GUIDANCE FOR CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (AOC)

Appendix 3 to the Certification requirements for civil aircraft operators, approved by the Order of the Acting Minister of Investment and Development of the Republic of Kazakhstan No. 153

This guidance is applicable to AOC applicants of the Republic of Kazakhstan and certified civil aircraft operators of the Republic of Kazakhstan.
The provisions of this guidance are complementary to the certification requirements "as amended" and these provisions do not supersede or replace the associated regulatory requirements.

General Guidance

Preliminary Considerations

The CAME shall be customised by each organisation to demonstrate how they comply with Certification requirements for civil aircraft operators, approved by the Order of the Acting Minister of Investment and Development of the Republic of Kazakhstan No. 153.

For each detailed procedure described within the CAME, the organisation should address the following questions, noting this list is not exhaustive:
• What must be done?
• Who should do it?
• When must be done?
• Where must it be done?
• How must it be done?
• Which procedure(s)/form(s) should be used?
The organisation may choose to use another format to the one described in this guidance, as long as all the applicable sections of the regulation are addressed and cross-referenced.
For standardisation purposes, to facilitate the production of the CAME by the organisation and review by the assigned inspector, it is recommended to strictly adhere to the proposed CAME structure, including chapters/paragraph numbering, titles and expected content. The Operator should however customise the document to suit their organisation and may also include additional paragraphs where necessary.

Exposition Format and Language

The CAME should be produced in electronic format. The final version of the exposition should be in Portable Document Format (PDF).
The CAME shall be written in the language that will be well understandable for all involved staff.

CAME Structure

The Operator shall follow one of the following options when deciding the CAME structure which better fits its operations;

- Option 1 - Single CAME document.

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

- Option 2 - CAME supplemented by associated procedures/lists

Associated procedures/lists shall meet the same rules in terms of management control and presentation as described for the CAME;
When the organisation is developing a CAME supplemented by associated procedures/lists, then:

1) It is acceptable, for CAME PARTs 1 to 5, to include precise and clear reference(s) to other manuals where the same procedures are described. For PART 0 of the CAME, such cross references would normally not be acceptable.
2) The CAME must contain at least the information and a minimum regulatory compliance procedure in each chapter and paragraph, and; associated procedures/lists as defined below:
   - Associated Procedure: means a procedure providing additional and customised details on how the organisation intends to comply with applicable requirements;

- Associated List: means any of the list, when published separately from the CAME.

3) Work instructions may include detailed instructions intended to provide information for staff on how to perform their duties on a daily basis. They could also include lists/forms which are not required by regulations. Examples include, but are not limited to, the list of internal auditors, the checklist used to process a completed work package, the templates listing staff on duty, the instructions on how to use the IT tool in place to manage continuing airworthiness records/information, etc.
4) Work instructions do not require AAK approval and are to be fully controlled by the Organisation. The Compliance Monitoring System remains responsible to ensure any such document does not conflict with CAME or associated procedures/list.

In order to avoid confusion between CAME associated procedures/lists and work instructions, the following criteria is recommended:
• CAME procedures should only contain reference to CAME associated procedures/lists, which are listed in CAME 0.5 and CAME 0.6 (no reference should be given in the CAME to work instructions);
• CAME associated procedures/lists may refer to work instructions;
• Work instructions may refer to CAME and/or associated procedures lists.

Management Control of the CAME

In order to properly monitor the approval, it is essential that the Operator clearly identifies the initial edition of the Exposition and each subsequent change. Any change to the approved CAME shall be identified (depending on the numbering system chosen) by:
• A new issue and/or revision number;
• A new issue and/or revision date;
• Clear identification of the modified text in each CAME chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.) Chapters 0.5 and 0.6 of the CAME are intended to detail the methods chosen to identify changes to the CAME (e.g., issue/revision number, vertical bars, etc.).

Depending on the complexity and need of the organisation, one of the two following possibilities is recommended:

1. CAME identified by both an Issue number and Revision number.
This option is intended to use two different numbering systems (Issue and Revision number).
In particular, each time the issue number is changed, the revision number will start again from “0”.

There may be various reasons to choose this option of double identification, such as, for example, to identify any major change of the organisation with a change of the issue number and each minor change by changing the revision number. This solution will therefore require the identification of the CAME with Issue number, Issue date, Revision number and Revision date.

2. CAME identified only by a revision (or issue) number.
This solution is less flexible than the previous one, because any change to the CAME will be identified only by a change in the revision (or issue) number. The numbering of the revision (or issue) will start with “1” and increase at each revision.
This solution will therefore require to identify the CAME only with Revision (or issue) number and Revision (or Issue) date.

Exposition Pages Presentation

Each page of the CAME shall be identified as follows (this information may be added in the header or footer), as applicable depending on the CAME revision identification option chosen in the previous chapter of this Guidance:
• the name of the organisation (official name as defined on the AOC);
• the issue/revision status of the page;
• the chapter of the CAME (e.g. 1-5);
• the page number;
• the name of the document “Continuing Airworthiness Management Exposition”;
The cover page of the volume shall specify:

• the title “Continuing Airworthiness Management Exposition”;
• A unique identification reference given to the CAME (e.g., OPERATORNAME-DOC1).
➢ A unique identification reference is expected for each document which is part of the AAK approval (in accordance with CAME 0.5 and 0.6). It is particularly helpful when managing electronic approvals of documents.
• The name of the organisation (official name as defined on the AOC);
• The address, telephone, fax numbers and the generic e-mail address3 of the Principal Place of Business of the Organisation;
• The copy number from the distribution list;
• The AOC approval number/reference;

CAME Initial Approval Process

First Submission of the “Draft” CAME
Prior to submission of the ‘draft’ CAME to the AAK for approval, the Accountable Manager must sign and date the statement. This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of the Accountable Manager the new incumbent shall sign the document and submit a suitable amendment to their AAK for approval.
Tracking Changes to the Initial Draft CAME
Following the receipt of the first “draft” CAME, the AAK will review it and formulate eventual remarks in writing to the Organisation.
At the receipt of such remarks, the organisation is expected to revise the first “draft” and produce a second “draft” CAME, where all the remarks have been addressed. In order to have a clear tracking of the changes and to allow the review of the revised CAME by the AAK the following is expected:

The organisation shall reply in writing to each remark explaining how it has been addressed and in which CAME chapter/paragraph. The organisation shall issue a second “draft” CAME, which clearly identifies the changes introduced. This could be done by:

- Maintaining the CAME “draft” identified as “initial” (i.e. Issue 1, Rev. 0), but changing the date to identify the new draft issued; and
- Identifying clearly the text modified in each CAME chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.)
- This process will be eventually continued with the issue of a third, fourth, etc. “draft” CAME, until the Exposition is considered acceptable by the AAK in order to proceed further with the technical investigation process.
- Important note: The same principle applies to the successive revisions of the CAME and to the documents associated to the exposition such as procedures and lists subject to AAK approval.

CAME Structure and Content

Table of Contents
For standardisation purposes, to facilitate the production of the CAME by the Organisation and the review by the AAK, it is recommended to adhere to the proposed CAME structure, including chapters and paragraph numbering, titles and expected content. The organisation should however customise the document to suit their organisation and may also include additional contents where necessary.
The assigned inspector is referring to this guidance when reviewing the CAME for approval and a different structure will result in additional time needed for the review, and consequently a longer approval process.
Where a Part/chapter/paragraph is not used it shall be identified in the CAME as Not Applicable.

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

List of Issues / Amendments Record of Revisions

1. CAME identified by both an Issue number and a Revision number. In this option the following should be included in this list:

- Issue number.
- Revision number.
- Revision and Issue date.

- Revision type (Initial, minor, major, etc.).
- Reason for change.

2. CAME identified only by a revision number. In this option the following should be included in this list:
- Revision number.
- Revision Date.
- Revision Type (Initial, minor, major, etc.).
- Reason for change.

Distribution List

As a minimum, CAME should be distributed to:

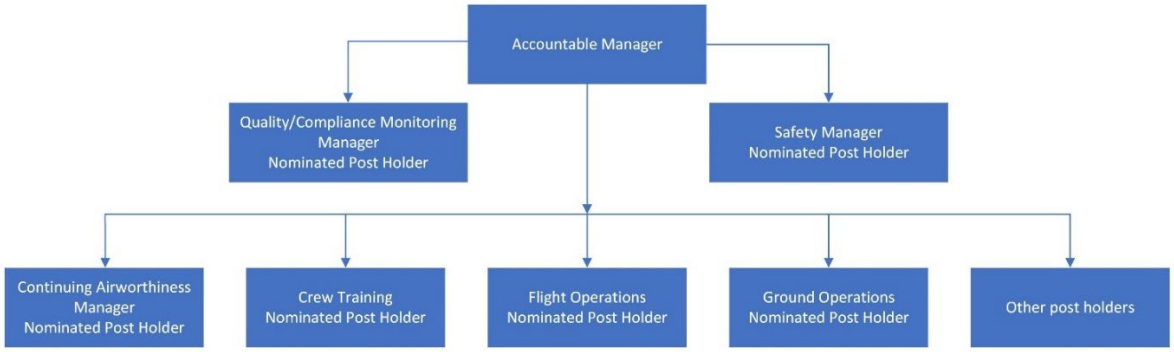
- The organisation's management personnel; and
- The contracted maintenance organisation(s); and
- The AAK; and
- Any organisation subcontracted under the provisions of this CAME.

