|  |  |  |
| --- | --- | --- |
| *C:\Users\astrosfr\Desktop\breytt eyðublöð\SGSlogo isl.enskt.jpg* | **EASA Part MG CAME CHECKLIST** | **LHD-241****Dags. 20.09.2016** |

1. **Scope**

The purpose of the Continuing Airworthiness Management Exposition (CAME) compliance checklist and user guide is to assist organisation wishing to obtain EASA Part M Subpart G approval (CAMO). This document is complementary to the requirements of Implementing Rule (IR) - Regulation EU 1321/2014 Annex I, Part M Subpart G “as amended” and does not supersede or replace the information defined within the IR.

The checklist includes suggested subject headings and all the relevant information as detailed in M.A.704 and its AMC, the format of which may be modified to suit the organisation preferred method. The checklist should show compliance by referring in the “CAME reference / comment” where the information in the CAME is located and explanation if not applicable.

This checklist, when completed, should be submitted with the initial draft CAME.

1. **Important warning**

This user guide is designed to be used by:

* Part M Subpart G organisation (CAMO) - To assist them in the production and/or maintaining of their own CAME
* ICETRA - As a comparison document for CAMEs submitted to them for approval; and

The user guide is provided for guidance only and should be customised by each organisation to demonstrate how they comply with Part M Subpart G. It is the responsibility of the organisation to ensure compliance with the IR. The organisation may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.

For each detailed procedure described within the CAME, the CAMO should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The CAME should be written in the English language.

1. **Exposition format**

The CAME may be produced in hardcopy or electronic format;

* Hardcopy: ICETRA does recommend using white paper (format A4); The CAME shall be provided in a binder with section dividers. (recto/verso can be used)
* Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the ICETRA to facilitate the document study.
1. **Structure of the Continuing Airworthiness Management Exposition**

The CAME may be produced in the form of a single document or may consist of several separate documents.

* Single document: The standard CAME produced i.a.w. AMC M.A.704 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed continuing airworthiness management procedures and detailed quality system procedures (see AMC M.A:704 and Appendix V to AMC M.A.704).
* Several documents: The CAME must contain at least the information as detailed in Appendix V to AMC M.A.704 Part 0.1 to 0.6 (General organisation). The additional material may be published in separate documents which must be referenced from the CAME. In this case:
	+ The CAME should cross refer to the associated procedures, documents, appendices and forms which are managed separately.
	+ These associated documents must meet the same rules as described for the CAME.
	+ This/these associated document(s), procedure(s) and form(s) etc. must be provided to the ICETRA, as part of the CAME.

For some organisations certain sections of the headings defined within AMC M.A:704 and Appendix V to AMC M.A.704 may be ‘not applicable’. In this case they should be annotated as such within the CAME.

1. **Exposition pages’ presentation**

Each page of the CAME should be identified as follows (this information may be added in the header or footer;

* the name of the organisation (official name as defined on the EASA Form 14 approval certificate)
* the issue number of the CAME
* the amendment/revision number of the CAME
* the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the CAME)
* the chapter of the CAME
* the page number
* the name of the document " Continuing Airworthiness Management Exposition”

At the beginning of the volume, the Cover page should specify:

* Continuing Airworthiness Management Exposition;
* The name of the organisation (the official one defined on the EASA Form 14 approval certificate)
* The approval reference of the CAMO
* The copy number from the distribution list
1. **Corporate commitment by Accountable Manger**

Prior to submission of the ‘draft’ CAME to the ICETRA for approval the Accountable Manager must sign and date the Corporate Commitment statement (General organisation 0.1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager, the new incumbent should sign the document and submit a suitable amendment the ICETRA for approval.

|  |  |
| --- | --- |
| **CAME Reference** |  |
| **Organisation Official Name** |  |
| **Date** |  |
| **Summited by** |  | **Signature** |  |

