

ANYBODY'S* CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

**Insert Name of Approved Organisation*

(For Organisations holding or applying for an AOC)

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 Commercial Air Transport aircraft in accordance with Part M.A.711(a) 2.
- 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) Issue 12. Changes made to identify and highlight the actions required when sub-contracting subpart G tasks. The sample airworthiness review, and survey forms have been updated and are in a new format.

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

SPECIMEN EXPOSITION

This specimen Exposition has been prepared for the guidance of those air transport operators wishing to obtain a Part M Subpart G approval as part of their Air Operators Certificate. 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.

CONTENTS

INTRODUCTION

	Page No
Frontispiece.....	i
Specimen Exposition.....	ii
Contents List.....	iii-vii
List of Effective Pages.....	viii
Amendment Record.....	ix
Distribution List.....	x
Abbreviations Used.....	xi

PART 0 GENERAL ORGANISATION

	Page No
0.1 Corporate Commitment by the Accountable Manager.....	1
0.2 General Information.....	2
0.2.1 Description of the Organisation.....	2
0.2.2 Relationship with Other Organisations.....	2
0.2.3 Aircraft managed – Fleet composition.....	2
0.2.4 Type of Operation.....	2
0.2.5 Scope of work.....	2
0.3 Management Personnel.....	3
0.3.1 Accountable Manager.....	3
0.3.2 Nominated Post Holder for Continuing Airworthiness activities.....	3
0.3.3 Designated Quality Manager.....	3
0.3.4 Continuing Airworthiness Coordination – Nominated Persons.....	4
0.3.5 Airworthiness Review Staff.....	4
0.3.6 Duties and Responsibilities.....	4
0.3.6.1 Accountable Manager.....	4
0.3.6.2 Continuing Airworthiness Manager.....	4
0.3.6.3 Designated Quality Manager.....	5
0.3.7 Manpower Resources and Training Policy.....	6
0.3.7.1 Manpower Resources.....	6
0.3.7.2 Training Policy.....	8
0.4 Management Organisation Chart.....	9
0.4.1 General Organisation Chart.....	9
0.4.2 Continuing Airworthiness Management Organisation Chart.....	9
0.5 Notification Procedure to the CAA Regarding Changes to the Operator's Continuing Airworthiness Management Arrangements/Locations/Personnel/ Activities/Approvals.....	10
0.5.1 Changes.....	10
0.6 Continuing Airworthiness Management Exposition Amendment Procedures.....	10
0.6.1 CAME Review.....	10

0.7 Facilities10

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

	Page No
1.0 Continuing Airworthiness Management Procedures.....	11
1.1 Aircraft Technical Log Utilisation and MEL Application List	11
1.1.1 The Technical Log.....	11
1.1.1.1 The Technical Log Contents.....	11
1.1.2 MEL Application.....	12
1.1.2.1 MEL Procedure	12
1.1.2.2 Acceptance by the Pilot.....	13
1.1.2.3 Management of the MEL Rectification Intervals (RI's).....	13
1.1.2.4 MEL Rectification Interval expiry (JAR-MMEL/MEL.080).....	13
1.2 Aircraft Maintenance Programme General.....	13
1.2.0.1 The Programme – Contents - Sources	13
1.2.0.2 Structural Inspections, Corrosion Control, Reliability and Engine Health Monitoring	14
1.2.0.3 Mandatory Life Limitations.....	14
1.2.0.4 Inspection Standards.....	14
1.2.0.5 Maintenance Certification	14
1.2.0.6 Fuel Contamination	14
1.2.0.7 Maintenance Specific to Helicopter Operations	14
1.2.0.8 The Maintenance Programme Owner - responsibilities	14
1.2.0.9 Holders of the Maintenance Programme	15
1.2.1 Maintenance Programme Review, Development and Amendment	15
1.2.1.1 Development and Amendment.....	15
1.2.1.2 Maintenance Programme Meetings.....	15
1.2.1.3 Maintenance Programme Amendments	15
1.2.1.4 Maintenance Programme Variations	15
1.2.1.5 Variations in Excess of that Allowed by the programme.....	15
1.3 Time and Continuing Airworthiness Records: Responsibilities, Retention & Access..	16
1.3.1 Hours and Cycles Recording	16
1.3.2 Monitoring of Maintenance Between Scheduled Maintenance.....	16
1.3.3 Sector Record Page Retention	16
1.3.4 Access to Continuing Airworthiness Records	16
1.3.5 Transfer of Continuing Airworthiness Records in the Event.....	17
of a Sale or other Disposal of the Aircraft	
1.3.6 Access to Continuing Airworthiness Records in the Event of an Accident/ Incident.....	17
1.4 Accomplishment and control of Mandatory Requirements for Airworthiness	17
1.4.1 Access to Airworthiness Directives & Generic Requirements	17
1.4.2 AD, ECI & GR Decision & Implementation.....	17
1.4.3 AD/ECI/GR Control - Compliance Monitoring	18
1.4.4 AD/ECI/GR Control – Recording of AD/GR Compliance.....	18

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

1.5	Analysis of the Effectiveness of the Maintenance Programme.....	18
1.5.1	Liaison Meetings.....	18
1.5.2	Frequency of Meetings.....	18
1.6	Non-Mandatory Changes (Modification) Embodiment Policy.....	19
1.6.1	Changes (Modifications) General.....	19
1.6.2	Service Bulletins.....	19
1.6.3	Other Changes (Modifications).....	19
1.6.4	Minor Changes (Modifications).....	19
1.6.5	Recording of Changes (Modifications).....	19
1.7	Major Change (Modification) Standards.....	20
1.8	Defect Reports.....	20
1.8.1	Analysis.....	20
1.8.2	Liaison with Manufacturers and Regulatory Authorities.....	20
1.8.3	Deferred Defect Policy.....	20
1.8.4	Non Deferrable Defects Away from Base.....	21
1.8.5	Repetitive Defects.....	21
1.8.6	Mandatory Occurrence Reporting.....	21
1.8.6.1	21
1.8.7	Liaison Meetings.....	21
1.9	Engineering Activity.....	22
1.10	Reliability Programmes.....	22
1.11	Pre-flight Inspection.....	22
1.11.1	The Pre flight Inspection.....	22
1.11.2	The Daily Check/Check A.....	22
1.11.3	Pilot Authorisation.....	22
1.11.4	Sub-contracted Ground Handling Functions.....	23
1.11.5	Security of Cargo and Baggage loading.....	23
1.11.6	Control of Aircraft Refuelling, Quantity/Quality.....	23
1.11.7	Control of Snow, Ice, Dust and Sand Contamination to an Approved Standard.....	24
1.11.8	Certificate of Airworthiness Validity.....	24
1.12	Aircraft Weighing.....	24
1.13	Check Flight Procedures.....	24
1.14	Sample of Documents, Tags and Forms Used.....	24
1.15	Leasing of Aircraft.....	24
1.15.1	Key Elements for Short Term Dry Lease Arrangements Less than 5/14 Days.....	24
1.16	General Procedures(inc Operational Approval Procedures).....	25
	Part One Appendices.....	26

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

PART 2	QUALITY SYSTEM	Page No
2.1	Continuing Airworthiness Quality Policy, Plan and Audit Procedures	27
2.1.1	Continuing Airworthiness Quality Policy	27
2.1.2	Quality Programme	27
2.1.3	Quality Audit Procedure	27
2.1.4	Quality Audit Remedial Action Procedure	28
2.2	Monitoring of Continuing Airworthiness Management Activities	28
2.3	Monitoring the Effectiveness of the Maintenance Programme	28
2.4	Monitoring that all maintenance is carried out by an appropriately approved Part 145 Organisation	28
2.5	Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Sub-contractors used by the Maintenance Contractor	29
2.6	Quality Audit Personnel	29
Appendix 1	THE ANNUAL AUDIT PROGRAMME	30
Appendix 2	THE INDEPENDENT QUALITY AUDITOR'S CONTRACT	31

PART 3 CONTRACTED MAINTENANCE

3.0	Contracted Maintenance	32
3.1	Maintenance Contractor Selection Procedure	32
3.1.1	Advising the CAA of Changes to the Maintenance Support	32
3.2	Detailed List of Maintenance Contractors	33
3.3	Relevant Technical Procedures Identified in the Maintenance Contract(s)	33
3.4	Aircraft Operated	33
3.5	Quality audit of aircraft	33
3.6	Quality audit of sub-contracted Part M tasks	33

PART 4 AIRWORTHINESS REVIEW PROCEDURES

4.1	Airworthiness review staff	34
4.2	Airworthiness Review General Procedures	34
4.3	Review of aircraft records	35
4.4	Physical survey	35
4.5	Additional procedures for recommendations to competent authorities for the import of aircraft	35
4.6	Recommendations to competent authorities for the issue of an ARC	41

4.7	Issuance of an ARC	41
4.8	Airworthiness review records, responsibilities, retention and access	41

PART 5 APPENDICES

	Page No	
5.1	Sample documents	42
5.2	List of airworthiness review staff.....	42
5.3	List of sub-contractors as per AMC M.A.201(h)1 and M.A.711(a)3	42
5.4	List of approved maintenance organisations contracted.....	42
5.5	Copy of contracts for sub-contracted work (appendix II to AMC M.A.201 (h) 1)	42
5.6	Copy of contracts approved maintenance organisations (if applicable)	42
5.7	Airworthiness Review Report.....	42
5.8	Airworthiness Review Certificate (Form 15b) Annual Part M.A.901(c) Extension Verification Form.....	42
5.9	Completed Compliance Check List.....	42
5.10	Details of Aircraft Managed by Organisation.....	42

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 operator's or the organisation's management personnel and any person at a lower level as necessary; and*
- The Part 145 or M.A. Subpart F contracted maintenance organisation(s); and*
- The competent authority).*

ABBREVIATIONS USED

List all of the abbreviations used in the CAME

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

PART 0 GENERAL ORGANISATION

0.1 Corporate Commitment by the Accountable Manager

(OPERATOR'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 operator'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 operator'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.

