สำนักงานการบินพลเรือนแห่งประเทศไทย
The Civil Aviation Authority of Thailand

GUIDANCE MATERIAL FOR DEVELOPMENT OF CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

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Approved by

Air Chief Marshal

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FOREWORD

The Civil Aviation Authority of Thailand (CAAT) has developed this Guidance Material to support a consistent and effective approach to the development, evaluation, approval, and continued management of Continuing Airworthiness Management Expositions (CAME) under TCAR AIR Part-CAMO.

This document is intended to promote a common understanding between applicants, approved Continuing Airworthiness Management Organisations (CAMOs), and CAAT inspectors regarding the expected structure, content, and level of procedural detail necessary to demonstrate compliance with the applicable continuing airworthiness requirements. It should be used in conjunction with the applicable TCAR requirements, Acceptable Means of Compliance (AMC), and Guidance Material (GM).

ABBREVIATION

A/C	AIRCRAFT
AD	AIRWORTHINESS DIRECTIVE
AMC	ACCEPTABLE MEANS OF COMPLIANCE
ANA	AIR NAVIGATION ACT
AltMoC	ALTERNATIVE MEANS OF COMPLIANCE
AMP	AIRCRAFT MAINTENANCE PROGRAMME
AMO	APPROVED MAINTENANCE ORGANISATION
AOC	AIR OPERATOR CERTIFICATE
AR	AIRWORTHINESS REVIEW
ARR	AIRWORTHINESS REVIEW REPORT
ARS	AIRWORTHINESS REVIEW STAFF
ATO	AIRCRAFT TRAINING ORGANISATION
CAAT	THE CIVIL AVIATION AUTHORITY OF THAILAND
CAM	CONTINUING AIRWORTHINESS MANAGEMENT
CAMO	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
CAME	CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION
CDL	CONFIGURATION DEVIATION LIST
CMPA	COMPLEX MOTOR-POWERED AIRCRAFT
CMS	COMPLIANCE MONITORING SYSTEM
CofA	CERTIFICATE OF AIRWORTHINESS
CofR	CERTIFICATE OF REGISTRATION
CRS	CERTIFICATE OF RELEASE TO SERVICE
DOA	DESIGN ORGANISATION APPROVAL
DTO	DECLARED TRAINING ORGANISATION
EASA	EUROPEAN UNION AVIATION SAFETY AGENCY
FTS	FUEL TANK SAFETY
GM	GUIDANCE MATERIAL
HF	HUMAN FACTORS
ICA	INSTRUCTIONS FOR CONTINUING AIRWORTHINESS
IORS	INTERNAL OCCURRENCE REPORTING SYSTEM
MCAI	MANDATORY CONTINUING AIRWORTHINESS INFORMATION
MCC	MAINTENANCE CONTROL CENTRE
MCF	MAINTENANCE CHECK FLIGHT
MEL	MINIMUM EQUIPMENT LIST
MOE	MAINTENANCE ORGANISATION EXPOSITION
MPD	MAINTENANCE PLANNING DOCUMENT
MSG	MAINTENANCE STEERING GROUP
MTOM	MAXIMUM TAKEOFF MASS
NAA	NATIONAL AVIATION AUTHORITY
OEM	ORIGINAL EQUIPMENT MANUFACTURER
PPB	PRINCIPAL PLACE OF BUSINESS
SAG	SAFETY ACTION GROUP
SB	SERVICE BULLETIN
SMS	SAFETY MANAGEMENT SYSTEM
SPI	SAFETY PERFORMANCE INDICATOR
SRB	SAFETY REVIEW BOARD
STCH	SUPPLEMENTAL TYPE CERTIFICATE HOLDER
TCH	TYPE CERTIFICATE HOLDER

RECORD OF AMENDMENTS

Issue	Revision	Date	Amendment description
01	00	21-Oct-2026	Initial issue.

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0. INTRODUCTION

0.1 Background

TCAR AIR Part-CAMO establishes the requirements applicable to organisations responsible for the continuing airworthiness management of aircraft and requires such organisations to establish and maintain a Continuing Airworthiness Management Exposition (CAME). The CAME defines the organisation, its management system, responsibilities, privileges, and procedures upon which the CAMO approval and continued compliance are based.

While the applicable Implementing Rules, Acceptable Means of Compliance (AMC), and Guidance Material (GM) establish the regulatory framework and expected CAME structure, the level of procedural detail necessary to demonstrate effective implementation may vary depending on the size, complexity, scope of approval, aircraft managed, and activities performed by each organisation.

CAAT has therefore developed this Guidance Material to provide a standardised reference for the preparation, evaluation, approval, and continued management of the CAME. It is intended to promote a consistent understanding between CAMOs and CAAT inspectors regarding the expected content and level of detail of the exposition, and to facilitate the development of procedures that are clear, complete, traceable, auditable, and capable of demonstrating compliance with the applicable requirements.

This Guidance Material also brings together relevant continuing airworthiness interfaces arising from TCAR AIR Part-M, Part-ML, Part-CAMO, and, where applicable, TCAR OPS, so that such interfaces can be appropriately addressed within the CAME. It does not replace or supersede the applicable regulatory requirements, AMC, or GM.

0.2 Purpose

The purpose of this GM is to assist CAMOs in the development and ongoing management of their Continuing Airworthiness Management Exposition (CAME).

This Guidance Material is non-binding in nature and does not itself create additional regulatory requirements. However, it is issued to assist organisation in developing procedures that are complete, consistent, auditable, and capable of demonstrating compliance with the applicable requirements, AMC, and the intended safety objective of the regulation.

Where this Guidance Material identifies expected procedure content, controls, records, responsibilities, or decision criteria, the organisation should address those elements in its exposition or provide an equivalent approach that demonstrates an equivalent level of clarity, control, compliance, and safety assurance.

An exposition or procedure that merely reproduces the headings of the applicable AMC, without describing how the organisation will implement, control, record, monitor, and demonstrate the required outcome, may not be considered sufficient for approval.

Failure to address this Guidance Material, or to provide an acceptable equivalent means within the exposition, may result in delay of CAAT evaluation, request for additional information, refusal of approval, limitation of the organisation’s privilege, or a requirement to amend the exposition or procedure before approval is granted.

Where a previously approved exposition or procedure is subsequently found to be incomplete, ineffective, not implemented as approved, or no longer capable of demonstrating compliance with the applicable requirements and safety intent, CAAT may require amendment of the exposition or procedure, restrict the use of the affected privilege, or take other administrative action as appropriate.

0.3 Applicability

This Guidance Material (GM) is applicable to CAAT TCAR AIR Part-CAMO applicants and existing CAAT Continuing Airworthiness Management Organisations (hereafter referred as CAMO) responsible for managing the continuing airworthiness of a standard Thai-registered aircraft and their components intended for installation in accordance with CAAT TCAR AIR Part-M and/or Part-ML.

CAAT is responsible for approving these CAMOs and for establishing procedures that detail how TCAR AIR Part-CAMO applications and approvals are managed.

The provisions of this GM are complementary to the requirements of TCAR AIR Part-M, Part-ML, and Part-CAMO regulations "as amended" and these provisions do not supersede or replace the associated regulatory requirements.

0.4 References

— **ANA B.E. 2497 and its amendments**

— **Thailand Civil Aviation Regulation (TCAR)**:
- TCAR AIR Part-M and Part-ML: Continuing Airworthiness and its AMC/GM
- TCAR AIR Part-CAMO and Part-CAO: Continuing Airworthiness Management Organisation and Combined Airworthiness Organisation and its AMC/GM
- TCAR AIR Part-34: Aircraft Environmental Protection Standards and Noise Certification
- TCAR AIR Part-39: Airworthiness Directives
- TCAR AIR Part-145: Repair Station Certificate Requirements and its AMC/GM
- TCAR OPS: Air Operations and its AMC/GM

— **CAAT regulation on**:
- Aircraft (Supplemental) Type Certificate, and Airworthiness Standards
- Aircraft Registration and Deregistration and Issuance and Renewal of CofA
- Modification and Repair
- Aircraft Weight and Balance control
- Special Flight Permit
- Reporting of Civil Aviation Occurrences and Protection of Safety Data and Safety Information

0.5 Associated Instructions

CAAT may develop supporting materials (notices, forms, checklists, or templates) that address specific matters to be considered as an integral part of this GM. These materials will be available on the **CAAT website**.

0.6 Communication

All documents and correspondence between CAMO and CAAT should be in English.
For official communication, please use the designated email: **airworthiness@caat.or.th**

0.7 Management of Approvals by CAAT

All process phases including the management of approvals and findings, are conducted through the CAAT-EMPIC system, interfacing with CAMOs via the **EMPIC® WEB client**.

1. GENERAL GUIDANCE

1.1 Preliminary Considerations

The CAME shall be customised by each organisation to demonstrate compliance with Part-CAMO, taking into account the applicable requirements of Part-M and/or Part-ML including applicable parts of TCAR OPS.

The CAME should be treated as a document that explains how the CAMO is (or plans to be) organized and how it will achieve its objectives. The process of developing the CAME is as important as producing the final document. For each detailed procedure described in the CAME, the CAMO should consider the following questions (this list is not exhaustive):

- What must be done?
- Who should do it?
- When, how much, how often must be done?
- Where must it be done?
- How must it be done?
- Which procedure(s)/form(s) should be used?
- What does the product look like?

Once these questions have been addressed, the CAME becomes the formal record of the CAMO's decision and procedures.

The CAMO may choose to use a different format/style than the one described in this GM, provided that all the applicable contents of the regulations are addressed. However, deviating from the standard content structure outlined in this GM will inevitably lead to insufficient information to demonstrate compliance of associated requirement, prolonged approval process, substantially more time dedicating to reviewing the unique structure and validating every line of the cross-reference table, and may resulting in requiring multiple, time-consuming correction cycles. Furthermore, this non-standard approach increases the likelihood of receiving audit findings during ongoing surveillance due to the complexity of maintaining accurate cross-references when regulations change and the higher risk of misinterpretation by both the CAMO staff and CAAT inspectors.

The CAME shall always observe Human Factors principles such as but not limited to ease of reading, avoiding ambiguities and excessive cross-references to other documents, ensuring clear, concise and complete procedures. Details are described in 1.6.1 of this GM.

For standardisation purposes and to facilitate both the preparation of the CAME by the CAMO and its review by CAAT inspector, the CAMO should strictly follow the CAME structure and contents described in this GM. This includes adherence to chapters/paragraph numbering, titles, and expected content. However, the CAMO should customise the information to suit its activities and may include additional paragraphs or procedures where necessary, if they do not alter the required structure.

NOTE: This GM focuses primarily on the operation of Part-M Aircraft involved in Commercial Operations. On that basis, procedures to be applicable to Part-ML requirements may not be fully included in the current version of this document.

The use of this GM alone does not guarantee full compliance. Ensuring compliance remains the sole responsibility of the CAMO. This GM is intended for guidance purposes only.

1.2 CAME serving multiple regulatory approvals

AMC1 CAMO.A.300 states:

"Where an organisation uses a different format, for example, to allow the exposition to serve for more than one approval …".

This AMC shall be interpreted in the context of the implementing rules of TCAR. CAAT, as the competent authority for TCAR AIR Part-CAMO, has no authority to approve procedures, methods, or processes established solely for compliance with the requirements of another State or aviation authority.

Therefore:

- the CAME submitted to CAAT should clearly demonstrate compliance with TCAR AIR Part-CAMO and should not rely on an approval granted by another authority as evidence of compliance with CAAT requirements;
- the core CAME content should be dedicated to the organisation's CAAT approval and should clearly identify the procedures applicable to CAAT;
- content applicable solely to another regulatory authority is outside the scope of CAAT approval and should not be presented as being approved by CAAT.

Notwithstanding the above, CAAT recognises that organisations holding multiple regulatory approvals may use common organisational procedures. Therefore, CAAT may accept the use of common associated documents serving more than one regulatory approval, provided that the applicability of each procedure is clearly identified and the portions applicable to CAAT can be readily distinguished and evaluated (see definition in CAME 1.6 below for CAME Structure).

(a) Document structure:
The structure of each associated document must comply with the criteria outlined in CAME 1.6 *"CAME supplemented by associated procedures"*. A compliance checklist and approval cross-reference must be included as a cross-reference Annex, clearly explaining where each topic is addressed.

(b) Clear Applicability:
The document should clearly identify the regulatory applicability of each relevant section or procedure. CAAT approval or acceptance is limited to content applicable to CAAT; content applicable solely to another authority is outside the scope of CAAT review and approval.

(c) Stand-Alone Requirement (if needed):
If the associated procedure includes only a few non-CAAT procedures, a statement may be added in the introduction such as:

"All procedures are applicable to CAAT except as specified on the following section…"

with the indication of such paragraph's page.

Examples are provided in EXAMPLE 1 and EXAMPLE 2 below:

EXAMPLE 1: Indication of Regulatory Approval Applicability

Procedure Content	Regulatory Approval Applicability
The Engineering Department is responsible for ensuring that aircraft weighing is carried out at intervals specified by the manufacturer, or when required by modifications or repairs.	ALL
For Thai-registered aircraft, the AMP ensures that the aircraft is weighed: (1) Within 2 years for aircraft with a Maximum Take-Off Mass (MTOM) exceeding 5,700 kg, or within 5 years for aircraft with an MTOM not exceeding 5,700 kg, counted from the date of manufacture — unless weighing is performed by the aircraft manufacturer for newly built aircraft or prior to importing the aircraft; and (2) Thereafter, at intervals not exceeding 5 years.	CAAT

Procedure Content	Regulatory Approval Applicability
The Technical Service Engineer is responsible for ensuring that aircraft weighing is conducted using equipment calibrated in accordance with regulatory and manufacturer requirements by coordinating with the approved maintenance organisation during the preparation of the aircraft weighing package.	ALL
The onsite representative is responsible for ensuring that the weight and balance equipment is tested and certified within a period not exceeding 1 year by an accredited testing and calibrating organisation. Calibration documentation must be retained as a part of aircraft weighing records.	CAAT
For aircraft under Regulatory Approval YYY, the calibration organisation must be listed on the YYY Organisation Acceptance.	Regulatory Approval YYY

EXAMPLE 2: Actual Indication of Regulatory Approval Applicability in Associated Document

OFFICIAL

{ANYBODY'S} ENGINEERING STANDARD OPERATING PROCEDURES

Regulatory Approval Applicability

1.38 Instructions for Aircraft weighing

Reference: CAME 1.12 Aircraft weighing

This procedure ensures that aircraft weighing is conducted accurately, in compliance with regulatory requirements, and that the aircraft Mass and Balance Statement is updated accordingly ... ...

ALL

1.38.1 Cases where the aircraft has to be weighed

Engineering department is responsible to ensure that the aircraft weighing is conducted at intervals specified by the manufacturer or when required by modifications or repairs.

CAAT

For Thai-registered aircraft, the maintenance program ensures that the aircraft is weighed:
(1) Within 2 years (aircraft MTOM exceeding 5,700 kg) or 5 years (aircraft MTOM not exceeding 5,700 kg) after the date of manufacturer unless performed by aircraft manufacturer for newly built aircraft or before importing the aircraft; and

(2) Thereafter at intervals not exceeding 5 years.

(3) When cumulative changes exceed the following thresholds:

(a) For an aeroplane, when the empty weight has been changed by more than 0.5% of the maximum landing weight or where the basic centre of gravity position has changed by more than 0.5% of the mean aerodynamic chord (MAC).

(b) For a helicopter, when the empty weight has changed by more than 1% of the maximum total weight or where the basic centre of gravity position has changed by more than 0.5 inch or 10% of the maximum permissible centre of gravity range whichever is less.

...

ALL

1.38.2 Organisations and procedures for aircraft weighing.

Technical service engineer is responsible to ensure that aircraft weighing is conducted using equipment calibrated in accordance with regulatory and manufacturer requirements by coordinating with approved maintenance organisation during preparation of aircraft weighing package.

CAAT

The onsite representative engineer is responsible to ensure that the weight and balance equipment are tested and have been certified within a period not exceeding 1 year by an accredited testing and calibrating organisation. The calibration documentation must be collected as a part of aircraft weighing records.

Regulatory Approval YYY

For aircraft under Regulatory Approval YYY, the calibration organisation must be as listed on the YYY Organisation Acceptance.

...

...

1.38.3 Mass and balance statement calculation

...

1.38.4 Mass and balance statement update and revision

...

{ANYONE-EOP-### Rev.##
Date: dd-MMM-yyyy}
Uncontrolled when Printed
OFFICIAL
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1.3 Exposition Language and Format

The CAME should be produced in electronic format. The final version of the exposition shall be submitted in Portable Document Format (PDF), although draft versions may be provided to CAAT in other editable formats (such as Word Document) to facilitate the review process.

The CAME and its associated documents (including procedures, forms, lists, and other relevant materials) required to demonstrate compliance with CAAT Part-CAMO requirements shall be available in the English language. A bilingual version (English and the local language of the country where the organisation is located) may be used, provided that formal agreement has been obtained from CAAT. In all cases, the English version shall always take precedence.

Terminology, abbreviations, and references shall be used consistently throughout the manual.