Definitions and Abbreviations

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

PART 0 - GENERAL ORGANISATION

0.1.	**Accountable Manager statement** *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 amendment to the statement should not alter its intent:* *'This exposition and any associated referenced manuals define the organisation and procedures upon which the Aviation Administration of Kazakhstan's approval is based.* *These procedures are endorsed by the undersigned and must be complied with, as applicable, in order to ensure that all continuing airworthiness activities, including maintenance of the aircraft managed, are carried out on time to an approved standard.* *These procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.* *It is understood that the approval of the organisation is based on the continuous compliance of the organisation with Certification requirements, as applicable, and with the organisation's procedures described in this exposition. The Aviation Administration of Kazakhstan is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by Certification requirements, as applicable, or any conditions according to which the approval was issued.* *Signed .....* *Dated .....* *Accountable manager and ... (quote position) ...* *Chief Executive Officer ...* *For and on behalf of ... (quote organisation's name) ... '* *If the Accountable Manager is not the highest level responsible of the organisation, the latter must then countersign the statement.* *Whenever the Accountable Manager is changed it is important that the new Accountable Manager signs the statement at the earliest opportunity as part of his/her acceptance by Aviation Administration of Kazakhstan. Failure to carry out this action invalidates the continuing airworthiness management approval.*
0.2.	**Management Organisation Chart** **General Organisation Chart** *The chart should provide a comprehensive understanding of the whole of a company's management structure*

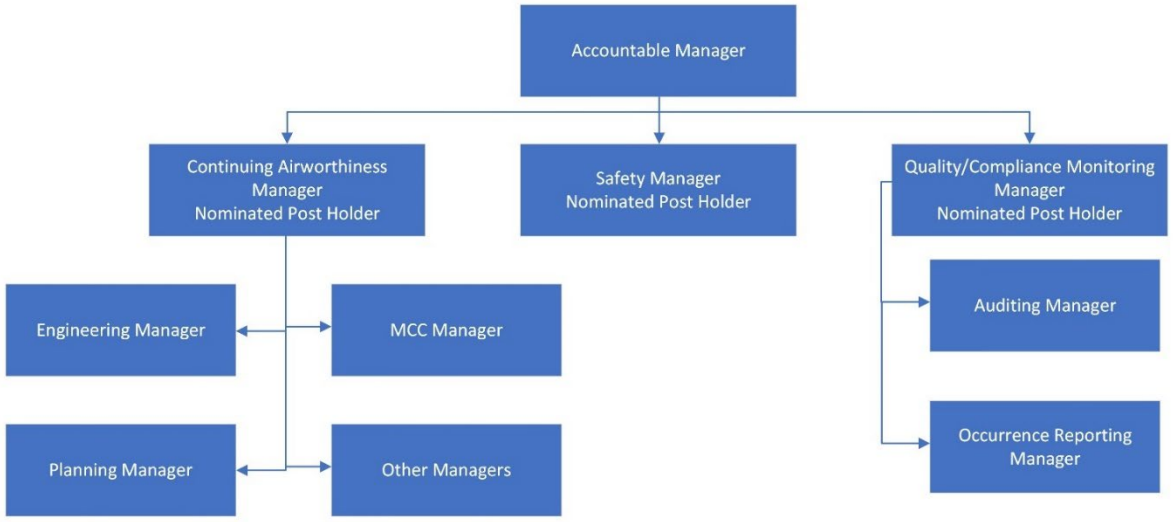


Continuing Airworthiness Management Chart

This flow chart should give further details on the continuing airworthiness management system and should clearly show the independence of the compliance monitoring system.
This flow chart may be combined with the previous (CAME 0.4.1) or subdivided as necessary, depending on the size and complexity of the organisation. The Organisation chart needs to be clear and consistent with CAME 0.2 and shall represent the up-to-date description of the structure of the Organisation.

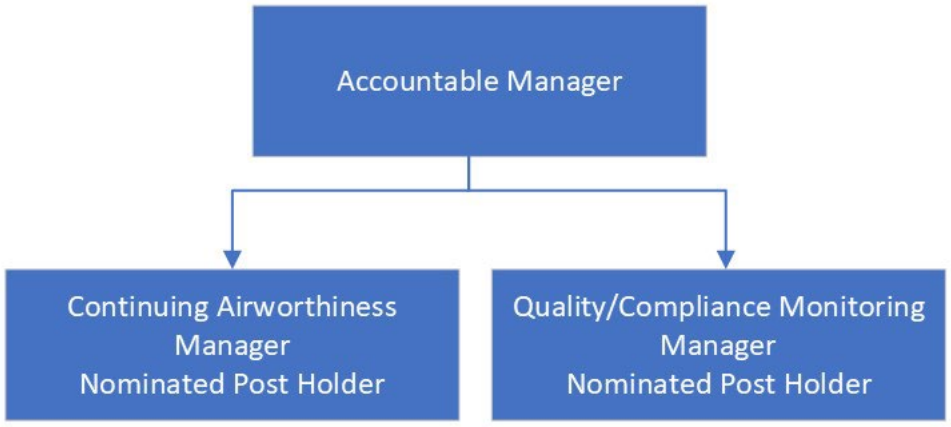
These example charts should show possible ways of outlining the continuing airworthiness management functional structure, as applicable.

EXAMPLE 1
Large Organisation



Nominated persons shall be clearly identified in the chart.

EXAMPLE 2Small Organisation



Nominated post-holders shall be clearly identified in the chart.

0.3. **Facilities**

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

- Various offices/departments (Technical Library, Planning, etc.)
- Description of the equipment available, including the means to access the continuing airworthiness records and data (internet connection, etc.)
- Location of record storage (if applicable)
- Office accommodation for airworthiness reviews (if applicable)
- The following addresses should be included:
- Principal Place of Business
- Main and supporting offices (if different from the above)
- Postal address

0.4. **Scope of work - Aircraft managed**

This paragraph should specify the scope of the work for which the Operator is approved.
This paragraph should include, but not be restricted to, aircraft type/series, aircraft registrations, owner/operator, contract references and details of aircraft managed.
Depending on the number of aircraft, this paragraph may be updated as follows:
1) the paragraph is revised each time an aircraft is removed from or added in the list;
2) the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list; in that case, the paragraph should explain where the current list of aircraft managed is available for consultation.

Aircraft Type/Series/ Group	Engine Type	Approved Maintenance Programme Reference	Aircraft registration	Operator	Type of Operation
Boeing 737-8	Leap-1B	xxxxxxx	UP-XXXX	xxxxxxx	Scheduled

This paragraph can make reference to the operations specifications or operations manual where the aircraft registrations are listed.

0.5. **Management personnel**

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

Depending on the size of the operation and the organisational set-up, the continuing airworthiness functions may be divided under individual managers or combined in nearly any number of ways. However, the compliance monitoring system should be independent from the other functions.
The following are examples of list of management personnel, where the name of the nominated persons shall also be identified. Procedures shall make clear who deputises for any particular person in the case of lengthy absence of the said person (this may be done by detailing the procedures to appoint a deputy nominated person or by directly identifying the person by name)

Regulatory Role as defined in Certification Requirements	**Job Title**	**Nominated Post Holder**	**Deputy**
Accountable Manager	CEO	(Insert Name)	(Insert Name)
Continuing Airworthiness Manager	Director of Engineering	(Insert Name)	(Insert Name)
Compliance Monitoring Manager	Director of Compliance	(Insert Name)	(Insert Name)
Safety Manager	Director of Safety	(Insert Name)	(Insert Name)

0.5.1 Duties and Responsibilities
The duties and responsibilities of all management personnel identified in the list (as applicable) must be detailed in the subsequent paragraphs.
The responsibilities of a Nominated person cannot be delegated to other Manager(s), unless such Manager(s) is/are identified as “Deputy Nominated Person” for the related function (e.g., Deputy Postholder for Continuing Airworthiness Management).
The duties of any nominated person may be delegated to other manager(s) who is/are reporting to him/her.

0.5.1.1. Accountable Manager

The Accountable Manager is responsible for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with Law and delegated and implementing acts adopted on the basis thereof.
This paragraph should include, but not be limited to, the following responsibilities:

- ensuring that all necessary resources are available to manage continuing airworthiness in accordance with Certification requirements;
- establishing and promoting the safety policy;
- nominating a person or group of persons with the responsibility of ensuring that the organisation always complies with the applicable continuing airworthiness management;
- nominating a person or group of persons with the responsibility for managing the compliance monitoring function;
- nominating a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective safety management processes;
- ensuring that the person or group of persons nominated have direct access to keep him/her properly informed on compliance and safety matters;
- ensuring that any charges are paid;
- returning the approval to the Aviation Administration of Kazakhstan in case of surrender or revocation;
- supervising of the progress of the corrective actions/review of the overall results;
- signing the Corporate Commitment by the Accountable Manager.