**CAME checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Compl** | **Content** | **IR reference** | **CAME reference / comment** |
|  | Cover page |  |  |
|[ ]  Continuing Airworthiness Management Exposition |  |  |
|[ ]  The official name of the organisation as defined on EASA Form 14 |  |  |
|[ ]  The approval reference of the CAMO |  |  |
|[ ]  The copy number from the distribution list |  |  |
|  | Introduction |  |  |
|[ ]  Foreword |  |  |
|[ ]  Table of content |  |  |
|[ ]  List of effective pages |  |  |
|[ ]  List of issues / amendments or record of revision |  |  |
|[ ]  ICETRA Letter of Approval (LOA) |  |  |
|[ ]  Internal organisation approval page signed by QM and TM* Internal approval statement
* Title, name, date and signature (QM and TM)
 |  |  |
|[ ]  Revision highlights / Summary of changes |  |  |
|[ ]  Effective date of the current revision* The effective date is the date that the amendment introduced in this amendment takes effect
* The effective date can be established just prior to the final approval of the CAME by ICETRA or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc.
 |  |  |
|[ ]  Distribution list* CAME copy number
* Location of copies
* Holders of the copies
* Format of copies (CD-ROM, Paper etc.)
 |  |  |
|[ ]  Abbreviation, terminology and definitions |  |  |
|[ ]  Cross reference list from the CAME to Appendix V to AMC M.A.704, if applicable  |  |  |
|[ ]  Organisation information i.e.:* Address of approved locations (Head Office)
* Mailing Address(es)
* Telephone number(s)
* Fax number(s)
* E-mail address of the Head Office
 | Part M.A.704 (a)  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Part 0 General organisation |  |  |
|[ ]  * 1. Corporate commitment by the accountable manger

When the AM is not the CEO of the organisation then such CEO shall countersign the statement  | M.A.704 (a) 1. / AMC M.A.704 9. - AMC M.A.706 (a) |  |
|[ ]  0.2 General information* Description of the organisation
* Relationship with other organisation
	+ Subsidiaries / mother company
	+ Consortiums
* Scope of work - Aircraft managed
	+ Quote aircraft types / series
	+ Date included in the scope of work
	+ List of aircraft maintenance programmes
	+ List of “generic” and “baseline” maintenance programmes
	+ Quote number of aircraft of each type
	+ Quote each aircraft registration (or elsewhere by agreement with ICETRA – see note 1 below)
	+ List for each aircraft, aircraft owner / operator
	+ CAMO contract reference
* Type of operation
* Organisation’s Scope of Work (Scope of Approval) (M.A.703 (c) / M.A.704 (a) 2.) – see note 2 below

 Note 1: It is very important to be able to identify which aircraft is managed by the CAMO at a given time, especially when it comes to determine whether or not an aircraft has remained in “controlled environment” and or when aircraft are removed from an AOC, but will be kept managed by the CAMO as a private aircraft. By only referring to the current list on the AOC, will automatically discontinue the aircraft from being managed by the CAMO when removing the aircraft from the AOC. For large aircraft, that will automatically invalid the ARC. Note 2: The EASA Form 14 will refer to section containing the Scope of Approval (Scope of Work).  | M.A.703 (c) - M.A.704 (a) / AMC M.A.704 – Appendix V to AMC M.A.704 Part 0.2 |  |
|[ ]  0.3 Management personnel * Accountable Manager
* Nominated Post Holder for Continuing Airworthiness activities (TM)
* Continuing airworthiness coordination (group of persons)
* Designated Quality Manger (QM)
* Airworthiness Review staff
* Nominated person(s) authorised to extend ARC
* Nominated person(s) authorised to issue Permit to Fly
* Duties and Responsibilities (job functions)
	+ Accountable Manager
	+ Continuing Airworthiness Manager (TM)
	+ Designated Quality Manager (QM)
	+ Airworthiness Review staff
	+ Nominated person(s) authorised to extend ARC
	+ Nominated person(s) authorised to issue Permit to Fly
* Title(s) and name(s) of persons above (AR staff can be in 5.2)
* Manpower Resources and Training Policy
	+ Manpower Recourses
	+ Training Policy
	+ Man hour plan development and updating
		- All activities, also activities not performed under the Part M Subpart G approval
		- Include subcontracted organisation if applicable
 | M.A.704 (a) / AMC M.A.704 - M.A.706 (a)(b)(c)(d)(e)(i)(j) / AMC M.A.706 (a)(e)(i) |  |
|[ ]  0.4 Management Organisation Charts* General Organisation Chart
* Continuing Airworthiness Management Organisation Chart
 | M.A.704 (a) 4. / AMC 704 (a) |  |
|[ ]  0.5 Notification Procedure to the ICETRA Regarding Changes to the organisation’s activities / approval / location /personnel* Changes
	+ Organisation name and location
	+ Organisation additional location
	+ The group of person as specified in 0.3
	+ Operation, facilities, procedures, work scope, staff and technical arrangements, as far as they may affect the approval
* Notification before such changes take place
 | M.A.713 / AMC M.A.713 |  |
|[ ]  0.6 Exposition amendment procedureExposition Amendment Procedures (including, delegated procedures)* Person responsible for amending the Exposition.
	+ Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the ICETRA
* Sources of proposed amendments within the organisation
* Internal approval process
	+ Verifying and validation of amended procedures before use (AMC M.A.712 (a) 2.)
	+ Technical Manager and Quality Manager sign the internal approval page, see introduction
* Approval process with ICETRA
* Revision acknowledge receipt process
* Definition of minor amendments to the Exposition that can be amended without the prior approval of the ICETRA, if applicable and agreed
	+ In case of minor amendment, the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the CAME is approved by ICETRA. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the Part MG requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore, an indirect approval procedure cannot be detailed in the CAME before the first 2-year period has been completed. In any case the ICETRA must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved.
* Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable
* Effective date of the amendment
* CAME Review (AMC M.A.712 (a) 1.)