It is further understood that for commercial air transport operations the suspension or revocation of the approval of the Part M Subpart G continuing airworthiness management approval would invalidate the AOC.

Signed:

Date:

Name:.....

Title: Accountable Manager,
(enter operator's name)

0.2 General Information

0.2.1 Description of the Organisation

Operator's name is structured under the management of *name accountable manager* and is part of *name group* for the complete management structure refer to the organisations management chart in paragraph 0.4

Operator's name is a small operator and uses a suitably approved Part 145 maintenance contractor to satisfy the requirements of Part M.

Details of the current maintenance contractor are contained in Part Three of this CAME, Para. 3.2.

The main operating base is *enter operating base*.

Line Support is provided by *enter name of Part 145 line support maintenance organisation at enter name of airfield(s)/facility(ies)*.

0.2.2 Relationship with Other Organisations

Operator's name currently operates independently of any other organisations with the exception of maintenance support which is provided by the Part 145 maintenance organisation(s) given in Part Three of this CAME Para. 3.2.

0.2.3 Aircraft Managed – Fleet Composition

(This paragraph should quote the aircraft types 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 operator's name*:

enter aircraft type(s) and numbers managed.

The above aircraft registrations can be found in *enter the operator's name* current operations manual.

0.2.4 Type of Operation

Operator's name was set up in *year* to provide *ad-hoc/air taxi/scheduled/A to A/A to B* air transport, in the following regions:

List regions/countries/continents flown

Air Operator's Certificate Number GB *enter number* was issued, by the CAA, *enter date*.

0.2.5 Scope of work

Organisation Continuing Airworthiness Management Capability:

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

NOTES :- (not for inclusion in the Exposition)

1. *This paragraph must show the range of work carried out at each approved site within the scope of each approval rating shown in the "Schedule of Approval".*
2. *The degree of definition required is set somewhere between the very broad definition given in the Schedule of Approval and the fine detail, which one would expect to see in a "Capability List".*

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 for Continuing Airworthiness activities

The duties and responsibilities associated with the post of Continuing Airworthiness Manager are currently assumed by the Accountable Manager if competent to do so *or enter name of other post holder/individual*, in support of the Accountable Manager *or other individual* in this role.

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

The Continuing Airworthiness Manager will complete an EASA Form 4 for submission to the CAA.

(Refer AMC M.B.702(a))

NOTE 1: The text in Para. 0.3.2 is applicable to the 'smaller operator.' Larger operators, or operators with more complex maintenance support arrangements, would be expected to employ full time expertise in Continuing Airworthiness management.

NOTE 2: The qualification requirements for the nominated persons for continuing airworthiness can be found in AMC M.A.706.

0.3.3 Designated Quality Manager

The duties and responsibilities associated with this post are currently assumed by the Accountable Manager *or enter name of other post holder/individual*. In support of the Accountable Manager *or other individual* in this role a Quality Monitor has been contracted to provide an independent means of verifying compliance with Part M.

NOTE: The post of Quality Manager and associated responsibility for the management of the operator's quality system for both the operational aspects and the continuing airworthiness aspects may be held by one person, subject to acceptance by the Competent Authority. For larger operators two persons, one

for continuing airworthiness and one for operations may be employed provided the operator has designated one Quality Management Unit to ensure uniform application of the Quality System throughout the entire operation.

0.3.4 Continuing Airworthiness Coordination – Nominated Persons

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

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

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 Continuing Airworthiness Manager

This person is the nominated post holder for continuing airworthiness. *He/She* will, ensure that all maintenance is carried out on time and to an approved standard. *He/She* will act to ensure that *enter operator's name* responsibilities in the following areas can be met:

- a) Establishment and development of continuing airworthiness policy, including the approval of *enter operator's name* maintenance programme's required by Part MA.302.
- b) Analysis of the effectiveness of the Maintenance Programme as required by Part M.A.708(b) & Appendix 1 to AMC M.A.302.
- c) The relationship with the Part 145 maintenance contractor(s) and establishment of a Maintenance Contract required by Part M.A.201(h)2;

- 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;
- e) Approval, by the CAA of *enter name of operator's* Technical Log, required by Part M.A.306, including any subsequent amendment thereto;
- f) Ensuring that *enter operator's name* technical records are kept as required by Part M.A.305;
- g) Work planning and follow up;
- h) Technical follow up;
- i) Modifications and repairs (changes) are carried out to an approved standard;
- j) Airworthiness Directive review and embodiment;
- k) Non mandatory modification embodiment policy;
- l) Rectification of all defects;
- m) Line and base maintenance;
- n) That *enter operator's name* pilots are duly trained and authorised to issue Certificates of Release to Service, where necessary and appropriate, by the contracted Part 145 maintenance organisation;
- 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 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.

0.3.6.3 Designated Quality Manager

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

- a) Establishing a Quality Monitoring Programme which addresses all of the areas of *enter operator's name* contracted maintenance

support. This includes the monitoring of all of the items listed in Para. 0.3.5.1 a) thru r) above.

- b) Monitoring all sub-contracted activities
- c) Monitoring compliance with Part M.
- d) Further details are provided in Part Two of this CAME.

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 does 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
<i>Quality Monitoring</i>	<i>AA</i>	<i>aa</i>	<i>aa / H hours = AA'</i>	<i>AA + AA'</i>	<i>AA*H + aa</i>
<i>Continued Airworthiness Management (detailed information about the management group of persons)</i>	<i>BB</i>	<i>bb</i>	<i>bb / H hours = BB'</i>	<i>BB + BB'</i>	<i>BB*H + bb</i>
<i>Other...</i>	<i>CC</i>	<i>cc</i>	<i>cc / H hours = CC'</i>	<i>CC + CC'</i>	<i>CC*H + cc</i>
<i>Airworthiness Review Staff</i>	<i>DD</i>	<i>dd</i>	<i>dd / H hours = DD'</i>	<i>DD + DD'</i>	<i>DD*H + dd</i>
<i>Total</i>	<i>TT</i>	<i>tt</i>	<i>tt / H hours = TT'</i>	<i>TT + TT'</i>	<i>TT*H + tt</i>
<i>Total Man Hours</i>	<i>TT x H</i>		<i>TT' x H</i>		

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
<i>Quality Monitoring</i>	<i>5</i>	<i>300</i>	<i>0.2</i>	<i>5.2</i>	<i>7800</i>
<i>(detailed information about the management group of persons)</i>	<i>3</i>	<i>0</i>	<i>0</i>	<i>3</i>	<i>4500</i>
<i>Other...</i>	<i>2</i>	<i>0</i>	<i>0</i>	<i>2</i>	<i>3000</i>
<i>Airworthiness Review Staff</i>	<i>4</i>	<i>1200</i>	<i>0.8</i>	<i>4.8</i>	<i>7200</i>
<i>Total</i>	<i>14</i>	<i>1500</i>	<i>1</i>	<i>15</i>	<i>22500</i>
<i>Total Man Hours</i>	<i>21000</i>		<i>1500</i>		

0.3.7.2 Training Policy

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

Training will be provided by *enter operator'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.

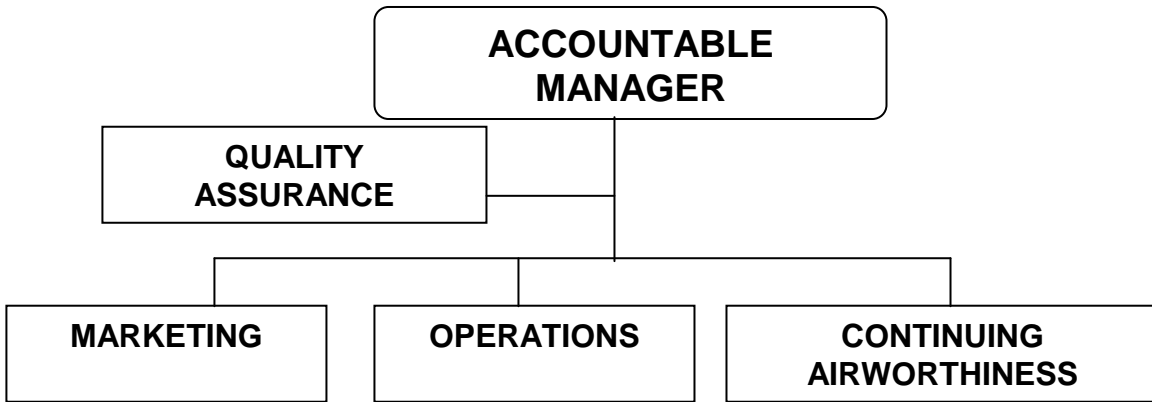
Where changes occur to the organisation, its procedures, types operated etc. Then suitable continuation training will be provided, where necessary.