1.4 Term in Use

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

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

1.5 CAME GM Writing Conventions

To facilitate the reading and understanding of this GM, the following writing conventions are used and applied to each required **CAME Chapter**:

Item	Location	Format	Remark
Regulatory references	After each CAME chapter/ paragraph as necessary.	*Italic font*	Reference to the applicable regulatory requirement(s), AMC/GM, or CAAT GM. Applicable regulatory references are identified under each CAME chapter/paragraph in this GM.
Guidelines	At each CAME content.	Normal font. **Bold font** or underlined or *"Italic"* with quote for emphasis.	Guidelines and supporting information are presented in normal font. They are not intended to represent required content but sserve only to provide additional clarification. CAMO should develop and customise their procedures based on this information.
Expected content of the CAME	After each CAME heading as applicable.	Normal font in a checklist format: ❑ 1st Level ❑ 2nd Level	As this GM primarily applies to Part-CAMO organisations managing Part-M aircraft, it is the CAMO's responsiblity to identify the **expected content of the CAME** applicable to its activities to ensure sufficient content to demonstrate compliance of relevant requirements. When a **CAME Paragraph** is identified in this GM, the same paragraph structure is expected to be reflected in the organisation's CAME.
Examples	After expected content of the CAME where appropriate.	***EXAMPLE***	When examples are provided to help illustrate the expected CAME content, the term "**EXAMPLE**" (in bold, underlined, and capital letters) will be used.
Track changes	Where change(s) made.	Blue color font with "|" on the left-hand side of the page	Changes introduced with the current revision of the GM are marked with a vertical bar "|" on the left-hand side of the page. Additionally, any newly added text is highlighted in blue to clearly identify the content of the change.

1.6 CAME Structure

The CAMO shall adopt one of the following options for the CAME structure, depending on which best suits its operations:

A. Option 1 – Single CAME document

Under this option, the CAME is developed as a single, consolidated document containing all necessary information to demonstrate compliance with the applicable CAAT regulations. It also includes all detailed procedures and lists tailored specifically to the CAMO's operations.

B. Option 2 – CAME supplemented by associated documents

When choosing to structure the CAME with supplementary associated documents, the CAMO must ensure that all associated documents meet the same standards for management control and presentation as the main CAME document. In this approach:

- For **CAME Part 1 to 5**, to include precise and clear reference(s) to other manuals where the same procedures are described.
- For **CAME Part 0**, such cross references are generally not acceptable unless explicitly agreed upon by the CAAT-assigned inspector and formally documented.
- All associated documents form **part of the approved CAME**. Their initial issue and subsequent revisions shall be controlled through the applicable direct or indirect approval procedure in **CAME 0.5, 0.6, or 0.7** as applicable.

The CAME must contain, at a minimum, the information required by **CAMO.A.300(a)**, including a basic compliance procedure within each chapter and a paragraph. **CAME Chapter** that refers only to an associated document, without providing any procedural content is **NOT ACCEPTABLE.**

CAME associated documents as defined below:

- **Associated Procedure:** A procedure that provides additional, customised details on how the organisation complies with applicable requirements, published separately in another controlled document.
- **Associated List:** Any list required by CAMO.A.300(a), that is published separately from the CAME.
- **Associated Form:** Any of the form required by CAMO.A.300(a), that is published separately in another controlled document.
- **Other Associated Documents:** Any information required by CAMO.A.300(a), that is referred to but not included in the CAME.

All associated documents are considered integral part of the CAME. Therefore, the CAAT approval covers both the CAME and all referred associated documents listed in **CAME 0.6.2**, each of which shall be independently reviewed and validated. Total references to another organisation's manuals or procedures are **NOT ACCEPTABLE** for approval except for compliance with CAMO.A.125(d)(3) for subcontracted organisation who develops its own procedures compatible with the CAME and terms of the contract.

Work instructions may be internally developed to provide detailed instructions for staff on how to perform their day-to-day tasks, based on the framework established in the relevant CAME Chapter. These instructions could also include lists or forms that are not required by CAMO.A.300(a).

Examples include, but are not limited to:

- The list of internal auditors
- Checklist for processing completed work package
- Staff duty roster templates
- Instructions for using IT systems related to continuing airworthiness management

Key considerations:

- Work instructions do not require CAAT approval and are to be fully managed and controlled by the CAMO
- The Compliance Monitoring System is responsible for ensuring that such documents remain within the scope of the organisation's approval and do not conflict with the CAME or its associated documents.

- To avoid confusion between CAME associated documents and work instructions, the following guide is recommended:
  - CAME procedures should reference only CAME associated documents listed in **CAME 0.6.2**.
  - No reference to work instructions should be given in the CAME.
  - CAME associated documents may reference work instructions.
  - Work instructions may reference the CAME and/or associated documents.

EXAMPLE 3: Abstract of work instruction that does not need to be included in the CAME

Work instruction content
The Airworthiness Review Staff (ARS) must ensure that all hard copies of airworthiness review records are submitted to the CAMO Record Officer for storage in Cabinet No.4 located in the CAMO Record Office. These records must be maintained under environmentally controlled conditions. Digital records must be stored in the CAMO IT System by the ARS. The IT Department is responsible for performing weekly backups to ensure data integrity and security. The Compliance Monitoring Manager must conduct periodic internal audits to verify compliance with record-keeping policies. Any discrepancies or missing records must be documented in an internal audit report and rectified without delay.

1.6.1 Human Factor (HF) Principles in the Design and Application of the CAME

To comply with CAMO.A.300, CAMO.A.315(e), and to promote usability, clarity, and efficiency, the **design and application** of the **Continuing Airworthiness Management Exposition (CAME)** shall incorporate **Human Factors (HF) principles**. The following elements should be considered:

1.6.1.1 Document design issues:

(a) Information readability:

- Focus on typographic layout and language structure to improve reading speed and accuracy
- Use clear subheadings, bullet points, and consistent formatting (e.g., standard fonts, limited use of capitalization)
- Ensure adequate line spacing and paragraph structure to minimize visual fatigue

(b) Information content:

- Content must be accurate, up to date, relevant, complete, and easy to understand
- Use visual aids such as photographs, diagrams, charts, or tables to enhance comprehension and maintain user interest
- Apply color strategically in illustrations to reduce cognitive workload and support motivation
- Avoid excessive technical jargon. When technical terms are necessary, provide clear definitions

(c) Information organisation:

- Classify and layer information to suit both novice and expert users
- Arrange content in a logical sequence
- Include searchable indexes and hyperlinks (in digital versions) for quick access
- Use clear section breaks, numbering, and indentations to support navigation

(d) Physical compatibility:

- Consider the handling and use of documents in actual working conditions
- For printed versions: use standard A4 size, ensure adequate margins for binding, and select legible print sizes
- For digital versions: ensure compatibility with mobile devices and tablets, especially for field use
- Avoid documents that are too small, too large, poorly bound, or unsuitable for the lighting or task environment, as they may discourage use or induce errors

1.6.1.2 Document application issues:

(a) Communication:

- Ensure clear communication of technical information
- Establish effective mechanisms for **responding to user queries**, especially regarding relevant procedures

(b) Document integrity:

- Implement systems to prevent **loss, misplacement, or unauthorised changes** to documents.
- Ensure satisfaction with the **quality and reliability of technical documentation**

(c) Changes in procedures:

- Engage end-users when implementing procedural changes to ensure **buy-in and effective application**
- Avoid top-down changes without consultation, which can lead to **confusion or resistance**

(d) Feedback system:

- Encourage staff to report **issues, errors, or difficulties** encountered in procedures.
- Implement a **formal feedback mechanism** as part of document control

(e) Procedures/practices implementation:

- Avoid overly complex or redundant procedural instructions.
- Ensure information is:
  - Clearly written
  - Easy to access
  - Practical to use
- Design **forms and checklists** to be concise and usable within the allotted time.
- Avoid large blocks of descriptive text without visual support

(f) Exposition training:

- Provide **adequate and recurrent training** to ensure relevant personnel are familiar with current procedures and updates in the CAME

(g) Document interface:

- Address issues with information technology systems:
  - Ensure **access equipment** is adequate
  - Prevent use of distorted microfilm or low-quality images
- Ensure **IT systems are user-friendly**, particularly for accessing and managing the CAME

1.6.1.3 Consideration of Human Factors and Human Performance Limitations in Continuing Airworthiness Management

To comply with CAMO.A.315(e), the CAME should demonstrate that human factors (HF) and human performance limitations are:

— embedded within continuing airworthiness processes, not addressed as a standalone topic;
— implemented through procedural controls, workflows, and tools;
— applied to both internal activities and contracted/subcontracted activities.

The CAMO shall ensure that the Human Factors are operationalized within continuing airworthiness procedures, this may be through structured controls, defined responsibilities, or verification mechanisms including interfaces with contracted and subcontracted organisations. This may be achieved through each procedure addressing the following elements:

(a) Error prevention and detection in critical CAMO tasks

- use of standardised templates and checklists (e.g. AD assessment, airworthiness status review)
- independent verification or cross-checks for safety-critical tasks
- use of system controls or alerts, where applicable

(b) Structured decision-making processes
- based on defined criteria (e.g. AMP escalation, AD applicability)
- documented and traceable
- subject to appropriate level of review, where necessary

(c) Control of data and records
- validation of data entry and transfer
- verification of records received from contracted organisations
- configuration control of continuing airworthiness data

(d) Management of interfaces with contracted/subcontracted organisations
- clear communication channels and responsibilities
- standard methods for issuing instructions and receiving feedback
- verification of contractor outputs before acceptance
- oversight mechanisms (including HF-related aspects)

(e) Work package and maintenance planning controls
- work instructions are clear, complete, and unambiguous
- planning considers task complexity and workload
- coordination with contracted organisations is structured

(f) Defect control and MEL/CDL application
- clear steps for defect assessment and MEL application
- controls to avoid selection or interpretation errors
- tracking of time-limited deferments

(g) Reliability programme and technical analysis
- structured analysis methods
- validation of input data
- review or challenge of conclusions, where appropriate

(h) Task handover and continuity
- structured handover of ongoing tasks
- clear identification of task status and pending actions

(i) Workload and task allocation
- task prioritisation rules
- mechanisms to manage excessive workload
- escalation when workload exceeds capacity

1.6.2 Management Control of the CAME

To ensure effective management control of the CAME, the CAMO shall integrate HF principles into both the design and application of the CAME. This integration ensures that the CAME is clear, user-friendly, and practical for personnel, thereby reducing the likelihood of errors, enhancing regulatory compliance, and improving overall operational efficiency.

The design control of CAME shall include, at a minimum, the following elements:
(a) COVER PAGE
(b) CAME TABLE OF CONTENTS
(c) LIST OF EFFECTIVE PAGES
(d) AMENDMENT RECORD (or Record of Revision)
(e) DISTRIBUTION LIST
(f) DEFINITIONS AND ABBREVIATIONS used in the CAME

Details and requirements for each of these elements are specified in the relevant sections of the **CAME REQUIRED CONTENTS**.

1.6.2.1 Each Page of CAME

Each page of the CAME shall be clearly identified with the following information — either in the **header** or **footer**, as applicable — depending on the CAME revision identification method selected under the point (d) of paragraph 1.6.2 this GM:

(a) The name of the organisation (as officially stated on the CAMO Certificate – CAAT Form 14)
(b) The issue/revision status of the page
(c) Parts of the CAME (e.g. PART 1 - 5)
(d) The page number and total page numbers (e.g. Page ## of ##)
(e) The Title of the document "Continuing Airworthiness Management Exposition (CAME)"

1.6.2.2 CAME References

To support a robust CAME submission, applicants are encouraged to include references to applicable regulation and internal policy, or audit findings, where relevant. Such references should be indicated either:

- Directly under the content of a paragraph, or
- As footnotes

In the context of this GM, references to regulations are defined as follows (always referring to regulations issued by CAAT):

Reference Contexts (including its AMC-GM)	CAAT Regulations
Part-M or M.A.###	TCAR AIR Part-M
Part-ML or ML.A.###	TCAR AIR Part-ML
Part-M(L) or M(L).A.###	TCAR AIR Part-M and/or Part-ML
Part-CAMO or CAMO.A.###	TCAR AIR Part-CAMO
Part-ORO or ORO.###	TCAR OPS Part-ORO
Part-CAT or CAT.###	TCAR OPS Part-CAT
Part-SPA or SPA.###	TCAR OPS Part-SPA
Part-SPO or SPO.###	TCAR OPS Part-SPO
Part-NCC or NCC.###	TCAR OPS Part-NCC
Part-NCO or NCO.###	TCAR OPS Part-NCO
Part-SEA or SEA.###	TCAR OPS Part-SEA
Part-BOP or BOP.###	TCAR OPS Part-BOP
Part-SAO or SAO.###	TCAR OPS Part-SAO
Part-21, Part-39, Part-145	TCAR AIR Part-21, -39, -145 (as relevant)
Part-66	TCAR PEL Part-66
ANA Section ##	Applicable section of Thailand's Air Navigation Act

1.6.2.3 Formatting of CAME contents

The **headings and paragraphs** within the CAME must be structured in accordance with **Human Factors (HF) principles**. This ensures that the document is easy to navigate, understand, and apply. Specifically, the formatting should ensure that:

- Each heading and paragraph are relevant to the **CAME Part** and **Chapter** on the page.
- The use of **numbering or lettering** follows a logical and hierarchical order.
- The **format and style** — including fonts, heading levels, spacing, and indentation—are consistent throughout the exposition

1.6.2.4 Language of CAME

See section 1.3 of this GM, Exposition Language and Format.

1.7 CAME Initial Approval Process

1.7.1 First Submission of the "Draft" CAME

Prior to submitting the "draft" CAME for CAAT approval, the Accountable Manager shall sign and date the compliance statement in accordance with CAMO.A.300(a)1, confirming that they have reviewed the document and understand their responsibilities under the approval.

In the event of a change in the Accountable Manager, the newly appointed individual shall sign the document and submit a corresponding amendment to CAAT for approval.

1.7.2 Tracking Changes to the Initial Draft CAME

Following receipt of the initial "draft" CAME, CAAT will review the document and provide any remarks in writing to the CAMO.

Upon receiving these remarks, the organisation is expected to revise the initial "draft" CAME and submit a second "draft" CAME, addressing all comments. To ensure effective tracking of changes and facilitate CAAT's review of the revised CAME, the following actions are expected:

(a) The organisation shall provide a written response to each remark, explaining how it has been addressed and specify the relevant CAME chapter/paragraph.

(b) The organisation shall issue a second "draft" CAME that clearly identifies the changes introduced. This could be done by:
- Retaining the original draft identification (e.g. Issue 1, Rev. 0) but updating the date to reflect the new version; and
- Clearly marking all modified text within each CAME Chapter/Paragraph (e.g. using vertical bars, color highlighting, or similar change-tracking methods).

This process may continue through subsequent "drafts" (third, fourth, and so on) until the CAME is deemed acceptable by CAAT for progression in the certification process.

It is important to note that the same principles apply to the future revisions of the CAME and any associated documents, such as procedures, lists, and forms that are subject to CAAT approval.

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COVER PAGE

The cover page of the CAME shall include the following information:

- ❑ The official name of the organisation, as stated on CAMO Certificate (CAAT Form 14). The "Doing-Business-As" name can also be included, as applicable
- ❑ The title "Continuing Airworthiness Management Exposition (CAME)"
- ❑ The copy number from the CAME DISTRIBUTION LIST.
- ❑ The CAMO approval number is indicated on the CAMO certificate.
- ❑ The address, telephone number, of the Principal Place of Business of the Organisation and a generic e-mail address

  NOTE: The generic email address should be organisation-based (not personal), to ensure continuity even if responsible personnel change.

- ❑ A unique identification reference assigned to the CAME (e.g., CAMONAME-DOC1)

  NOTE: A unique identification reference is expected for each document which is part of the CAAT approval (in accordance with CAME 0.5 and 0.6). It is particularly helpful when managing electronic approvals of documents.

EXAMPLE 4: CAME COVER PAGE

{ANYBODY'S}

CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

{Company's Logo}

COPY NO. #

Approval No:	**CAAT.CAMO.XXXX**
Address:	*Enter the address of the originating organization – this should be the Organisation's registered office and Principle Place of Business.*
Telephone Number:	*Enter the contact details for the originating organization.*
Email Address:	*Enter the e-mail contact address for the originating organization. The generic email address is aimed to be used even though people in charge leave the company. The address should remain independent from a person and therefore without personal name.*
Document Ref Number:	*Enter originating organization's unique identification reference e.g. CAMONAME-DOC1*

TABLE OF CONTENTS

Reference: CAMO.A.300, AMC1 CAMO.A.300

This GM is used by the CAAT-assigned inspector when reviewing the CAME for approval. A different structure from that required by AMC1 CAMO.A.300 is not acceptable, unless the CAMO has obtained Alternative Means of Compliance (AltMoC) in accordance with CAME 0.7.

Minimum Requirements for the Table of Contents:

The CAME Table of Contents shall contain, as a minimum, the following information:

- ❑ All sections developed for the design control of the CAME as details in 1.6.2 of this GM
- ❑ All contents required by AMC1 CAMO.A.300
- ❑ All additional Parts/Chapters/ added
- ❑ Page number for each paragraph/content

If a different format is used (e.g., to integrate multiple approvals into a single exposition), refer to chapter 1.2 of this GM for applicable guidelines. The CAMO may customise the exposition to suit its organisation and may include additional paragraphs or content, provided that the order and number of required contents remain unaffected.

Additional Content Guidelines:

- Additional content may be included as a sub-paragraph into the relevant existing **CAME Chapter / Paragraph** which does not affect required paragraphs described in the GM. Example entries:
  - 0.1.4 Corporate Quality Policy
  - 0.3.2.2.1 Training programme
  - 2.4.1 Organisation safety performance indicators
- Additional content may be included in **CAME PART 5**, provided that:
  - Each new paragraph includes a cross-reference to the relevant section of the CAME
  - Example entries:
    - 5.8 Detailed layout of the facilities listed in CAME 0.2.5
    - 5.9 Training programme and syllabus referred in CAME 0.3.2.2
    - 5.10 Audit Matrix reference CAME 2.8.1
- For additional procedures required by other regulations (e.g., Part-CAT, Part-SPA), such content should be integrated into the relevant existing CAME Chapter/Paragraph (e.g., Part 1.9.2 - 1.9.12, reliability programme for ETOPS or SET-IMC aircraft).
- If no relevant paragraph exists, the CAMO may introduce a new section titled "**PART 6 – ADDITIONAL PROCEDURES**".