After ICETRA has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different locations have received the revision at the date it is effective | M.A.704 (a) 7. (b)(c) /AMC M.A.712 5., 6. & 7. / AMC M.A.712 (a) 1. & 2.  |  |
|[ ]  0.7 Facilities* Location of facilities
* General description
	+ Layout of premises
* Office accommodation for:
	+ Planning
	+ Technical records
	+ Quality
	+ Technical reference area

etc.* Storage
 | M.A.704 (a) 6. |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES |  |  |
|[ ]  1.1 Aircraft Technical Log Utilisation and MEL Application, and/or;Aircraft continuing airworthiness record system* Aircraft technical log and/or continuing airworthiness records system
	+ General and contents
	+ Instruction for use
	+ Aircraft technical log approval (for CAT)
* Mel application
	+ General
	+ MEL procedure
	+ MEL categories
	+ MEL application by maintenance staff
	+ MEL application by crew (if applicable)
	+ Acceptance by the crew
	+ Aircraft dispatch by crew in accordance with MEL
	+ Management of the MEL time limits
	+ MEL time limitation overrun (ORO.MLR.105) (only for category B, C and D (if applicable)
* This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of an MEL limitation. This should refer to the technical log procedures

Indirect approval of MEL time limitation overrun: such a delegation is to be based upon the ability of the Quality System to deal adequately with the Part M Subpart G requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore, an indirect approval procedure cannot be detailed in the CAME before the first 2-year period has been completed. In any case the ICETRA must continue to receive a copy and acknowledge receipt of all such MEL time limitation overrun “indirectly” approved. | M.A.301 2. / AMC M.A.301-2 - M.A. 403(b) 1. (d) M.A.708 (b) 4. 6. & 8. - ORO.MLR.105 |  |
|[ ]  * 1. Aircraft Maintenance Programme General
* General
* Content Development
	+ Sources
	+ Responsibilities
	+ Manual amendments
	+ Approval by the Authority (or ICETRA as applicable)