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

0.5.1.2. Compliance Monitoring Manager

The compliance monitoring manager shall establish, implement and maintain the compliance monitoring function as part of the management system and is responsible for (the list is not exhaustive):

- independently monitoring the activities of the organisation for compliance with the applicable requirements and any additional requirements as established by the organisation, and that these activities are carried out properly under the supervision of the nominated persons.
- monitoring any contracted maintenance for compliance with the contract or work order.
- monitoring all subcontracted tasks of continuing airworthiness are carried out in accordance with the contracts.
- the management and scope of the audit plan.
- establishing and managing the corrective action process, including root cause analysis and identification of preventative measures.
- liaising with the Aviation Administration of Kazakhstan regarding compliance and auditing.
- establishing a compliance monitoring feedback system

The Compliance Monitoring Manager should:

- not be one of other nominated post holders.
- be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the organisation, including knowledge and experience in compliance monitoring.
- have access to all parts of the organisation, and as necessary, any subcontracted organisation.

0.5.1.2. Continuing Airworthiness Manager

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

The responsibilities of the post-holder, include, but are not limited to, the following:

- Ensure the continuing airworthiness for the aircraft managed
- Ensure that all applicable airworthiness directives, operational directives and other requirements established by the Aviation Administration of Kazakhstan in reaction to a safety problem with a continued airworthiness impact are applied
- Develop and control the Aircraft Maintenance Programme(s) for every aircraft managed, including any applicable reliability programme
- Present the Aircraft Maintenance Programme(s) to the Aviation Administration of Kazakhstan for approval, as applicable
- Monitor the effectiveness of the Aircraft Maintenance Programme(s)
- Ensure that all maintenance is carried out in accordance with the Approved Maintenance Programme and released.
- Establish and manage maintenance contract(s).
- Ensure that any required maintenance is adequately ordered.
- Supervise activities, and coordinate related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determination of aircraft airworthiness
- Ensure that modification and repairs are adequately approved and that the data for modifications and repairs complies with the applicable requirements.
- Establish and implement a non-mandatory modification embodiment policy.
- Ensure that non-mandatory modifications, inspections or other type of non-mandatory information from the (Supplemental) Type Certificate Holder or Design Approval Holder (DOA) are adequately approved.
- Ensure that all required maintenance, including defects, is adequately carried out by an appropriately approved maintenance organisation.
- Manager and coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly.

- Manage and archive all continuing airworthiness records and/or operator's technical log
- Ensure that the mass and balance statement reflects the current status of the aircraft, and to deliver it to the aircraft operator.
- Coordinate the performance of maintenance check flights, when necessary.
- Ensure the Operator holds and uses all applicable and current maintenance data.
- Provide suitable office accommodation at appropriate locations for the personnel specified in CAME 0.3 and 0.4
- Participate in the development of the CAME procedures and content, and submit it to the Compliance Monitoring Manager for review, acceptance, and approval
- Ensure that the Operator have sufficient appropriately qualified staff for the expected volume and complexity of work
- Record and archive all details of work carried out.
- Report any identified condition of an aircraft or component which endangers flight safety to the Aviation Administration of Kazakhstan and to the State of the registry, as applicable, and to the organisation responsible for the type design or supplemental type design.
- Ensure that the Certificate of Airworthiness and the Nose Certificate of each aeroplane managed remains valid

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

0.6. **Manpower Resources and Training Policy**

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

0.6.1 Manpower Resources

The organisation must be able to demonstrate that they have adequate manpower resources to support the entire scope of approval.
This paragraph should give broad figures to show that the number of people assigned 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, but only the number of those involved in continuing airworthiness. This could be presented as follows: Manpower resources analysis.

	Full-time	Part-time in equivalent full-time
Continuing Airworthiness Management	AA	aa=AA’
Compliance Monitoring Function	BB	bb=BB’
Safety Management Function	CC	cc=CC’
Other	DD	dd=DD’
Total	TT	tt=TT’
Total man-hours	TT+TT’	

This section should describe the system in place to plan the availability of staff to ensure that the organisation has sufficient appropriately qualified staff to plan, perform, supervise, inspect and monitor the organisation's activities in accordance with the terms of approval. It 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.
It should also describe how the following risks are assessed and mitigated within the management system:

- when actual staff availability is less than the planned staffing level for any particular work shift or period
- in case of a temporary increase of the proportion of contracted staff for the purpose of meeting specific operational needs.

	0.6.2 Training Policy and competence assessment *This paragraph should describe how the training and qualification standards for personnel are assessed as appropriate for the size and complexity of the organisation. It should also explain how the need for recurrent training is assessed and undertaken, also how the training recording and follow-up is performed.* *Clear differentiation is expected for each different position in the organisation (nominated postholders, other managers, planners, records keeping staff, MCC staff, etc.).* 1) Initial qualification requirements: ➢ General education; (e.g. relevant engineering degree or aircraft maintenance technician qualification ➢ with additional education, etc) ➢ specific training such us; CAME, Module 10RK, Human Factors, FTS, EWIS, training on relevant sample of the type(s) of aircraft, etc.) ➢ Knowledge of the language in which the approved maintenance data is written ➢ Aeronautical experience 2) Recurrent training procedure, including ➢ Training Programme and contents (CAME and associated procedures, **AAK** PART-M, Part-145 and Part-21 as applicable, ➢ Human Factors, FTS, EWIS, etc.) ➢ Training setting up ➢ Frequency and duration 3) Training control procedure ➢ Brief description of the system in place to control the staff training needs, monitoring the due dates of the recurrent training and coordinating the training courses. ➢ Responsible person ➢ Control procedure 4) Competence assessment procedure ➢ The organisation should assess the competence of the personnel and review training needs on yearly basis or at more frequent intervals if, and when, significant changes occur to the organisation, procedures and aircraft types operated. ➢ Person responsible for the assessment ➢ Assessment process ➢ Forms to be used 5) Retention of records ➢ Duration / location ➢ Format and type of documents
0.7.	**Procedure for notifying the competent authority of changes in the type of activity, address of the operator, composition of its personnel.** Responsibilities: ➢ Person responsible for notifying changes to the AAK ➢ Unless otherwise agreed by the AAK, the Compliance Monitoring Manager should be responsible for monitoring and amending the continuing airworthiness management exposition, including associated procedures/lists, and the submission of proposed amendments to the AAK. When to inform the AAK

	➢ The operator informs the Aviation Administration of Kazakhstan of any changes in functions or changes in post holders within 10 calendar days and ensures control in the relevant areas in the absence of post holders. ➢ However, it is all changes need to be notified before being implemented. In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity. ➢ The organisation shall notify the AAK of any proposal to carry out any change before such change takes place. How to inform the AAK ➢ Description of the procedure.
0.8.	**Procedure for changes** 0.8.1 **Procedure for changes requiring prior approval** *For changes requiring prior approval by the AAK (direct approval), the organisation shall carry out a change assessment followed by an internal audit prior to the audit by the AAK, and confirming that processes, areas, activities, and personnel subject to the change have been reviewed and audited showing satisfactory compliance with all the applicable requirements. The relevant audit report together with a statement of compliance from the Compliance Monitoring Manager shall be provided to the assigned inspector.* *It is acceptable to summarise the changes and documentation requirements in a single table (as exemplified below), provided this is complemented by a description of the associated process/procedure(s). This chapter should describe the process for managing and approving direct changes to the organisation, with respect to:* *The following changes to the organisation shall require prior approval (the list is not exhaustive, refer to the table/example below).* ➢ The name of the organisation ➢ The organisation's principal place of business ➢ Additional subcontracted organisation ➢ Changes to personnel nominated post holders ➢ Changes to the reporting lines between the personnel nominated post holders, and the accountable manager ➢ Changes to the procedure to establish and control the competency of personnel ➢ Changes to the system for reporting to the AAK on the safety performance and regulatory compliance of the organisation To be customised by the organisation as applicable to the scope of activity listing the various type of changes. Change procedure ➢ Risk Assessment procedure. The organisation should manage the safety risks related to any changes to the organisation. For changes requiring prior approval, it should conduct a risk assessment and provide it to the AAK upon request. ➢ Audit procedure. The requirement to have such internal audit carried out as part of any application for change, shall be addressed in a procedure under this chapter. CAME. In addition to the examples of the table below, this chapter should describe how amendments to the CAME will be managed: ➢ Identification of modified text in each CAME chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.) ➢ Criteria to (re)sign the corporate commitment (CAME 0.1.3) after CAME amendment ➢ Revision status amendment criteria (in line with CAME I.2 "List of effective pages") ➢ Explanation regarding revision change for amended chapter (pages not affected vs pages affected) ➢ Tracking changes of successive CAME drafts (within the same CAME revision) sent to the AAK to address its remarks before final version is accepted ➢ Definition of criteria for new issue or revision (if applicable)

- Definition of minor & major amendment to the Exposition and any associated procedure/list

The CAME and associated documents and procedures should be held current and reflect the current practices within the organisation. The CAME shall be reviewed at intervals not exceeding 12 months and amended as necessary so that they remain an up-to-date description of the organisation and they comply with any amendment of the applicable regulation.
The initial issue of the CAME and/or any associated procedures/lists and any subsequent amendment defined as major shall be approved by the AAK. In the absence of a temporary approval privilege, also minor amendments to the CAME and/or associated procedures/lists shall be approved by the AAK.
Direct approval of a document does not mean that the particular document is exempted from further technical review by the assigned inspector or other inspector designated by the AAK. This activity is done on sampling basis and findings may be raised after the direct approval in case non-compliances are identified with applicable regulations. Furthermore, a direct approval does not exempt the Operator to monitor continuously the approved documents and raise internal findings in case any non-compliance is identified.
The organisation shall notify the AAK of any proposal to carry out any change listed below before such change takes place (table to be customised by the organisation).