Identification of Non-Applicable Content:

Where a CAME Part, Chapter, or Paragraph is not used, it shall be clearly identified in the CAME as **"Not Applicable" with justification**. For **example**:

- **CAME 1.9 Engineering activity:**
  "*Not applicable – CAMONAME is not approved for DOA capability under TCAR AIR Part-21.*"
- **CAME 1.10 Reliability programmes**
  "*Not applicable – No aircraft maintenance programmes are based on MSG logic or include any condition monitored components. All significant system components contain overhaul time periods.*"
- **CAME 5.3 List of subcontractors as per point CAMO.A.125(d)(3):**
  "*Not applicable – CAMONAME is not approved to subcontract any continuing airworthiness activity.*"

NOTE: If an entire CAME Chapter is not applicable, the "Not applicable" statement with justification may be placed only at the **CAME Chapter** level. The content required by AMC1 CAMO.A.300 shall **not be deleted** under any circumstances.

LIST OF EFFECTIVE PAGES

Reference: CAMO.A.300(c)

This section must provide the correct revision status of every page within the CAME. It shall enable traceability from previously approved versions and ensure that:

- The exposition is current and up-to-date
- No pages are missing or outdated

It is used to ensure that the exposition is up-to-date and that no page is missing.

Minimum Information Required in the List of Effective Pages (LEP)

The LEP of CAME shall contain, as a minimum, the following information:

- ❑ The name of the organisation
- ❑ A list of every page in the CAME, including
  - Page number
  - Issue and/or revision
  - Revision date
- ❑ The current CAME issue and/or revision number, and revision date
- ❑ The date of internal review
- ❑ The name of the person who has reviewed and/or indirectly approved the CAME for indirect approvals (revisions not requiring prior CAAT approval)

NOTE: The word 'indirect approval' means any changes not requiring prior approval managed by the CAMO in accordance with approved procedures.

Approval Scenarios:

(a) Direct Approval by CAAT (Prior Approval Required):
  (1) This CAME is formally approved by the CAAT through an official approval letter
  (2) This letter must be made available to end users of the CAME
  (3) The Compliance Monitoring Function is responsible for ensuring that only the approved version of the CAME is distributed and accessible to personnel.

(b) Indirect Approval by the CAMO (once authorised):
  (1) For revisions not requiring CAAT prior approval, the Compliance Monitoring Manager may approve the change internally
  (2) The organisation shall document the following in the LEP Chapter:
    - Date of the internal approval
    - Name, position, and signature of the approving person
  (3) The updated CAME shall be notified to CAAT as required

EXAMPLE 5: List of Effective Pages of CAME identified by both Issue number and Revision number

PAGE NO.	ISSUE	REVISION	REVISION DATE
PART 0			
0-1	1	0	dd-Mmm-20
0-2	1	0	dd-Mmm-20
PART 1			
1-1	1	0	dd-Mmm-20
1-2	2	0	dd-Mmm-21
1-3	2	1	dd-Mmm-22
1-4	2	2	dd-Mmm-23
1-5	2	1	dd-Mmm-22
1-6	2	1	dd-Mmm-22
1-7	2	1	dd-Mmm-22
1-8	2	1	dd-Mmm-22
1-9	2	1	dd-Mmm-22
1-10	2	1	dd-Mmm-22
1-11	2	1	dd-Mmm-22
PART 2			
2-1	2	2	dd-Mmm-23
2-2	...	...	dd-Mmm-yy
...	...	...	...
...	...	...	...
PART 3			
...	...	...	...
PART 4			
...	...	...	...
PART 5			
...	...	...	...

CAME Issue 2, Revision 2 dated dd-Mmm-yy

CAME internal review by the Organisation: **Reviewed by: name and position** **Date: dd-Mmm-yyyy**	**CAME Indirect approval** *Approver* **Indirectly approved by: name and position** **Date dd-Mmm-yyyy**

EXAMPLE 6: List of Effective Pages of CAME identified only by Revision number

PAGE NO.	REVISION	REVISION DATE
PART 0		
0-1	0	dd-Mmm-20
0-2	0	dd-Mmm-20
PART 1		
1-1	0	dd-Mmm-20
1-2	1	dd-Mmm-21
1-3	2	dd-Mmm-22
1-4	3	dd-Mmm-23
1-5	2	dd-Mmm-22
1-6	2	dd-Mmm-22
1-7	2	dd-Mmm-22
1-8	2	dd-Mmm-22
1-9	2	dd-Mmm-22
1-10	2	dd-Mmm-22
1-11	2	dd-Mmm-22
PART 2		
2-1	3	dd-Mmm-23
2-2	...	dd-Mmm-yy
...	...	...
...	...	...
PART 3		
...	...	...
PART 4		
...	...	...
PART 5		
...	...	...

CAME Revision 3 dated dd-Mmm-yy

CAME internal review by the Organisation: **Reviewed by: name and position** **Date: dd-Mmm-yyyy**	**CAME Indirect approval** *Approver* **Indirectly approved by: name and position** **Date dd-Mmm-yyyy**

EXAMPLE 7: List of Effective Pages of CAME identified only by Revision number with all pages from the same amended chapter being re-issued and with the changes duly identified on each page

CHAPTER	REVISION	TOTAL PAGES	REVISION DATE
PART 0			
0.1	0	3	dd-Mmm-20
0.2	0	2	dd-Mmm-20
PART 1			
1.1	0	5	dd-Mmm-20
1.2	1	2	dd-Mmm-21
1.3	2	3	dd-Mmm-22
1.4	3	4	dd-Mmm-23
1.5	2	12	dd-Mmm-22
1.6	2	2	dd-Mmm-22
1.7	2	1	dd-Mmm-22
1.8	2	2	dd-Mmm-22
1.9	2	2	dd-Mmm-22

CHAPTER	REVISION	TOTAL PAGES	REVISION DATE
1.10	2	2	dd-Mmm-22
1.11	2	4	dd-Mmm-22
PART 2			
2.1	3	7	dd-Mmm-23
2.2	…	18	dd-Mmm-yy
…	…	…	…
…	…	…	…
PART 3			
…	…	…	…
PART 4			
…	…	…	…
PART 5			
…	…	…	…

CAME Revision 3 dated dd-Mmm-yy

CAME internal review by the Organisation:

Reviewed by: name and position	**Date: dd-Mmm-yyyy**

CAME Indirect approval

Approver **Indirectly approved by: name and position**	**Date dd-Mmm-yyyy**

AMENDMENT RECORD

Reference: CAMO.A.300(a)(11)(v), CAMO.A.300(b), AMC2 CAMO.A.300(b), CAMO.A.300(c)

This chapter shall provide a chronological record of all changes made to the CAME. It includes:

- ❑ The amendment number (issue and/or revision numbers)
- ❑ The date of the amendment (issue and/or revision dates)
- ❑ The type of change/revision
  NOTE:
  - The word 'Direct' or 'Major' may be used for 'Change requiring prior approval' which approved by CAAT.
  - The word 'Indirect' or 'Minor' may be used for 'Change not requiring prior approval' which approved internally by the CAMO.
- ❑ The details of the change and reason for change
- ❑ The name or title of the person or entity responsible for the amendment

This ensures that all changes are properly documented, traceable, and available for reference and accountability purposes.

Even when CAME is entirely reissued as a new version, it is essential to maintain proper change management practices. The amendment record must continue to track all updates, revisions, or corrections to ensure they are clearly documented. This process supports accountability, transparency, and traceability in document control.

Issuing a new version of the document solely to avoid tracking specific changes is not an acceptable practice. All changes to the approved CAME shall be clearly identified, regardless of whether they occur within a revised section or an entirely reissued document.

To ensure effective **monitoring and control of CAME approval**, the CAMO shall clearly identify the **initial edition** of the exposition and **each subsequent amendment**. Any change to the approved CAME shall be traceable and clearly identified using the chosen revision control system, identified by:

(a) An issue number, issue date, revision number, and revision date, or
(b) A revision number and revision date

In addition, the specific **modified text** within each CAME Chapter or Paragraph must be clearly marked. Acceptable methods include:

- Use of **vertical bars** in the margin next to revised content
- **Highlighting** the modified text with a specific colour

The methods used to identify and track changes shall be detailed in CAME 0.7 and 0.4.

Depending on the complexity and operational needs of the organisation, one of the following two identification methods is recommended for managing CAME revisions:

A. CAME identified by both an Issue number and Revision number

This method uses 2 separate numbering systems (Issue and Revision Numbers). Each time the Issue Number changes, the Revision Number resets to "0".

There are several reasons a CAMO may choose this method, such as:

(1) To identify any major change within the CAMO, the Issue Number is updated; for minor changes, only the Revision Number is changed. This approach requires the CAME to be clearly identified with the Issue Number, Issue Date, Revision Number, and Revision Date.

(2) To distinguish between approval types, a **change in the Issue Number** may be used to indicate **direct approval** of the CAME by the CAAT, while a **change in the Revision Number** may represent an **indirect approval** made internally by the CAMO.

EXAMPLE 8: Amendment record for CAME identified by both Issue number and Revision number

ISSUE	ISSUE DATE	REV.	REV. DATE	REV. TYPE	REASON FOR CHANGE	CHANGED BY
1	dd-Mmm-yy	0	-	Initial	Initial document development	NAME
		1	dd-Mmm-yy	Minor	Update document revision in 'List of associated documents' in chapter 0.6	NAME
2	dd-Mmm-yy	0	-	Major	- Change of Compliance monitoring manager - Addition of new aircraft type - Revised procedures in CAME 2.9 to correct internal finding from audit n.#### - Revised procedures in CAME 1.7 to correct CAAT finding#2 of surveillance activity n.#### - Added procedures in CAME 1.9.6 to comply with TCAR OPS Part-SPA.EDTO - Revised procedures in CAME 2.2 to comply with CAMO.A.200(a)(1)(iii)	NAME
		1	dd-Mmm-yy	Minor	Typo correction in Chapter 1.2, 1.3, and 2.5	NAME

B. CAME identified only by Revision number

This method is less flexible than the previous one, as all changes to the CAME — whether major or minor — are tracked solely through the Revision Number. The revision numbering typically starts at "1" and increases sequentially with each update. Under this system, the CAME shall be identified with only the Revision Number and Revision Date.

EXAMPLE 9: Amendment record for CAME identified only by Revision number

REVISION	REVISION DATE	REVISION TYPE	REASON FOR CHANGE	CHANGED BY
0	-	Initial	Initial document development	NAME
1	dd-Mmm-yy	Minor	Update document revision in 'List of associated documents' in chapter 0.6	NAME
2	dd-Mmm-yy	Major	- Change of Compliance monitoring manager - Addition of new aircraft type - Revised procedures in CAME 2.9 to correct internal finding from audit n.#### - Revised procedures in CAME 1.7 to correct CAAT finding#2 of surveillance activity n.#### - Added procedures in CAME 1.9.6 to comply with TCAR OPS Part-SPA.EDTO - Revised procedures in CAME 2.2 to comply with CAMO.A.200(a)(1)(iii)	NAME
3	dd-Mmm-yy	Minor	Typo correction in Chapter 1.2, 1.3, and 2.5	NAME

DISTRIBUTION LIST

Reference: CAMO.A.300, AMC2 CAMO.A.300(a), GM1 CAMO.A.300

This section includes a distribution list to ensure the appropriate dissemination of the CAME and to demonstrate to the CAAT that all personnel involved in continuing airworthiness activities have access to the relevant information.

It is not required that every individual receives a personal copy of the CAME; however, a reasonable number of copies should be distributed to ensure that all concerned personnel can access it promptly and easily. Reference should also be included indicating the location of any electronic copies of the CAME.

As a minimum, the CAME shall be distributed to:

- ❑ The CAMO's management personnel, in accordance with CAMO.A.305(a) and (b)
- ❑ Other personnel within the CAMO, as necessary, based on their responsibilities
- ❑ The approved maintenance organisations (owned or contracted Part-145 or Part-CAO, as applicable)
- ❑ CAAT
- ❑ Any organisation subcontracted under the provisions of this CAME

In a digital environment, the concept of physical copies is not applicable if all users have access to the same electronic file stored at a specific location. When documents are maintained in a centralized electronic location accessible to all relevant personnel within the organisation, it is generally not necessary to assign separate copy numbers to each document holder based on their roles or positions.

However, a controlled copy number should be assigned when the digital file is distributed from different sources to other entities — for example, when a single file is sent via email to a recipient or shared from a separate system or platform. Additionally, any format with restricted or limited access must be clearly described.

- ❑ The copy provided to the CAAT shall always be considered a separate, controlled copy.

The purpose of assigning copy numbers is to establish a mechanism that ensures the identification and tracking of revision updates and provides accountability for the distribution and management of the document.

EXAMPLE 10: Distribution List for CAMO which manages documents in both hard copies and soft copies

COPY	HOLDER	FORMAT
01	Accountable Manager	PAPER
02	Engineering Manager	Electronic PDF file (Technical Library)
	MCC Manager	
	Planning Manager	
	Compliance Monitoring Manager	
	Technical Engineer and Planner	
	…	
03	The Civil Aviation Authority of Thailand (CAAT)	Electronic PDF file (Sent via email)
04	TCAR AIR Part-145 AMO – XX1 Company	CD-ROM
05	Subcontractor – ABC… company	Electronic PDF file (Sent via email)
	Subcontractor – DEF… company	
	Subcontractor – GHI… company	
06	All aircraft	Electronic PDF file (iPAD# A01 to A20)
…	…	…

DEFINITIONS AND ABBREVIATIONS

Reference: ANA Section 4, GM1 to Part-CAMO

This section should list all the definitions and abbreviations/acronyms in use within the CAME.

EXAMPLE 11: Definitions and Abbreviations/acronyms listed in the same table

A/C	AIRCRAFT
AD	AIRWORTHINESS DIRECTIVE
AEC	AEROPLANE/ENGINE COMBINATION ***(when included with definition)*** A combination of aeroplane model and engine model which has been identified for the purpose of EDTO certification or authorised for EDTO. EDTO certification of a given aeroplane/engine combination (AEC) is identified on the type certification data sheet (TCDS). EDTO specific approval for a given AEC is identified in the Operations Specification, which may group minor model variants into a single authorization when they are substantially common from a configuration and operational programme perspective. The compliance demonstration required for the EDTO certification and/or EDTO authorization for a particular aeroplane/engine combination takes credit for the similarities with already certified or authorised AEC(s), such as minor models of an aeroplane type and sub-models of an engine installation, i.e. only the EDTO relevant differences (e.g. those having an impact on EDTO processes or procedures) between the candidate AEC and the already certified and/or authorised AEC(s) are addressed for new EDTO certification and/or EDTO specific approval.
AMC	ACCEPTABLE MEANS OF COMPLIANCE
AMOC	ALTERNATIVE METHOD OF COMPLIANCE (to Airworthiness Directives)
ANA	AIR NAVIGATION ACT
AltMoC	ALTERNATIVE MEANS OF COMPLIANCE
AMP	AIRCRAFT MAINTENANCE PROGRAMME
AOC	AIR OPERATOR CERTIFICATE
ARR	AIRWORTHINESS REVIEW REPORT
ARS	AIRWORTHINESS REVIEW STAFF
ATL	AIRCRAFT TECHNICAL LOG
ATLS	AIRCRAFT TECHNICAL LOG SYSTEM
CAAT	THE CIVIL AVIATION AUTHORITY OF THAILAND
CAMO	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
CAME	CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION
…	…
HT	HARD TIME ***(when included with definition)*** A time-controlled components pertained under a primary maintenance process-oriented methodology. This is a preventive process in which known deterioration of a component is limited to an acceptable level by the maintenance actions which are carried out at periods related to time in service (e.g. calendar time, number of cycles, number of landings). The prescribed actions restore the component utility margin to the applicable time limitation.
…	…
…	…

IFSD	IN-FLIGHT SHUTDOWN ***(when included with definition)*** When an engine ceases to function (when the aeroplane is airborne) and is shutdown, whether self-induced, flight-crew initiated or caused by an external influence, including but not limited to flameout, internal failure, flight-crew initiated shutdown, foreign object ingestion, icing, inability to obtain or control desired thrust or power, and cycling of the start control, however briefly, even if the engine operates normally for the remainder of the flight. The following events are normally not counted as IFSD: (a) Engine failures before take-off decision speed or after touchdown; (b) Airborne cessation of the functioning of an engine when immediately followed by an automatic engine relight; and (c) Engine does not achieve desired thrust or power but is not shut down.
LLP	LIFE-LIMITED PARTS ***(when included with definition)*** A part for which the maintenance schedule of the aircraft maintenance programme requires permanent removal from service when, or before, the specified mandatory life limitation in accordance with CAAT requirements if any of the applicable parameters is reached.
…	…
OCCM	ON-CONDITION AND CONDITION MONITORING ***(when included with definition)*** A time-controlled components pertained under a primary maintenance process-oriented methodology. On-Condition: It is a preventive process in which the component is inspected or tested, at specified periods, to an appropriate standard in order to determine whether it can continue in service. The purpose is to remove the component before its failure in service. Condition Monitoring: This is a process in which a parameter of a condition in a component (vibration, temperature, oil consumption, etc.) is monitored to identify the development of a fault. The purpose is to remove the component before its failure in service (e.g. due to related repair costs), but they are permitted to remain in service without preventive maintenance until a functional failure occurs. NOTE: For components that are not subject to any of these primary maintenance processes, corrective maintenance is carried out after failure detection and is aimed at restoring components to a condition in which they can perform their intended function 'fly-to failure').
…	…
TCC	TIME-CONTROLLED COMPONENTS ***(when included with definition)*** Any component for which the maintenance schedule of the aircraft maintenance programme requires periodically the removal for maintenance to be performed in an appropriate approved organisation for maintenance in components (workshop) to return the component to a specified standard, the replacement of subcomponents of the assembly by new ones, or the inspection or test of component's performance, after a service period controlled at component level in accordance with the specified airworthiness limitation defined in accordance with CAAT requirements, in any of the applicable parameters.
…	…

PART 0 GENERAL ORGANISATION, SAFETY POLICY, AND OBJECTIVES

0.1 Safety policy, objectives and accountable manager statement

Reference: CAMO.A.300(a)(1), CAMO.A.300(a)(2), AMC1 CAMO.A.300(a)(1), CAMO.A.200(a)(1)(i), CAMO.A.200(a)(1)(ii), AMC1 CAMO.A.200(a)(1)(ii), GM1 CAMO.A.200(a)(1)(ii), CAMO.A.305(a)(2)

0.1.1 Safety policy

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

This paragraph should clearly describe the organisation's overall philosophy and principles regarding safety, known as the safety policy.