The Continuing Airworthiness Manager 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 *helicopter* types operated.

0.4 Management Organisation Chart

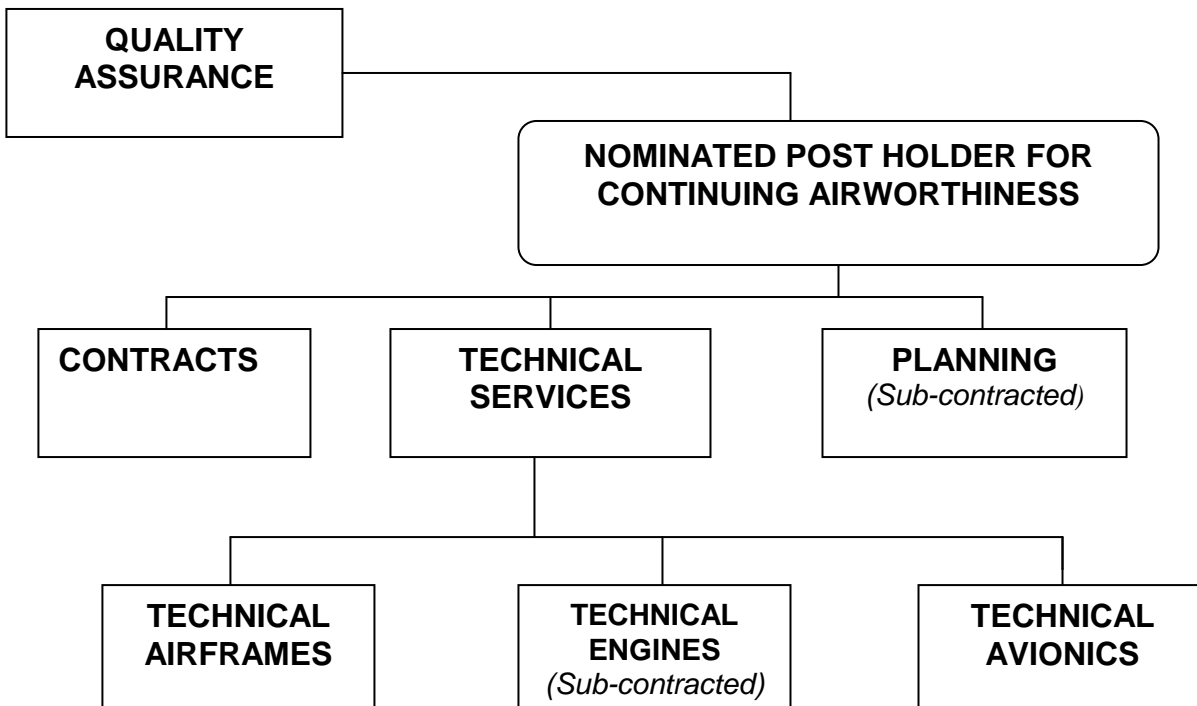
0.4.1 General Organisation Chart

(This chart should provide a comprehensive understanding of the whole of a company's management structure.)



0.4.2 Continuing Airworthiness management Organisation Chart

(This chart should show the continuing airworthiness management structure for Part M Subpart G purposes, and should clearly show the independence of the quality system, and the links between the quality assurance department and other departments. The chart may be combined with the general organisation chart above depending on the size and complexity of the organisation. Also identify those activities that are sub- contracted.)



0.5 Notification Procedure to the Civil Aviation Authority Regarding Changes to the Operator's Continuing Airworthiness Management Arrangements / Locations / Personnel / Activities / Approval.

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

- a) The operator's name and location(s)
- b) The persons specified in Para. 0.3 of this CAME
- c) The operation, procedures or maintenance support arrangements insofar as they affect the Part M Subpart G approval. This includes the contracted maintenance support organisations, the Maintenance Programmes(s), the Technical Log, contracted person(s) in support of the Continuing Airworthiness Management/Quality system functions.

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 operator wishes to approve internally minor changes 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 operator* uses to ensure compliance with the continuing airworthiness aspects of Part M. Where some aspects of these function as sub-contracted then this will be clearly defined in the text.

1.1 Aircraft Technical Log Utilisation and Minimum Equipment List Application

1.1.1 The Technical Log

The Technical Log in use with *enter operator's name* is designed to allow recording of defects, malfunctions, and maintenance performed on the aircraft to which it applies whilst the aircraft is operating between scheduled maintenance inspections. In addition it includes maintenance information required by the operating crew and is used for recording operating information relevant to flight safety. The continuing airworthiness information includes:

- a) the operating crews observations and remarks as a result of aircraft operation in service including the aircraft, engine(s), propellers, components and system technical status;
- b) defects or incidents having effect on airworthiness;
- c) results of technical inspections requested by the maintenance organisation;
- d) maintenance performed by the contracted maintenance organisation which details:
 - i) defect rectification action taken and associated responses to crews requests and/or remarks;
 - ii) scheduled maintenance inspections performed;
 - iii) next due scheduled maintenance inspections.
 - iv) where applicable, any MEL technical limitations proposed by the Maintenance Organisation

1.1.1.1 The Technical Log Contents

The *enter name of operator* Technical Log contains Five sections:

- | | |
|-----------|---|
| Section 1 | This section details the operator's name and address, the aircraft type and the registration. |
| Section 2 | A copy of the current Certificate of Release to Service following Scheduled Maintenance as issued by the Part 145 Maintenance contractor. This part also contains <i>enter any other information detailed on the CRS i.e. Out of Phase maintenance items, repetitive line inspection details etc. As appropriate.</i> |
| Section 3 | This section contains the Sector Record Pages, an example of which is provided as <i>enter location of sample i.e. Section 5 Appendix 1.</i> |

Section 4 This section contains the Acceptable Deferred Defects pages, an example of which is provided as *enter location of sample i.e. Section 5 Appendix 1*.

Section 5 This section details the maintenance support information. This includes *enter details of information i.e. contracted Maintenance Organisation name, telephone contact numbers etc.*

Note: Section numbers can be altered to suit operator's individual requirements.

Detailed instructions for the use of the Technical Log are contained within *enter where the instructions may be found i.e. Operations Manual or enter the info. into this section.*

Any changes to the Technical Log will be submitted to Civil Aviation Authority Safety Regulation Group, assigned Regional Office as listed in Airworthiness Notice 29 for approval prior to being put into use.

In the event that unscheduled maintenance and/or defect rectification is required to be carried out away from main base, by another Part 145 approved maintenance organisation, the prior agreement of the primary maintenance contractor must be sought. The organisation carrying out such maintenance will be required to issue a Certificate of Release to Service in the Technical Log.

Enter the operator's name will ensure that copies of all Technical Log Sector Record Pages, and any other pertinent maintenance-related information, are forwarded promptly to the maintenance contractor, to allow them to perform their planning and maintenance co-ordination functions.

1.1.2 MEL Application

(Note: only to be used if applicable, if not applicable simply state): Not Applicable to *enter operator's name' and delete the following Para. If applicable then;* The Operations Manual provides further guidance in *enter reference of where information may be found or enter similar information here.*

Note! the application for the use of an MEL must be made directly to the assigned Flight Operations Inspector.

1.1.2.1 MEL procedure

Enter operator's name Minimum Equipment List (MEL) represents a listing of items of equipment, which may, under certain circumstances be unserviceable. The MEL and instructions for its use is contained within the Operations Manual *enter reference*. When a defect has been raised in 'Defects' column of the Technical Log Sector Record Page and is deemed to be within the allowance quoted in the MEL then it may be subject to carry forward action. Consideration should also be given by the person carrying forward the defect to the possible affect that multiple and related defects may have even where these are covered as individual items in the MEL. The entry in the 'Action Taken' column of the SRP should be annotated 'Defect carried forward in accordance with the MEL reference..... ADD No. raised' this entry may be made by

the operating crew or maintenance personnel. The ADD record pages must be suitably annotated with details of the defect and a time limit must be specified (date and time or remaining flight hours and/or cycles). No Certificate of Release to Service is to be issued for the carried forward item until the defect has been cleared on a subsequent SRP.

1.1.2.2 Acceptance by the pilot

Where the MEL item has been entered by maintenance personnel, the decision to accept the carried forward item allowed by the MEL/CDL remains the responsibility of the pilot in command. This acceptance of any open deferred items is indicated by his/her signature on the SRP in the 'Captain's Acceptance' space.

1.1.2.3 Management of the MEL Rectification Intervals (RI's)

The time limit for the defect rectification or "rectification interval" is specified in the MEL in Flight Hours/Cycles/Calendar Time (A,B,C or D) so that the defect rectification may be performed before the specified MMEL limit.