Indirect approval of AMP for air carrier: such a delegation is to be based upon the ability adequate competence and knowledge within the organisation and of the Quality System to deal adequately with the Part M Subpart G requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore, an indirect approval procedure for air carrier AMP cannot be detailed in the CAME before the first 2-year period has been completed. In any case the ICETRA must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved.Indirect approval for non-air carrier aircraft is however possible if adequate competence and knowledge are demonstrated at the time of initial approval or at later stage. The indirect procedure must include special procedure regarding TBO extension with limitation that not to extend the component’s TBO when the individual aircraft has been under the Icelandic register for less than 12 months or has been operated under that registration for less than 100 flying hours.  | Part M.A.302 (a)(b)(c)(d)(e)(f)(g)(h)(i) / AMC M.A.302 (a)(d)(e)(f)(h)(i) / GM M.A.201(e), M.A.302(h) and M.A.901(l) / Appendix I to AMC M.A.302 and AMC M.B.301(b) – M.A.708 (b) 1. & 2.  |  |
|[ ]  * 1. Time and Continuing Airworthiness Records: Responsibilities, Retention & Access.
* Hours and Cycles Recording
* Continuing Airworthiness Records
* Preservation of Continuing Airworthiness records
* Access to Continuing Airworthiness Records
* Transfer of Continuing Airworthiness Records
 | M.A.305 (h) / AMC M.A.305 (h) – M.A.714(a)(b)(c)(d)(e)(f)(g)(h) / AMC M.A.714 1. to 6. |  |
|[ ]  * 1. Accomplishment and control of Airworthiness Directive
* Airworthiness Directive information
* Airworthiness Directive decision
* Airworthiness Directive control
 | Part M.A.303 – M.A.708 (b) 5.  |  |
|[ ]  * 1. Analysis of the Effectiveness of the Maintenance Programme
* Liaison Meetings
* Frequency of Meetings
 | Part M.A.302 (g) - M.A.708 (b) 1.  |  |
|[ ]  * 1. Non-Mandatory Changes (Modification) Embodiment Policy
* Modification – General
* Assessment
* Service Bulletins
* Other modification
* Minor modification
* Standard changes and standard repairs
* Instruction for continuing airworthiness - AMP
* Recording of modification
* Liaison with OPS / owner
 | M.A.304 / AMC M.A.304 - M.A.708 (b) 3. / AMC M.A.708 (b)(3) - 21.A.90B - 21.A.431B - CS-STAN |  |
|[ ]  * 1. Major repair and Modification standards
* Modification – General
* Type of approval required
* Assessment
* Instruction for continuing airworthiness - AMP
* Recording of modification
* Liaison with OPS / owner e.g. regarding FM, MEL and other supplements
 | M.A.304 / AMC M.A.304 - M.A.708 (b) 3. / AMC M.A.708 (b)(3) |  |
|[ ]  * 1. Defect Reports
* Analysis
* Liaison with Manufacturers and Regulatory Authorities
* Deferred Defect Policy
* Non Deferrable Defects Away from Base
* Repetitive Defects
* Mandatory Occurrence Reporting
* Liaison Meetings
 | Part M.A.202 (a)(b)(c)(d) / AMC M.A.202 (a)(b) - AMC 20-8 – Regulation (EU) 376/2014 |  |
|[ ]  * 1. Engineering Activity
* General
* Person responsible for design changes
* Developing the design
* Application process
* Form used
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |
|[ ]  * 1. Reliability Programmes
* Extent and scope of the reliability programmes
* Specific organisational structure, duties and responsibilities
* Establishment of reliability data
* Corrective action system (AMP amendment)
* Schedule reviews – reliability meetings
* When participation of the ICETRA and/or competent authorities (if applicable) is needed. In general ICETRA and/or competent authority should be invited to all meetings
 | Part M.A.302 (f) / AMC M.A.302 (f) – Appendix I to AMC M.A.302 and M.B.301 (d) |  |