EXAMPLE

Type of change		**Examples of change**
ADRESSES	Change of Operator Name	
	Change of postal address of the registered organisation without any change of the Operator site.	
	Change to the locations/facilities of the Operator with or without amendment to the scope of approval.	PPB address change. Address change of any location already approved. Addition or cancellation of sites
	Expansion or transfer of offices / facility layout	Modification, extension, reduction, or reorganisation of an approved Operator location. (e.g., Addition built working areas such as offices, or records keeping building within the approved facility).
PERSONNEL	Change of the Accountable Manager or nominated persons identified in CAME 0.3, or Airworthiness Review staff identified in CAME 5.2	• Accountable Manager • Nominated persons
	Reduction or increase of the staff number when the variation: • Is more than 10% of the total staff number declared in CAME 0.3 or. • Is affecting the approval.	• Reduction of 11 staff when the staff to maintain the AAK approval was 100 • All qualified staff for a certain aircraft type leave the Organisation.
SCOPE OF WORK	Any change affecting the approval certificate.	
	Reduction or increase of the scope of work affecting the approval certificate	• Addition/removal of an aircraft type (or engine model) not included in the approval certificate. • Extension of the scope of approval to add privileges.
	Addition/removal of any organisation(s) working under the Operator Compliance Monitoring system.	• Addition/removal of subcontractors.
	Reduction or increase of the scope of work not affecting the approval certificate	• Addition/removal of an aircraft registration to CAME 0.2.3 (list of aircraft managed) from an existing aircraft type/series/group.
PROCEDURES	Any change to the procedures that could affect the approval.	• List of subcontracted organisations
	Change to the CAME and its associated procedures/lists called out in the CAME 0.6 that do not affect the approval.	• Aircraft Maintenance Programme amendment • Change of CAME procedures not affecting the approval. • List of contracted approved maintenance organisations • Associated Procedures Manual`

0.8.2 Procedure for changes not requiring prior approval

As a general principle, the following examples may be considered as such changes:

	➢ Correction of type errors on any document. ➢ Amendments of a CAME procedure in case the change does not affect the way this procedure complies with Part-Operator requirements. ➢ Amendment of an associated procedure not affecting the approval. ➢ Addition/removal of an aircraft registration to/from the approved "list of aircraft managed" where the aircraft to be included is from the same configuration (aircraft type, engine model, passenger or freighter configuration, etc) than the ones already managed, and this addition does not affect the man hour plan of the Organisation. ➢ Aircraft Maintenance Programme minor amendments detailed in CAME 1.2. ➢ The precise parts/sections/chapters of the affected document which are in the scope of this procedure. The procedure shall be sufficiently detailed not to leave doubts whether a paragraph of the document is part of a prior approval or not. Notification procedure: ➢ The AAK shall in any case be notified in advance of the effective date; ➢ A prior notification period of at least 3 weeks is recommended, in order to allow the AAK to conduct a review of the documentation before the change is implemented, if deemed necessary; ➢ The allocated inspector shall be given access to any document revised under this procedure.
Part 1 Continuing airworthiness management procedures	
1.1.	**Use of Continuing Airworthiness Record System and if applicable, aircraft technical log (ATL) system** *The aircraft continuing airworthiness records are the means to assess the airworthiness status of a product and its components. An aircraft continuing airworthiness record system includes the processes to keep and manage those records and should be proportionate to the subject aircraft. Aircraft continuing airworthiness records should provide the Operator with the information needed:* *1. to demonstrate that the aircraft is in compliance with the applicable airworthiness requirements; and* *2. to schedule all future maintenance as required by the aircraft maintenance programme based on the last accomplishment of the specific maintenance as recorded in the aircraft continuing airworthiness records.* **1.1a. Aircraft continuing airworthiness record system** *Description of continuing airworthiness record system used by the Operator, including the aircraft technical log system. A clear description (with reference to the CAME 4.1 samples used) should be included for each continuing airworthiness record.* ➢ current mass and balance report/statement ➢ status of airworthiness directives and measures mandated by the AAK in immediate reaction to a safety problem ➢ status of modifications and repairs ➢ status of compliance with aircraft maintenance programme ➢ deferred maintenance tasks and deferred defects rectification ➢ status of life-limited parts and time-controlled components ➢ Aircraft technical log system ➢ supporting detailed maintenance records *The aircraft technical log is a system for recording defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.* • Instructions for use. *This paragraph should provide detailed instructions for using the aircraft continuing airworthiness record system described in the previous paragraph. It should emphasise the respective responsibilities of the maintenance personnel, the operating crew and the Operator staff.* • Aircraft technical log approval. This paragraph should explain who is responsible for submitting the aircraft technical log, and any subsequent amendment thereto, to the **AAK** for approval and what is the procedure to be followed.

1.1b. MEL Application

The decision of whether accepting or not the operation with a defect deferred in accordance with the MEL is normally the responsibility of the operating crew.

This paragraph should explain in sufficient detail the MEL application procedure because the MEL is a tool that the personnel involved in continuing airworthiness and maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred.

This paragraph does not apply to those types of aircraft that do not have a MEL.

The content should be considered to develop this paragraph.

- General

This paragraph should explain broadly what an MEL document is. The information could be extracted from the aircraft flight manual.
The Minimum Equipment List (MEL) is a document that lists the equipment that may be temporarily inoperative, subject to certain conditions, at the commencement of flight.
All items related to the airworthiness, or required for the safe operation, of the aircraft and not included in the list are automatically required to be operative.
The MEL is an alleviating document having the purpose to identify the minimum equipment and conditions to operate safely an aircraft having inoperative equipment. Its purpose is not, however, to encourage the operation of aircraft with inoperative equipment. It is undesirable for aircraft to be dispatched with inoperative equipment and such operations are permitted only as a result of careful analysis of each item to ensure that the acceptable level of safety, as intended in the applicable airworthiness and operational requirements is maintained. The continued operation of an aircraft in this condition should be minimised.

- MEL categories

Where an owner/operator uses a classification system placing a time constraint on the rectification of defects, the general principles of such system should be explained.
It is essential for the personnel involved in continuing airworthiness and maintenance to be familiar with MEL categories for the management of the MEL's deferred defect rectification.
The operator shall establish rectification intervals for each inoperative instrument, item of equipment or function listed in the MEL. The rectification interval in the MEL shall not be less restrictive than the corresponding rectification interval in the MMEL;
If the operator chooses to list non-safety-related equipment in the MEL, not listed in the MMEL, they should include a rectification interval category. These items may be given a 'D' category rectification interval provided any applicable (M) procedure (in the case of electrically supplied items) is applied.

- Application

This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of a MEL limitation. This should refer to the technical log procedures.
MEL application in cases where maintenance personnel is not available should also be described, if applicable.
The MEL preamble should provide guidance on;
  - how to identify the origin of a failure or malfunction to the extent necessary for appropriate application of the MEL, and
  - the management of multiple unserviceabilities, based on the guidance given in the MMEL;

An assessment of both the cause and any potentially hazardous effect of any defect or combination of defects that could affect flight safety should be made in order to initiate any necessary further investigation and analysis necessary to identify the root cause of the defect.
Unless specifically permitted by a maintenance procedure, an inoperative item may not be removed from the aircraft.

- Acceptance by the crew

	This paragraph should explain how the crew notifies their acceptance or non-acceptance of the MEL deferment in the technical log. *Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.* *The operator should include guidance in the MEL on how to deal with any failures that occur between the commencement of the flight and the start of the take-off. If a failure occurs in this flight phase, any decision to continue the flight should be subject to pilot judgement and good airmanship.* • Management of the MEL time limits *Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data or the MEL.* *System in place to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved minimum equipment list (MEL), configuration deviation list (CDL) or maintenance data, as appropriate.* *This system could be the aircraft technical log for those (small) operators that use it as a planning document, or a specific follow-up system where control of the maintenance time limit is ensured by other means, such as data processed planning systems.* *The necessary components or parts needed for the rectification of defects should be made available or ordered on a priority basis and fitted at the earliest opportunity.* • MEL Rectification Interval Extension (RIE) *The AAK may allow the owner/operator to overrun the MEL time limitation under specific conditions. Where applicable, this paragraph should describe the specific duties and responsibilities with regard to controlling these extensions.* *This RIE procedure should comply with the following requirements;* ➢ Only applicable to Cat B, C and D MEL items ➢ the extension of the rectification interval is within the scope of the MMEL for the aircraft type ➢ The extension of the rectification interval is, as a maximum, of the same duration as the rectification interval specified in the MEL ➢ the rectification interval extension is not used as a normal means of conducting MEL item rectification and is used only when events beyond the control of the operator have precluded rectification ➢ a description of specific duties and responsibilities for controlling extensions is established ➢ the AAK is notified of any extension of the applicable rectification interval ➢ a plan to accomplish the rectification at the earliest opportunity is established *Procedure for the extension of rectification intervals should only be applied under certain conditions, such as a shortage of parts from manufacturers or other unforeseen situations (e.g. inability to obtain equipment necessary for proper troubleshooting and repair), in which case the operator may be unable to comply with the specified rectification intervals.*
1.2.	**Aircraft maintenance programme (AMP) — development amendment and approval** The AMP is a document which describes the specific scheduled maintenance tasks and their frequency of completion, related standard maintenance practices and the associated procedures necessary for the safe operation of those aircraft to which it applies. The content of this CAME chapter is expected to be found in every AMP “general requirements” section. However, while the content of the AMP includes specific information applicable to that specific AMP, this CAME chapter should describe those procedures in a generic way, being applicable to every AMP managed by the organisation (e.g., responsible person, forms used, etc.). • General This introductory paragraph should mention that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft. Specific reference to approved maintenance programmes (Document name/reference) managed by the Operator should be included in this paragraph.

- Content

This paragraph should explain the format(s) of the aircraft maintenance programme(s).

- Development
- Sources

This paragraph should identify the sources (MRB, MPD, maintenance manual, etc.) used for the development of an aircraft maintenance programme.

- Responsibilities

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

- AMP amendments

This paragraph should describe the system for ensuring the continuing validity of the aircraft maintenance programme. Particularly, it should show how any relevant information is used to update the aircraft maintenance programme. This should include, as applicable, MRB report revisions, consequences of modifications, manufacturer and AAK recommendations, in-service experience, reliability reports, and any other relevant sources.

The maintenance programme details should be reviewed at least annually. As a minimum, revisions of documents affecting the programme basis need to be considered by the owner or operator for inclusion in the maintenance programme during the annual review.

- AMP approval

This paragraph should identify the person(s) responsible for the submission of the maintenance programme to the AAK and the applicable procedure to follow. This should include the procedure for approving variations to the maintenance periods, either directly approved by the AAK or temporaryly approved by the organisation, subject to agreement with the AAK. The different approval procedures should be included in this section.

- Identification of the signatories of the document (direct/temporary approval)
- Procedure(s) to be followed for submission of the document
- Confirmation of approval or acknowledgment
- Scope of amendments requiring direct or temporary approval
- Applicable forms and documents to be used in support of the approval

- AMP direct approval procedure by the AAK
- AMP temporary approval procedure by the Operator indicating the minor amendments subject to temporary approval procedure, responsible person, applicable procedure and forms to be used. The temporary approval procedure should be documented in section 1.2 of the CAME, and approved by the AAK, based upon the ability of the organisation to deal adequately with the applicable requirements. This ability cannot be therefore demonstrated at the time of the initial approval, should not be issued before completion of the first 2-year surveillance cycle and should not be included in the CAME during this period.

After this 2-year period the organisation shall demonstrate its ability to manage the Compliance Monitoring system in order to be eligible for such an temporary approval privilege. In any case, the overseeing authority must continue to receive a copy and acknowledge receipt of all such changes when “temporaryly” approved.

- AMP task “one-off extension” procedure (Permitted variations to maintenance periods)

Procedure in place to extend the due date of an AMP task for a specific aircraft due to impossibility to carried out the task on time, when exceptional circumstances arise which could not reasonably have been anticipated. This one-off extension is different from the escalation of an established AMP task interval. While only the next due for one specific aircraft registration is extended with the one-off extension procedure, the escalation procedure modifies the task interval permanently (and it is not limited to one specific aircraft registration).

- AMP tasks subject to this extension procedure and AMP tasks excluded
- Maximum extension applicable
- Extension procedure
- Identification of forms used
- Planning procedure

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

	Also, the Operator should coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly. The Operator should describe in this paragraph the system in place to ensure that all required maintenance (AMP tasks, ADs embodiment, etc.) is performed in due time. • Tasks due date control system • Short term, mid-term and long-term planning procedure, as applicable • Coordination with contracted maintenance organisations to: ➢ allocate maintenance events/slots. ➢ provide the work package to be performed: a system should be in place to track work package changes (revisions) and to ensure that the work package and the Certificate of Release to Service refer to the same revision. (i.e., in case of different work package revisions have been issued after addition/removal of tasks). ➢ ensure that no flight takes place in case of overdue maintenance tasks (i.e., having any maintenance task not performed during the maintenance event and overdue during the aircraft ground time). • Re-scheduling of those maintenance tasks not performed. • Process of the work package received after the maintenance event, so as to review its content, update the aircraft continuing airworthiness records and archive the work package in accordance with the applicable procedures.
1.3.	**Continuing airworthiness records: responsibilities, retention and access** • Hours and cycles recording *The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should explain how the continuing airworthiness management organisation has access to the current flight hours and cycles information and how it is processed through the organisation.* • Records *This paragraph should describe the company documents that are required to be recorded and what are the recording period requirements for each of them.* *This can be provided by a table or series of tables that would include the following:* • Family/structure of document (if necessary) • Format of documents • Name of document(s) • Retention period(s) • Responsible person for retention • Place of retention *Where IT systems are used to retain documents and data, it should be possible to print a paper version of the documents and data kept.* • Storage and Preservation of records *This paragraph should set out the means provided to protect the records from fire, flood, etc., as well as the specific procedures in place to ensure that the records will not be altered during the retention period (especially computer records). The records shall be stored in a manner that ensures protection from damage, alteration and theft.* *Microfilming or optical storage of records may be carried out at any time. The records should be as legible as the original record and remain so for the required retention period. Physical records on either paper or microfilm systems should use robust material, which can withstand normal handling, filing and ageing. They should be stored in a safe way with regard to damage, alteration and theft.* *Digitised records when created from an original paper record, or as a digital electronic original, should be stored on a system which is secured and kept in an environment protected from damage (e.g. fire, flooding, excessive temperature or accidental erasing). IT systems should have at least one backup system, which should be updated at least within 24 hours of any entry in the primary system. Access to both primary and backup systems is required to be protected against the ability of unauthorised personnel to alter the database and they should preferably be located remotely from the main system. The system used for retention of digitised records should:* ➢ ensure the integrity, accuracy and completeness of the record; ➢ ensure that access to the digitised record has safeguards against alteration of the data;

	➢ ensure the authenticity of the record including assurance that the date has not been modified after creation; ➢ be capable of retrieving individual records within a reasonable time period; and ➢ be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the digitised records. *All computer hardware (discs, tapes etc.) used to ensure backup shall be stored in a different location from that containing the working data, in an environment that ensures they remain in good condition (safe environment).* *In the event of an accident or serious incident the Accountable Manager will hold the records secure until requested by the state of registry NAA, the AAK and/or the responsible accident investigating body.* *When an Operator arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records relating to the preservation of records. If it ceases to be the Operator of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft owner/operator shall present the records to the AAK upon request.* • Transfer of continuing airworthiness records *Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person.* *This paragraph should set out the procedure for the transfer of records. In particular, it should specify which records have to be transferred and who is responsible for the coordination (if necessary) of the transfer.* *Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.*
1.4.	**Accomplishment and control of airworthiness directives** *The operator is responsible for the incorporation of operational directives (ODs) and in cases where there is an impact on the continuing airworthiness, the Operator has to assess this and take appropriate actions to ensure the continuing airworthiness. This chapter should also cover the coordination with the operator.* *Compliance is usually managed differently, and those procedures do not need to be repeated in this section, provided covered in the CAME.* *This procedure should also take into account those measures required by the **AAK** in immediate reaction to a safety problem, such as Safety Directives, State of Registry safety measures, State of Operator safety measures, etc.* *This chapter should demonstrate that there is a comprehensive system in place to ensure compliance, with regards to airworthiness directives and operational directives with a continuing airworthiness impact. This chapter should include the following information:* • Airworthiness directive information *ADs/ODs/safety measures information sources; AAK, State of Design, State of Registry, State of Operator, etc., depending on the aircraft types and registrations managed by the Operator. This chapter should identify the sources of information and the recipient list within the organisation.* • Scope of applicability (State of Registry, State of design, AAK, etc.) *The regulations of the State of Registry of an aircraft normally determine which ADs apply to a particular aircraft (including the engine, propeller, parts and appliances). As a general rule, ICAO Annex 8, Chapter 4 guidelines are applied, which means that the State of Design ADs apply.* • Airworthiness Directive decision *This paragraph should explain how and by whom the AD information is analysed and what kind of information is provided to the contracted maintenance organisations in order to plan and perform the airworthiness directive. This should include as necessary a specific procedure for the management of emergency airworthiness directives.* • Procedure(s) for the analysis of AD/ODs/safety measures • Person/department responsible for the assessment; • Assessment of effectivity and applicability method of compliance selection; • Planning and monitoring AD accomplishment needs and embodiment status (special tools/kits, base maintenance event required); • Recording of the assessment.