The safety policy should be developed by senior management and must be signed and endorsed by the Accountable Manager. In preparing the policy, senior management should consult key safety personnel and, where appropriate, staff representative bodies such as employee forums or trade unions. This consultation helps ensure the policy and its objectives are relevant and supported by all staff, promoting a shared responsibility for the organisation's safety culture.

The Accountable Manager and senior management shall actively promote the safety policy, demonstrate their commitment to it, and provide the necessary human and financial resources for its effective implementation.

(a) The safety policy should include a commitment to:

- ❑ Comply with all applicable legislation and requirements, and adopt practices that improve safety standards
- ❑ Provide the necessary resources to support the implementation of the safety policy
- ❑ Apply HF principles
- ❑ Ensure that safety is a primary responsibility of all managers
- ❑ Apply the principles of a '**Just Culture**' to internal safety reporting and the investigation of occurrences, particularly by ensuring that occurrence information is not misused or shared inappropriately

It is also acceptable to have additional, specific policies to support and reinforce the main safety policy.

(b) The procedure should ensure that the safety policy:

- ❑ Reflect the CAMO's commitment to safety, including its proactive and systematic management, and the promotion of a positive safety culture
- ❑ Include principles for internal safety reporting and encourage all personnel to report errors, incidents, and hazards related to continuing airworthiness.
- ❑ Acknowledge the importance of personnel cooperation with compliance monitoring activities and internal investigations, as referenced in AMC1 CAMO.A.200(a)(1)(iii) point (c)
- ❑ Developed by senior management in consultation with key safety personnel and, where appropriate, staff representative bodies
- ❑ Formally endorsed and signed by the Accountable Manager
- ❑ Clearly communicated, with visible endorsement, throughout the CAMO
- ❑ Periodically reviewed to ensure its continued relevance and suitability to the CAMO

0.1.2 Safety objectives

Reference: CAMO.A.200(a)(1)(ii), AMC1 CAMO.A.200(a)(1)(ii), GM1 CAMO.A.200, AMC1 CAMO.A.300(a)(1)

Taking due account of its safety policy, the organisation should define safety objectives. Safety objectives are what the organisation is going to do – they should state an intended outcome. The safety objectives should:

❑ Reflect the organisation's policy and commitment to maintain or continuously improve the overall effectiveness of the management system

❑ Be **S.M.A.R.T.** objectives:

- **S – Specific:** Objectives are clear and well-defined. They specify exactly what needs to be accomplished, leaving no room for ambiguity or confusion.
- **M – Measurable:** Objectives are quantifiable and include specific criteria for measuring progress and success. This enables tracking and evaluation of the objective's achievement.
- **A – Achievable:** Objectives are realistic and attainable within the available resources and constraints. They are challenging enough to motivate individuals or teams, but not so difficult that they become demotivating or impossible to achieve.
- **R – Relevant:** Objectives are aligned with the overall goals and mission of the organisation. They directly contribute to the desired outcomes and have a meaningful impact on the organisation's success.
- **T – Timely:** Objectives have a specific time frame or deadline for completion. This adds a sense of urgency, helps prioritize activities, and provides a clear target to work towards.

The safety objectives on their own do not have to be SMART, provided the safety objectives and accompanying SPIs and SPTs form a S.M.A.R.T. package that allows the CAMO to demonstrate whether it is maintaining or improving its safety performance.

❑ Form the basis for safety performance monitoring and measurement

❑ Be a combination of both **Process-oriented** and **Outcome-oriented** objectives:

- **Process-oriented:** Stated in terms of safe behaviors expected from operational personnel or the performance of actions implemented by the organisation to manage safety risk.
- **Outcome-oriented:** Encompass actions and trends regarding containment of accidents, incidents, or operational losses.

EXAMPLE 12: Comparison between Process-oriented and Outcome-oriented safety objectives

Process-Oriented Objectives	Outcome-Oriented Objectives
Implement a robust safety reporting system to increase incident reporting level in both mandatory and voluntary by 20% compared to the previous year.	Reduce the annual number of safety events by 15% compared to the previous year.
Ensure 100% incorporation with all applicable engine manufacturer's service bulletins (SBs) related to engine reliability.	Reduce the rate of IFSD by below world fleet average every year.
Conduct quarterly safety forum communicating potential hazard identified from reporting system with a target of at least 80% engagement level from all concerned staff.	Reduce hazard-related operational disruptions (e.g., technical delays, rejected takeoffs, or maintenance errors) by at least 15% per year, reflecting improved safety risk management.

❑ Be communicated throughout the organisation

❑ Be periodically reviewed to ensure they remain relevant and appropriate for the organisation

0.1.3 Accountable manager statement

Reference: CAMO.A.200(a)(1)(i), CAMO.A.300(a)(1), AMC1 CAMO.A.300(a)(1)

The Accountable Manager's exposition statement as required by CAMO.A.300(a)(1), should reflect the intent of the following paragraph. This statement may be used without modification; however, **any amendment to the statement shall not alter its original intent**:

EXAMPLE 13: Accountable Manager statement (CAMO who is holding AOC)

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

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

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

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

In the case of AOC which has responsibility in accordance with point M.A.201(e) of TCAR AIR Part-M, suspension or revocation of the CAMO certificate will invalidate the AOC.

Signed *Accountable Manager.*

Name …
Dated …
Accountable manager and Managing director
Chief Executive Officer
For and on behalf of *CAMONAME*

If the Accountable Manager is not the Chief Executive Officer or the highest responsible authority within the organisation, the latter must countersign the statement.

The organisation shall also demonstrate that the Accountable Manager has direct access to the Chief Executive Officer and is granted the necessary financial resources to carry out the intended continuing airworthiness activities.

In the event of a change in the Accountable Manager, the newly appointed Accountable Manager shall sign the statement at the earliest opportunity as part of the CAAT acceptance process. **Failure to complete this requirement will result in the invalidation of CAMO approval**.

0.2 General information and scope of work

Reference: AMC1 CAMO.A.300(a)(1), CAMO.A.125(a), CAMO.A.125(b), CAMO.A.125(c), CAMO.A.125(d), CAMO.A.125(e), CAMO.A.125(f), GM1 CAMO.A.125(e), GM1 CAMO.A.125(f), CAMO.A.140(a), CAMO.A.140(b), CAMO.A.205(a)(1), CAMO.A.205(b), GM1 CAMO.A.205, CAMO.A.215, CAMO.A.300(a)(3), M.A.201(j), ML.A.201(g)

0.2.1 Description of the organisation

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

This paragraph should provide a broad description of how the entire organisation is structured under the authority of the Accountable Manager. This includes the full details of the operator in the case of an AOC holder, or the entire organisation when other approvals are held. Where appropriate, the organisation's vision and mission may also be included.

If the CAMO also holds a CAAT Part-145 approval, a summary of the in-house maintenance capabilities shall be provided to support the assessment of the extent to which contracted maintenance services need to be arranged, in accordance with CAME PART 3.

0.2.2 Relationship with other organisations

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

This paragraph may not apply to all CAMOs. Where applicable, it should describe the relationship between the CAMO and any supported or subcontracted organisations, as well as provide details on supported or supporting individuals. It should also outline the nature of these relationships, with cross-references to formal agreements. Further details should be provided in CAME PART 3 or PART 5, as appropriate.

This paragraph should include the following information, where relevant to the organisation:

- ❑ Subsidiaries/Parent Company
  If the CAMO is part of a larger group, this section should clearly describe the specific relationship with other group entities. For example, explain the links between affiliated companies such as Joe Bloggs Airlines, Joe Bloggs Finance, Joe Bloggs Leasing, Joe Bloggs Maintenance, etc.

- ❑ Consortia
  If the CAMO is a member of a consortium, this should be explicitly stated in this paragraph. The names of the other consortium members shall be listed, along with the scope of the consortium's activities (e.g. operations, maintenance, design — modifications and repairs, production, etc.).

  It is important to identify such arrangements because maintenance within a consortium may be governed by specific contracts and the consortium's policies or procedures, which could unintentionally override existing maintenance agreements.

  In the case of international consortia, the respective State authorities should be consulted, and their formal agreement to the arrangement shall be documented. This paragraph should refer to any consortium-related continuing airworthiness exposition or procedures, as well as to any applicable agreements from the competent authorities.

- ❑ Relationship with Other Organisations
  Whenever the organisation contracts CAAT approved maintenance organisations (Part-145/Part-CAO), and/or subcontracted organisations, those relationships should be briefly described here.

0.2.3 Scope of work

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

0.2.3.1 Organisation privileges

This paragraph should specify the privileges and terms of approval granted to the organisation under its CAMO approval.

❑ List of organisation privileges and limitations

The CAMO shall clearly define its privileges and any associated limitations in accordance with CAMO.A.125. This includes all aircraft types, series, or models managed, as specified on the CAMO certificate. Where the scope of approval includes privileges under both CAMO.A.125(d) and CAMO.A.125(e), this must be explicitly stated.

The list of privileges shall align with aircraft managed included in CAME 0.2.3.2 and shall match the ratings shown on the CAMO approval certificate (CAAT Form 14). The scope of work should be detailed clearly, including identification of aircraft models included or excluded.

The following table format may be used without modification. No changes made shall alter its intent to provide clear and transparent information on authorised privileges. This list shall be included directly within the CAME; **cross-referencing to external documents is not permitted**.

EXAMPLE 14: List of organisation privileges and limitations

No.	LIST OF ORGANISATION PRIVILEGES	
1	**CAMO.A.125(d)(1)** Manage the continuing airworthiness of aircraft (not used by AOC) as listed on the certificate.	❑ Yes ❑ No
2	**CAMO.A.125(d)(2)** Manage the continuing airworthiness of aircraft used by AOC in accordance with TCAR OPS, when listed both on its CAMO certificate and on its Air Operator Certificate.	❑ Yes ❑ No
3	**CAMO.A.125(d)(3)** Assign the arrangement limited continuing airworthiness tasks to subcontracted organisation, working under its management system, as listed on the certificate.	❑ Yes ❑ No
4	**CAMO.A.125(d)(5)** Approve maintenance programme, in accordance with point ML.A.302(b)(2), for aircraft managed in accordance with TCAR AIR Part-ML, as described in CAME 1.2.	❑ Yes ❑ No
5	**CAMO.A.125(e)** Conduct and issue airworthiness review report under the conditions described in CAME PART 4: ❑ M.A.901(c) and point M.A.901(e) of TCAR AIR Part-M, or ❑ ML.A.901 and ML.A.903 of TCAR AIR Part-ML.	❑ Yes ❑ No
6	**CAMO.A.130(c)** Indirectly approve changes not requiring prior approval as described in CAME 0.6.	❑ Yes ❑ No
7	**CAMO.A.200(a)(2) and AMC2 CAMO.A.200(a)(2) Item (f)** Extend its 1-year internal compliance monitoring cycle to up to 2 years as described in CAME 2.8.1.	❑ Yes ❑ No
8	**CAMO.A.310(c)** Supervision of an airworthiness review staff candidate by ARS examiner authorised by CAAT as described in CAME 4.1.	❑ Yes ❑ No

No.	LIST OF ORGANISATION PRIVILEGES	
9	**M.A.302(b) and Appendix I to AMC M.A.302 Item 4** Use of permitted variation (one-off extension) to maintenance periods for Part-M aircraft managed as described in CAME 1.2.4. ❑ Directly approved by CAAT ❑ Indirectly approved in accordance with procedures approved by CAAT	❑ Yes ❑ No
10	**M.A.302(c) – as a part of CAMO.A.130(c)** Indirectly approve Aircraft Maintenance Programme as described in CAME 1.2 for: ❑ Part-M aircraft managed, or ❑ Limited contracts between the owners in accordance with point M.A.201(i)(3).	❑ Yes ❑ No
11	**M.A.302(e)** Use of alternate and/or additional AMP instructions to those referred to in M.A.302(d)(2), as described in CAME 1.2.5: ❑ De-escalation / more restrictive task intervals — Indirect approval ❑ Escalation of maintenance task intervals ❑ Non-safety-related maintenance task intervals — Direct approval by CAAT ❑ Non-safety-related maintenance task intervals — Indirect approval ❑ Safety-related maintenance task intervals — Direct approval by CAAT ❑ Additional maintenance tasks introduced at CAMO discretion — Indirect approval ❑ Changes to maintenance task type, method, or inspection level ❑ Non-safety-related maintenance task — Indirect approval ❑ Safety-related maintenance task — Direct approval	❑ Yes ❑ No
12	**CAMO.A.120** Use Alternative Means of Compliance (AltMoC) as listed in 5.7 in accordance with CAME 0.7.	❑ Yes ❑ No
	LIMITATIONS	
1	**[reference to regulation or official letter]** Limitation description (if any) or indicate 'None'.	

NOTE: This table only identifies the approved scope of the organisation. The detailed eligibility criteria, limitations, required supporting data, approval process, implementation, monitoring, and record-keeping requirements shall be described in associated CAME chapter. The CAMO shall not exercise any function outside the scope selected on this table or outside the approved procedures.

0.2.3.2 Aircraft managed

❑ List of aircraft managed

This paragraph should provide a list of all aircraft managed under the CAMO's responsibility. For each aircraft registration, the list shall include at least the following information:

❑ Aircraft type/series (including engine)

NOTE 1: Aircraft type/series may be listed either as a grouped scope or as specific aircraft models, provided that the scope is clearly defined and consistent with the CAMO approval certificate, AMP applicability, maintenance arrangements, continuing airworthiness data access, personnel competency, ARS scope, and subcontracted CAM arrangements, where applicable.

Where a grouped scope is used, the CAMO should be able to demonstrate that the aircraft models, variants, and engine combinations included in the group are sufficiently common from a continuing airworthiness management perspective, or that differences are identified and controlled through the AMP, maintenance planning system, records system, maintenance arrangements, personnel competency, and compliance monitoring programme.

Where significant differences exist, the aircraft should be listed separately by model, engine combination, configuration, aircraft registration, operational context, subcontracted CAM arrangement, or other limitations, as applicable.

- ❑ Aircraft registration(s) and manufacturer's serial number(s) (MSN)

NOTE 2: This list may refer to the aircraft listed in the reference AMP. This reference must be clearly stated and included in the list of associated documents under CAME 0.6.

NOTE 3: When an aircraft is operated under an AOC, this list should also refer to the aircraft listed in the AOC's Operations Specification attachments. This reference must be clearly stated in this paragraph and included in the list of associated documents under CAME 0.6. A copy of the approved Operations Specification document shall always be readily available to the CAAT.

- ❑ AMP document reference (the unique document reference number)
- ❑ Operational contexts, categorised as appropriate:
  a. Types of operation for each aircraft managed:
     - CAT: Commercial air transport operations
     - NCC: Non-commercial operations with complex motor-powered aircraft
     - NCO: Non-commercial operations with other-than-complex-motor-powered aircraft
     - SPO: Specialised operations (e.g. aerial work), both commercial and non-commercial
     - SPA: Specific approvals, both commercial and non-commercial
     - SEA: Seaplane operations
     - SAO: Sailplane operations
     - BOP: Balloon operations
     - ATO/DTO: Aircraft is used by commercial Approved/ Declared Training Organisation

     NOTE: Types of operation should be aligned with the quick summary table listed on GM M(L).A.201.

  b. Nature of flight, including aspects:
     - Scheduled/charter
     - Aerial work/ Training school/ Aerobatic

  c. Regions, or continents of operation (can also be referred to obtained Operations Specification).

- ❑ Owner/Operator and any Continuing Airworthiness Management contract reference(s)
- ❑ Any subcontractor for continuing airworthiness management function listed in CAMO Certificate and CAME 5.3 for each aircraft type

EXAMPLE 15: List of aircraft managed

Aircraft type/series/model (including engine type)	AMP Reference	Operation			M-ML A/C	Operator or Owner	Subcontractor for CAM
		Type	Nature	Regions			
Airbus A318/A319/A320/A321 (CFM56) *Ref: AOC.#### and AOC.OPS.####/##*	AMPDOC-1	CAT, SPA	Schedule	Refer OpSpec	M	AOC-OPERATOR NAME	SUBCONAME1 SUBCONAME2
Airbus A330-223 (GE CF6, PW 4000 & RR Trent 700) *Ref: AOC.#### and AOC.OPS.####/##*	AMPDOC-2		Schedule, Charter				
Boeing 737-275 (PW JT8D-7A) *Ref: AOC.#### and AOC.OPS.####/##*	AMPDOC-3	CAT, SPO, NCC					
Boeing 737-700IGW/800/900ER (CFM56) *Ref: AOC.#### and AOC.OPS.####/##*	AMPDOC-4						
Boeing 787-8 (RR Trent 1000 Series) HS-### (MSN #####)	AMPDOC-5	NCC	Private Flight	Asia Europe		OWNER NAME Contract Ref. ####	NONE
Embraer ERJ-190 Series (GE CF34) HS-### (MSN ####) HS-### (MSN ###)	AMPDOC-6	NCC, ATO	Private Flight, Training school	Asia		ATO NAME Contract Ref. ####	SUBCONAME3
Diamond DA62 (Austro Engine E4P) HS-### (MSN #####)	AMPDOC-7	NCO	Aerobatic	Domestic	ML	OWNER NAME Contract Ref. ####	NONE
…	…	…	…	…	…	…	..

❑ Management of the list

This paragraph defines the procedure for adding or removing aircraft from the list of aircraft managed by the organisation. The procedure shall include, at a minimum, the following elements:

- ❑ Responsible person/position
- ❑ Procedure to amend the list

  At least the following items shall be checked to add an aircraft registration to the list:

  a. The Continuing Airworthiness Responsibilities of the owner have been transferred to the lessee, either stipulating the lessee (CAMO/Operator) on the registration document, or detailing the transfer of responsibilities in the leasing contract (M.A.201(b));
  b. The aircraft has an approved AMP managed by CAMO;
  c. The aircraft continuing airworthiness records have been transferred to the CAMO;
  d. The aircraft continuing airworthiness information is included in the CAMO continuing airworthiness control system (e.g. last performed and next due for applicable AD or AMP tasks, list of deferred defects, status of modifications and repairs, current mass and balance statement, etc.); and
  e. The CAMO has sufficient manpower resources for the expected workload increase due to the incorporation of the new aircraft.

  NOTE: When an aircraft registration is referred to AOC and associated Ops Spec, the aircraft is considered successfully added to the fleet when its registration is added to the referred AMP and notified to CAAT through indirect approval process (This does not apply to the addition of the first aircraft registration).

  At least the following items shall be checked to remove aircraft registration from the list:

  a. The continuing airworthiness responsibilities and records have been transferred back to the owner/possessor (end of contract); and
  b. The aircraft registration is removed from the AMP managed by CAMO.

- ❑ Forms to be used and records to be kept.
- ❑ Approval of the list, in conjunction with CAME 0.5 and 0.6.

  NOTE: Different approval procedure applies, depending on direct/indirect approval process.

As a general rule, the **indirect approval process** may only be applied when adding aircraft with the same configuration (aircraft type, engine model, passenger or freighter configuration, etc.) to the aircraft rating already listed in the Organisation's CAMO approval certificate (except the first aircraft registration of the approved rating). For aircraft imported onto the Thai register, the addition of the aircraft registration to the list of aircraft managed should be coordinated with the import / phase-in procedure in CAME 4.4. The aircraft entry package should include the applicable CAME and associated document changes, aircraft-specific AMP or AMP amendment, airworthiness review report, and risk assessment performed in accordance with CAME 0.5.2.

If an aircraft rating is authorised without an aircraft registration to be managed, based on a generic or baseline AMP, the entry of the first aircraft registration under that rating shall require **direct approval** from the CAAT.

When an aircraft of a **new type / model** — not currently included in the approval certificate — is to be added, the **direct approval** from the CAAT is required.

❑ Continuing Airworthiness Management Contract or Arrangement (if applicable)

This procedure is required only where the CAMO manages, or intends to manage, aircraft for another owner or operator under a continuing airworthiness management contract or equivalent arrangement.

Where the CAMO is an AOC holder managing only aircraft operated under its own AOC and owned or controlled by the same legal entity, this procedure may be annotated as "Not applicable", provided that continuing airworthiness responsibility and CAMO integration are adequately addressed through the

CAME, list of aircraft managed, AMP, maintenance arrangements, maintenance planning system, records system, aircraft entry procedure, and related procedures.

Where the CAMO intends to manage aircraft for another owner or operator, the CAME should describe the procedure used to establish, review, approve, control, amend, monitor, suspend, terminate, and retain the continuing airworthiness management contract or equivalent arrangement.

The procedure should ensure that the contract or arrangement is established in accordance with Appendix I to Part-M, as applicable, and clearly defines the allocation of continuing airworthiness responsibilities between the owner/operator and the CAMO.

The procedure should describe as applicable:

- the cases where a continuing airworthiness management contract is required and where an equivalent arrangement may be acceptable;
- the person or function responsible for preparing, reviewing, approving, amending, monitoring, and retaining the contract or arrangement;
- verification that the aircraft is within the CAMO's approved aircraft rating, scope of work, privileges, and approved CAME procedures;
- verification that the CAMO has adequate authority, access, resources, and control to manage the continuing airworthiness of the aircraft;
- access to aircraft records, maintenance records, technical log records, maintenance data, utilisation data, configuration status, AD/MCAI status, AMP status, modification and repair status, LLP and component status, defect status, deferred defect status, MEL/CDL status, and other information necessary to manage the aircraft;
- responsibilities for AMP development, AMP approval or acceptance, AMP amendment, bridging or phase-in assessment, maintenance planning, maintenance arrangements, work order control, maintenance release, records return, defect reporting, occurrence reporting, and follow-up actions;
- interface arrangements between the CAMO, owner/operator, contracted maintenance organisation, subcontracted CAM organisation, and any other relevant party;
- aircraft entry into the CAMO system, including records review, continuing airworthiness status review, maintenance planning system loading, risk assessment, and airworthiness review, where applicable;
- contract amendment, suspension, termination, transfer of continuing airworthiness responsibility, aircraft removal from the list of aircraft managed, and transfer of continuing airworthiness records;
- monitoring of the contract or arrangement through the compliance monitoring programme.

Where the CAMO has not previously demonstrated the capability to manage aircraft for another owner or operator under a continuing airworthiness management contract or equivalent arrangement, acceptance of the first aircraft under such arrangement should be treated as a change requiring prior approval by CAAT, even where the aircraft is within an already approved aircraft rating.

After such capability has been demonstrated and accepted by CAAT, subsequent aircraft entries under the same approved contract model may be managed in accordance with the approved CAME change procedure, provided that the aircraft remains within the approved aircraft rating, scope of work, AMP basis, maintenance arrangement, responsibility-interface model, and continuing airworthiness control process.

0.2.4 Access

Reference: CAMO.A.135(a)(2), CAMO.A.140

This paragraph provides descriptions that the CAMO will grant unrestricted access, at any time, to any facility, aircraft, document, record, data, procedure, or any other material relevant to activities subject to certification — whether these activities are performed in-house, contracted, or subcontracted — to any person authorised by CAAT.

- ❑ CAMO statement to grant access to any facility, aircraft, document, records, data, procedures or to any other material relevant to its activity subject to certification.
  NOTE: This statement applies across all areas of the CAMO's continuing airworthiness management functions and ensures full transparency and cooperation with the CAAT during oversight, inspections, audits, or investigations.

- ❑ The CAMO acknowledgement that the inaccessibility by CAAT will result in invalidity of the CAMO Certificate in accordance with CAMO.A.135(a)(2).

- ❑ Contact information of a person responsible for emergency coordination in case of access difficulty

0.2.5 Facilities

Reference: CAMO.A.215, AMC1 CAMO.A.215

The CAMO shall provide suitable office accommodation at all relevant locations to support the effective performance of continuing airworthiness management functions. These facilities must enable personnel — including those responsible for airworthiness management, planning, technical records, and the management system — to carry out their duties in an environment that promotes efficiency and maintains high standards of work.

Office accommodation shall include:
(a) Adequate working space for each functional area
(b) A dedicated technical library containing up-to-date reference materials
(c) A designated area for document consultation and record management

This paragraph shall describe each facility used by the organisation to perform continuing airworthiness management tasks. All locations must be clearly identified, including their purpose and scope of use. Where appropriate, a diagram or layout plan should be provided to illustrate the structure and arrangement of the facilities.

The description should include, but is not limited to, the following items:

- ❑ Identification of various offices and departments, such as Technical Library, Planning, etc.

- ❑ Description of the available equipment and infrastructure, including:
  - Internet connectivity and secure access to digital continuing airworthiness records and data
  - IT systems used for airworthiness management tasks
  - Office tools supporting communication and documentation

- ❑ Location of record storage (if applicable)

- ❑ Office accommodation for airworthiness reviews

For the required address information, the following addresses shall be clearly stated:

- ❑ Principal Place of Business (PPB):
  The head office or the registered office of the undertaking within which the principal financial functions and operational control of the activities are exercised.

- ❑ Main Base and Supporting Offices (if different from the PPB):
  Clearly identify any additional operational offices involved in CAMO activities.

- ❑ Postal Address of Each Facility:
  The complete postal address of the organisation must be provided for formal mail communication.

- ❑ Generic Email Address:
  To ensure reliable and stable communication with the CAAT, the CAMO shall establish a generic, role-based email address (not tied to any individual's name) to remain valid regardless of personnel changes.

- ❑ Subcontractors' Facilities:

If any CAMO activities—such as airworthiness records retention or management system functions — are subcontracted, this paragraph shall describe:

- ❑ The extent of subcontracted activities
- ❑ Identification of subcontractor facilities involved
- ❑ Address(es) of subcontractor facilities
- ❑ Layout or floor plan of relevant areas within the subcontractor's facility that form part of the CAMO approval

NOTE: The level of detail required shall be based on the scope of subcontracted work, as agreed with the CAAT-assigned inspector.

0.3 Management personnel

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

This chapter shall identify the CAMO management personnel of the organisation by listing, at a minimum, the titles and names of the Accountable Manager and all nominated personnel, in accordance with CAMO.A.305(a)&(b). The nominated personnel must reflect the current continuing airworthiness management structure and be responsible for all applicable continuing airworthiness functions. These functions must be clearly allocated under the respective responsibilities of the nominated personnel.

Depending on the size and structure of the organisation, continuing airworthiness functions may be divided among individual managers or combined in various configurations. However, the compliance monitoring system shall remain independent from all other functions.

❑ Management personnel
The following are examples of list of management personnel, where the name of the nominated persons shall also be identified with the associated nominated function from each point of CAMO.A.305. Each position name should not be altered but can be accompanied with the actual or different position name of the organisation in parenthesis "()":

EXAMPLE 16: Management personnel list for a small CAMO who is also holding AOC

MANAGEMENT PERSONNEL	DEPUTIES
Accountable Manager (Managing Director) – CAMO.A.305(a) Name-Surname	Deputy Accountable Manager Name-Surname
Compliance Monitoring Manager – CAMO.A.305(a)(4) Name-Surname	Deputy Compliance Monitoring Manager Name-Surname
CAMO Postholder (Technical Director) – CAMO.A.305(b)(2), CAMO.A.305(a)(3) Name-Surname	Deputy CAMO Postholder Name-Surname
Safety Manager – CAMO.A.305(a)(5) Name-Surname	Deputy Safety Manager Name-Surname

NOTE 1: For this example, the CAMO Postholder is also nominated to be Continuing Airworthiness Coordination and Airworthiness Review as per CAMO.A.305(a)(3).

NOTE 2: CAMO Postholder can also be the Accountable Manager.

EXAMPLE 17: Management personnel list for a small independent CAMO who is not holding any AOC

MANAGEMENT PERSONNEL	DEPUTIES
Accountable Manager – CAMO.A.305(a) Name-Surname	Deputy Accountable Manager Name-Surname
Compliance Monitoring and Safety Manager (SSQ Director) – CAMO.A.305(a)(4), CAMO.A.305(a)(5) Name-Surname	Deputy Compliance Monitoring and Safety Manager Name-Surname
Continuing Airworthiness Management Manager (Head of Engineering) – CAMO.A.305(a)(3) Name-Surname	Deputy Continuing Airworthiness Management Manager Name-Surname

NOTE: Continuing Airworthiness Management Manager can also be the Accountable Manager.

EXAMPLE 18: Management personnel list for a large CAMO who is also holding AOC

MANAGEMENT PERSONNEL	DEPUTIES
Accountable Manager – CAMO.A.305(a) Name-Surname	Deputy Accountable Manager Name-Surname
Compliance Monitoring Manager – CAMO.A.305(a)(4) Name-Surname	Deputy Compliance Monitoring Manager Name-Surname
CAMO Postholder (Technical Director) – CAMO.A.305(b)(2) Name-Surname	Deputy CAMO Postholder Name-Surname
Safety Manager (Safety Director) – CAMO.A.305(a)(5) Name-Surname	Deputy Safety Manager Name-Surname
Continuing Airworthiness Coordination Group Nominated Group of persons – CAMO.A.305(a)(3) • **Engineering Manager** Name-Surname • **Airworthiness Review Manager** Name-Surname	Deputy Continuing Airworthiness Coordination Group • Deputy Engineering Manager Name-Surname • Deputy Airworthiness Review Manager Name-Surname

NOTE: For this example, CAMO.A.305(a)(3) function is nominated with a group of persons.

EXAMPLE 19: Management personnel list for large independent CAMO who is not holding any AOC

MANAGEMENT PERSONNEL	DEPUTIES
Accountable Manager – CAMO.A.305(a) Name-Surname	Deputy Accountable Manager Name-Surname
Compliance Monitoring and Safety Management Group Nominated Group of persons • **Compliance Monitoring Manager (focal point)** – CAMO.A.305(a)(4) Name-Surname • **Auditing Manager** – CAMO.A.305(a)(4) Name-Surname • **Safety Manager (focal point)** – CAMO.A.305(a)(5) Name-Surname • **Occurrence Reporting Manager** – CAMO.A.305(a)(5) Name-Surname	Deputy Compliance Monitoring and Safety Management Group • Deputy Compliance Monitoring Manager Name-Surname • Deputy Auditing Manager Name-Surname • Deputy Safety Manager Name-Surname • Deputy Occurrence Reporting Manager Name-Surname
Continuing Airworthiness Coordination Group Nominated Group of persons – CAMO.A.305(a)(3) • **Engineering, Planning, and AR Manager** Name-Surname • **Reliability Manager** Name-Surname	Deputy Continuing Airworthiness Coordination Group • Deputy Engineering and Planning Manager Name-Surname • Deputy Reliability Manager Name-Surname

NOTE: For this case, CAMO.A.305(a)(3); (a)(4); (a)(5) functions are nominated with groups of persons.

❑ Procedure for deputation

The procedure shall make clear who the deputy is or how a deputy is appointed for any person in the case of lengthy absence. This may be done by detailing the procedure for appointing a deputy for the nominated person concerned or by directly identifying the deputy by name.

Before the absence takes effect, the nominated person concerned shall ensure that the appointed deputy is able to discharge the assigned duties and responsibilities during the period of absence. This should include, as applicable, appropriate handover, briefing on current issues, access to relevant procedures and records, understanding of the scope of delegated responsibilities, pending actions, reporting lines, decision-making authority, and any limitations applicable to the deputation.

The organisation shall ensure that the deputy has sufficient knowledge, competence, and familiarity with the functions temporarily assigned, so that the responsibilities of the nominated person continue to be performed effectively and without interruption during the absence.

When the accountable manager or any nominated personnel resigns from the CAMO, the procedure in CAME 0.5 shall be followed.

0.3.1 Duties and responsibilities

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

The duties and responsibilities of all management personnel identified in the list (as applicable) must be detailed in this subsequent paragraph.

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 CAMO Postholder).

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

0.3.1.1 Accountable manager

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

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

Accountable Manager is normally intended to mean the Chief Executive Officer (CEO) of the CAMO, who by virtue of position has overall (including 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 about technical matters, as CAME defines the continuing airworthiness standards. When the Accountable Manager is not the CEO, it will be needed to be assured that such an Accountable Manager has direct access to the CEO and has a sufficiency of continuing airworthiness funding allocation.

For CAMO who is also an AOC holder in accordance with TCAR-OPS, the Accountable Manager referred to in point CAMO.A.305(b)(1) shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an AOC.

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

- ❑ Ensuring that all necessary resources are available to manage continuing airworthiness in accordance with Part-CAMO and, as applicable, Part-M and/or Part-ML;
- ❑ Establishing and promoting the safety policy specified in point CAMO.A.200;
- ❑ Nominating a person or group of persons with the responsibility of ensuring that the CAMO always complies with the applicable continuing airworthiness management, airworthiness review, and special flight permit (permit-to-fly) requirements;
- ❑ Nominating a person or group of persons with the responsibility for managing the compliance monitoring function as part of the management system;
- ❑ Nominating a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective safety management processes as part of the management system;

- ❑ Ensuring that the person or group of persons nominated in accordance with CAMO.A.305 have direct access to keep him/her properly informed on compliance and safety matters;
- ❑ Ensuring that any charges are paid, as prescribed by the CAAT;
- ❑ Returning the approval to the CAAT in case of surrender or revocation;
- ❑ Supervising the progress of the corrective actions/review of the overall results; and
- ❑ Signing and understanding the Corporate Commitment by the Accountable Manager in CAME 0.1.3.

CAMO.A.305(c) requires all nominated personnel to be ultimately responsible to the Accountable Manager which means those personnel shall be able to report directly (or indirectly through a clear chain of command) to the Accountable Manager, who has the final authority and responsibility for the CAMO's compliance and safety. For urgent or safety-critical issues, the nominated personnel shall have a mechanism for direct communication with the Accountable Manager to prevent delays or filtering.

0.3.1.2 Compliance monitoring manager

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

If the functions related to compliance monitoring or safety management are combined with other duties, the organisation should ensure this does not result in any conflicts of interest. In particular, the compliance monitoring function should be **independent** from the continuing airworthiness management functions.

The Compliance Monitoring Manager (or nominated person for this point) should:

- ❑ **NOT** be one of the persons referred to in point CAMO.A.305(a)(3);
- ❑ **NOT** be assigned with responsibilities for point CAMO.A.305(a)(3);
- ❑ **NOT** be responsible under the person referred to in point CAMO.A.305(a)(3) unless that person is the Accountable Manager;
- ❑ Be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the organisation, including knowledge and experience in compliance monitoring; and
- ❑ Have access to all parts of the organisation, and as necessary, any subcontracted organisation.

If more than one person is designated for the compliance monitoring function, the accountable manager should identify the person who acts as the unique focal point, i.e. the 'compliance monitoring manager'.

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

- ❑ The activities of the organisation are monitored for compliance with the applicable requirements and any additional requirements as established by the organisation, and that these activities are carried out properly under the supervision of the nominated persons referred to in points CAMO.A.305(a)(3) to (a)(5);
- ❑ Any maintenance is monitored for compliance with the contract or work order;
- ❑ An audit plan is properly implemented, maintained, and continually reviewed and improved;
- ❑ Corrections and corrective actions are requested as necessary;
- ❑ Establishing a compliance monitoring feedback system;
- ❑ Establish and control the competence of personnel involved in the compliance monitoring on continuing airworthiness management, airworthiness review, and management system; and
- ❑ Liaising with CAAT regarding compliance and auditing.

Some of the duties associated with the Compliance Monitoring Manager can be delegated to one or more managers (not required formal acceptance by CAAT unless nominated as a group of persons for this point), who should report directly to the Compliance Monitoring Manager. Their duties should be identified in this paragraph, in line with CAME 0.3 and 0.4.

EXAMPLE 20: Compliance monitoring system duties that could be delegated

— Occurrence Reporting Manager

Duties include, but are not limited to:

❏ Managing occurrences analysis/investigations and follow-up report

❏ Establishing feedback from occurrences/issues and feeding this back into the continuation training programme

— Auditing Manager

Duties include, but are not limited to:

❏ Implementing a compliance monitoring audit plan: ensuring that any observed non-compliances or poor standards are brought to the attention of the person concerned via his/her manager

❏ Follow up and closure of any non-conformances identified

0.3.1.3 CAMO Post holder

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

For CAMO who is also an AOC holder in accordance with TCAR-OPS, the Accountable Manager shall nominate a CAMO Post Holder. This person shall be responsible for the management and supervision of overall continuing airworthiness activities and shall be present on the general organisation chart in CAME 0.4.1 and the organisation chart described in the AOC showing coordination between continuing airworthiness activities and flight operation activities.

In the case of a CAMO Post Holder having additional continuing airworthiness responsibilities (e.g., to select contracted/subcontracted organisations, to approve MEL Rectification Interval Extensions (RIE), to ensure the validity of Airworthiness Review Report, etc.) those additional responsibilities should be added provided they do not conflict with those of other nominated personnel.

In the case of small operators where the CAMO Post Holder constitutes the 'nominated a person or group of persons' for CAMO.A.305(a)(3) or (a)(5), these paragraph(s) may be merged accordingly.

The nominated CAMO Post Holder responsible for the management and supervision of continuing airworthiness **shall**:

❏ **Not** be employed by any contracted TCAR Part-145 maintenance organisation; and

❏ **Not** simultaneously hold a position responsible for the direct management of maintenance execution, particularly in cases where the organisation also holds a TCAR Part-145 approval.

NOTE: This requirement ensures:

- A clear functional separation between airworthiness oversight and maintenance execution;
- Safeguarding independence, objectivity, and role clarity within the organisation;
- Reflects the critical need to preserve functional separation between those responsible for the oversight and control of continuing airworthiness and those responsible for the execution and certification of maintenance; and
- The CAMO Post Holder remains fully independent from maintenance performance to ensure unbiased oversight, effective safety management, and objective maintenance control.

The responsibilities of the CAMO 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 CAAT in reaction to a safety problem with a continued airworthiness impact are applied;

❏ Develop and control the AMP(s) for every aircraft managed, including any applicable reliability programme;

❏ Present the AMP(s) to the CAAT for approval, as applicable;

- ❑ Monitor the effectiveness of the AMP(s);
- ❑ Ensure that all maintenance is carried out in accordance with the approved AMP and released in accordance with M.A. Subpart H;
- ❑ Establish and manage maintenance contract(s) required by Part M.A.201(e) and CAMO.A.315(c)&(d);
- ❑ 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;
- ❑ Manage and coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly;
- ❑ Manage and archive all continuing airworthiness records and/or operator's ATL;
- ❑ 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 CAMO holds and uses all applicable and current maintenance data in accordance with M.A.401;
- ❑ 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 contents, and submit it to the Compliance Monitoring Manager for review, acceptance, and approval;
- ❑ Ensure that the CAMO has sufficient appropriately qualified staff for the expected volume and complexity of work;
- ❑ Establish and control the competence of personnel involved in the continuing airworthiness management, and airworthiness review;
- ❑ Record and archive all details of work carried out in accordance with CAMO.A.220;
- ❑ Report any identified condition of an aircraft or component which endangers flight safety to the CAAT and to the organisation responsible for the (supplemental) type design or design approval holder;
- ❑ Manage aircraft airworthiness reviews; and
- ❑ Ensure that the Certificate of Airworthiness, the Airworthiness Review Report and the Noise Certificate of each aircraft managed remain valid.

0.3.1.4 Safety manager

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

If more than one person is nominated for the development, administration and maintenance of effective safety management processes, the Accountable Manager should identify the person who acts as the unique focal point, i.e. the ‘Safety Manager’.

The functions of the Safety Manager should be to:

- ❑ Facilitate hazard identification, risk assessment and management;
- ❑ Monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan, unless action follow-up is addressed by the compliance monitoring function;

- ❑ Provide periodic reports on safety performance to the safety review board (the functions of the safety review board are those defined in AMC1 CAMO.A.200(a)(1)(i));
- ❑ Ensure the maintenance of safety management documentation;
- ❑ Ensure that there is safety training available, and that it meets acceptable standards;
- ❑ Establish and control the competence of personnel involved in safety management on continuing airworthiness management activity;
- ❑ Ensure that all CAMO personnel training and competency are maintained as a part of SMS;
- ❑ Provide advice on safety matters; and
- ❑ Ensure the initiation and follow-up of internal occurrence investigations.

If the functions related to compliance monitoring or safety management are combined with other duties, the organisation should ensure this does not result in any conflicts of interest.

0.3.1.5 Continuing airworthiness coordination – Nominated group of persons

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

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

The nominated person or group of persons are responsible for ensuring that the organisation always complies with the applicable continuing airworthiness management and airworthiness review. The responsibility of this person or group of persons can:

- For CAMO who is not an AOC approval, be referred to as the same responsibilities listed for CAMO Post Holder described in CAME 0.3.1.3.
- For CAMO who is also holding AOC approval, be derived from the delegation of the CAMO Post Holder.
- In any case, be added to cover responsibilities from Part-ML requirements as applicable.
- Reflect the responsibilities associated with the tasks allocated to each of the nominated person, and the identification of the different nominated persons (Planning Manager, Engineering Manager, MCC Manager, etc.) who constitute the group.

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

EXAMPLE 21: Continuing airworthiness duties that could be delegated

- Long Term Planning Manager

Duties include, but are not limited to:

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

- Short Term Planning Manager

Duties include, but are not limited to:

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

- Technical Records Manager

Duties include, but are not limited to:

- ❑ Review and archive maintenance records and aircraft technical log pages received.

- ❑ Classify and file the aircraft continuing airworthiness records.
- ❑ Prepare the aircraft continuing airworthiness records to be reviewed and transferred to the next owner/CAMO during aircraft phase-in and phase-out.

— AMP & Reliability Programme Manager

Duties include but are not limited to:

- ❑ Develop the AMP and any subsequent amendment.
- ❑ Collect data, to prepare reliability reports and to manage the reliability programme.

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

0.3.2 Manpower resources and training policy

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

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

0.3.2.1 Manpower resources

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

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

This paragraph should demonstrate that the number of people dedicated to the performance of the approved continuing airworthiness activity is adequate. It should provide the method to analyse the require manpower resources and summarise, as a minimum, the number of required man-hour/staff versus available staff (depending on the analysis method) involved in continuing airworthiness management activities.

- ❑ Manpower resources analysis.
  The assessment should include (for each department/section/directorate) a comparison between the manpower required and the manpower available, to ensure that the organisation has sufficient staff for the expected work (man-hour plan). Many methods can be used if they are logical and valid. For examples:

  (1) **Method 1:** The calculation of 'Full Time Equivalent (FTE)' as follows:

$$\textbf{Required manpower} = \frac{\textbf{Total Work Loads (WL) required to complete tasks in a year}}{\textbf{Available man-hour from 1 staff in a year (FTE)}}$$

  where the 'Available manhour' should be reduced to 75% per year (if the amount of WL from other tasks, leave days, vacation days, training days <u>are not accurately</u> estimated).

  <u>Example of method 1:</u>

  - If 1 staff has 230 working days within 1 year and works 8 hours per day, the FTE calculation will be:
    230 x 8 = 1,840 man-hour per year = FTE
  - A task, if performed by 1 staff, requires 7 hours to complete, and this task will be performed 1,000 times within 1 year. The calculation will be:
    7 x 1,000 = 7,000 required man-hour for the 'Total Work Loads (WL)'
  - Required manpower will be: **7,000 / [1,840 * 0.75] = 5.07 = 6 required staff**

(2) **Method 2:** Ratio of Aircraft to Staff (for aircraft with the same nature of function)

$$\textbf{Max Aircraft Per Staff} = \frac{\textbf{Available man-hour from 1 staff in a year}}{\textbf{Required man-hour per function per aircraft per year}}$$

Example of method 2:

- If 1 staff is available for 1840*0.75 hour per year = **1,380 man-hours**
- A maintenance planning function, for an aircraft:
  - Annual inspection package (preparation, review, document, record) requires 3 hours to be completed by 1 staff and this task will be performed 1 time per year. 3 hours.
- Out-of-phase maintenance task package preparation requires 1 hour to be completed by 1 staff, and this task will be performed on average 10 times per year. 10 hours.
- Defect management requires 3 hours to be completed by 1 staff, and this task will presumably be performed 4 times per month. 144 hours (12 x 4 x 3).

Required man-hour for maintenance planning per aircraft in a year = **157 man-hours**

- Max aircraft per staff for only maintenance planning task will be: **1,380 / 157 = 8.8 aircraft**
- That means, 1 staff could theoretically manage up to 8 aircraft per year — if that was the only task they performed, and the assumptions were valid.

(3) The calculation of the available man-hour should also consider activities carried out by the staff outside the scope of the CAMO certificate. Attention should be given to the situation when the same person is acting in different roles or holding position in another organisation. In such cases the man-hour plan for the job functions should consider this aspect to ensure the person is allocated enough manpower to carry out the necessary activities required for each of the different roles they undertake and appropriate consideration is given to human performance limitations.
- In this case, the available man-hour of that staff can never be 1,840 hours compared to the full time staff.

(4) The analysis should cover all staff carrying out activities under the CAMO certificate.

(5) Type of factors in the available man-hour calculation:
- Human performance limitations
- Personal development (e.g., formal training)
- Unplanned leave (e.g., falling sick)
- Holidays and planned off days (e.g. vacation)
- Business event (e.g. meeting, seminar, conference, technical workshop)
- Complexity of work
- Unscheduled work
- Other factors

(6) Use of subcontracted personnel - The extent, specific duties, and responsibilities of the subcontracted personnel to support the required manpower shall be specified.

❑ Summary indication of the total number of required manpower and available manpower which includes all the staff functions, by department.
A summary table needs to be included in this chapter, as follows:

EXAMPLE 22: Manpower summary table using FTE method

Function	Required Full-time	Available	
		Full-time	Part-time (in equivalent full-time)
Compliance monitoring	**VV**	**AA**	**AA' (= aa2')**
Management personnel	vv1	aa1	-
Internal compliance monitoring staff	vv2	aa2	aa2'
Continuing airworthiness management	**WW**	**BB**	**BB' (= bb1' + bb3' + bb#')**
Management personnel	ww1	bb1	bb1' (Delegated staff)
Engineering planning staff	ww3	bb3	bb3' (Subcontracted staff)
Reliability programme staff	ww4	bb4	-
Technical record keeping staff	Ww5	Bb5	-
… (Detailed information from group of functions)	ww#	bb#	bb#'
Airworthiness review	**XX**	**CC**	-
Management personnel	xx1	cc1	-
Airworthiness review staff	xx2	cc2	-
Safety management	**YY**	**DD**	**DD' (= dd2')**
Management personnel	yy1	dd1	-
Safety analysis and assurance staff	yy2	dd2	dd2'
…	…	…	…
Total	ZZ	TT	TT'
Total man-hours	**ZZ**	**TT + TT'**	

EXAMPLE 23: Manpower summary table using Ratio method

Function	WL - Manhour (Hr/Aircraft/YR)	Max Aircraft per Staff (75% MH)	Available Staff
Compliance monitoring	**Wa**	**Aa**	**AA**
Management personnel	Wa1	Aa1	aa1
Internal compliance monitoring (audit) staff	Wa2	Aa2	aa2
Continuing airworthiness management	**Wb**	**Ab**	**BB**
Management personnel	Wb1	Ab1	bb1
Planning staff	Wb2	Ab2	bb2
Engineering staff	Wb3	Ab3	bb3
Reliability programme staff	Wb4	Ab4	bb4
Technical record keeping staff	Wb5	Ab5	Bb5
… (Detailed information from group of functions)	Wb#	Ab6	bb#
Airworthiness review	**Wc**	**Ac**	**CC**
Management personnel	Wc1	Ac1	cc1
Airworthiness review staff	Wc2	Ac2	cc2
Safety management	**Wd**	**Ad**	**DD**
Management personnel	Wd1	Ad1	dd1
Safety analysis and assurance staff	Wd2	Ad2	dd2
…	..	…	…
Total aircraft currently under managed	**XX**		
Total staff available	**TT**		

- ❑ Splitting of the total staff number in the various staff categories. A summary table is expected:
  - ❑ Management personnel
  - ❑ Compliance monitoring staff
  - ❑ Safety management staff
  - ❑ Technical support staff (Engineering, Planning, Reliability, Technical records, MCC, etc.)
  - ❑ Airworthiness review staff
  - ❑ Other staff e.g. Training staff, Subcontracted staff

  There is no need to amend this chapter as a result of routine fluctuations, however any significant re-deployment or loss of staff or any staff change having impact on the approval shall be captured and notified to CAAT according to the criteria specified in the CAME 0.5. A change to staff impacting approval as specified in CAME 0.5.1 be notified to CAAT through an acceptable reporting channel following the submission for CAMO variation process (details in CAME 0.5).

  According to the size and complexity of the organisation, the manpower resource analysis and summary table may be further developed or simplified.

- ❑ Procedure to manage manpower and ensure competency when unforeseen event arises e.g. high peak of workload, sudden reduction in manpower level (huge number of staff reassignment).

- ❑ Procedure to notify the Nominated Personnel for Compliance Monitoring, Accountable Manager, and the CAAT of manpower deviations or exceedance.

0.3.2.2 Training policy and competence assessment

Reference: *GM1 CAMO.A.130(b), GM1 CAMO.A.200(a)(1)(iii), CAMO.A.220(c), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4); (a)(5), AMC1 CAMO.A.305(g), AMC2 CAMO.A.305(g), AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), AMC5 CAMO.A.305(g), GM1 CAMO.A.305(g), GM2 CAMO.A.305(g), GM3 CAMO.A.305(g)*

This paragraph should describe how the training and qualification standards for personnel are assessed as appropriate for the size and complexity of the CAMO. 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 CAMO (nominated postholders, other managers, technical engineering staff, reliability staff, planners, records keeping staff, MCC staff, etc.).

- ❑ Initial qualification requirements
  (1) General education (e.g. relevant engineering degree or aircraft maintenance technician qualification with additional education, etc.)
  (2) Specific training such as:
    - CAME and associated documents
    - Applicable regulations such as TCAR AIR Part-CAMO, TCAR AIR Part-M/-ML, TCAR AIR Part-145, TCAR AIR Part-21, TCAR AIR Part-39, and other CAAT requirements (see section 0.4 of this GM)
    - Human Factors, Safety Management System, Quality Management System, CDCCL (FTS), EWIS,
    - Training on relevant sample of the type(s) of aircraft equivalent to Part-66 Appendix III Level 1 General Familiarisation, maintenance methods, etc.

  (3) Knowledge of procedures relevant to responsibility
  (4) Knowledge of the language in which the approved maintenance data is written
  (5) Aeronautical experience such as:
    - For all nominated personnel, 5 years in industry and at least 2 years in aviation industry appropriate position
    - For ARS, 5 years in continuing airworthiness

- ❑ Recurrent training procedure, including
  (1) Training programme and contents (CAME and associated procedures, TCAR AIR PART-M/-ML as applicable, TCAR AIR Part-CAMO, TCAR AIR Part-145, and TCAR AIR Part-21, TCAR AIR Part-39, Human Factors, Safety Management System, Quality Management System, FTS, EWIS, etc.)
  (2) Training setting up
  (3) Frequency and duration

- ❑ 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.
  (1) Responsible person/function
  (2) Control procedure

- ❑ Training need analysis
  The CAMO should assess the competence of the personnel CAME 2.9 and review training needs on yearly basis or at more frequent intervals if, and when, competency gaps revealed from the assessment, or significant changes occur to the CAMO, procedures and aircraft types operated.
  (1) Person responsible for the assessment
  (2) Analysis process
  (3) Forms to be used

- ❑ Retention of records
  (1) Duration / location
  (2) Format and type of documents

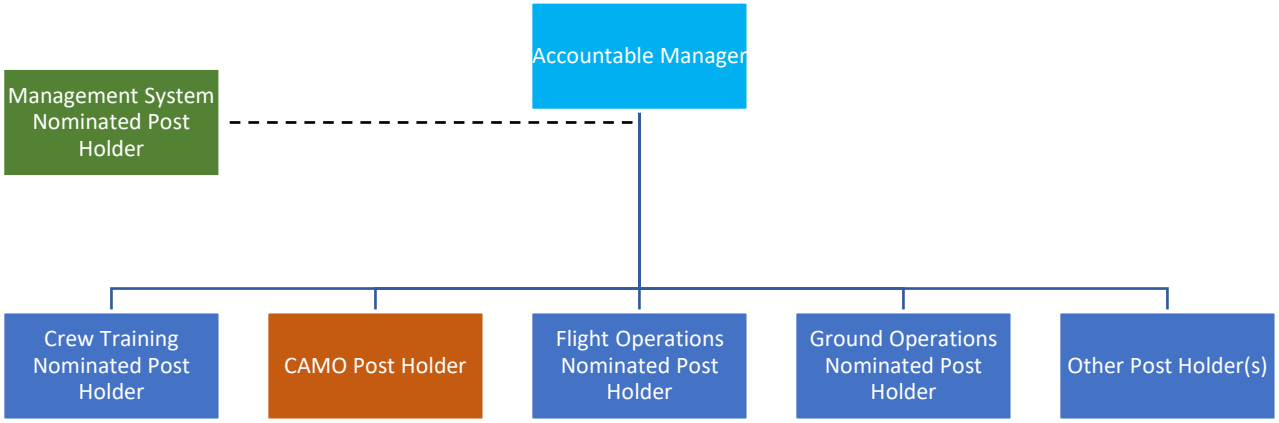
0.4 Management organisation chart

0.4.1 General organisation chart

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

- ❑ The chart should clearly present the complete management structure of the CAMO, including cases where the CAMO also holds an AOC in accordance with TCAR-OPS. For CAMO in AOC, the CAMO Post Holder shall be shown in the chart with the interface to flight operations nominated personnel for continuing airworthiness matters.
- ❑ The chart should clearly present the management system structure consistently with the safety and compliance monitoring function in the CAMO chart, especially when there is any corporate function.

EXAMPLE 24: General organisation chart



0.4.2 Continuing airworthiness management organisation chart

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

This organisation chart shall:

- ❑ **Detail the Continuing Airworthiness Management System**
  It must provide a clear representation of the structure, responsibilities, and reporting lines within the continuing airworthiness management system, including the airworthiness review function.
- ❑ **Demonstrate independence of the Compliance Monitoring System**
  Compliance monitoring personnel (e.g. compliance auditors) must be shown to operate independently from both continuing airworthiness management and airworthiness review personnel. This also includes independent from (contracted) maintenance performance being audited.

  Continuing airworthiness and airworthiness review staff **shall not** report to the Compliance Monitoring Manager to preserve the integrity and independence of the compliance monitoring function.
- ❑ **Illustrate Chains of Responsibility**
  The chart shall show the full chain of responsibility for **all nominated persons** identified in CAME 0.3, including any delegated management positions.

  Any other key managers referenced in CAME 0.3 (e.g. Auditing Manager, Occurrence Reporting Manager) shall also appear in the chart, showing that they ultimately report through a nominated person to the Accountable Manager.

Any positions under each management responsibility can also be indicated or additional detailed chart can be used to provide a more detailed and clearer picture of the organisation system. This additional chart is not considered an associated document of the CAME and may be managed under the direct control of the Compliance Monitoring function.

- ❑ **Ensure Clear Accountability to the Accountable Manager**
  The chart shall demonstrate that all nominated persons are ultimately accountable to the Accountable Manager and have a direct communication pathway with the Accountable Manager to address urgent or safety-critical matters without unnecessary delay or filtering.

- ❑ **Maintain Consistency**
  The structure shown in the chart shall be fully consistent with the information provided in CAME 0.2 and 0.3, and shall reflect the current and up-to-date organisational structure at all times.

- ❑ **Support Clear Assignment of Responsibilities**
  The organisational structure may vary depending on the size and complexity of the CAMO. However, the key principle remains that each CAMO function shall be clearly assigned to a nominated person, whose responsibility is formally recognised by those nominated persons and the Accountable Manager.

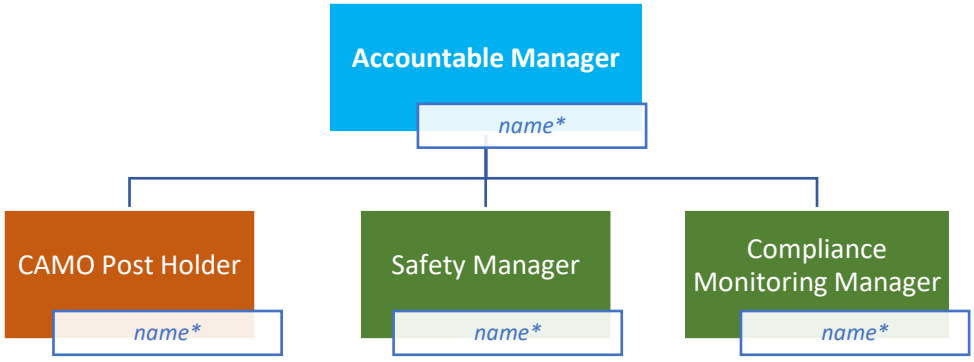
  These responsibilities shall remain clearly defined and free from conflicts of interest. They shall not be diluted through excessive layering of management

- ❑ **Identification of Nominated Persons**
  Nominated persons shall be clearly marked in the chart (e.g. using an asterisk '*'). The names of management personnel may be included within the chart boxes, but this is optional if they are already listed in CAME 0.3.

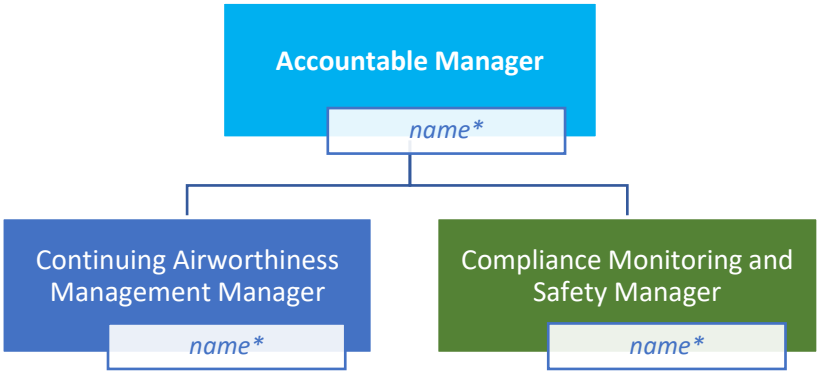
- ❑ **Chart Integration**
  This organisation chart may be combined with the broader company structure chart described in CAME 0.4.1 or divided into sub-charts, depending on organisational complexity.

Example charts may be included to illustrate various ways of representing the continuing airworthiness management structure, aligned with the guidance and examples in CAME 0.3.

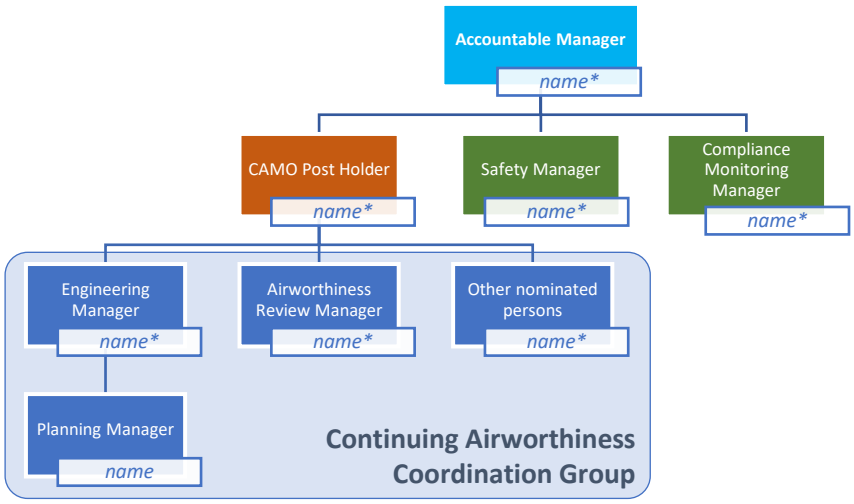
EXAMPLE 25: A small CAMO who is also holding AOC



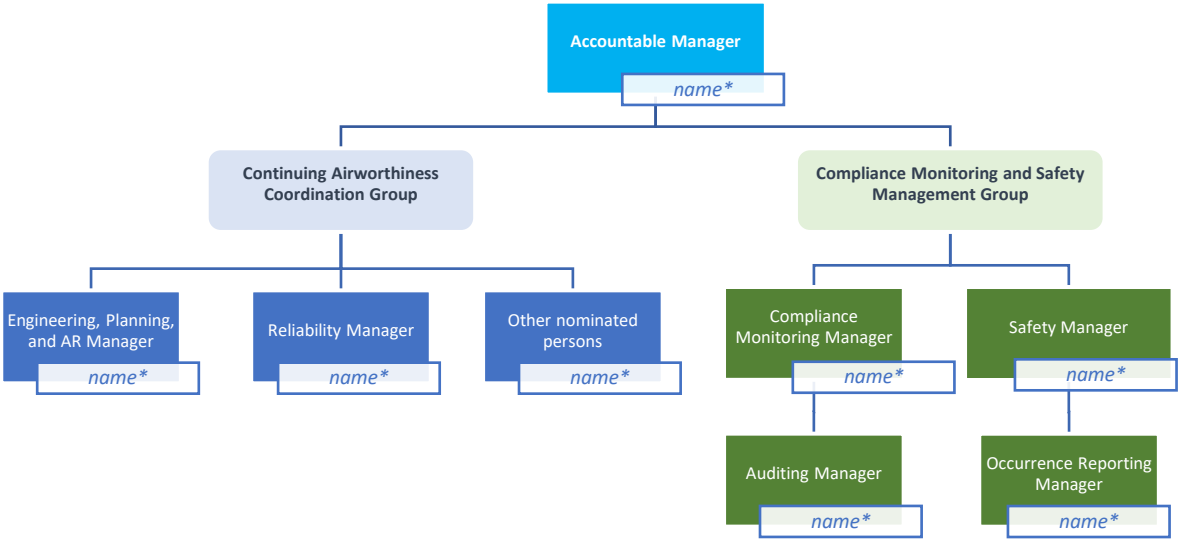
EXAMPLE 26: A small independent CAMO who is not also holding any AOC



EXAMPLE 27: A large CAMO who is also holding AOC with nominated group of persons



EXAMPLE 28: A large independent CAMO who is not holding any AOC with nominated group of persons



0.5 Procedure for changes requiring prior approval

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

For changes requiring prior approval by the CAAT (direct approval), the CAMO shall conduct a change assessment followed by an internal audit in accordance with CAME 2.8. This shall be completed before CAAT's audit or verification and shall confirm that all processes, areas, activities, and personnel affected by the change have been reviewed and audited, demonstrating satisfactory compliance with all applicable requirements. The relevant audit report, along with a Statement of Compliance (SoC) from the Compliance Monitoring Manager, shall be submitted to the assigned CAAT inspector.

It is acceptable to summarise the changes and documentation requirements in a single table, provided it is supported by a description of the related document(s).

This chapter should clearly describe the procedure for managing and obtaining approval for direct changes within the CAMO.

0.5.1 Definition and notification of changes requiring prior approval

❑ Identification of changes requiring direct approval
The following changes to the CAMO require prior approval (the list is not exhaustive, refer to the table/example below):

❑ **Changes to Address**

a. The name and address of the organisation
b. The organisation's principal place of business
c. Change to CAMO facilities affecting scope of approval e.g. add/cancel CAMO sites or facilities except changes within approved facilities
d. Change to contacts (e.g. billing/shipping address, financial contact, invoice recipient, generic email address, emergency contacts, nominated persons contacts)

❑ **Changes to Personnel**

a. Change to Accountable Manager in accordance with point CAMO.A.305(a)
b. Change to personnel nominated in accordance with points CAMO.A.305(a)(3) to (a)(5) and (b)(2)
c. Change to Airworthiness Review Staff
d. Change to ARS Examiner, if CAMO.A.310(c) privilege is granted.
e. Change to staff number affecting scope of approval (increase or decrease):
   i. Significant reduction in available staff
   A decrease of more than 25% of the total available staff compared to the declared number in CAME 0.3.2.1.
   Example: reduction of 26 staff when 100 staff were declared.

   ii. Significant change in required manpower
   The declared required manpower in CAME 0.3.2.1 changes by more than 25%
   Example: increase from 10 to 13 required staff due to a larger fleet.

   iii. Significant change in fleet size or workload capacity
   An increase in the number of aircraft to be managed by more than 25% from the number declared in CAME 0.3.2.1.

   iv. Loss of all key qualified staff
   When all qualified personnel for a particular aircraft type or key function are no longer available or function due to resignation or prolonged absence, such as:
   - All Airworthiness Review Staff (ARS) for a certain aircraft type
   - All Compliance Monitoring Auditors within the CAMO
   - All technical planners or reliability engineers for a certain aircraft type

- **Changes to Capability**
  a. Extension of the scope of approval to add privilege(s)
  b. Removal of privilege(s)
  c. Addition or removal of subcontracted organisation, including change of agreement affecting the scope of work
  d. Additional aircraft type/series/group (or engine model) not included in the approval certificate or scope of works
  e. Additional aircraft within an aircraft rating already included in the CAMO approval certificate, but is of a different configuration from aircraft already managed under that rating
  f. Addition of the first aircraft registration to an approved aircraft rating when an aircraft rating has been granted without aircraft registration (granted with baseline AMP)
  g. Additional aircraft to be managed for another owner or operator under a continuing airworthiness management contract, where the CAMO has not previously demonstrated such contracted management model
  h. Removal of an aircraft type/series/group (or engine model) from the approval certificate
  i. Any other changes affecting the scope of approvals or certificate e.g. change of IT system affecting continuing airworthiness management activities or other privilege(s)
- **Changes to Procedures**
  a. Change to the procedure for managing changes not requiring prior approval in CAME 0.6
  b. Change to the Alternative Means of Compliance (AltMoC) procedures in CAME 0.7 or list of AltMoC in CAME 5.7
  c. Change to the reporting lines between the personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305, and the Accountable Manager
  d. Change to the procedure for the completion of an airworthiness review under supervision of the organisation's authorised airworthiness review staff (ARS) in CAME 4.1
  e. Change to the procedure to establish and control the competency of personnel in CAME 2.9
  f. Change to manpower calculation methodology in CAME 0.3.2.1
  g. Change to the procedure for the indirect approval of the Part-M AMP in CAME 1.2
  h. List of Contracted AMO and/or associated agreement(s) in CAME 5.4 affecting scope of work:
     i. Changing between contracting and owning (in-house) CAAT-145 capability
     ii. Delegating continuing airworthiness management responsibilities from the CAMO to the contracted AMO e.g. maintenance record keeping
     iii. Allowing the primary contracted AMO to subcontract maintenance tasks that were previously not subcontracted
     iv. Converting a task-based or on-call contract into a full maintenance support or power-by-the-hour agreement
  i. List of Subcontractors and associated agreement(s) in CAME 5.3 and 5.5
  j. List of Airworthiness Review Staff (ARS) in CAME 5.2
  k. Change to the procedure or any associated documents affecting scope of approval or privileges e.g. procedure for indirect approval of permitted variation, procedures for indirect approval of interval escalation, etc.
- **Other changes**
  When the privilege is not granted for the CAMO to manage 'changes not requiring prior approval':
  a. Aircraft maintenance programme amendment
  b. Change of CAME procedures not affecting the approval
  c. Associated documents without affecting the approval
  d. Addition/removal of an aircraft registration (list of aircraft managed) from an existing aircraft type/series/group (except entry of first aircraft registration to an approved rating)

e. Change to List of Contracted AMO without affecting scope of work e.g. change or addition of contracted AMO
f. Change in contracted/ subcontracted agreements without affecting scope of work
g. Any change other than 'changes requiring prior approval'

❑ Person responsible for notifying changes to the CAAT
Unless otherwise agreed by CAAT, the Compliance Monitoring Manager should be responsible for monitoring and updating the CAME and associated documents, as well as submitting proposed amendments to the CAAT.

❑ Notification procedure
(1) How to inform CAAT
Procedure on how to inform CAAT. For changes requiring direct approval, a CAAT Form 2C is required for notification and variation application.

(2) When to inform the CAAT
a. **All changes shall be notified to the CAAT prior to implementation**. In cases where proposed personnel changes were not known to management in advance, notification shall be made at the earliest opportunity.
➢ For changes requiring prior approval
- For the CAMO certificate amendment, at least 30 working days before the change
- For planned change of a nominated person, at least 20 working days before
- For changes to subcontract agreement affecting the ability to fulfil the contract, at the earliest opportunity
- For any unforeseen changes, at the earliest opportunity

➢ For changes not requiring prior approval, refer to CAME 0.6.5.

b. The organisation shall notify CAAT via approved channels of any proposed change prior to its implementation. Submission of notification or CAAT Form 2C via CAAT **EMPIC® WEB client** is a standard notification method and a formal application channel for CAMO variation approval.
c. In the event of any sudden changes beyond the organisation's control (refer to CAME 0.5.2), CAAT shall be notified as soon as the CAMO becomes aware of them.

The examples below illustrate the types of changes and the required documentation to be submitted to CAAT:
— CAAT Form 2C shall be submitted for all changes requiring prior approval;
— Pre-audit results and updated Statement of Compliance are required for all changes requiring prior approval;
— Changes classified in accordance with the approved CAME as not requiring prior approval do not require CAAT Form 2C;
— If the CAMO has not been granted the privilege to manage changes not requiring prior approval (as described in CAME 0.6), then all applicable changes shall be considered as requiring prior CAAT approval, and submission of CAAT Form 2C will be mandatory in every case.

The CAMO shall notify CAAT of any proposed change listed on the table prior to its implementation with the required documentation. For changes not requiring prior approval related to documents (not requiring CAAT Form 2C), the notification timeframe should be consistent with the 'Notification Policy' established in CAME 0.6.2.

The table should be customised by the CAMO:

EXAMPLE 29: Changes and the Corresponding Documentation Requirements

	Type of change	Example of change	Documents to be provided to the CAAT via EMPIC® WEB client
ADDRESS	Change of Organisation Name		▪ **CAAT Form 2C** ▪ Commercial registration certificate ▪ CAME & associated documents
	Change of postal address of the registered organisation without any change of the CAMO site		▪ **CAAT Form 2C** ▪ Commercial registration certificate ▪ CAME & associated documents
	Change to the locations/ facilities of the CAMO with or without amendment to the scope of approval	PPB address change: ▪ Address change of any approved location ▪ Add or cancel sites	▪ **CAAT Form 2C** ▪ Commercial registration certificate (if changes) ▪ CAME & associated documents ▪ Risk assessment
	Expansion or transfer of offices / facility layout	Modification, extension, reduction, or reorganisation of an approved CAMO location. (e.g., Addition built working areas such as offices, or records keeping building within the approved facility)	▪ CAME & associated documents
PERSONNEL	Change of the Accountable Manager or nominated persons identified in CAME 0.3, or ARS identified in CAME 5.2	▪ Accountable Manager ▪ Nominated persons ▪ CAMO Post Holder (CAMO with AOC only) ▪ ARS or ARS Examiner	▪ **CAAT Form 2C** ▪ CAME & associated documents ▪ Qualification and written résumé form ▪ Risk assessment
	Change to staff number affecting scope of approval CAME 0.3.2.1	▪ Reduction of 26 staff when 100 staff were declared ▪ Increase of required staff from 10 to 13 ▪ Increase of 3 aircraft that can be managed from 10 aircraft managed ▪ All ARS for a certain aircraft type are absent or leave the CAMO ▪ All auditors leave the CAMO	▪ **CAAT Form 2C** ▪ CAME & associated documents ▪ Risk assessment
CAPABILITY	Any change affecting the approval certificate	▪ Change of IT system affecting Continuing Airworthiness Management activities or other privilege(s) ▪ Change of contracted AMO	▪ **CAAT Form 2C** ▪ CAME & associated documents ▪ Risk assessment
	Reduction or increase of the scope of work affecting the approval certificate	▪ Add/remove an aircraft type (or engine model) not included in the certificate ▪ Add/remove privilege to scope of approval ▪ Add the first aircraft registration or different configuration to the existing approved rating ▪ Add aircraft through continuing airworthiness management contract (where it has not been demonstrated)	▪ **CAAT Form 2C** ▪ CAME & associated documents ▪ Risk assessment
	Addition/removal of any organisation(s) working under the CAMO Compliance Monitoring System.	▪ Add/remove subcontractors ▪ Change of agreement affecting the subcontracted scope of work	▪ **CAAT Form 2C** ▪ CAME & associated documents ▪ Risk assessment, with signed agreement
	Reduction or increase of the scope of work not affecting the approval certificate	Add/remove an aircraft registration with the same configuration to CAME 0.2.3.2 (list of aircraft managed) to/from an existing approved rating (except the first aircraft registration)	▪ CAME & associated documents as applicable (e.g. AMP) ▪ Risk assessment

	Type of change	Example of change	Documents to be provided to the CAAT via EMPIC® WEB client
PROCEDURES	Any change to the CAME and its associated documents that affect the approval	▪ The procedure as regards changes not requiring prior approval referred to CAME 0.6 ▪ Use of or change to the AltMoC ▪ Change to the reporting lines between nominated person from CAMO.A.305(a)(3) to (a)(5) and (b)(2), and the Accountable Manager ▪ Change to the CAME procedure for the completion of an AR under supervision of the CAMO's authorised ARS ▪ Change to the procedure to establish and control the competency of personnel ▪ Change to manpower calculation methodology in CAME ▪ Change to the procedure for the indirect approval of the AMP of Part-M aircraft ▪ Change to the procedures or any associated documents affecting scope of approval or certificates e.g. changes to procedure for indirect approval of permitted variation, or maintenance programme interval escalation, etc. ▪ List of subcontracted organisations ▪ List of contracted AMO affecting scope of work (see details in CAME 0.5.1) ▪ List of Airworthiness Review Staff ▪ Change to contracted/ subcontracted agreements affecting scope of work	▪ **CAAT Form 2C** ▪ CAME & associated documents ▪ Risk assessment ▪ As applicable, AltMoC application and its supporting documents
	Change to procedures not requiring prior approval called out in the CAME 0.6 that do not affect the approval	▪ AMP amendment ▪ Change to CAME/associated documents not affecting the approval ▪ List of contracted AMO without affecting scope of work (e.g. change/add AMO) ▪ Change in contracted/ subcontracted agreements without affecting scope of work	▪ CAME & associated documents ▪ Revised agreements

NOTE: For all changes requiring prior approval, pre-audit results and Statement of Compliance are required to be provided. The documents to be provided to CAAT also include supporting documents for every change, as applicable.

Where a proposed change package contains both changes requiring prior approval and changes not requiring prior approval, the CAMO may include the changes not requiring prior approval in the same submission package as the changes requiring prior approval. In such case, the CAMO should clearly identify which elements of the change require prior approval. The combined submission should include the relevant revised CAME and associated documents, change assessment, risk assessment where applicable, and proposed implementation date.

The inclusion of changes not requiring prior approval in the same submission package does not change their classification. However, where those changes are dependent on, or intended to be implemented together with, the changes requiring prior approval, they should not be implemented before CAAT has granted approval for the associated change requiring prior approval.

0.5.2 Change management procedures

❑ Risk assessment procedure

The CAMO should manage the safety risks related to any changes to the CAMO in accordance with AMC1 CAMO.A.200(a)(1)(iii) point (e). For changes requiring prior approval, it should conduct a risk assessment followed by internal pre-audit and provide it to CAAT with applicable mitigating action plan and implementation.

The procedure shall address to perform the following:

(1) The description of the change is clearly defined and corresponds with the proposed variation application.

(2) All potential risks associated with the change are identified. The extents of the risk assessment should cover, including but not limited to:

a. Change of Address / Facilities / Location

i. Operational Risks
- Continuity of CAMO operational activities during relocation
- Access to aircraft records and maintenance data
- Coordination between multiple locations

ii. Technical Risks
- Control, storage, accessibility, and retention of technical records
- Configuration control and document management
- Communication with contracted maintenance organisations

iii. Organisational Risks
- Adequacy of working space for staff and records
- Staff supervision across locations
- Internal communication and reporting lines

iv. Regulatory Risks
- Compliance with facility requirements in CAME
- Availability of facilities for CAAT oversight and inspections

b. Change of Personnel

i. Operational Risks
- Continuity of management / tasks and decision-making
- Effectiveness of continuing airworthiness management

ii. Technical Risks
- Responsibility and assignment affecting ongoing work

iii. Organisational Risks
- Funding allocation (in case of change to Accountable Manager)
- Handover arrangements
- Competency and experience of the nominee
- Temporary gaps in management responsibilities

iv. Regulatory Risks
- Oversight of regulatory compliance during the transition period
- Monitoring of safety and compliance performance

c. Change to Capability

i. Operational Risks
- Increased operational workload resulting from the expanded capability
- Ability to manage additional aircraft types, fleet size, or service scope
- Adequacy of operational procedures to support the new capability
- Coordination between CAMO functions involved in continuing airworthiness management

ii. Technical Risks
- Availability and control of applicable maintenance data for the new aircraft type or capability
- Development or amendment of the Aircraft Maintenance Programme (AMP)
- Implementation of reliability programmes or maintenance planning requirements
- Interface and coordination with contracted maintenance organisations

iii. Organisational Risks
- Sufficient qualified personnel are available to manage the new capability
- Airworthiness Review Staff (ARS) or other authorised personnel are competent for the new aircraft type or approval / scope
- Required training and qualification programmes are established and implemented
- Adequacy of manpower and resource allocation to support the expanded capability
- Impact on organisational structure and reporting lines
- Internal communication and coordination between departments

iv. Regulatory Risks
- Compliance with applicable regulatory requirements
- Alignment between the proposed capability and the organisation's approved scope of work
- Updates required to the CAME and related procedures
- The compliance monitoring programme covers the expanded capability
- Internal audit scope and frequency remain adequate
- Performance monitoring mechanisms are in place to ensure effective implementation of the new capability

d. Change of Procedures

i. Operational Risks
- Impact of procedural changes on daily CAMO activities
- Staff understanding and implementation of new procedures

ii. Technical Risks
- Impact on other privileges or procedures

iii. Organisational Risks
- Internal communication and training for the revised procedures
- Updates to organisational responsibilities and reporting lines

iv. Regulatory Risks
- Continued compliance with applicable regulatory requirements
- Consistency between revised procedures and actual practices

e. **Other changes** (Addition of Aircraft Registration)

i. Operational Risks
- Correct transfer of continuing airworthiness responsibilities between the aircraft owner and the CAMO/operator where applicable
- Proper assignment of responsibility for managing the aircraft within the CAMO organisation
- Increase or decrease in workload resulting from the addition or removal of the aircraft

ii. Technical Risks
- Availability and completeness of continuing airworthiness records transferred to the CAMO
- Verification that the aircraft is covered by an approved Aircraft Maintenance Programme (AMP) managed by the CAMO

- Accurate incorporation of aircraft continuing airworthiness information into the CAMO control system (e.g. status of ADs, / AMP / Mod / Repair / Deferrals, current mass and balance information, etc.)

iii. Organisational Risks
- Adequacy of manpower and resources to manage the additional aircraft
- Proper allocation of responsibilities for managing the aircraft within the CAMO organisation
- Effective implementation of procedures for maintaining and updating the list of managed aircraft
- Impact on existing works due to aircraft delivery manpower and resource allocation

iv. Regulatory Risks
- Correct updating of the aircraft list and relevant internal records
- Proper documentation and record keeping for aircraft inclusion or removal
- Compliance with procedures described in the CAME regarding control and approval of the aircraft list

f. **Other changes** (Removal of Aircraft Registration)

i. Operational Risks
- Removal of the aircraft from the CAMO-managed AMP and continuing airworthiness control system

ii. Technical Risks
- Transfer or return of all aircraft continuing airworthiness records
- Management of continuing airworthiness control for the removal of aircraft

iii. Organisational Risks
- Adequacy of manpower and resources to manage the aircraft re-delivery
- Impact on existing works due to aircraft redelivery manpower and resource allocation

iv. Regulatory Risks
- Proper transfer of continuing airworthiness responsibilities back to the aircraft owner or another organisation

(3) Risk evaluation is properly performed, including:
- Clear identification of potential hazards and risks
- Assessment of severity and likelihood
- Determination of risk level according to the organisation's risk matrix

(4) Mitigation measures are proposed for each identified risk and are:
- Relevant to the identified hazard
- Practical and proportionate to the risk level

(5) Residual risk is evaluated after mitigation measures are implemented, and the remaining risk is considered acceptable.

(6) All actions are timely planned, identified with responsible entity, and implemented (acceptably planned to be implemented during the approval).

❑ Immediate risk mitigation for unavoidable/sudden situation

In cases where an unavoidable situation arises prior or during the approval process, the CAMO may be permitted to continue operations during the change, provided that the following conditions are met:
- A safety risk assessment is conducted
- Appropriate mitigating actions are identified and implemented
- The overall risk is determined to be tolerable

If these conditions are not fulfilled, and the change has taken place without approval, the CAMO certificate may be subject to prohibition, limitation, or suspension until the change is effectively managed and approved by the CAAT.

This section should describe how the CAMO will manage unavoidable situations that occur while a change is being processed for CAAT approval. The following table provides examples of such situations with required immediate risk mitigations to be taken (this list is not exhaustive):

EXAMPLE 30: Immediate risk mitigation for unavoidable situation

Situations during the Change Approval	Immediate Mitigating actions that shall be taken
Sudden absence of Accountable Manager	— Temporary accountable manager is appointed with delegated authority — … (additional procedure to mitigate the risk)
Sudden absence of Nominated Personnel	— Deputy of the nominated personnel is in charge and not absent — …
Absence of adequate number of Airworthiness Review Staff (ARS)	— The previous Airworthiness Review Report (ARR) for certain aircraft is still valid — The aircraft is officially grounded for any due ARR — The application for new ARS is submitted to the CAAT — …
Sudden resignation of staff (or group of staff) affecting scope of approval (e.g. all staff responsible for quality assurance is resigned, all staff responsible for continuing airworthiness management is resigned, etc.)	— Notification to CAAT is made as soon as possible — Recruitment is in progress or plan is in place — Nominated person is present and competent staff is temporarily appointed for the affected scope of work — Status of all affected aircraft managed can be monitored — …
Change of subcontracted organisation to manage Continuing Airworthiness tasks due to immediate revocation of contract/ agreement	— The new subcontractor is being sought — The CAMO can demonstrate to temporarily take over the tasks — The detailed transition plan and risk assessment is submitted — …
Sudden change of IT system affecting continuing airworthiness management activities due to cybersecurity breaches or immediate revocation of contract/agreement	— The secured backup system is in place and functional — All critical data to continuing airworthiness management is restored or backed up — Temporary procedures are established and announced — Continuing airworthiness records are retained and can be managed via physical contents or independent application — …
Sudden relocation of Principal Place of Business (PPB) due to natural disasters or other force majeure events	— Emergency contact and communication systems are established with the CAAT and stakeholders — All essential personnel and documentation are relocated to maintain continuity of operations — …

Situations during the Change Approval	Immediate Mitigating actions that shall be taken
Change in procedure affecting scope of approvals due to sudden change in regulatory requirements	— All affected procedures are temporarily established/ revised, and announced — Concerned staff are brief or trained on the new/ revised procedures — The new/revised procedures do not introduce another risk of operation — …
Sudden relocation of facilities due to loss of access	— The assessment of temporary facility is provided and meets the regulatory standard — All critical equipment, documentation, and personnel are relocated to the temporary facility to maintain operations — Recovery plan is proposed to CAAT — …
… Other unavoidable critical situations	The risk assessment and mitigations that must be taken to reduce the risk to be tolerable or acceptable.

The organisation shall notify the CAAT immediately in accordance with notification procedure described in CAME 0.5.1 with mitigating action implementation evidence, and put maximum efforts to contain the risk by implementing the mitigating actions and submit all evidence once implemented to CAAT as soon as possible.

0.5.3 Pre-audit and compliance monitoring statement

For initial approval and changes requiring prior approval, the CAMO shall conduct an internal "pre-audit" in accordance with its audit procedure described in CAME 2.8. This pre-audit shall be completed prior to the CAAT audit and shall confirm that all relevant processes, procedures, areas, personnel, and the implementation of activities subject to the application have been reviewed and demonstrate satisfactory compliance with all applicable Part-CAMO requirements.

This paragraph should provide the following information:

❑ Pre-audit scope

The pre-audit should focus on the following areas, depending upon the applicable scope of approval:

(1) The detailed management structure, including the names and qualifications of personnel required by points CAMO.A.305(a) and (b)(2), and the adequacy of the organisation and its management structure

(2) The personnel:
   a. The adequacy of the number of staff, and of their qualifications and experience regarding the intended terms of approval and the associated privileges
   b. The validity of licences and/or authorisations, as applicable

(3) The processes for safety risk management and compliance monitoring

(4) The facilities and their adequacy regarding the organisation's scope of work

(5) The documentation based on which the certificate should be granted (i.e. the documentation required by Part-CAMO and its associated documents), including the continuing airworthiness management contract when point M.A.201(f);(g);(h);(i) or ML.A.201(e); (f); is applied:
   a. Verification that the procedures specified in the CAME/associated documents comply with the applicable requirements
   b. Verification that the accountable manager has signed the exposition statement

(6) Other relevant areas to comply with Part-CAMO, Part-M, Part-ML, and applicable CAAT requirements

❑ Pre-audit for addition of subcontracted continuing airworthiness management organisation
Where the proposed change includes the addition of a subcontracted organisation under CAMO.A.125(d)(3), the pre-audit should verify that the proposed organisation is capable of achieving the standards required by Part-CAMO for the activities to be subcontracted.

The pre-audit should consider, as applicable:

- qualified and competent personnel;
- sufficient manpower and resources, taking into account existing commitments;
- facilities;
- access to required continuing airworthiness data;
- tools, systems and software;
- procedures and working methods;
- capability to produce acceptable records, reports and technical outputs; and
- arrangements for communication, interface, change notification and CAMO oversight.

Any deficiencies identified should be satisfactorily addressed before the CAMO submits the subcontracting arrangement for CAAT approval.

❑ Conduct of safety risk management and mitigation

❑ Conduct of the pre-audit

❑ Process for non-compliance corrective actions

❑ Document submission to CAAT
  ❑ Audit report and Statement of Compliance (SoC)
  ❑ Supporting evidence (risk assessment, implementation, CAME and associated documents, etc.)

The corresponding audit report, along with a Statement of Compliance from the Compliance Monitoring function, shall be submitted to the assigned CAAT inspector. This submission shall demonstrate how the CAMO complies with the requirements set forth in Part-CAMO, including evidence of safety risk management, a risk assessment, and any applicable mitigation action plans related to the change.

The results of each pre-audit conducted in accordance with this paragraph also serve as evidence of the competence and performance of the nominated person responsible for the compliance-monitoring function. The ability of the compliance-monitoring function to accurately identify and report non-compliances prior to CAAT approval is an essential indicator of its effectiveness.

0.5.4 Changes requiring CAME and its associated document(s) amendment

In addition to the examples of the table in CAME 0.5.1 (EXAMPLE 29) above, this paragraph should describe how amendments to the CAME will be managed.

❏ CAME amendment procedure
This paragraph describes how amendments to the CAME will be managed.
(1) Identification of modified text in each CAME chapter/paragraph (e.g., using vertical bars, highlighting with a specific colour the changed text, etc.)
(2) Criteria to (re)sign the corporate commitment (CAME 0.1.3) after CAME amendment
(3) Definition of criteria for new issue or revision as applicable, depending on the CAME revision system numbering adopted as described in this CAME "AMENDMENT RECORD"
(4) Revision status amendment criteria (in line with status shown in CAME "LIST OF EFFECTIVE PAGES")
(5) Explanation regarding revision change for amended chapter (pages not affected vs pages affected)
(6) Tracking changes of successive CAME drafts (within the same CAME revision) sent to the CAAT to address its remarks before final version is accepted
(7) Definition of minor & major amendment to the CAME and any associated documents
(8) