthiness planning and maintenance coordination to take place:

This section should describe the typical system used by the organisation to record times, dates and cycles, etc and the arrangements in place to ensure that this information is received from the owner operators. The systems should include the following as a minimum:

- *Airframe, engine, propeller flying hours and cycles*
- *Components hours and cycles*
- *Completion of out of phase maintenance tasks*
- *Details of aircraft defects (rectified and deferred)*
- *Copies of maintenance certification*

If technical logs are in use then the associated procedures relating to the use of the log should be detailed including MEL procedures if applicable.

1.2 Documentation

The organisation should detail in this section how they will comply with the requirements of M.A.709 which requires them to hold all current and applicable data for the aircraft types listed on their capability.

1.3 Aircraft Maintenance Programme - General

This section relates to maintenance programmes that ““enter organisation’s name”” is responsible for controlling, developing and amending, under contract from the owner operator.

The purpose of the maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.

Where the organisation does not have any customers under contract for the requested scope of work, then “baseline” and/or “generic” (as defined in MA 709) maintenance programmes may be developed and detailed in this CAME.

1.3.1 The Programme – Contents –Sources

This section should detail how the organisation addresses the guidance given in Appendix 1 to AMC M.A.302 when contracted to develop and manage a maintenance programme.

1.4 Maintenance Programme Review, Development and Amendment

1.4.1 Development and Amendment

(provide specific details of data used by organisation in relation to the type of aircraft operated)

Development and amendment of the Maintenance Programme is the product of the Organisation's actions in monitoring the effectiveness of the Programme together with continued airworthiness information published by the manufacturers of aircraft, engines, propellers and equipment in the form of Service Bulletins (SB), Service Information Letters (SIL), and All-Organisation-Experience letters (AOL). Recommendations received from the owner operator and the contracted maintenance organisations(s) may also be used to form the basis for developing the programme

1.4.2 Maintenance Programme Amendments

Where changes are identified as being necessary these will be submitted by "enter title of responsible manager" to CAA as an amendment. Or, under its indirect approval the organisation will manage and amend the maintenance programmes for UK registered aircraft.

1.4.3 Maintenance Programme "One-Off" Variations

All one-off variations to the Maintenance Programme will be agreed between the "enter title of responsible manager", and the owner operator of the aircraft. These variations will be within the rules defined in the approved maintenance programme. They will only be requested when exceptional circumstances arise which could not reasonably have been anticipated.

1.4.4 "One-Off" Amendments to the Maintenance Programme

Any requests for one-off amendments to the Maintenance Programme outside the already specified maintenance programme rules will be submitted by the "enter title of responsible manager" to the CAA following consultation, and agreement with the owner operator and the aircraft manufacturer as appropriate. These one-off amendments will only be sought in very exceptional circumstances.

1.5 Time and Continuing Airworthiness Records: Responsibilities, Retention and Access

This section should detail who is responsible for controlling the airworthiness records in accordance with M.A.714.

These records should include as a minimum:

- a) *The aircraft Log Books for Airframe, Engine(s) and Propeller(s) (delete as appropriate)*
- b) *Modification records.*

- c) *Inspection records (Work-packs).*
- d) *Component life records.*

- e) *Sector record pages (if applicable).*
- f) *Overhaul records*
- g) *Repair records.*
- h) *Airworthiness Directive/Airworthiness Notice compliance records.*

Enter other records/data controlled/held.

The maintenance records will be updated using information provided by the owner operator/contracted maintenance organisation. This information will take the form of logbook entries, copies of the Technical Log Sector Record Pages, if applicable. (include any other method).

(Note; It may be necessary to add details of any computer based records systems in this section, if the organisation uses such systems)

1.5.1 Monitoring of Maintenance Between Scheduled Maintenance

“enter organisation’s name” will form a short-term forecast of maintenance items, which will fall due during the intervening period between base maintenance inspections i.e. an Out of Phase, forecast.

(Enter specific details of how this is achieved, e.g. logbooks, tech-log pages, etc)

1.5.2 Access to Continuing Airworthiness Records

All of the records may be accessed by the owner operator at any reasonable time and remain the property of owner operator at all times. Access to the records by duly authorised members of the CAA will be arranged where this is necessary.

1.5.3 Transfer of Continuing Airworthiness Records in the Event of a Sale or other Disposal of the Aircraft

In the event of the owner operator wishes to sell the aircraft or move the continuing airworthiness management of the aircraft, “enter organisation’s name” is required to transfer the records to the new owner. Alternatively all records will be made available by “enter organisation’s name” for direct transfer to a new CAMO on the aircraft owner’s instruction.

1.5.4 Access to Continuing Airworthiness Records in the Event of an Accident/Incident

In the event of an accident or serious incident the Accountable Manager will hold the records secure until requested by the Air Accident Inspection Branch.

1.6 Accomplishment and Control of Mandatory Requirements for Airworthiness (including Airworthiness Directives, Emergency Conformity Information & Generic Requirements)

1.6.1 Access to Airworthiness Directives & Generic Requirements

This paragraph should detail the organisation’s specific system for the management of airworthiness directives and generic requirement. It should also include policy wording similar to:

“enter organisation’s name” is responsible for the accomplishment of all applicable airworthiness directive’s (Part M.A.708) and CAA CAP 747 generic requirements.

The following mandatory requirements for airworthiness (Airworthiness Directives (AD) & Generic Requirements (GR)) publications as applicable to the aircraft operated are subscribed to:

- a) CAP 474 - Foreign Airworthiness Directives Vol. III. (as appropriate)*
- b) CAP 476 - Mandatory Modifications and Inspections Summary.*
- c) CAP 455 - Airworthiness Notices.*
- d) CAP 747- Mandatory Requirements for Airworthiness.*
- e) State of Design Airworthiness Directives*
- f) EASA published Airworthiness Directives*
- g) EASA published Emergency Conformity Information*

Note! CAP 474 & CAP 476 are no longer amended and are used in accordance with airworthiness notice 6.

1.6.2 AD, ECI & GR Decision and Implementation

This section should detail how the organisation manages the decision process and implementation of mandatory AD’s, ECI’s and GR’s that affect the owner operator’s aircraft, engines and components. It should also include policy wording similar to:

The owner operator/contracted maintenance organisation will be advised by “enter organisation’s name” of any AD’s, ECI’s or GRs, or revisions thereto, which affect the owner operators aircraft, engines, propellers or equipment at the earliest possible opportunity with a view to establishing compliance. The necessary actions will be agreed between the “enter title of responsible manager”, the owner operator and the contracted maintenance organisation to schedule the compliance with the AD/GR at the first reasonable maintenance inspection within the AD/GR’s required compliance time. Where necessary, and required by the AD/GR, Repetitive Inspections will be introduced until full compliance is achieved. The maintenance organisation will be notified of any emergency airworthiness directives on receipt.

1.6.3 AD/ECI/GR Control - Compliance Monitoring

This section should detail how the organisation manages the compliance monitoring of mandatory AD’s, ECI’s and GR’s that affect the owner operator’s aircraft, engines and components. It should also include policy wording similar to:

Airworthiness Directive and Generic Requirement compliance monitoring is the responsibility of “enter title of responsible manager”. Compliance with AD/ECI/GRs will be verified by the Quality Manager/Monitor as part of “enter organisation’s name” quality system.

1.6.4 AD/ECI/GR Control - Recording of AD/GR Compliance

This section should detail how the organisation manages the compliance recording of mandatory AD’s and GR’s that affect the owner operator’s aircraft, engines and components. It should also include policy wording similar to:

The method of compliance and when such compliance was achieved will be recorded in the aircraft airworthiness records by the "enter organisation's name"/owner operator or the contracted Part 145 maintenance organisation (delete as applicable in line with the management arrangements between the organisation and the owner operator). For AD/GRs with a repetitive inspection content then each and every inspection will be recorded on completion in the aircraft airworthiness records. A CRS will be issued every time compliance with an AD/ECI/GR is established.

1.7 Analysis of the Effectiveness of the Maintenance Programme

This section should detail how the organisation ensures each maintenance programme remains effective and therefore in compliance with M.A.708(b) 1. It should also include policy wording similar to:

"enter organisation's name" remains responsible for the Analysis of the Effectiveness of the Maintenance Programme.

(This section should also contain details of how this function is carried out using the following data, as an example):

- *Spares usage*
- *Reports from flight crew/pilot (as applicable)*
- *Technical incidents*
- *Repetitive defects*
- *Product sampling (by quality/organisational review)*
- *etc*

1.7.1 Meetings (delete if not applicable)

This section should contain meeting arrangements that exist between the organisation, the owner operator and the contracted maintenance organisation

- a) *The Maintenance Programme content.*
- b) *The effect on the Maintenance Programme of any ADs, modifications or repairs.*
- c) *Changes to the operation, which may affect the Maintenance Programme.*
- d) *Maintenance findings.*
- e) *Other defect reports i.e. spares reliability, technical incidents, repetitive defects and pilot reports.*
- f) *Quality monitoring product samples (aircraft surveys).*
- g) *Changes to the manufacturer's maintenance guidance material, Service Bulletins Service Letters etc. and how these affect the Maintenance Programme.*
- h) *Other Quality System findings*

Where appropriate or necessary, amendments to the Maintenance Programme will be promulgated by the responsible manager for submission to the CAA Survey Department Regional Office as an amendment.

1.8 Non-Mandatory Changes (Modification) Embodiment Policy

1.8.1 Changes (Modifications) General

Non-mandatory changes (modifications) will normally take the form of manufacturer's Service Bulletins, or will be a modification approved in accordance

with Part 21. Any other changes (i.e. those not already covered by a manufacturer's Bulletin or EASA approved modification) will be initiated by the "enter title of responsible manager" in consultation with the owner operator.

1.8.2 Service Bulletins

All manufacturer's Service Bulletins applicable to the aircraft managed by "enter organisation's name" will be reviewed in the first instance by the "enter title of responsible manager" for applicability. Where compliance with the Service Bulletins' may be seen as beneficial, the owner operator will be advised and if agreed the SB will be embodied by the contracted maintenance organisation.

1.8.3 Other Changes (Modifications)

For all changes (modifications) other than those introduced by manufacturer's SBs' i.e. those proposed by "enter organisation's name" or the owner operator for operational advantage/improvement or other reasons then these will be subject to the current EASA change procedures.

1.8.4 Minor Changes (Modifications)

All minor changes will be agreed by the responsible manager and the owner operator before submission either to a suitably approved Design Organisation or to EASA. Where application is made to EASA the responsible manager will be responsible for raising and submitting the Minor change approval application Form 32

1.8.5 Recording of Changes (Modifications)

Incorporation of all non-mandatory changes, whether introduced through Service Bulletins or by EASA Approved Minor/Major change, are to be recorded in the aircraft's airworthiness records.

1.9 Major Change (Modification) Standards

All Major Changes will be raised through a contracted and suitably approved Design Organisation and submitted to EASA by that organisation. The approval of the change will be by EASA and will need to be recorded and held in the aircraft's airworthiness records.

1.10 Defect Reports

All defects occurring on aircraft managed by "enter organisation's name" will be subject to review and analysis for their effect upon airworthiness and the continuing safe operation of the aircraft.

1.11 Analysis

The aircraft continuing airworthiness records are examined at regular intervals by "enter organisation's name" to provide information concerning defects occurring, Pilot's reports, maintenance actions and defects of a repetitive nature.

Maintenance input records (work-packs) will also be reviewed for significant findings by the "enter organisation's name" which may have airworthiness or operational implications.

"enter title of responsible manager" will assess the findings as necessary and any action required will be agreed with the owner operator before implementation. Implementation may take the form of a Maintenance Programme amendment or modification action.

1.12 Liaison with Manufacturers and Regulatory Authorities

The "enter title of responsible manager" is responsible for liaising with the manufacturer(s) and the CAA on all matters concerning the airworthiness of the aircraft managed.

(If the arrangements differ from the above then enter the organisations process for dealing with this issue)

1.13 Deferred Defect Policy *(delete if not applicable)*

"enter organisation's name" will seek to ensure that the minimum number of open Deferred Defects exist. All open Deferred Defects will be monitored by "enter title of responsible manager" in consultation with the owner operator and the contracted maintenance organisation to ensure earliest rectification and subsequent closure. All defects that are subject to deferral action will be as per the Minimum Equipment List and its guidelines for use. Defects such as cracks and structural defects that are not addressed in the MEL or CDL may only be deferred after agreement with the Type Certificate holder and that the defect is not of a safety concern.

When a Deferred Defect is raised the "enter title of responsible manager" will consult with the contracted maintenance organisation with a view to arranging the earliest possible rectification action to be taken. This will involve the pre-allocation of down time, spares, personnel, tooling etc. as appropriate. A Certificate of Release to Service will be issued upon clearance of any Deferred Defects.

1.14 Repetitive Defects

The aircraft continuing airworthiness records are monitored by "enter title of responsible manager" to identify repetitive defects as and when they become apparent. Remedial action will be arranged with the contracted maintenance organisation in consultation with the owner operator.

1.15 Mandatory Occurrence Reporting

All incidents and occurrences that fall within the reporting criteria defined in Part M.A.202 and the UK Air Navigation Order will be reported to the CAA within 72 hours as required.

1.15.1 *All occurrences will be analysed by "enter title of responsible manager" in consultation with the maintenance organisation and the owner operator as appropriate. Any MORs raised by the contracted maintenance organisation on aircraft managed by "enter organisation's name" will also be advised to "enter title of responsible manager". Both organisations and the owner operator will hold copies of any MORs that have been raised that affect maintenance.*

1.16 Reliability Programmes *(delete if not applicable)*

(Reliability programmes should be developed for aircraft maintenance programmes based upon MSG logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components. They do not need to be developed for aircraft not considered as 'large aircraft' (see AMC M.A.302(d)).

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

- *Extent and scope of the owner operators reliability programmes*
- *Specific organisational structure, duties and responsibilities*
- *Establishment of reliability data*
- *Analysis of the reliability data*
- *Corrective action system (maintenance programme amendment)*
- *Scheduled reviews (reliability meetings, the participation of competent authority)*

1.17 The Pre-Flight Inspection

The pre flight inspection is referenced in the approved maintenance schedule, flight manual, pilot's notes, pilot's operations handbook or the maintenance manual (delete as appropriate)

NOTE: The pre-flight inspection does not require a Certificate of Release to Service and may be carried out by the Pilot

1.18 Certificate of Airworthiness and Airworthiness Review Certificate Validity

This section should detail how the organisation monitors the continuing validity of the CofA and ARC. It should also include policy wording similar to:

"enter title of responsible manager" will monitor the continued validity of the Certificate of Airworthiness and Airworthiness Review Certificate. Arrangements will be made within the organisation and the CAA in order that the Airworthiness Review Certificate can be validated or recommendation made to the CAA at the prescribed periods.

1.19 Aircraft Weighing

This section should detail how the organisation will manage the weighing of aircraft. It should also include policy wording similar to:

Aircraft weighing is performed by a suitably approved maintenance organisation. The "enter title of responsible manager" will review the reports produced by that organisation. "enter title of responsible manager" will maintain a record of each aircraft managed. Re-weighing will be carried out when required by the competent authority or due to major changes, such as major modifications, painting, etc.

1.20 Check Flight and Flight Release Procedures *(if applicable)*

This section should detail how the organisation will manage compliance with M.A.301 8. It should also include policy wording similar to:

Check flights are only required as specified by the aircraft manufacturer and normally included in the maintenance programme for instance after a particularly extensive maintenance check or major modification affecting the aircraft performance that cannot be checked on the ground.

If the Certificate of Airworthiness is invalid due to unrepaired damage (Ref Part 21.445), modification or maintenance action, an authorised person must issue a Flight Release Certificate and a Permit to fly issued in accordance with Airworthiness Notice 9 before the flight is allowed to take place.

1.21 Sample of Documents, Tags and Forms Used

The examples of documents and forms used by “enter organisation’s name” are given as Appendices to Part One of this CAME.

1.22 Other Non-mandatory Airworthiness Information

This section should detail how the organisation manages the implementation of non mandatory airworthiness information as appropriate (for example EASA Safety Information Notices [SIN])

PART ONE APPENDICES

Standard Forms and Documents in use by “*enter organisation’s name*”.

List the forms/documents commonly used or referred to in the text

Appendix	Description	Issue/Date

PART 2 QUALITY SYSTEM/ORGANISATIONAL REVIEW*

Organisations that manage the continuing airworthiness of any aircraft operated for the purposes of commercial air transport or large aeroplanes (above 5,700Kg MTOM) or twin engine helicopters must comply fully with M.A.712 and have a complete and effective Quality Assurance System. These organisations should describe how their organisation addresses all of the following headings.

For organisations whose terms of approval limit them to manage the continuing airworthiness of aeroplanes below 2,730kg MTOM and/or single engine helicopters not operated for the purposes of commercial air transport do not need to have an independent quality system and can instead introduce an organisational review. Guidance can be sought by reference to Appendix VIII to AMC M.A.616, but it should be noted that this AMC specifically applies to a Part M Subpart F maintenance organisation so the guidance will need to be adapted to put it in to context for a CAMO. This section of the CAME should then be used to detail how the organisation will construct an organisational review applicable to their organisation.

2.1 Continuing Airworthiness Quality/Organisational Review* Policy, Plan and Audit Procedures

This Part Two of "enter organisation's name" CAME defines the continuing airworthiness quality/organisational review policy, planning and procedures to meet the requirements of Part M Subpart G.*

2.1.1. Continuing Airworthiness Quality/Organisational Review* Policy

The Quality/organisational review System and associated Quality/organisational review* Assurance Programme enables monitoring of "enter organisation's name" compliance with Part M, the Continuing Airworthiness Management Exposition and any other standards specified by "enter organisation's name" or the CAA/EASA, to ensure airworthy aircraft.*

2.1.2 Quality/Organisational Review* Programme

The Quality/organisational review Programme will be developed by the Quality/Organisational Review* Manager/Evaluator* in liaison with "enter title of responsible manager". The Quality/Organisational Review* Manager/Evaluator* will implement an audit/organisational review* programme which during a twelve month period will address the whole continuing airworthiness management activity and all of the aspects of Part M which have a bearing on the continuing airworthiness arrangements of "enter organisation's name".(This includes any sub-contracting activities)*

The Quality/Organisational Review Programme will also address those aspects of the individual aircraft's continuing airworthiness, which would have been covered by the UK CAA Certificate of Maintenance Review.*

The Quality/Organisational Review Programme will also incorporate Sample Surveys of the aircraft managed by "enter organisation's name".*

The Quality/Organisational Review Programme forms Appendix 1 to this Part Two of the CAME.*

* Delete as applicable

2.1.3 Quality Audit Procedure *(Not applicable for organisational review)*

The primary purpose of the audit(s) will be to observe, in an objective fashion, a particular event/action/document etc. in order to verify whether established continuing airworthiness procedures and requirements are followed during the accomplishment of that event. This with a view to ensuring that the required standard is being achieved.

Every audit is undertaken by a quality auditor as part of the overall audit Programme and will be the subject of an audit report. Before distribution, the preliminary conclusions will be advised to the person(s) in charge of the areas subject to audit. The quality auditor and the persons responsible for the areas/subjects audited will determine and agree together the corrective actions to be taken. This will also define the time allowed for corrective actions to be implemented. The corrective action should be determined taking into account the root cause of the finding, such that the corrective action may be carried out in a fashion that will prevent possible re-occurrence of the finding.