	• Incorporation of the new AD information into the AD status and/or AD control system. • Procedure(s) for the management of emergency ADs/ODs/safety measures. • Information to be provided to the Maintenance Organisation, for example: ➢ method of compliance and which part of a multi-part AD/ODs/safety measure has to be accomplished, where a choice is available in the AD/ODs/safety measure. ➢ AD reference or full AD copy. • Airworthiness Directive control *This paragraph should specify how the organisation ensures that all the applicable airworthiness directives are accomplished on time. This should include a closed-loop system that allows verifying that, for each new or revised airworthiness directive and for each aircraft:* ➢ the AD is not applicable, or ➢ if the AD is applicable: - the AD is not yet accomplished but the time limit is not overdue, - the AD is accomplished, and any repetitive inspection is identified and performed. This may be a continuous process or may be based on scheduled reviews. • Procedure for the incorporation of the new AD information into the AD status and/or AD control system. ➢ Reference to AD status mentioned in CAME 1.1. ➢ AD control system update after reception of maintenance records showing aircraft AD embodiment. ➢ In case this step is already described in CAME 1.1, precise reference to that procedure should be included in this paragraph.
1.5.	**Analysis of the effectiveness of the maintenance programme(s)** *The Operator managing the continuing airworthiness of the aircraft should have a system to analyse the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly.* *This chapter should indicate by whom and how this data is analysed, describe the decision-making process and identify the possible actions to be implemented accordingly.* • Identification of the tools/data used to analyse the efficiency of the maintenance programme: ➢ pilot reports (PIREPS), ➢ air turnback reports, ➢ spare consumption, ➢ repetitive technical occurrence and defect, ➢ technical delays analysis (through statistics, if relevant), ➢ technical incidents analysis (through statistics, if relevant), ➢ etc. • Description of the analysis process, including, but not limited to: ➢ Staff/department involved in the analysis, including identification of responsibilities ➢ Associated procedure(s), including, but not limited to: • Data processing and preparation, • Contents and methods of analysis • Frequency and type of reviews (e.g., daily/continuous, reliability programme, airworthiness review, annual review); • Meeting frequency and required attendance • Decision-making process • Analysis results and implementation of changes; (e.g., amendment of the maintenance programme, amendment of maintenance or operational procedures, modifications to be embodied, component to be replaced by an improved one, etc.) • Form and records to be used. A reliability programme provides an appropriate means of monitoring the effectiveness of the maintenance programme. Therefore, for those aircraft types having a reliability programme it is acceptable to refer to CAME 1.10 in this chapter
1.6.	**Non-mandatory modification and inspections.**

	The Operator managing the continuing airworthiness of the aircraft should establish and work according to a policy, which assesses non-mandatory information (modification or inspections) related to the airworthiness of the aircraft. Non-mandatory information refers to service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer, the AAK. *This chapter should specify how non-mandatory modification information is managed and processed through the organisation. It should include the following information:* • Non-mandatory modification policy • Procedure(s) to assess non-mandatory information ➢ Responsible person/department. ➢ Modifications to be assessed (sources). ➢ Criteria used to decide whether the modification is embodied or not. ➢ Forms and records of the assessment. *At least, the assessment and implementation of those non-mandatory modifications related to defects/adverse trends identified during the analysis of the effectiveness of the Maintenance Programme (or reliability programme) should be considered.*
1.7.	**Repairs and modifications** *This chapter should set out a procedure for the assessment of the approval status of any major repair or modification embodiment. It should identify the type of approval required, and the applicable approval procedure.* *All modifications and repairs must be agreed by the organization responsible for the type design. Major modifications and repairs are approved by the state of registry. The operator ensures the storage of such data.* *Although the design organisations are responsible for the classification of the repair or modification, the organisation should demonstrate, in this chapter, how it intends to identify, assess, embody and monitor repairs or modifications.* *This section should include, but not be limited to, the following items:* • Definition of major and minor modification / repair. • Acceptable data for modifications and repairs. • Type of approval required. In order to facilitate the process for the identification of the type of approval required, it is recommended to describe the different possible options/scenarios, as exemplified below: ➢ STC (Supplemental Type Certificate) for major modifications designed by organisation different than the Type Certificate Holder ➢ approval for minor modifications or repairs ➢ TCH approval for major repairs • Coordination with Design Organisation and Maintenance Organisation. • Responsible person and/or department • Applicable Procedure(s) *Documents and records to keep as substantiating data for embodied modifications/repairs shown in the current status of modifications and repairs*
1.8.	**Defect reports** *This chapter focus on the management of defects and the associated processes and procedures to identify, assess, report, investigate and correct defects. While CAME 1.1 covers deferred defects management as part of Continuing Airworthiness record system and MEL application, CAME 1.7 should describe in detail the whole defect control system in use. The system may be proportionate to the type of aircraft and operation.* *Defects such as cracks and structural defects are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This chapter should establish the procedure(s) for managing and deferring reported defects. This will include appropriate liaison with the manufacturer.)* *This chapter should explain how the defect reports provided by the contracted maintenance organisations are processed by the continuing airworthiness management organisation. Analysis should be conducted in*

	order to give elements to activities such as maintenance programme evolution and non-mandatory modification policy. It should be structured as follows: • Description of the defect management system in place Procedure(s) for managing open defect reports including deferred defect policy and criteria ➢ Responsibilities; ➢ Forms used; ➢ Departments involved; ➢ Compliance with approved data, • Procedure(s) for assessment, classification and analysis - Assessment and classification of defects (MEL/CDL, no-MEL items, repetitive defects, intermittent defects, etc). - Criteria for reportable occurrences in accordance with the applicable requirements - Deferred defect policy. Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the manufacturer and the certification competent authority so that they may take all the necessary action.). Defects such as cracks and structural defects are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. - Deferral process, including, but not limited to: ➢ planning and monitoring functions (Spares, tooling and equipment, personnel, data, etc.); ➢ Clearance of deferred defects; ➢ Certificate of release to service requirement; • Procedure(s) for analysis and follow up investigation • Procedure(s) for reporting • Liaison with manufacturers and regulatory authorities • organisation responsible for the type design or supplemental type design. • Reporting timescales including Rectification Interval Extension process described in Paragraph 1.1b Where appropriate, cross-reference(s) to section CAME 1.1 or CAME 2.2, are acceptable
1.9.	**Engineering activity** This chapter is applicable to the Organisation involved in design activities for modifications or repairs.
1.10.	**Reliability programmes** *Reliability programmes should be developed for aircraft maintenance programmes based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.* *Reliability programmes need not be developed for aircraft not considered as large aircraft or that contain overhaul time periods for all significant aircraft system components.* *The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective, and their periodicity is adequate.* *This chapter should explain the management of a reliability programme. It should at least address the following:* • Extent and scope of the reliability programme • Specific organisational structure, duties and responsibilities • Identification of reliability data, including sources • Procedure for analysis of reliability data • Procedure for implementing and reviewing relevant alerts • Corrective action system (maintenance programme amendment) • Scheduled reviews (reliability meetings and when the participation of the AAK is needed). • This chapter may, where necessary, be subdivided as follows: a) Airframe b) Propulsion c) Component

1.11. **Pre-flight inspections**

- Pre-flight inspection definition.

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

It should typically include but is not necessarily limited to:

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

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

- Pre-flight inspection responsibilities.

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

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

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

- Pre-flight inspection content.

The Operator should define the content of the pre-flight inspection for every aircraft (or aircraft type managed). Reference to CAME 5.1 or another document (aircraft maintenance programme, aircraft flight manual, operations manual, etc.) where this content is described is also acceptable.

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

- Training standard for personnel performing the pre-flight inspection.

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

The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, these paragraphs have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.

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

1.12.	**Aircraft weighing** *This chapter should state the cases where an aircraft has to be weighed (for instance, after a major modification, because of weight and balance operational requirements, etc.), who performs it, according to which procedure, who calculates the new weight and balance, and how the result is processed in the organisation.* *During any phase of operation, the loading, mass and centre of gravity (CG) position of the aircraft shall comply with the limitations specified in the AFM (or equivalent document), or the operations manual if more restrictive.* *Although this is a pilot/operator responsibility, other organisations (such as aircraft TCH, maintenance organisation, ground handling agent, etc.) participate in the process, being the operator responsibility to ensure that the mass and balance statement reflects the current status of the aircraft.* *Coordination between operator, maintenance organisation and pilot/owner is needed. This chapter should explain the whole process and should also detail the procedure followed by the Operator to fulfil its responsibility.* • Cases where the aircraft has to be weighed *The operator shall establish the mass and the CG position of any aircraft by actual weighing prior to the initial entry into service of the aircraft and thereafter at intervals of four years if individual aircraft masses are used, or nine years if fleet masses are used.* *New aircraft that have been weighed at the factory may be placed into operation without reweighing if the mass and balance records have been adjusted for alterations or modifications to the aircraft.*
1.13.	**Maintenance check flight procedures** *The criteria for performing a maintenance check flight (MCF) are normally included in the aircraft maintenance programme. This chapter should explain how the MCF procedure is established in order to meet its intended purpose (for instance, after a heavy maintenance check, after engine or flight control removal installation, etc.), and the release procedures to authorise such an MCF.* • Maintenance check flight definition. *'Maintenance check flight ('MCF')' means a flight of an aircraft with an airworthiness certificate or with a permit to fly which is carried out for troubleshooting purposes or to check the functioning of one or more systems, parts or appliances after maintenance, if the functioning of the systems, parts or appliances cannot be established during ground checks and which is carried out in any of the following situations:* ➢ as required by the aircraft maintenance manual (AMM) or any other maintenance data issued by a design approval holder being responsible for the continuing airworthiness of the aircraft; ➢ after maintenance, as required by the operator or proposed by the organisation responsible for the continuing airworthiness of the aircraft; ➢ as requested by the maintenance organisation for verification of a successful defect rectification; ➢ to assist with fault isolation or troubleshooting • Maintenance check flight policy; The Operator should list the situations where a MCF will be performed. For example: ➢ Required by Instructions for Continuing Airworthiness after maintenance event (AMP, AMM, Modification, etc.) ➢ After heavy maintenance event, as Operator policy even when it is not required by ICAs. ➢ To confirm the correct rectification of an intermittent defect (e.g., landing gear indication faults). ➢ When importing an aircraft onto a state register from a third country. ➢ During aircraft phase-in, as operator policy. ➢ Etc. • Maintenance Check flight procedure • Coordination with the operator and the maintenance organisation. • Coordination with the subcontracted organisation (if applicable). • Meetings before the flight. • Check of flight conditions; pilots' requirements, staff on board, etc. • Check flight results, meeting and report assessment. • CRS and records. Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios and CRS procedures may apply;