1.1.2.4 MEL Rectification Interval expiry. (JAR-MMEL/MEL.080)

Dispatch of the aircraft is not allowed after expiry of the Rectification Interval specified in the MEL, unless:

- i) The Rectification Interval is extended in accordance with an "Extension procedure" approved by the assigned Flight Operations Inspector.
- ii) The defect has been rectified.

1.2 Aircraft Maintenance Programme - General

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

The Approved Maintenance Programme(s) for *enter operator's name* aircraft is as follows:

CAA Maintenance Programme Reference: CAA/MP/XXXX/XX/GBXXXX

Enter full MP reference

1.2.0.1 The Programme – Contents –Sources

The Programme is based upon the *Manufacturers maintenance planning document/CAA Light Aircraft Maintenance Programme for Aeroplanes/Helicopters (if appropriate), which* has been amended to reflect in full the recommendations of the airframe, engine, propeller and equipment manufacturers maintenance recommendations. *Enter information about any other Maintenance Programme, as appropriate.*

NOTE more detail on the subjects to be considered as part of the approved Maintenance Programmes, where appropriate is given in Appendix 1 to AMC M.A.302.

1.2.0.2 Structural Inspections, Corrosion Control, Reliability and Engine Health Monitoring

Due to the size and level of complexity of the aircraft operated there are currently no specific requirements for a Structural Inspection, Corrosion Control, Reliability, or Engine Health Monitoring Programmes other than those generally applied as part of the manufacturers maintenance recommendations.

For those aircraft that have mandated SID or damage tolerant structures programmes and 'large aircraft' replace the above statement and enter the appropriate reference programmes

1.2.0.3 Mandatory Life Limitations

Mandatory Life Limitations are those imposed by the manufacturers and/or the CAA. A listing of these are provided in the Maintenance Programme in *enter location, should include for example engine overhaul life.*

1.2.0.4 Inspection Standards

The Inspection Standards applicable are those given by the manufacturers of the airframe, engine, propellers *delete as appropriate* and equipment and detailed in Part M. Other Inspection Standards will be adopted if and when these are promulgated by EASA.

1.2.0.5 Maintenance Certification

All maintenance above the pre-flight level, shall be certified by authorised persons through the issuance of a Certificate of Release to Service as applicable to aircraft on the United Kingdom register and as per Part 145.

1.2.0.6 Fuel Contamination

Fuel contamination checks are addressed in Part 1 of this CAME Para. 1.11.6. Also, the Daily Check/Check 'A' includes a fuel water drain sample to be carried out prior to the first flight of the day.

1.2.0.7 Maintenance Specific to Helicopter Operations (IF APPLICABLE)

The Maintenance Programme contains the necessary tasks required to ensure continued compliance with additional special authorisations/approvals:

- Automatic Approach and Automatic Landing CAT II/CAT III
- Sea Pilot transfers
- Offshore operations
- HEMS
- Transportation of Dangerous Goods
- Other (Specify)

1.2.0.8 The Maintenance Programme Owner – responsibilities

The Maintenance Programme has been produced by *enter name of the operator* who is the owner of the programme and is responsible for its development in accordance with Part M.A.708(b). *If the Maintenance Organisation has produced the maintenance programme then note the Programme will still have to be submitted to the CAA via the operator for approval. If this is the case then a statement will need to be added to reflect the ongoing access to the Programme by the CAA.*

1.2.0.9 Holders of the Maintenance Programme

A copy of the Maintenance Programme will be held by;

- a) The Operators Continuing Airworthiness Manager.
- b) The contracted Part 145 maintenance organisations.
- c) The CAA AMSD Regional Office.

Or enter other persons, as appropriate

1.2.1 Maintenance Programme Review, Development and Amendment

1.2.1.1 Development and Amendment

Development and amendment of the Maintenance Programme is the product of the operator's actions in monitoring the effectiveness of the Programme (see Paragraph 1.5), this together with the recommendations received from the contracted Part 145 maintenance organisations(s), and the operator's response to continued airworthiness information published by the manufacturers of aircraft, engines, propellers *delete if n/a* and equipment in the form of Service Bulletins (SB), Service Information Letters (SIL), and All-Operator-Experience letters (AOL) *change to reflect the data used by operator in relation to the type of aircraft operated.*

1.2.1.2 Maintenance Programme Meetings

Liaison Meetings between the Continuing Airworthiness Manager/Accountable Manager and the contracted Part 145 organisation will be held at intervals not exceeding *six months* to discuss and review the effectiveness of the Maintenance Programme.

1.2.1.3 Maintenance Programme Amendments

*(*delete as applicable)*

*Where changes are identified as being necessary, and agreed between the Continuing Airworthiness Manager and Part 145 organisation, these will be submitted by the responsible manager to the CAA as an amendment.

*Under its indirect approval the organisation will manage and amend the maintenance programmes for UK registered aircraft.

- Amendments will be fully supported and recorded as detailed in para 1.2.1.1 above.
- The responsible manager will be independent of the decision making process for an amendment. The responsible manager will approve all amendments to a maintenance programme.

1.2.1.4 Maintenance Programme Variations

All variations to the Maintenance Programme will be agreed between the Continuing Airworthiness Manager and the Part 145 organisation. These variations will be within the guidelines defined in the programme. These variations will only be requested when circumstances arise which could not reasonably have been anticipated by *enter operator's name*. Acceptable

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

reasons would be, say, the aircraft being unable to return on time to the maintenance base due to weather or an AOG situation down the line.

1.2.1.5 Variations in Excess of that Allowed by Programme

Any requests for variations to the Maintenance Programme outside the limitations given in 1.2.1.4 will be submitted by the Continuing Airworthiness Manager to the CAA following consultation, and agreement with the Part 145 Maintenance organisation. These variations will only be sought in very exceptional circumstances.

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

1.3.1 Hours and Cycles Recording

Continuing Airworthiness records, including hours and cycles recording for *enter operator's name* aircraft are the responsibility of the operator however the task of controlling the records in accordance with M.A.714 & M.A.305 has been sub-contracted to, *the contracted Part 145 maintenance organisation*. The sub-contracted responsibility is defined in Part Three of this CAME. These records include:

- 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 (second copy).
- f) Overhaul records
- g) Repair records.
- h) Airworthiness Directive/Airworthiness Notice compliance records.

Enter other records/data controlled/held.

The maintenance records held by the contracted Part 145 maintenance organisation will be updated using information provided by *enter operator's name*. This information will take the form of copies of the Technical Log Sector Record Pages which will be provided to the Part 145 maintenance organisation at the intervals defined in the Maintenance Contract which is given in Part Three to this CAME.

(If the operator controls the aircraft records themselves change the above as necessary)

1.3.2 Monitoring of Maintenance Between Scheduled Maintenance

The Part 145 contractor will provide *enter operator's name* with extracts from the Maintenance Programme as part of the issue of the CRS following base maintenance. This 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. These items will be monitored by the Continuing Airworthiness Manager and the Part 145 maintenance organisation through the Sector Record Pages.

(If the operator uses other methods of monitoring, change the above as necessary).

1.3.3 Sector Record Page Retention

Top copies of the Technical Log Sector Record Pages are retained by *enter operator's name* for a period of 36 months from the date of the last entry. The maintenance contractor retains all other maintenance records, on behalf of *enter operator's name*, for the periods prescribed in M.A.305.

1.3.4 Access to Continuing Airworthiness Records

All of the records may be accessed by *enter operator's name* at any reasonable time and remain the property of *enter operator's name* at all times. Access to the

records by duly authorised members of the CAA will be arranged where this is necessary.

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

In the event of sale or other disposal (lease-in, lease-out) of an aircraft, *enter operator's name* is required to transfer the records to the new owner or operator of the aircraft. All records will be made available by *enter operator's name* for transfer to the new owner/operator.

1.3.6 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.

Note; It may be necessary to add detail of any computer based records systems in this section 1.3, if the operator or MO uses such systems.

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

1.4.1 Access to Airworthiness Directives & Generic Requirements

The *enter operator's name* is responsible for the accomplishment of all applicable airworthiness directive's (Part M.A.708) and CAA generic requirements. The following mandatory requirements for airworthiness (Airworthiness Directives (AD) & Generic Requirements (GR)) publications as applicable to the aircraft operated are subscribed to, and held by the contracted Part 145 maintenance organisation on behalf of the operator:

- a) CAP 474 - Foreign Airworthiness Directives Vol. III.
- 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.

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

NOTE: The operators may have their own 'library' of mandatory publications in which case the text should be amended to suit. For any operator other than the 'smallest' this would be strongly recommended.

(This paragraph should demonstrate that there is a comprehensive system for the management of airworthiness directives and generic requirements)

1.4.2 AD, ECI & GR Decision and Implementation

The contracted Part 145 maintenance organisation will be advised by *enter operator's name* Continuing Airworthiness Manager of any AD's, ECI's or GR's, or revisions thereto, which affect *enter operator's name* aircraft, engines, propellers or equipment at the earliest possible opportunity with a view to establishing compliance. The necessary actions will be agreed between the Continuing Airworthiness Manager and the Part 145 Maintenance organisation to schedule the compliance with the AD/GR at the first reasonable maintenance inspection within the AD/GR's required compliance time. In the case where an ECI has been issued the responsible manager shall take all reasonable steps to contact the aircraft owner/operator immediately and ensure affected aircraft do not fly until the task(s) detailed in the ECI has been accomplished. 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 or ECI's on receipt.

1.4.3 AD/ECI/GR Control - Compliance Monitoring

Airworthiness Directive, Emergency Conformity Information and Generic Requirement compliance monitoring is the responsibility of *enter operator's name* and the task of compliance monitoring is delegated to the contracted Part 145 maintenance organisation. The Continuing Airworthiness Manager will review this monitoring at the Liaison Meetings indicated in Para. 1.2.1.2/1.5.1. Compliance with AD/GRs will be verified by the Quality Manager as part of *enter operator's name* quality system.

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

The method of compliance and when such compliance was achieved will be recorded in the aircraft airworthiness records (Log Books) by the contracted Part 145 maintenance organisation. 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.

1.5 Analysis of the Effectiveness of the Maintenance Programme

Enter operator's name remains responsible for this subject. The continuing airworthiness manager will, analysis and monitor the effectiveness of the Maintenance Programme through regular Liaison Meetings with the contracted Part 145 Maintenance organisation and the quality manager.

1.5.1 Liaison Meetings

These meetings will address the following areas:

- 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.

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

- e) Other defect reports i.e. air turn-backs, spares reliability, technical delays, 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 as they impinge upon the contracted Part 145 maintenance organisations.

Where appropriate and necessary, amendments to the Maintenance Programme will be promulgated by the continuing airworthiness manager for submission to the CAA AMSD Regional Office as an amendment..

1.5.2 Frequency of Meetings

Liaison meetings will be held at a minimum of *six monthly* intervals and the results of any meeting recorded with any actions required allocated to the responsible person.

(The operator shall decide when he will hold liaison meetings, who will attend and what they will discuss).

1.6 Non-Mandatory Changes (Modification) Embodiment Policy

1.6.1 Changes (Modifications) General

Non-mandatory changes (modifications) will normally take the form of manufacturer's Service Bulletins, or will be derived from them. Any other changes (i.e. those not covered by a manufacturer's Bulletin) will be initiated by the continuing airworthiness manager in consultation with the Part 145 Maintenance organisation.

1.6.2 Service Bulletins

All manufacturer's Service Bulletins applicable to the aircraft operated by *enter operator's name* will be reviewed in the first instance by the continuing airworthiness manager for applicability. Where compliance with the Service Bulletins' may be seen as beneficial to *enter operator's name* then the Part 145 organisation will be advised. All relevant SBs will be discussed during the Liaison Meetings.

1.6.3 Other Changes (Modifications)

For all changes (modifications) other than those introduced by manufacturer's SBs' i.e. those proposed by *enter operator's name* or the contracted Part 145 maintenance organisation for operational advantage or other reasons then these will be subject to the current EASA change procedures. In the first instance the local CAA SD Regional Office will be consulted for advice with an outline of the proposed change with a view to ascertaining whether or not a change is deemed to be classified as 'Major' or 'Minor'.

1.6.4 Minor Changes (Modifications)

All minor changes will be agreed by the responsible manager 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

1.6.5 Recording of Changes (Modifications)

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

1.7 Major Change (Modification) Standards

All Major Changes will be raised through a 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.

1.8 Defect Reports

All defects occurring on *enter operator's name* aircraft will be subject to review and analysis for their effect upon airworthiness and the safe operation of the aircraft.

1.8.1 Analysis

Technical Log Sector Record pages are examined at regular intervals by *enter operator'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 operator's name* and the contracted Part 145 maintenance organisation which may have airworthiness or operational implications.

The continuing airworthiness manager will assess the findings as necessary and any action required agreed before implementation. Implementation may take the form of a Maintenance Programme amendment or modification action.

1.8.2 Liaison with Manufacturers and Regulatory Authorities

The contracted Part 145 maintenance organisation may be required by the Maintenance Contract to liaise with the manufacturer(s) and the CAA on all matters concerning the airworthiness of *enter operator's name* aircraft. The *enter operator's name* continuing airworthiness manager is to be advised when such action is necessary by the Part 145 maintenance organisation and will take action required to ensure the continued airworthiness of the aircraft

1.8.3 Deferred Defect Policy

Enter operator's name will seek to ensure by Safety Management System practices that the minimum number of open Deferred Defects exist. All open Deferred Defects will be monitored by the Continuing Airworthiness Manager in consultation with the Part 145 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, which are given as *enter reference* in the Operations Manual.

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.

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

When a Deferred Defect is raised the Continuing Airworthiness Manager will consult with the Part 145 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 in the Technical Log upon clearance of any Deferred Defects.

1.8.4 Non Deferrable Defects Away from Base

Where defects occur that are not listed in the MEL then the following actions must be taken:

- a) The Continuing Airworthiness Manager and/or the Part 145 Maintenance organisation should be consulted with a view to establishing the extent of the defect and the rectification action required.
- b) The Part 145 maintenance organisation will ascertain if there is a suitably approved Part 145 organisation, with the appropriate ratings on their Schedule of Approval in proximity to the AOG aircraft. Suitable contractual action will be taken to have the defect rectified, and duly certified by that organisation.
- c) Where no suitably approved Part 145 maintenance organisation is available then action will be taken to position a member of the contracted Part 145 maintenance organisation's certifying staff, together with the necessary spares, tooling, technical publications to rectify and certify the defect.

NOTE: Where the rectification action exceeds the stipulated limits in the Maintenance Contract then the agreement of the Continuing Airworthiness Manager must be sought before any action is taken.

1.8.5 Repetitive Defects

Repetitive Defects are those defects re-occurring *e.g. on three occasions between 50 hour Scheduled Maintenance Inspections alter to suit Maint. Programme*. The Technical Log is monitored by the Continuing Airworthiness Manager to identify these defects as and when they arise. Remedial action will be taken by the Part 145 maintenance organisation in consultation with the Continuing Airworthiness Manager.

1.8.6 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. Full details of the type of incident/occurrence to be reported is contained with in the Operations Manual *enter reference*.

1.8.6.1 All occurrences, which have maintenance implications, will be analysed by the Continuing Airworthiness Manager in consultation with the Part 145 maintenance organisation. Any MORs raised by the contracted Part 145 maintenance organisation on *enter operator's name* aircraft will also be advised to the Continuing Airworthiness Manager. Both organisations will hold copies of any MORs that have been raised that affect maintenance.

1.8.7 Liaison Meetings

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

Liaison Meetings, in addition to those identified in Para. 1.5.1, will be held between *enter operator's name* Continuing Airworthiness Manager, the Part 145 maintenance organisation, the Quality Manager and any other interested parties to discuss airworthiness, quality and MOR issues. The frequency of these meetings will not be less than every six months or more frequently if operational circumstances and maintenance findings warrant it.

NOTE: This meeting may be arranged to occur at the same time as the Maintenance Programme/Management meeting identified in Para. 1.5.1. All of the

'formal' meetings will be recorded and minuted. All actions required in response to maintenance findings, follow up actions, audit corrective actions etc. will be duly allocated with respect to responsibility. Minutes of these meetings will be held by the Continuing Airworthiness Manager and the Part 145 maintenance organisation. The minutes will be made available on request to any duly authorised member of the CAA

1.9 Engineering Activity

Where applicable the development and submission of changes (modification and repairs) for approval by the agency will be coordinated by *(state position)* as the person responsible for design changes.

Application for the approval of such changes will be made on the appropriate EASA application form.

Each application will be submitted to EASA accompanied by a data pack, which provides technical justification for approval of the change.

1.10 Reliability Programmes

If applicable refer to the reliability programme document .

(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)).

1.11 Pre-flight Inspections

The preparation of the aircraft for flight is the responsibility of *enter operator's name* Pilot. Prior to the first flight of the day or *enter the relevant Maintenance Programme inspection* the Daily Check/Check 'A' will be carried out and the Certificate of Release to Service issued by the operating pilot where they are authorised to do so. Alternatively this inspection may be certified by the contracted maintenance organisation's staff where they are available and they are authorised to do so.

1.11.1 The Pre-Flight Inspection

Enter operator's name Pre-Flight consists of:

Operator's to enter the content of their pre-flight inspection or cross-refer to the Operations Manual section where the content may be found

NOTE: The pre-flight inspection does not require a Certificate of Release to Service and may be carried out by the Pilot without further Part 145 authorisation.

1.11.2 The Daily Check/Check 'A' *delete as appropriate*

Enter operator's name Daily Check/Check 'A' consists of:

Operator's to enter the content of their Daily/Check 'A' inspection or cross refer to the Operations Manual or Maintenance programme reference where the content may be found

1.11.3 Pilot Authorisation

Pilot's certifying the Daily/Check 'A' and/or other short term maintenance requirements must be duly authorised by the contacted Part 145 maintenance organisations' Quality Manager. Authorisation will be subject to the provision of suitable initial and continuation training 'on the job' with the Part 145 maintenance organisation. *(Reference AMC 145.A.30(j)(4))*

NOTE: The authorisation of any member of *enter operator's name* remains the prerogative of the Part 145 Quality Manager and may be withdrawn or suspended at any time.

The Pilots, when duly authorised, will be given an authorisation Document, *a sample of which is included as an Appendix to Part One of this CAME or state location of a sample.* The authorisation will require the Pilots to quote their individual Authorisation Number and that of the approving Part 145 maintenance organisation i.e. the UK.145 **XXXX** number then their individual reference number.

Tasks for which *enter operator's name* are currently authorised are as follows:

- a) Check 'A'
- b) *etc. etc. i.e., say, Dual control fitment and removal, certification of AD No XXX, Cabin door fitment and removal.*

Guidance to Flight Crews on preparing the aircraft for flight is also contained in the Operations Manual *enter reference.*

1.11.4 Sub-Contracted Ground Handling Functions

Due to the size and nature of the *enter operator's name* operation there are currently no contracted ground handling functions. *Or change the text to suit operator's circumstances.*

1.11.5 Security of Cargo and Baggage loading

The security of cargo and baggage loading is the responsibility of the pilot. Cargo and baggage will only be carried on board the aircraft in those areas specifically designed to do so and in accordance with the limitations quoted in the Flight Manual and Weight and Centre of Gravity Schedule.

Further guidance to crews on this subject is contained in the Operations Manual *enter reference.*

(If cargo ops are undertaken then details of the modification to introduce this work together with the re-configuration information should be given as a separate, stand alone, paragraph. This para should only give a cross reference to where the detail may be found).

1.11.6 Control of Aircraft Refuelling Quantity/Quality

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

The responsibility for aircraft refuelling lies with the operating Pilot. This includes responsibility for the right quantity of fuel being carried on board for the intended flight and the specification and quality of the fuel taken on board. Further guidance to the *enter operator's name* crews on this subject is provided in the Operations Manual *enter reference or detail the procedures here*.

1.11.7 Control of Snow, Ice, Dust and Sand Contamination to an Approved Standard

The control of snow, ice, dust and sand contamination before flight is the responsibility of the Pilot. He/she will take whatever steps they consider necessary to ensure the aircraft is free from such contamination before

flight. Further guidance on this subject is contained in the Operations Manual, *enter reference*

1.11.8 Certificate of Airworthiness and Airworthiness Review Certificate Validity

The Continuing Airworthiness Manager will monitor the continued validity of the Certificate of Airworthiness and Airworthiness Review Certificate. Arrangements will be made by the organisation in order that the Airworthiness Review Certificate can be issued, extended or a recommendation to reissue made to the CAA at the prescribed periods. Monitoring of this validity is catered for by use of *enter means for monitoring i.e. part of the Daily Check or by a wall board or computer programme etc.*

1.12 Aircraft Weighing

Aircraft weighing is performed by a suitably approved maintenance organisation. The Continuing Airworthiness Manager will review the reports produced by that organisation. The Continuing Airworthiness Manager in consultation with the Part 145 maintenance organisation will maintain a record of each aircraft operated. Re-weighing will be carried out at intervals not exceeding *enter data - See EU-OPS Sub-Part J*

1.13 Check Flight Procedures

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 check on the ground

If the Certificate of Airworthiness is invalid due to 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 check flight is allowed to take place.

1.14 Sample of Documents, Tags and Forms Used

The examples of documents and forms used by *enter operator's name* are given as Appendices to Part One of this CAME.

1.15 Leasing of Aircraft

This Section is optional.

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

The policy of *enter operator's name* with respect to dry leasing of aircraft/helicopters is as follows: (see EU-OPS 1.165 / JAR-OPS 3.165)

NOTE: The content of this section is subject to the necessary CAA Exemption being issued by the CAA reflecting the use of EU/JAR-OPS and Non EU/JAR-OPS leasing arrangements.

1.15.1 Key Elements For Short Term Dry Lease Arrangements less than 5/14 Days. *Delete as applicable to EU-OPS 1/JAR-OPS 3*

- a) The aircraft to be leased is of a type already approved on the lessee's AOC.
- b) The aircraft to be leased, is by registration, subject to existing AOC requirements of the lessor. The aircraft must either be currently operated in accordance with CAP 360 or EU/JAR-OPS and will have an EASA Certificate of Airworthiness.
- c) The existing operator's maintenance arrangements remain valid for the duration of the lease. Specifically the following:
 - i) Base and Line maintenance locations.
 - ii) Technical Log procedures.
 - iii) Maintenance Agreement/Contract with a Part JAR 145 organisation.
 - iv) Maintenance Schedule/Programme and procedures.
- d) Any changes from the existing maintenance arrangements must be supported by a written agreement, which should take the form of an addendum to the lessor's maintenance agreement/contract.
- e) The lessee should retain a record of the aircraft that have been operated under the "lease" arrangement, together with copies of the relevant Sector Record Page's.
- f) The lessee should formulate an Aircraft Lease Agreement that identifies the following:
 - i) Aircraft details - Type, Registration, Serial No.
 - ii) Aircraft Documents - C of A, Flight Manual, CRS, CMR*, Tech log. *(if appropriate)
 - iii) Operator Details - Name, AOC No, Telephone, Fax, Contact Name.
 - iv) Lessee/Lessor declaration and Acceptance.
 - v) Contact names and telephone numbers of maintenance provider(s).
- g) The Technical Log used will be the lessor's annotated to reflect the lessee name.
- h) The CAA Flight Operations Department, Aviation House (Telephone No. 01293-573422) will be informed by the Continuing Airworthiness Manager of the proposed lease prior to it occurring.

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

NOTE 1: If the period of lease is to exceed *5/14 days* see *EU-OPS 1.165 / JAR-OPS 3.165* at any one time as allowed by EU/JAR-OPS, or the usage of the aircraft/helicopter becomes so frequent that it is effectively operated by the lessor then the 'primary' operator will become *enter operator's name* and, as such, the full requirements of Part M as applicable to this operation will be invoked.

1.16 General Procedures (inc Operational Approval Procedures)

(Enter any other information in subsequent paras that are relevant to the Continuing airworthiness management function of your operation. For example Cargo operations, Aerial Photography, Power Line Flying. Content should address role change conversion etc. who, what, where, why, when and how.)

Information and reference to operational approvals and associated procedures should be given in this section. These may include but are not limited to: RVSM, ETOPS, AWOPS, RNAV.

This section should also 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 operator's name*.

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

Appendix	Description	Issue/Date

PART 2 QUALITY SYSTEM

2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedures

This Part Two of *enter operator's name* CAME defines the continuing airworthiness quality policy, planning and procedures to meet the requirements of Part M Subpart G. It forms part of *enter operator's name* EU-OPS 1/JAR-OPS 3 *delete as appropriate* Quality System required by EU-OPS 1.035/JAR-OPS 3.035

2.1.1 Continuing Airworthiness Quality Policy

The Quality System and associated Quality Assurance Programme enables monitoring of *enter operator's name* compliance with EU-OPS 1/JAR-OPS 3 and Part M, the Operations Manual, Continuing Airworthiness Management Exposition and any other standards specified by *enter operator's name* or the CAA/EASA, to ensure safe operations and airworthy aircraft.

2.1.2 Quality Programme

The Quality Programme will be developed by the Quality Manager in liaison with the Continuing Airworthiness Manager. The Quality Manager will implement an audit 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 operator's name*. (This includes any sub-contracting activities)

The Quality 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 Programme will also incorporate Sample Surveys of the aircraft operated by *enter operator's name*.

The Quality Programme forms Appendix 1 to this Part Two of the CAME. *Or 'is held by the operator's Quality Manager if this is more appropriate.*

2.1.3 Quality Audit Procedure

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 operational and 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 operator's name*
- c) The Continuing Airworthiness Manager.
- d) The Part 145 maintenance organisation (if applicable).
- e) The Quality Manager

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

Note also that as a minimum, it would be recommended that at least two audits per annum are performed. These should preferably occur just before any scheduled Liaison Meeting so that the necessary actions can be agreed with all parties present.

The Part 145 maintenance organisation will be responsible for any findings/concerns that affect the contracted Part 145 maintenance organisation and ensuring that appropriate corrective action measures are implemented.

2.1.4 Quality Audit Remedial Action Procedure

The Quality Manager, in liaison with the Continuing Airworthiness Manager and Accountable Manager, will conduct an annual review of the corrective actions recommendations issued as a result of audits 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 Part 145 organisation then the person responsible will be reminded and a copy of the reminder sent to the Accountable Manager of the contracted Part 145 maintenance organisation. If the fault lies within *enter operator's name* then immediate clearance action will be undertaken with the Accountable Manager.

2.2 Monitoring of the Operators Continuing Airworthiness Management Activities

The Audit 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.

2.3 Monitoring of the Effectiveness of the Maintenance Programme

The Audit Plan as carried out by the Quality Manager includes a review of the effectiveness of the Maintenance Programme. This review will critically analyse the findings and actions taken as a result of Para. 1.5 of this CAME.

2.4 Monitoring that all Maintenance is Carried Out by an Appropriately Approved Part 145 Organisation

The Annual Audit Plan includes verification that the contracted Part 145 maintenance organisation's approval granted by the CAA/EASA is relevant to the maintenance being performed on the aircraft operated by *enter operator'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.