The audit reports are distributed to the following persons

- a) The person responsible for the audited areas/department*
- b) The Accountable Manager of "enter organisation's name"*
- c) The Continuing Airworthiness Manager.*
- d) The contracted maintenance organisation (if applicable).*
- e) The Quality Manager*

Delete/combine titles as applicable to the Organisation's organisational structure.

Note also that as a minimum, it would be recommended that at least two audits per annum are performed.

The contracted maintenance organisation will be responsible for any findings/concerns that affect the maintenance organisation and ensuring that appropriate corrective action measures are implemented.

2.1.4 Quality/Organisational Review* Audit Remedial Action Procedure

The Quality/Organisational Review Manager/Evaluator*, in liaison with "enter title of responsible manager" and Accountable Manager, will conduct an annual review of the corrective actions recommendations issued as a result of audits/reviews* carried out during the preceding twelve months to ensure they have been appropriately implemented. Where it is decided that appropriate action has not been taken by the contracted maintenance organisation then the person responsible will be reminded and a copy of the reminder sent to the Accountable Manager of the contracted maintenance organisation. If the fault lies within "enter organisation's name" then immediate clearance action will be undertaken with the agreement of the Accountable Manager.*

2.2 Monitoring of the Organisations Continuing Airworthiness Management Activities

The Audit/Organisational Review Plan includes an assessment of the Continuing Airworthiness Management activities against the procedures defined in the CAME and in particular the ability of the Continuing Airworthiness Coordinator's ability to discharge their responsibilities effectively with respect to Part M.

** Delete as applicable*

2.3 Monitoring that all Maintenance is Carried Out by an Appropriately Approved Maintenance Organisations

The Annual Audit/Organisational Review Plan includes verification that the contracted maintenance organisation's approval granted by the CAA/EASA is relevant to the maintenance being performed on the aircraft managed by "enter organisation's name".*

Any feed back information requiring amendments to the maintenance contracts for aircraft, engines or components should be reviewed and the contracts amended accordingly.

2.4 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Sub-contractors used by the Maintenance Contractor

The Audit/Organisational Review Programme will include a review of all maintenance provided to "enter organisation's name" by the contracted maintenance organisation, including sub-contractors. This review will assess all of the contracted maintenance is carried out in accordance with the Maintenance Contract as appropriate.

2.5 Monitoring of all Sub-contracted Continuing Airworthiness Management Tasks

(NOTE: Not applicable for organisations utilising an organisational review in lieu of a quality system)

This section should describe how the quality/organisational review system will ensure that sub-contractors are working within the organisations continuing airworthiness management procedures and the interface arrangement. It should also provide details as to how the organisation is in compliance with Appendix II to M.A.201(h) 1 for every sub-contractor utilised.*

2.6 Quality Audit/Organisational Review Evaluation* Personnel

All quality audit/organisational review personnel shall be suitably qualified, trained and experienced to meet the requirements of the audit tasks.*

Where quality audit personnel are contracted on a part time basis, the auditor must not be directly involved in the activity they have been asked to audit. (applicable to a quality system only)

The Quality Manager/Organisational Review Evaluator has direct access to the Accountable manager and all parts of the organisations, subcontractors organisations.*

The post of Quality Manager and Accountable manager may be combined, in the case of small organisations. In this event audits should be conducted by independent personnel (Quality Auditor) and it will not be possible for the Accountable manager to be one of the Nominated Post Holders. (applicable to a quality system only)

The Independent Person for Quality auditing will be contracted for a period of XXX hours per annum (the period should reflect the necessity to conduct a minimum of two audits of the entire Organisation's continuing airworthiness management activities. A copy of the contract, less the financial details is attached as Appendix 2 to this Part Two of the CAME. (applicable to a quality system only)

* Delete as applicable

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

APPENDIX 1 THE ANNUAL AUDIT/ ORGANISATION REVIEW* PROGRAMME

**Delete as applicable*

Enter appropriate details.

APPENDIX 2 THE INDEPENDENT QUALITY AUDITOR'S CONTRACT

Enter a copy of the contract, less the financial details. This contract should be a clear indication of what is expected from the Quality Auditor.

PART 3 CONTRACTED MAINTENANCE

3.1 Maintenance contractor selection procedure

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 type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance. This selection procedure should preferably include a contract review process in order to insure that:

- *the contract is comprehensive and that no gap or unclear area remains,*
- *everyone involved in the contract [both at the continuing airworthiness management organisation and at the maintenance contractor] agrees with the terms of the contract and fully understand his responsibility.*
- *that functional responsibilities of all parties are clearly identified.*
- *is signed by the owner/lessee of the aircraft.*
- *this activity should be carried out in agreement with the owner.*

3.2 Quality audit of aircraft

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

- *compliance with approved procedures;*
- *contracted maintenance is carried out in accordance with the contract;*
- *continued compliance with Part M.*

** Delete as applicable*

PART 4 AIRWORTHINESS REVIEW PROCEDURES (M.A.710)

4.1 Airworthiness review staff

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

The organisation should also describe how it will ensure that the airworthiness review staff meet acceptable criteria. Essentially this should break down in to two aspects: (i) the individual's competence and (ii) the position held within the organisation.

Taking these two points in order:

(i) M.A.707(a) starts off by stating "To be approved to carry out airworthiness reviews...." The airworthiness review is defined in M.A.710 which outlines all of the tasks the nominated person should be able to demonstrate his/her individual competence in. Clearly for organisations with a large fleet of aircraft the airworthiness review tasks can be undertaken by a number of people but the ARC signatory retains the responsibility and should be able to technically assess the adequacy of what he/she has been presented.

(ii) MA.707(a) 4. requires the individual to hold a position within the organisation with appropriate responsibilities. The associated AMC states a desire that the ARC signatory is also independent of the airworthiness management process. This should be interpreted as follows:

- 1. a person independent of the continuing airworthiness management tasks for the aircraft under review, or*
- 2. the person having the overall management responsibility for the department that undertakes the continuing airworthiness management tasks*

NOTES:

Airworthiness review staff must be qualified in accordance with M.A.707.

Note: To satisfy the requirements of M.A.707(a)2 – An acceptable equivalent qualification for example could be in accordance with EU Council Directive 89/48/EEC, e.g. IEng registration via RAeS and EC/UK.

If the airworthiness review personnel do not hold a Part 66 license they must be able to demonstrate they have received formal aeronautical maintenance training.

Airworthiness review staff must be acceptable to the competent authority. (EASA Form 4 Application to CAA). They should have conducted a full airworthiness review under supervision prior to their nomination on the EASA Form 4. If this is part of an initial organisation approval application the nominated signatory will need to demonstrate their competence to the CAA in the first instance. Subsequent nominees could then be supervised by the now approved signatory.

If the airworthiness review personnel do not hold the appropriate type rated Part 66 license for the aircraft being physically surveyed,, a suitably type rated Part 66 licensed engineer should be utilised to assist with this part of the review.

These procedures should also address the need for the organisation to retain records of airworthiness staff for a period of 2 years after the person has left the employment of the organisation M.A.707 (e)

4.2 Airworthiness Review General Procedures

This paragraph should include any necessary additional procedures, not already covered in this section, to ensure the organisation is in compliance with M.A. 710 (a), (b), (c), (d), (e) (f), (g) and (h)

4.3 Review of aircraft records

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

This section should cover all the applicable aspects of M.A.710 and associated AMC material.

An example of the suggested format and content of an Airworthiness Review Report is included as appendix 5.7 This report will form part of the continuing airworthiness records.

If the airworthiness review is inconclusive then the competent authority must be informed (ref M.A.710(h)).

4.4 Physical Survey

(The organisation should develop procedures to describe how the physical survey is to be performed. It should detail how it will identify, in addition to those required by M.A.710(c), other topics that need to be reviewed, the physical areas of the aircraft to be inspected and why, also which documents onboard the aircraft need to be reviewed etc.)

Reference should be made to paragraph 4.1 with regard to the qualifications of the person carrying out the physical survey.

4.5 Additional procedures for recommendation to competent authorities for the import of aircraft

(This paragraph should describe the additional tasks regarding the organisations involvement with the recommendation for the issuance of an airworthiness review certificate in the case of an import of an aircraft.

This shall include:

- communication with the competent authority of registry,*
- additional items to be reviewed during the airworthiness review of the aircraft*
- additional (state of registry) national requirements,*
- specification of (bridging) maintenance required to be carried out*
- etc..*

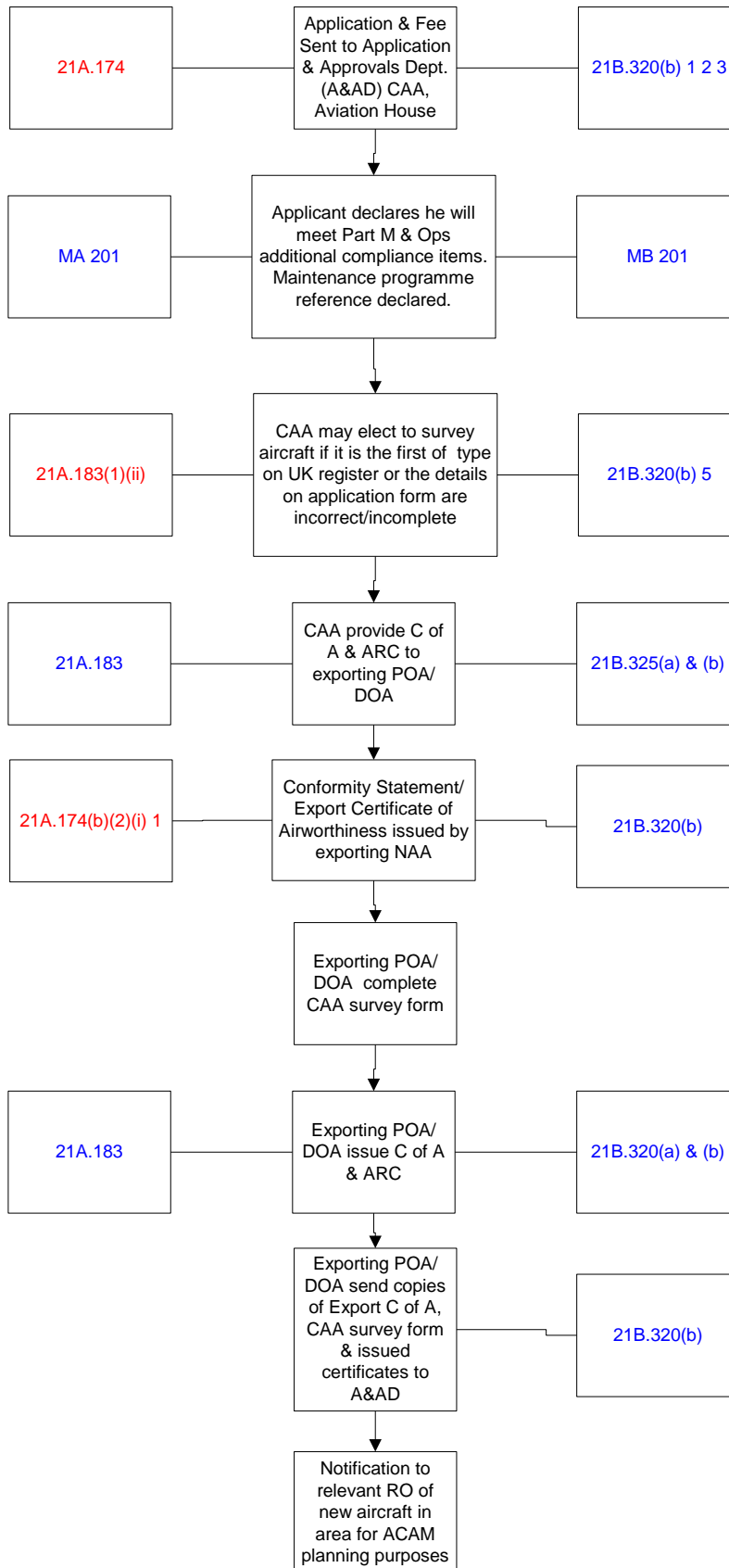
It should also detail the organisation procedures that would deal with the import of used aircraft and the subsequent recommendations to the competent authority for the issue of an Airworthiness Certificate in accordance with Part 21 subpart H.

There are four basic scenarios for importing an aircraft on to the U.K. register:

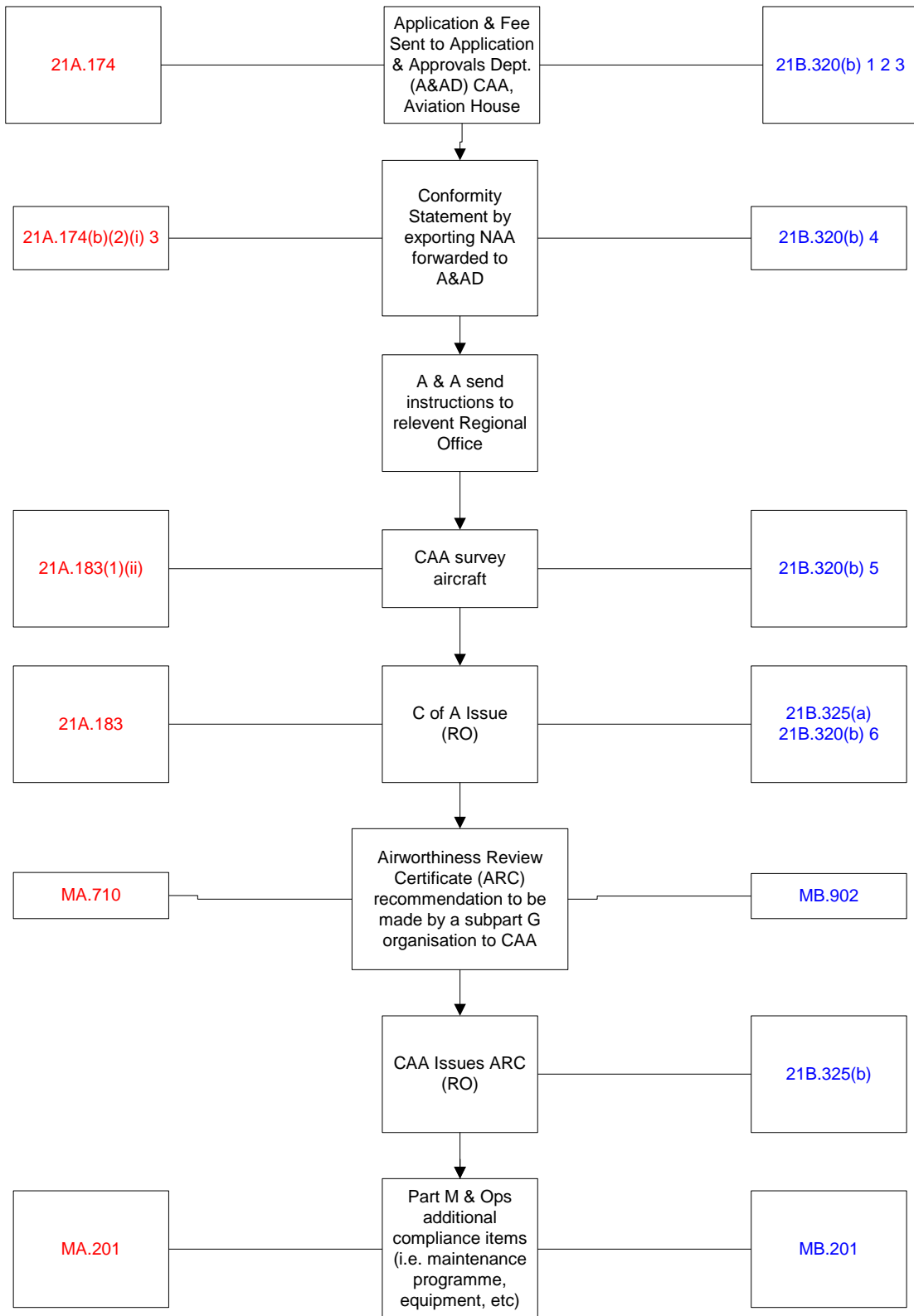
- 1a. New Aircraft from a non-EU Manufacturer (where EASA has published a decision on the mutual acceptance of certification and production standards with the state of design)*
- 1b. New Aircraft from a non-EU Manufacturer (where EASA has not published a decision on the mutual acceptance of certification and production standards with the state of design)*
- 2 Used Aircraft from an EU member state*
- 3 Used Aircraft from a non-EU member state*

The procedures should describe how the organisation will address, as applicable, the relevant aspects of the following flowcharts:

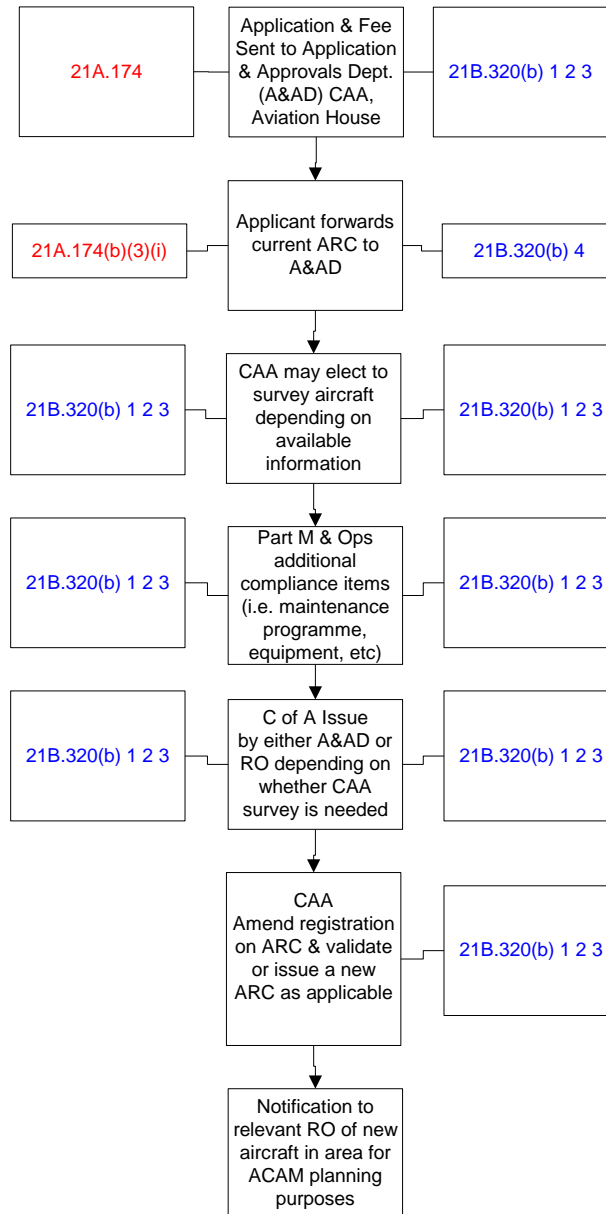
Scenario 1a – New aircraft from outside EU where EASA has published a decision on the mutual acceptance of certification & production standards.



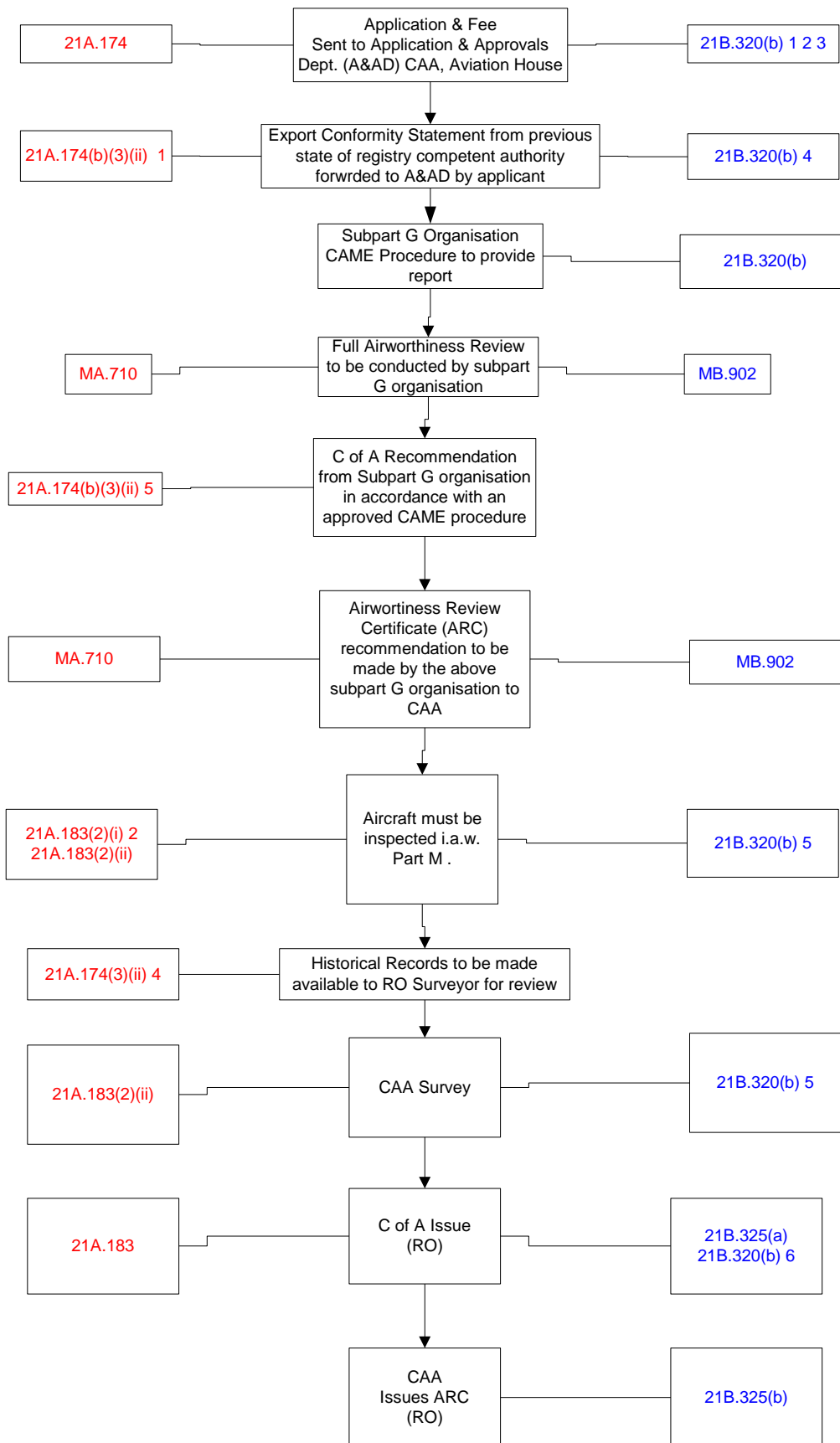
Scenario 1b – New aircraft from outside EU where EASA has not published a decision on the mutual acceptance of certification & production standards.



Scenario 2 – Used aircraft from an EU state



Scenario 3 – Used aircraft from a Non-EU member state



4.6 Recommendation to competent authorities for the issue of airworthiness review certificates (EASA Form 15a)

(This paragraph should stipulate the communication procedures with the competent authorities in the case of a recommendation for the issuance of an airworthiness review certificate EASA Form 15a. In addition the content of the recommendation shall be described.)

Refer to para 4.2, 4.3 and the Airworthiness Review Report in Appendix 5.7.

4.7 Issuance of airworthiness review certificates (EASA Form 15b)

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

Cross refer to para 4.2, 4.3 and the Airworthiness Review Report. These procedures should include how a verification review is carried out if the aircraft is in a controlled environment

Refer to Annual Verification Form in Appendix 5.8

4.8 Airworthiness review records, responsibilities, retention and access

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

PART 5 APPENDICES

5.1 Sample documents

(A self explanatory paragraph)

5.2 List of airworthiness review staff

(A self explanatory paragraph)

5.3 List of sub-contractors as per AMC M.A.201(h)1 and M.A.711(a)3

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

5.4 List of approved maintenance organisations contracted

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

5.5 Copy of contracts for sub-contracted work (appendix II to AMC M.A.201(h)1)

(A self explanatory paragraph)

5.6 Copy of contracts with approved maintenance organisations

(A self explanatory paragraph)

5.7 Airworthiness Review Report

(The organisation should not significantly change the format or content of the Anybody's CAME Airworthiness Review Report version. It is acceptable for example to insert a company logo or produce an electronic version for ease of printing)

5.8 Airworthiness Review Certificate (Form 15b) Annual Part M.A.901(c) Extension Verification Form

(The organisation should not significantly change the format or content of the Anybody's CAME Extension Verification Form version. It is acceptable for example to insert a company logo or produce an electronic version for ease of printing)

5.9 Completed Compliance Check List

(See Note 4 on Front Page)

5.10 Details of Aircraft Managed by Organisation

*(If organisation has chosen not to include details in Section 0.2.3)
The minimum details are: (i) Aircraft Type (ii) Aircraft Registration (iii) Approved Maintenance Programme reference number (iv) Contract reference number (v) Aircraft Owner details*

Appendix 5.7

AIRWORTHINESS REVIEW REPORT

NOTE:

A COPY OF THIS REPORT TO BE RETAINED IN THE AIRCRAFT RECORDS.

ORGANISATION NAME	APPROVAL REFERENCE NUMBER

1. AIRCRAFT DETAILS

Registration
Type, Designation and Series/...../.....
Serial No./.....
Current Flight Hours/Cycles/.....
Hours/Cycles at 31 December/.....

Engine Type	(1).....(2).....(3).....(4).....
Serial No	(1).....(2).....(3).....(4).....
Hours/Cycles	(1).....(2).....(3).....(4).....

Propeller	(1).....(2).....(3).....(4).....
Serial No	(1).....(2).....(3).....(4).....
Hours/Cycles	(1).....(2).....(3).....(4).....

Hub Pt/No	(1).....(2).....(3).....(4).....
Blade Pt/No	(1).....(2).....(3).....(4).....

AIRWORTHINESS REVIEW PERIOD

From (Last Review) Date, Aircraft Hours/Cycles/.....
To Date, Aircraft Hours/Cycles/.....

ANYBODY'S* CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

*Insert Name of Approved Organisation

2. PART M.A.710 AIRWORTHINESS REVIEW DETAILS

2.1. Flight Manual/Pilots Handbook Issue and Revision:
Is this the correct document for the current aircraft configuration	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.2. Maintenance Programme Approval Reference
All scheduled maintenance required by the referenced programme has been carried out	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.3. All known defects have been corrected or deferred in accordance with an approved procedure:	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.4. All applicable airworthiness directives have been incorporated	YES <input type="checkbox"/> NO <input type="checkbox"/>
Quote documents assessed: -	
• CAA CAP 747 Issue No / Amendment No/.....
• Aircraft State of Design Airworthiness Directives	
• Bi-weekly/AD No./Issue no./Date/...../...../.....
• Engine State of Design Airworthiness Directives	
• Bi-weekly/AD No./Issue no./Date/...../...../.....
• Propeller State of Design Airworthiness Directives	
• Bi-weekly/AD No./Issue no./Date/...../...../.....
• Equipment State of Design Airworthiness Directives	
• Bi-weekly/AD No./Issue no./Date/...../...../.....
• Published EASA Airworthiness Directives	
• Bi-weekly/AD No./Issue no./Date/...../...../.....
2.5. Confirm all modifications and repairs have been approved in accordance with Part 21	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.6. All installed life limited components have been recorded and have not exceeded their approved service life	YES <input type="checkbox"/> NO <input type="checkbox"/>
2.7. All maintenance accomplished within this airworthiness review period has been released to service iaw M.A.801	YES <input type="checkbox"/> NO <input type="checkbox"/>

ANYBODY'S* CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

*Insert Name of Approved Organisation

2.8. The Mass and Balance Statement is correct for the current aircraft configuration Provide reference/issue/revision/date of statement Date aircraft was last weighed	YES <input type="checkbox"/> NO <input type="checkbox"/> /...../.....
---	--

2.9. The aircraft, in its current configuration, complies with the type design approved by EASA Provide reference/issue/revision/date of the latest EASA approved or accepted Type Certificate Data Sheet	YES <input type="checkbox"/> NO <input type="checkbox"/> /...../.....
--	---

2.10. Aircraft Documentation reviewed:	All documents reviewed are available, current and complete
• Registration	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Certificate of Airworthiness	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Radio License	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Technical/Journey Log (as applicable)	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Airframe Logbook	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Engine Logbook(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Propeller Logbook(s)	YES <input type="checkbox"/> NO <input type="checkbox"/>
• Modification Logbook	YES <input type="checkbox"/> NO <input type="checkbox"/>

Note:
 An unsatisfactory answer to any of the questions 2.1 to 2.10 will mean a recommendation may not be made. Details of any **NO** answers should be listed in Section 4 with details of the corrective actions taken.

3. PHYSICAL SURVEY OF AIRCRAFT

3.1. Survey Report Reference No (Copy of survey report to be attached to this airworthiness review report)
--	-------

3.2. Date and location where survey undertaken
--	-------

3.3. All known defects and problems found during the survey have been appropriately addressed	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	--

Note:
 Answering **NO** will mean a recommendation may **not** be made until the identified problems and defects have been appropriately addressed.

4. DEFECTS AS REPORTED IN SECTION 2

All defects must be rectified before a recommendation can be made.

REF	DEFECT	RECTIFICATION/ACTIONS

5. RECOMMENDATION FOR THE ISSUE OF AN AIRWORTHINESS REVIEW CERTIFICATE

5.1. This is to certify that all of the above records have been reviewed for the period *DDMMYYYY- DDMMYYYY* plus a physical survey of the aircraft undertaken *DDMMYYYY* and the aircraft *G-XXXX* _____ was/was not* found to be fully in compliance with all of the applicable requirements of Part M. On this basis it is/is not* recommended that an Airworthiness Review Certificate be issued in accordance with M.A.901.

** Delete as applicable*

Note:

If the result of the full airworthiness review is unsatisfactory or inconclusive then this form, along with all necessary supporting data should be sent to the CAA in order to satisfy the requirements of M.A.710(h)

Signed
Authorisation No
Company Approval No
Date

A copy of this report shall be provided to the aircraft owner and a copy to be retained in the aircraft records.

AIRWORTHINESS REVIEW

PHYSICAL SURVEY REPORT

Survey Report Number
Aircraft Registration
Date of Survey
Place of Survey

Areas of the Aircraft that were surveyed and resultant findings

Area	<i>Finding/Defect</i>	<i>Rectification/Action</i>

DETAILS OF PHYSICAL SURVEY	
• All required markings and placards are installed	<input type="checkbox"/>
• Aircraft complies with its approved Flight Manual	<input type="checkbox"/>
• Aircraft Configuration complies with the approved documents. (Including radio/navigation equipment capable of transmission)	<input type="checkbox"/>
• No evident defects currently exist on the aircraft and not addressed in accordance with M.A.403	<input type="checkbox"/>
• No inconsistencies exist between the aircraft and the aircraft records as per the review details	<input type="checkbox"/>

Airworthiness Review Staff Name	
Part 66 Licence Number	
Signature	

If required: Licensed Engineer who assisted with the survey

Name	
Part 66 Licence Number	
Signature	

Copy of Survey Report is to be attached to the recommendation made to the CAA

Appendix 5.8

AIRWORTHINESS REVIEW CERTIFICATE

EXTENSION VERIFICATION FORM

Registration
Type, Designation and Series/...../.....
Serial No./.....
Current Flight Hours/Cycles/.....
Verification Period
From date, aircraft hours/cycles/...../.....
To date, aircraft hours/cycles/...../.....

6. PART M.A.901(b) VERIFICATION DETAILS

The aircraft has been continuously managed for the previous 12 months by this unique continuing airworthiness management organisation.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
And, has been maintained for the previous 12 months by maintenance organisations in accordance with Part M Subpart F* or Part 145* (*this includes Pilot-owner maintenance) <small>*Delete as applicable. Pilot/owner maintenance only applicable to aircraft below 2730kg</small>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Note:
An unsatisfactory answer to either of the above question will mean that the aircraft is not in a controlled environment and is not eligible for extension of the ARC validity, ref: M.A.901(b).

RECOMMENDATION

1st Extension/2nd Extension*: The aircraft has remained in a controlled environment with this organisation in accordance with point M.A.901 of Annex I to Commission Regulation (EC) No 2042/2003 for the last year. On this basis the Airworthiness Review Certificate can be extended for a further twelve months in accordance with M.A.901(c) or (e).
*Delete as applicable

Signed
Authorisation No
Company Approval No
Date