	➢ CRS before and/or after the MCF, ➢ limitations entry into the aircraft technical log and CRS, ➢ no CRS can be issued in accordance with the maintenance data before the flight and a permit to fly is needed.
1.14.	**Continuing airworthiness management data** *The Operator shall hold and use applicable current maintenance data for the performance of continuing airworthiness tasks.* *This chapter shall describe the management of this maintenance data within the Organisation (ensuring that they remain updated), including distribution to subcontracted organisations and contracted maintenance organisations.* • Identification of maintenance data used by the organisation. - Instructions for Continuing Airworthiness (ICAs) issued by TC Holder; such us SRM, TSM, IPC, MPD, W&B, etc. - ICAs issued by STC holder (e.g., AMM/IPC/MEL/AFM supplements); • ICAs issued by Component OEM; such us Component Vendor Recommendations, CMM, Component Repair Manual, Engine Time Limits Manual, etc. • Procedure to obtain updated approved maintenance data; - TC/STC holder, aircraft owner, operator, etc. - Subscriptions, contracts, including maintenance data provided by the customer. • Procedure to ensure that maintenance data used remains updated (amendment status monitoring system). • Maintenance data provided by the customer • Distribution procedure: - within the Organisation. - to Subcontractors. - to Contracted Maintenance Organisations. *This chapter may also explain whether the Operator transcribes the maintenance tasks instructions onto the work cards or worksheets provided to the Maintenance Organisation (for every maintenance event) or only work orders referring to specific maintenance tasks (with revision status) are provided. Different options may be used, for example depending on the contracted Organisation, line or base maintenance event, aircraft or component maintenance, etc.*
Part 2 Compliance monitoring	
2.1.	**Audit plan and audit procedure** *This paragraph should show how the audit plan is established. The organisation should establish an audit plan to show when and how often the activities will be audited, including, but not limited to, product audits. The audit plan should ensure that all aspects of Operator compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a complete single exercise or subdivided over the annual period. The independent audit should not require each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings. Where findings have been identified, the particular procedure should be verified against other product lines until the findings have been closed, after which the independent audit procedure may revert to a yearly interval for the particular procedure.* *This paragraph should define the contents of the audit plan and associated procedures, including the following:* • Audit plan: - Contents and applicable requirements; - Responsibilities - Planned audit period and dates; - Locations to be audited; - Product audit considering the scope of approval;

	- Independent audits; - Audit of contracted maintenance organisations; - Audit of subcontracted organisations functions; - Validation/internal approval of the Audit Plan and management of its revisions/changes. • Audit procedure(s) - Responsibilities; - Tools and systems; - Auditing method (remote v. on-site) and criteria; - Audit preparation; - Personnel requirements; - Audit agenda and notification; - Audit checklist and forms; - Audit report format and templates; - Audit timescales; - Audit records; - Management of findings; - Finding classification - Finding notification - Finding acceptance - Extension and escalation of findings - Implementation of corrective and preventive actions - Overdue findings - Closure of findings *Compliance monitoring function may be carried out as a complete single exercise or subdivided over the annual period in accordance with a scheduled plan (depending on the scope, size and complexity of the Organisation).* *The Operator should explain how the continuing airworthiness management activities/functions compliance check are distributed into different audits and sample checks in the scheduled plan (at least annually). It should also be explained that intervals are reduced when negative trends and concerns are identified.* *The Audit Plan may be developed as a calendar year table, identifying the months/weeks in columns, the audit types in rows, and the scheduled audits in the table cells.* *For demonstration of compliance with all the applicable requirements, the audit forms used, or the audit checklists should clearly identify the requirements being audited.* *In order to ensure that no continuing airworthiness management activity, CAME procedure or applicable requirement is missing from compliance check, a cross-reference table (audit matrix) should be developed listing each applicable regulatory paragraph (and subparagraph) with the related CAME procedure (chapter/subchapter) and the audit where it is checked.* *This audit matrix is intended to be a living document to be customised by the particular organisation depending on its scope of work and structure. This matrix would represent the overall compliance of the audit system and would need to be amended, as necessary, based upon any change to applicable regulations, organisation procedures or audits types classification (e.g. change of the scope of work to include airworthiness review privileges, change of subcontracted organisations/activities, etc.);*
2.2.	**Monitoring of continuing airworthiness management activities** *This paragraph should set out a procedure to periodically review the continuing airworthiness management activities, in accordance with the audit plan identified in CAME 2.1.*
2.3.	**Monitoring that all maintenance is carried out by an appropriate maintenance organisation** *This paragraph should set out a procedure to periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the operator's fleet. This may include feedback information from any contracted organisation on any actual or contemplated amendment in order to ensure*

	that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements. *If necessary, the procedure may be subdivided into scheduled/non-scheduled, base/line or aircraft/engine/components maintenance, where different procedures apply. In particular, the following topics may be necessary;* • Initial verification of the AMO scope of approval (including MOE scope of work check) during the maintenance organisation selection procedure. • Provisions in the maintenance contracts to notify any change affecting the contract (e.g. Maintenance Organisation scope of approval change, AMO approval suspension/limitation/revocation, etc.). • Verifications performed during audits to contracted Maintenance Organisations as part of CAME 2.8.1. • Additional verifications to be performed to complement those aspects not covered in the previous paragraphs.
2.4.	**Monitoring of the effectiveness of the maintenance programme(s)** *This paragraph should set out a procedure to periodically review that the effectiveness of the maintenance programme(s) is actually analysed as defined in CAME Part 1. The Compliance Monitoring System should monitor compliance with CAME 1.5 and 1.9 procedures, as part of the Audit Plan. The following minimum items should be checked:* • Review of AMP reliability reports. • Evidence of actions taken as a result of the analysis of the effectiveness of the AMP. • Reliability meetings are being attended. • Qualification adequacy of staff participating in the Reliability Programme, such us staff collecting required data, analysing information, making decisions/recommendations, etc. • Compliance with functions/responsibilities specified in the AMP reliability program
2.5.	**Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor** *This paragraph should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. This may include a procedure to ensure that the system allows all the personnel involved in the contract (including the contractors and their subcontractors) to familiarise themselves with its terms and that, for any contract amendment, relevant information is distributed in the organisation and to the contractor.* • Audits performed to contracted Maintenance Organisations as part of the Audit Plan. • Verifications by the Operator representative during maintenance events. • Additional verifications, as applicable.
2.6.	**Compliance monitoring personnel** *This paragraph should establish the required training and qualification standards for Compliance monitoring personnel, involved in safety and compliance audits.* • Required experience and competence (professional background, minimum number of audits performed under supervision, English language skills, etc.) • Required training (e.g., audit techniques, Module 10RK, FTS, CAME, continuation training, etc.) • Specific experience and/or technical training in order to be authorised to audit specific areas or to cover specific audit functions, as applicable to the organisation (e.g., audit of Airworthiness Review/permit to fly areas, product audit, contracted maintenance, subcontracted tasks, Lead auditor, etc.) • Scope of authorisation for auditors (e.g., A320 Product audit, System/procedures Audit, Permit to Fly audit, contracted maintenance audit, subcontracted tasks, etc.) • Issue, extension, renewal or withdrawal procedures of authorisations It should be a system in place to inform the auditors the scope of their authorisation (e.g., auditor authorisation, a list of auditors showing the type of audits they can perform, etc.) • List of auditors and its management

	Recent auditing experience to maintain the authorisation. Note: the competence assessment process for issuance, extension, renewal of the authorisation may be described in CAME 0.5 or in this chapter. • Independence of compliance monitoring personnel when the organisation uses skilled personnel working within another department. • Retention of records • Duration / location • Type of documents • Planned and allocated work hours (if not full-time employed). *Note: a description of the functions associated with compliance monitoring personnel is expected to be included in CAME 0.5.*
Part 3 Contracted maintenance — management of maintenance	
3.1.	**Maintenance contractor selection procedure** **Procedures for the development of maintenance contracts** *This paragraph should explain the procedures that the organisation follows to develop maintenance contracts. The Operator processes to implement the different elements should be explained. In particular, it should cover responsibilities, tasks and interaction with the maintenance organisation.* *This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance. The organisation may develop a work order template to ensure that the applicable elements are considered. Such a template should be included in CAME 5.1.* *The contract between the Operator and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.* *Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned, to prevent occurrences of inadequate or incomplete maintenance activity with a potential effect on the airworthiness or serviceability of aircraft.* *For line maintenance, the layout of the IATA Standard Ground Handling Agreement may be used as a reference, but this does not preclude the Operator from ensuring that the content of the contract is acceptable and that the contract allows the Operator to properly exercise its maintenance responsibility.* *A maintenance contract is not normally intended to provide appropriate detailed work instructions to personnel. Accordingly, there should be established organisational responsibilities and procedures in the Operator and the maintenance organisation to cover these functions in a satisfactory way such that any person involved is informed about his/her responsibilities and the interface procedures that apply, in accordance with the terms of the contract.* *These procedures can be included/appended to the CAME (and to the maintenance organisation's manual/MOE), or can consist in separate procedures (provided this paragraph includes a clear reference to them. Such procedures are an integral part of the approval. This means that they shall be approved (directly by the authority or temporaryly by the organisation through a procedure which has been previously approved by the AAK) (refers to Chapter 0.5, 0.6).* **Maintenance contractor selection procedure** *This paragraph should explain how a maintenance contractor is selected by the continuing airworthiness management organisation. Selection should not be limited to the verification that the contractor is appropriately approved for the specific type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance.* *This paragraph should describe how it is ensured that all maintenance is carried out by approved maintenance organisations. It should also be explained how it is ensured that enough maintenance capacity has been contracted for all required maintenance; e.g. aircraft base maintenance, aircraft line maintenance (scheduled and unscheduled), components maintenance (such us engines, wheels and brakes, etc.).* *Where the Operator does not hold an AMO approval with enough capacity to provide maintenance for the complete fleet, the Operator should conclude a contract with the appropriate maintenance organisations. It should include, but not be limited to, the following:* • Selection procedure for base maintenance. • Selection procedure for contracted line maintenance Organisations.

	• Selection procedure for on-call maintenance. • Selection procedure for components maintenance. - Engine maintenance - Wheels and brakes. For every type of maintenance above, the following items should be described, as applicable. - Responsible person/department. - Pre-audit before approval. Description of the type of audit to be performed (desktop or on-site), forms to be used, items to be checked such as; ➢ availability of AAK AMO approval, ➢ appropriate scope of work in the base maintenance facility (aircraft type, NDT capability, etc.) ➢ appropriate scope of work in the line maintenance station (e.g. aircraft type, B1/B2 tasks, S-Check included or only defect rectifications, etc.) ➢ appropriate scope of work for component maintenance (e.g. appropriate C-rating, P/N included in the approved Capability list, overhaul capability vs only tyre change capability for wheels, etc.) ➢ sufficient resources, ➢ experience, - Contract review process by the Compliance Monitoring Manager (or designated staff) in order to ensure that: ➢ the contract content. ➢ the contract is comprehensive and that no gaps or unclear area remains, ➢ that functional responsibilities of all parties are clearly identified. - Updating the list of contracted maintenance Organisations (CAME 5.4). - Interface procedures training to maintenance organisation staff on detailed work instructions (aircraft technical log/task cards fill-in instructions, MEL Rectification Interval Extension procedure, damage assessment report procedure, Operator-AMO procedures, etc). *The fact that the Operator has contracted a maintenance organisation approved should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft.* *When the Operator chooses to use one-time individual work orders for unscheduled line maintenance or components maintenance, it should be demonstrated that this maintenance is manageable through work orders, both in terms of volume and complexity.*
3.2.	**Product audit of aircraft** *This chapter should set out the procedure(s) when performing a compliance audit of an aircraft. It should set out the differences between an airworthiness review and a compliance audit.* • Definition of “Product audit” *The product is the continuing airworthiness status of the aircraft, as this is the end result of the Operator’s continuing airworthiness management processes/procedures for .* *The compliance audit of aircraft is the “product audit”, and its objectives are to ensure that the product is being managed and maintained in accordance with the applicable procedures and requirements. It should verify compliance with the following:* ➢ Operator procedures, including, but not limited to interface procedures and contract terms); ➢ Certification requirements The product audit is performed to ensure the validity and effectiveness of Operator procedures. • Company Product Audit Policy At least one product audit for each product line is required. The Operator should define the existing different product lines in the Organisation. As a general rule, aircraft for which different Operator procedures apply could be considered different product lines, as exemplified below: ➢ Aircraft with different Maintenance Programmes; ➢ Different aircraft types; ➢ Aircraft for which continuing airworthiness management is performed using different subcontractors. This is not applicable when those subcontractors are only performing limited tasks with no impact in the

	airworthiness of the aircraft (e.g. records keeping of dirty fingerprints where those documents are also available in digital form). ➢ Aircraft maintained by different maintenance organisations. The different Operator-AMO coordination procedures or the different performance of the maintenance organisations could have an impact on the continuing airworthiness status of the aircraft. ➢ Aircraft used in remote operations (that means operated during a limited period of time in a region without the possibility to return to the main base). There are specific Operator procedures in place for that aircraft/operations and, therefore, it is recommended to perform a specific product audit during the remote operation. The Operator should establish a clear policy, including the identification of different product lines. • Product Audit methods and content. ➢ Audit method. A review of the aircraft continuing airworthiness records system in the office is necessary. An aircraft (including on-board airworthiness documents) on-site check is also necessary to make sure that the information available in the Operator is consistent with the information on the aircraft (e.g. current aircraft mass and balance statement, updated deferred defect list, etc.). ➢ Topics to review/checklist. An audit report shall be raised each time a product audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.
4. Part 4 Supporting documents:	
4.1.	**Sample documents, including the template of the ATL system** *This chapter must list and include all the documents and forms in use by the organisation. Each form shall be uniquely identified with a number and revision number/date to allow traceability of changes.* *It is acceptable that CAME 4.1 only contains the list of forms used whilst the forms are included in a document (Forms Manual) which is controlled and approved by the Operator. The forms approval process and notification to the AAK should be described in CAME 0.6* EXAMPLE • Aircraft Technical Log • Deferred defect list • MEL RIE approval form • Aircraft Airworthiness Directives status • AD analysis form • Aircraft modifications status • Aircraft repairs status • Aircraft compliance with AMP status • Status of life-limited parts • Status of time-controlled components • Mass and balance statement • Aircraft Maintenance Programme temporary approval form • AMP task “one-off extension” approval form • Competence assessment form • Annual audit Plan • Compliance audit report • Compliance Audit Corrective Action Report Form • CAME temporary approval form
4.2.	**List of subcontractors** *This chapter should include the list of subcontracted organisations, detailing the scope of the subcontracted activity. In addition, it should explain oh the list is managed by the organisation.* • Content of the list. The list must include at least the following main information: - Subcontracted Organisation name. - Scope of work subcontracted;

	- aircraft type(s), model(s) and registration(s), engine types and/or components, - continuing airworthiness management tasks subcontracted. • Management of the list. - Identification and management of the list; - Approval of the list in conjunction with CAME chapter 0.5 and 0.6; *This list may be directly inserted in this chapter of the CAME or managed as a separate associated list(s). For example, it is possible to cross-refer from this chapter to another record/document.* *This list, whatever included to or separated from the basic CAME, is an integral part of the approval. This means that it shall be approved (directly) by the authority or (temporarily) by the organisation through a procedure which has been previously approved by the AAK (refers to CAME chapter 0.5 and 0.6).*
4.3.	**List of contracted maintenance organisations and list of maintenance contracts** *This chapter should include the list of subcontracted organisations, detailing the scope of the subcontracted activity. In addition, it should explain oh the list is managed by the organisation.* • Content of the list. This list must include at least the following main information, as applicable: - Maintenance Organisation name; - AAK AMO approval or recognition number; - Contracted scope of work (e.g.; aircraft base maintenance, aircraft line maintenance up to S-Check, engine maintenance, APU/Wheels & Brakes/Landing gear maintenance, etc.); - Aircraft type/engine type/APU model/component; - Locations identified in the contract for the performance of the maintenance. - Contract reference. Unique contract identification reference, including revision status/date. • Management of the list. - Identification and management of the list; - Approval of the list in conjunction with CAME chapter 0.5 and 0.6; - Retention of records: *The list may be directly inserted in this chapter of the CAME or managed as a separate associated list. For example, it is possible to cross-refer from this chapter to another record/document.* *This list, whatever included to or separated from the basic CAME, is an integral part of the approval. This means that it shall be approved (directly) by the authority or (temporarily) by the organisation through a procedure which has been previously approved by the AAK (refers to CAME chapter 0.5 and 0.6).*
4.4.	**Copy of contracts for subcontracted work** *Copy of the contracts signed with sub-contractors referred to in CAME 4.2 should be attached in this chapter. Alternatively, it is acceptable to include only the contract reference (unique contract identification reference, including revision status/date) as long as the AAK is provided with the contract copy.*
4.5.	**Copy of contracts for maintenance** *Copy of the contracts signed with contractors referred to in CAME 4.3 should be attached in this chapter. Alternatively, it is acceptable to include only the contract reference (unique contract identification reference, including revision status/date) as long as the AAK is provided with the contract copy.*