|[ ]  * 1. Pre-flight Inspection
* General – scope and definition
* Evaluation of pre-flight inspection content
	+ Walk-around
	+ Inspection of AJTL
	+ Inspection of validity of CofA and ARC
	+ Control of consumable fluids, gases etc. & recording
	+ Control of refuelling
	+ Control of cargo and baggage loading
	+ Control of doors security
	+ Control of control surface and landing gear locks, pitot/static covers, restraint device and engine/aperture blanks have been removed
	+ Control that all the aircraft’s external surfaces and engines are free from ice, snow, sand, dust etc.
	+ Assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety
	+ Control of oil and hydraulic fluid uplift by crew and tyre inflation, if considered as part of the pre-flight inspection by crew and possible maintenance action
* Concurrent with AMP
* For air carriers licenced in accordance with Regulation (EC) No 1008/2008 – control of publish guidance to maintenance and flight personnel performing pre-flight inspection, defining responsibilities for these actions
* Responsibility of training of personnel performing pre-flight inspection
* Content of pre-flight training – training standard
* Records of training
 | Part M.A.301 1. / AMC M.A.301-1 - Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |
|[ ]  * 1. Aircraft Weighing
* What occasion an aircraft has to be weighed
* Who perform the weighing
* What procedure is used
* Who calculate the new weight and balance
* Process of weighing result into the organisation
* Liaison with OPS / owner as applicable
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |
|[ ]  * 1. Check Flight Procedures
* General
* Criteria for check flight
* Check flight procedure
* Process for applying for approval of Flight Condition and Permit to Flight when applicable
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |
|[ ]  1.14 Planning procedures* General
* Planning of AMP tasks, modifications, AD’s, SB’s, open defects, etc.
* Monitoring of Maintenance Between Scheduled Maintenance
* Variation procedure
 | AMC M.A.301-3 – M.A.708(b)(4) |  |
|  | 1.15 Airworthiness data control* Control of information
* Technical library
* Subscriptions control
* Information held / need regarding the scope of work
* Issue / amendment control
* Technical information amendment procedures
* Manuals
* Service Information (AD, SB, SIL, etc.)
* Distribution: access to the staff
* Company Technical Procedures / Instructions
* Issue / Amendments control
* Distribution: access to the staff
* Maintenance documentation
* Preparation from approved sources
* Work card/worksheet system (AMC 145.A.45 I)
	+ Differentiate disassembly, accomplishment, reassemble and testing
	+ Lengthy maintenance task – supplementary work-card/worksheet
* Amendment control
* Transfer / transcribe of airworthiness data
* Review and identification of amendment status of maintenance instructions
* Distribution of airworthiness data: access to the staff
* Modifying maintenance instruction (145.A.45 (d))
* Verification and validation of new procedures where practicable
* Incorporation of best practice and human factors principles
* Control of customer supplied maintenance data
* Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.)
* Incorporation of CDCCL concept. ED Decision No 2009/007R
* compliance with CDCCL instructions
* traceability of CDCCL completion
* Awareness of Technical Publications, Instructions and Service Information by the staff
 | M.A.401 / AMC M.A.401 (c)(5) – M.A.705 – M.A.709 |  |
|[ ]  1.16 Control of personnel competence (complex motor-powered aircraft and aircraft used by licenced air carriers)* Establish competence
* Initial training
* Recurrent training (continuation training)
* Records

For airworthiness review and quality staff see 2.6 and 4.1 | Part M.A.706 (k) / AMC M.A.706 (k) |  |
|[ ]  1.17 Subcontracting management control procedure * Subcontract content and its continuing control
	+ Content as per Appendix II to the IR
	+ Task to be subcontracted
	+ Procedure to be used and its control
	+ Handling of findings
	+ No subcontracting by the subcontracted organisation allowed
	+ Individual responsibility clearly defined
	+ Subcontracted organisation to notify the operator of any changes affecting the contract
* Subcontract approval by ICETRA
	+ Notifying the ICETRA of any changes affecting the contract
* Tasks that can be subcontracted
* Active control of the activities and/or endorsing the recommendation made by the subcontracting organisation
	+ Individual responsibility clearly defined
* Access to relevant data
* Establish staff competence (same as in 1.16)
* Assessment of subcontracted staff
* Training and continuation training of subcontracted staff
* Subcontracting management control procedure to ensure that the action taken by the subcontracted organisation(s) meet the standards required by M.A. Subpart G
* Involvement of the quality system including pre-audit
* ICETRA provision for monitoring (auditing the subcontract organisation)
* Effect on Man-hour planning, see Part 0.3

The above list is not exhaustive, refer to AMC M.A.201(h)(1) and its Appendix II for detail information | Part M.A.201 (h) (1) / AMC M.A.201 (h) (1) / Appendix II to AMC M.A.201 (h)(1)  |  |
|  | PART 2 QUALITY SYSTEM (or organisational reviews below) |  |  |
|[ ]  2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedures* Continuing Airworthiness Quality Policy
* Quality Plan (Programme)
* Quality Audit Procedure
* Quality Audit Remedial Action Procedure
 | Part M.A.712 (a)(b) / AMC M.A.712 (a)(b) |  |
|[ ]  2.2 Monitoring of Continuing Airworthiness Management Activities | Part M.A.712 (b) / AMC M.A.712 (b) |  |
|[ ]  2.3 Monitoring the Effectiveness of the Maintenance Programme | Part M.A.712 (b) / AMC M.A.712 (b) |  |
|[ ]  2.4 Monitoring that all maintenance is carried out by an appropriately approved Part 145 Organisation | Part M.A.712 (b) / AMC M.A.712 (b) |  |
|[ ]  2.5 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Sub-contractors used by the Maintenance Contractor | Part M.A.712 (b) / AMC M.A.712 (b) |  |
|[ ]  2.6 Quality Audit Personnel* Qualification and competence of quality audit personnel
* Training and recurrent training of quality audit personnel
* Independency of quality audit personnel
* Quality staff records
 | Part M.A.706 (k) / AMC M.A.706 (k) |  |
|[ ]  2.7 Records keeping | Part M.A.712 (c) |  |
|  | PART 2 Organisational reviews |  |  |
|[ ]  2.1 Identification of the person responsible for the organisational review programme | Part M.A.712 (f) / AMC M.A.712 (f)Appendix XIII to AMC M.A.712 (f) |  |
|[ ]  2.2 Identification and qualification criteria for the person(s) responsible for performing the OR | Part M.A.712 (f) / AMC M.A.712 (f)Appendix XIII to AMC M.A.712 (f) |  |
|[ ]  2.3 Elaboration of the organisational review programme | Part M.A.712 (f) / AMC M.A.712 (f)Appendix XIII to AMC M.A.712 (f) |  |
|[ ]  2.4 Performance of organisational reviews | Part M.A.712 (f) / AMC M.A.712 (f)Appendix XIII to AMC M.A.712 (f) |  |
|[ ]  2.5 Management of findings and occurrence reports | Part M.A.712 (f) / AMC M.A.712 (f)Appendix XIII to AMC M.A.712 (f) |  |
|  | PART 3 CONTRACTED MAINTENANCE |  |  |
|[ ]  3.1 Procedure for contracted maintenanceProcedure to follow to develop the maintenance contract* Process to implement the different elements described in Appendix XI to AMC M.A.708(c)
* Responsibilities, task and interaction with the maintenance organisation and with the owner/operator
* Describe when necessary, the use of work order for unscheduled line maintenance and component maintenance as per M.A.708(d)
* Work order to ensure that the applicable elements of Appendix XI to AMC M.A.708(c) are considered – template sample in Part 5.1

Maintenance contractor selection procedure* General
* Maintenance contractor selection process
	+ How a maintenance contractor is selected
	+ Verification of approval
	+ Applicable aircraft type and engine
	+ Industrial capacity
* Contract review – ensure contract is comprehensive and that it has no gaps or unclear area
* Everyone involved in the contract (both CAMO and MO) agrees with the terms of the contract and fully understands their responsibilities
* Functional responsibilities of all parties are clearly identified
* Liaison with owner if not air carries licence operator
* Listing in 5.4
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 – M.A.708(c) – M.A.708(d) |  |
|[ ]  3.2 Quality audit of aircraft* General – audit of an aircraft
* Different between an airworthiness review and quality audit
* Compliance with approved procedures
* Contracted maintenance carried out in accordance with the contract
* Continued compliance with Part M
 | Part M.A.712 (b) / AMC M.A.712 (b) |  |
|[ ]  3.3 Quality audit of sub-contracted Part M tasks* Subcontractor selection process
* Compliance with approved procedures;
* Contracted continuing airworthiness functions are carried out in accordance with the contract;
* Continued compliance with Part M.)

This paragraph is only applicable when any continuing airworthiness tasks are subcontracted and should set out the procedures when performing a quality audit of the continuing airworthiness functions sub-contracted out. | Part M.A.201 (h) 1. / AMC 201 (h)(1) / Appendix II |  |
|  | PART 4 AIRWORTHINESS REVIEW PROCEDURES |  |  |
|[ ]  4.1 Airworthiness review staff* Independency of the AR staff
* Assessment of AR staff
* Experience, qualification, competence and training of AR staff
* Issuance of authorisation
* Staff records
* Maintaining the AR authorisation

The first AR staff has to be assessed by ICETRA i.e. perform AR under supervision of ICETRA. For other after that it can be delegated to the organisation according to a procedure. | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 – M.A. 706 (k) / AMC 706(k) – M.A.707 (a)(b)(c)(d)(e) / AMC M.A.707 (a)(b)(c)(e) |  |
|[ ]  4.2 Review of aircraft records* Performed by the same AR staff as physical survey
* Aircraft records to review, including the depth of sampling – in detail
* Level of detail that needs to be reviewed
* Number of records
* Etc…
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 – M.A.710 (a) / AMC M.A.710 (a) |  |
|[ ]  4.3 Physical survey* Performed by the same AR staff as review of the aircraft records
* How to perform physical review, including the depth of sampling (inspection)
* Topics that needs to be reviewed
* Physical area that need to be inspected
* Which document on-board that need to be reviewed
* Etc…
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 – M.A.710 (b), (c) / AMC M.A.710 (b), (c) |  |

|  |  |  |
| --- | --- | --- |
|[ ]  4.4 Additional procedures for recommendations to competent authorities for the import of aircraft* Additional tasks for import
* Additional documents
* Communication with ICETRA or competent authorities
* Additional items to be reviewed, records and physical
* Specification of maintenance required to be carried out
* Etc…
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |
|[ ]  4.5 Recommendations to competent authorities for the issue of an ARC* Communication procedure with ICETRA and competent authorities
* Content of the recommendation
	+ Application from the owner
	+ Record compliance report
	+ Physical compliance report
	+ Recommendation for issue of ARC
	+ Documents accompanying the recommendation

Note: Recommendation can only be made when all findings are closed and the aircraft is considered airworthy by being in compliance with the relevant requirements. | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |
|[ ]  4.6 Issuance of an ARC* Issuance of ARC (EASA Form 15b) after AR has been properly carried out
* Airworthiness of the aircraft when ARC is issued
* Record keeping
* Distribution of the ARC copies
* Copy of the ARC sent to competent authority of the Member State of Registry of the aircraft within 10 days of the date of issue
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |
|[ ]  4.7 Airworthiness review records, responsibilities, retention and access* How records are kept
* Periods of records keeping
* Location of record storage
* Access to the records
* Responsibilities
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |
|[ ]  4.8 Annual review of the aircraft maintenance programme (only for ELA1 aircraft not involved in commercial operations)* By the same person who perform the airworthiness review
* What to review
	+ The result of the maintenance performed during the year
	+ The result of the airworthiness review performed on the aircraft
	+ Revisions introduced on the documents affecting the programme basis, e.g.: MIP or Design Approval Holder Data (DAHD)
	+ Applicable mandatory requirements for compliance with Part-21, e.g.: ADs, ALIs, CMRs and TCDS maintenance requirements
* Any defects found that could have been prevented by introducing in the maintenance programme certain recommendation from the DAHD which were initially disregarded by the owner
* Deficiencies in the content of the maintenance programme found – inform the competent authority of the Member State of Registry within 72 hours
 | M.A.302(h)(5) / AMC M.A.302(3) - M.A.710 (ga) - M.A.710 (h)/ AMC M.A.710 (h) - M.A.901 (l) |  |
|  | PART 5 APPENDICES |  |  |
|[ ]  5.1 Sample documents* Sample of all forms used and referred to in the procedures
* Example of forms:
* Technical log system forms
* Airworthiness Review record compliance report
* Airworthiness Review physical compliance report
* EASA Form 15b (or refer to the form on ICETRA website)
* Permit to Fly if applicable
* Variation request and approval form
* MEL extension request and approval form
* Internal reporting
* Engine condition monitoring
* Audit report, nonconformity, PCA and CA form
* Work order (to ensure that the applicable elements of Appendix XI to AMC M.A.708(c) are considered)
* Task card
* Revision acknowledge
* Damage record sheet (Dent and buckle) form
* Etc…
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |
|[ ]  5.2 List of airworthiness review staff* Name, scope and authorisation identification
* List of personals authorised to extend ARC
	+ Name and authorisation identification
 | M.A.704 (a) 5. |  |
|[ ]  5.3 List of sub-contractors as per M.A.711(a)3* Name of the subcontractor
* Location, address
* Scope of CAM tasks subcontracted
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |

|  |  |  |
| --- | --- | --- |
|[ ]  5.4 List of approved maintenance organisations contracted* Name of the maintenance organisation
* Location, address
* Part 145 or Approval reference number
* Scope of the work contracted
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |
|[ ]  5.5 Copy of contracts for sub-contracted work (Appendix II to AMC M.A.711 (a)(3))* Cover sheet that list the contract reference and revision status
* Copy of the contract
* Period review process
 | Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 |  |