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

The Audit Programme will include a review of all maintenance provided to *enter operator's name* by the contracted Part 145 maintenance organisation, including sub-contractors. This review will assess all of the contracted maintenance is carried out in accordance with the Maintenance Contract.

2.6 Quality Audit Personnel

All quality audit 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.

The Quality Manager has direct access to the Accountable manager and all parts of the operators, 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.

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 all of the operator'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.

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

APPENDIX 1 THE ANNUAL AUDIT PROGRAMME

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

3.0 Contracted Maintenance

This Part Three of the CAME describes the contracted maintenance arrangements of *enter operator's name*. It includes details of these arrangements, together with the division of responsibility for these arrangements, between *enter operator's name* and *enter MO's name* together with copies of the Maintenance Contracts in force for Base, Line and Engine Off-Wing support, as appropriate.

Note the Line and Engine Off Wing support may not be applicable to the operator's operation, if this is the case then simply state that this is N/A at this time and that appropriate contracts will be raised as and when required. See Appendix XI AMC to M.A.708(c) and the checklist, which forms part of this 'Guidance Package' for Maintenance Contract details. The operator may also have to consider other contractual areas such as spare parts provision.

Note: The sub-contracting of continuing airworthiness tasks should be stated. Responsibilities and communication links should be clearly stated. Reference should be made to Appendix II to M.A.201(h)1 for further details.

3.1 Maintenance Contractor Selection Procedure

Before any contract is signed with a maintenance organisation the Continuing Airworthiness Manager will verify that:

- a) The maintenance organisation is appropriately approved in accordance with Part 145, and has the necessary qualified manpower, facilities, tooling, technical documentation etc. This verification to take into account any engine, propeller, or component maintenance capability that may be required (though this may be available through sub-contract to other suitably approved Part 145 MOs.)
- b) It will be confirmed that the maintenance organisation has adequate capacity to undertake the proposed maintenance support. Where this includes aspects of the continuing airworthiness management then experience will also be criteria to be considered.
- c) The draft Maintenance Contract will be reviewed and agreed by both parties with a view to ensuring that each has the ability to discharge their responsibilities with respect to Part M.

3.1.1 Advising the CAA of Changes to the Maintenance Support

The *CAA assigned Regional Office* and Flight Operations Department will be advised of any proposed continuing airworthiness management arrangements in writing giving the notice required by Part M Subpart G.

Changes to the nominated Maintenance Contractor will be advised to *assigned Regional Office* giving the required 28 days notice as per Special Condition B2 of the *enter operator's name AOC*.

Part 0.5 of this CAME also refers.

3.2 Detailed List of Maintenance Contractors

The current Part 145 Maintenance Contractors are as follows:

Enter details of the Maintenance Contractors, Part 145 Approval references, contacts, Telephone numbers etc.

3.3 Relevant Technical Procedures Identified in the Maintenance Contract(s)

The relevant maintenance procedures are included in the Maintenance Contracts copies of which, less the financial, details are provided as appendices to this Part Three of this CAME. *Enter operator's name* Technical Procedures are identified in Parts One and Two of this CAME.

3.4 Aircraft Operated

Enter name of operator currently operates the following aircraft

Enter details of the aircraft currently operated

3.5 Quality audit of aircraft

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

- Compliance with approved procedures;
- Contracted maintenance is carried out in accordance with the contract;
- Continued compliance with Part M.)

3.6 Quality audit of sub-contracted Part M tasks.

(This paragraph should set out the procedures when performing a quality audit of the continuing airworthiness functions sub-contracted out. It should include;

- Compliance with approved procedures;
- Contracted continuing airworthiness functions are carried out in accordance with the contract;
- Continued compliance with Part M.)

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. To satisfy the requirements of M.A707(a)2 –

Note: 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 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. ~~This engineer must be~~

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

~~assessed by the organisation as competent to carry out the survey and have an understanding of the organisations procedures.~~

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 the state 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.

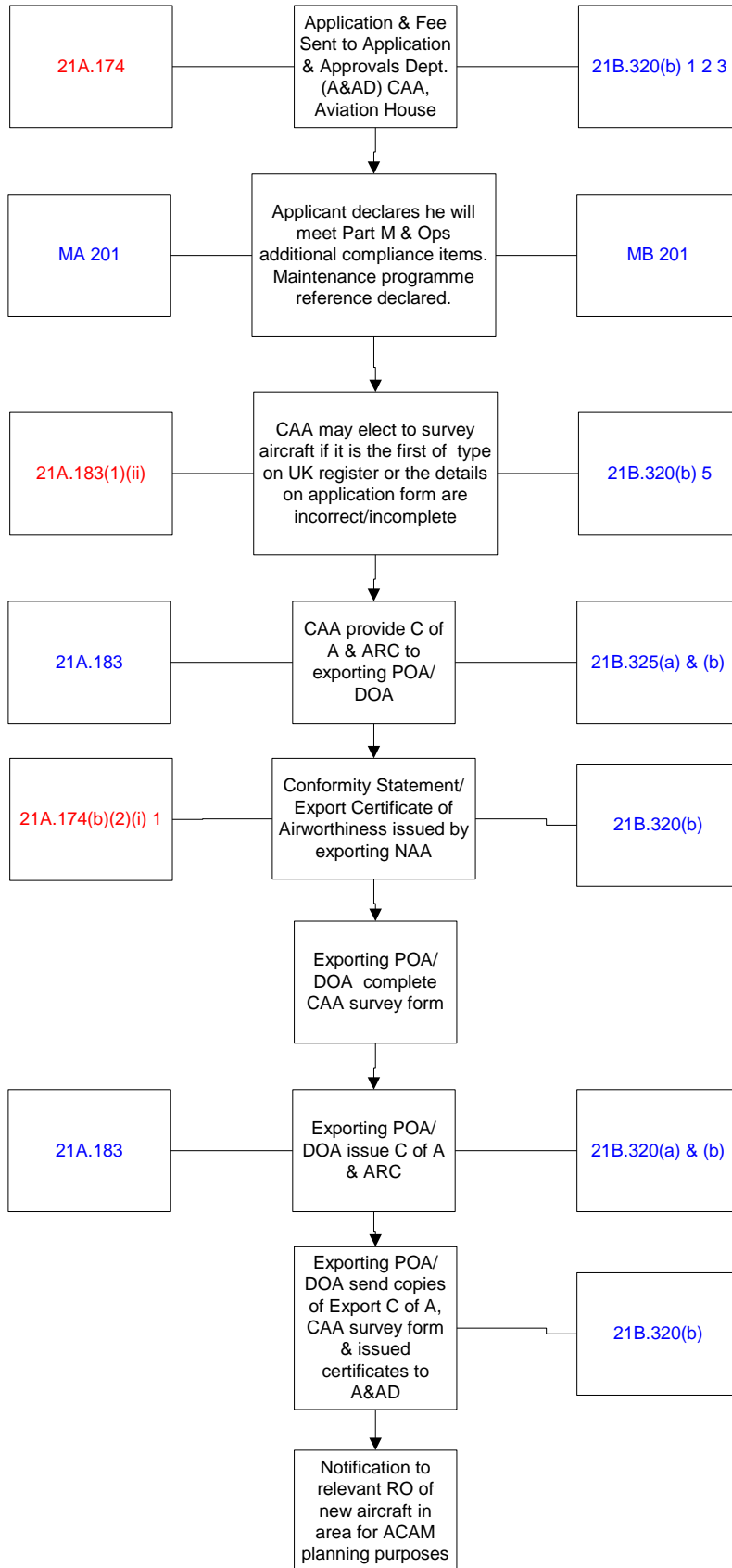
There are four scenarios for importing an aircraft on to the U.K. register:

- 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:

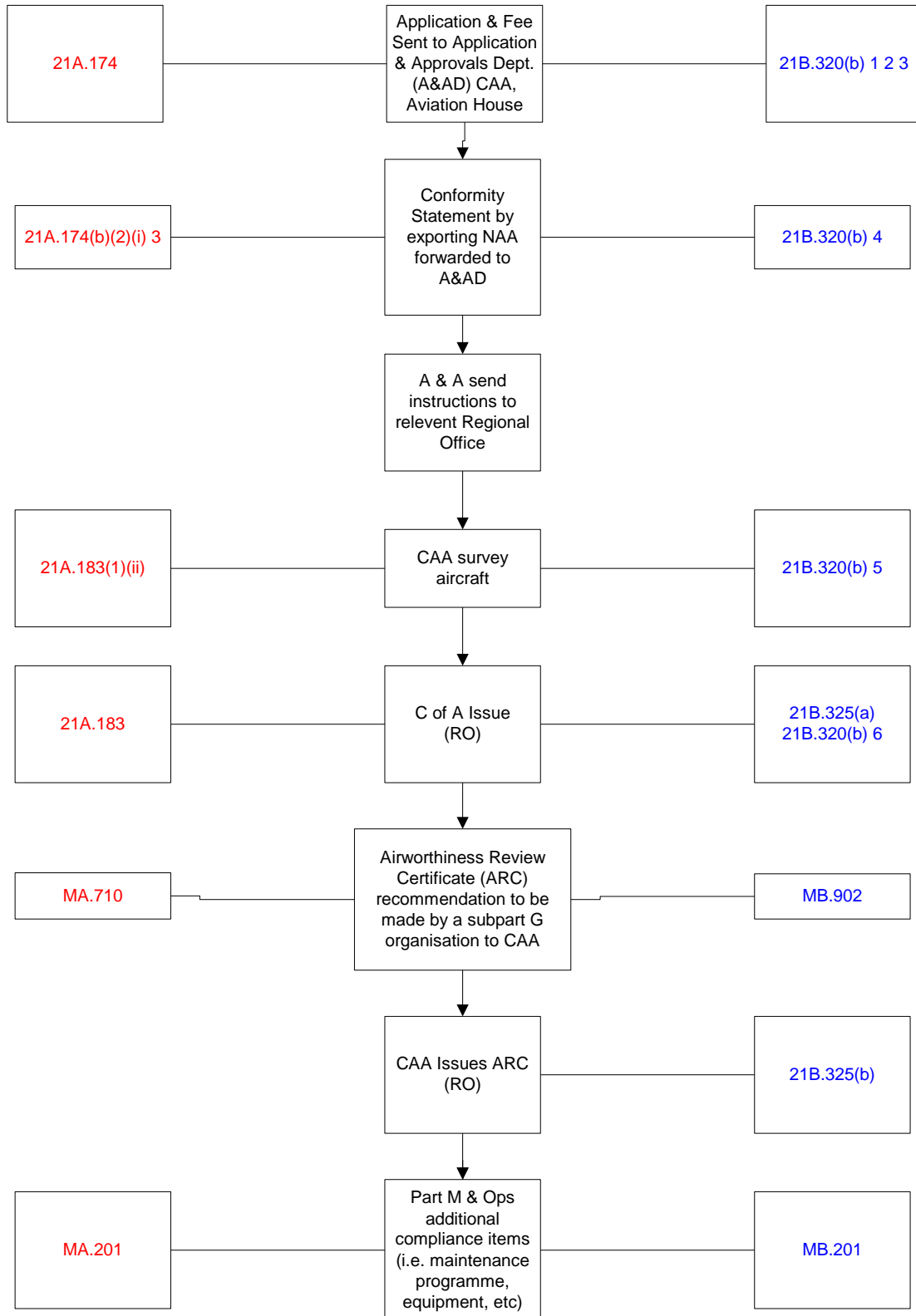
ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

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

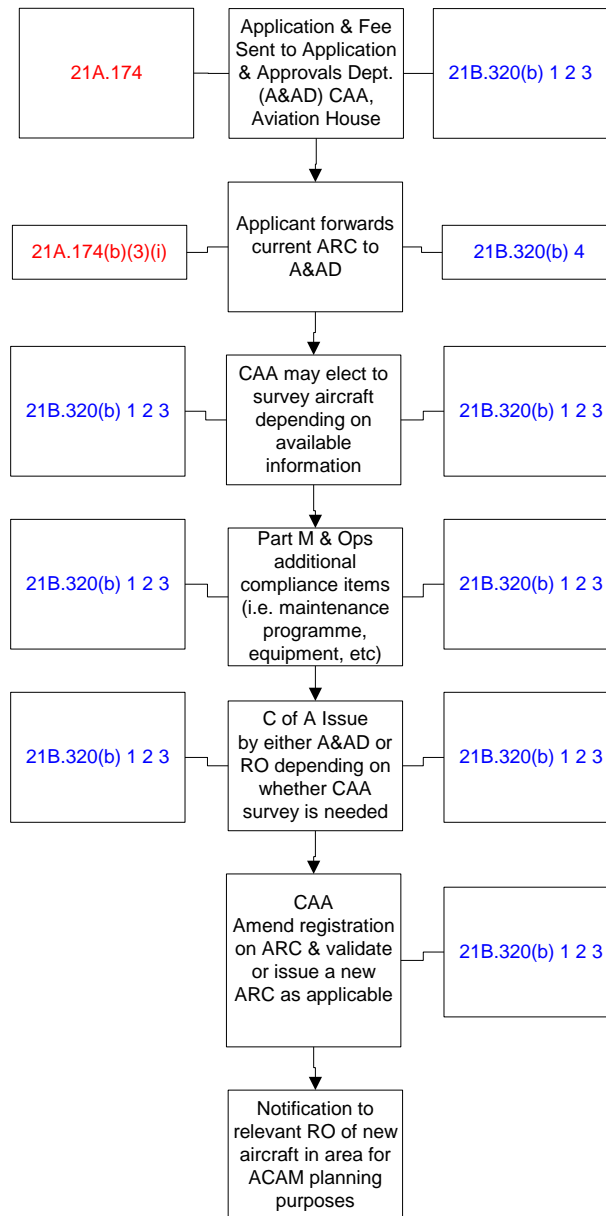


ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

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

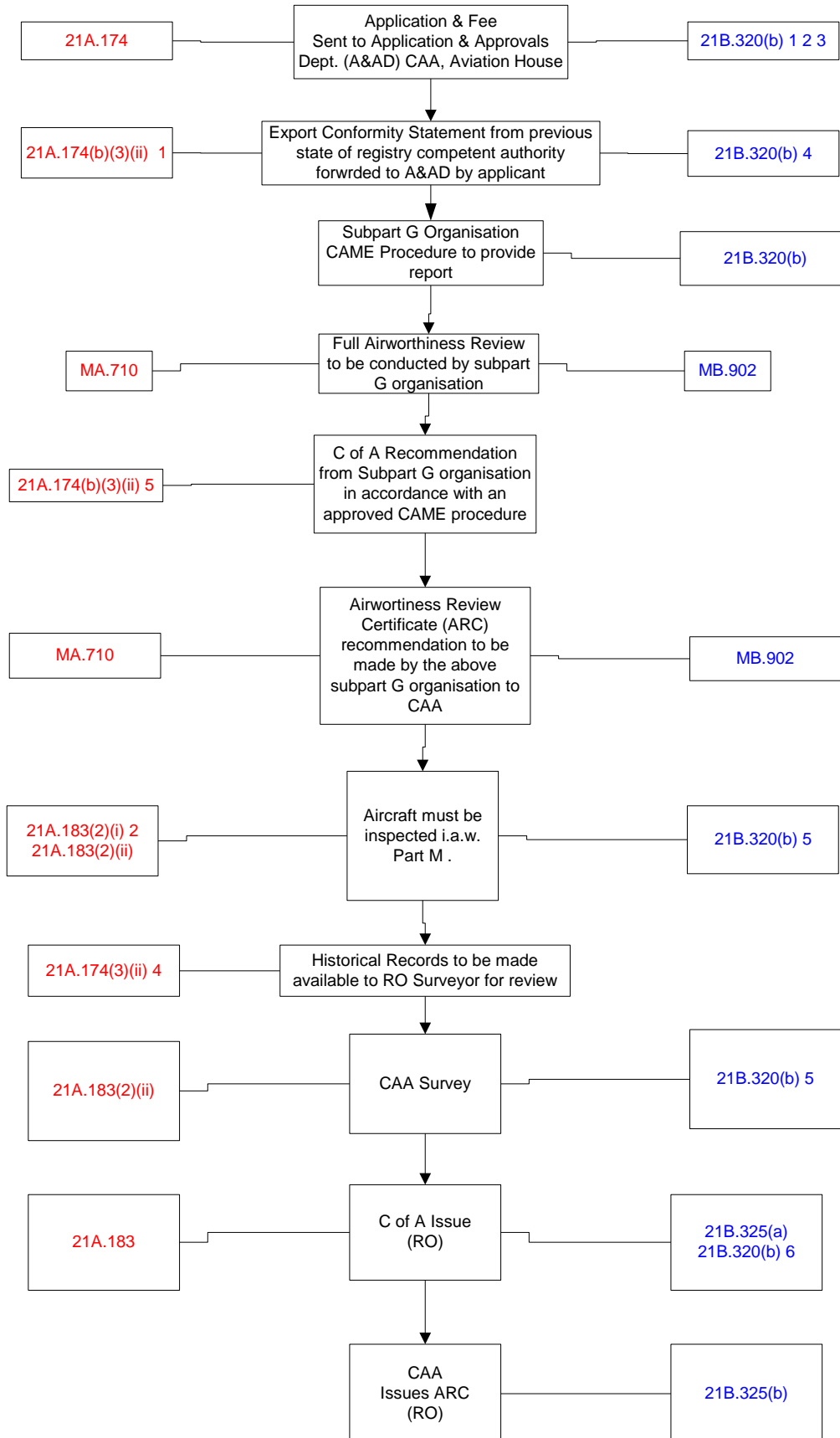


Scenario 2 – Used aircraft from an EU state



ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

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 or the extension 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. Also the conditions under which an ARC can be extended. The dating criteria should be described for both an issue and for an extension of an ARC, with details of the anticipation periods.)

*Cross refer to para 4.2, 4.3 and the Airworthiness Review Report. These procedures should include how a verification review (Ref: M.A.901(c) 2.and associated AMC) 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

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

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

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

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.

ANYBODY'S CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

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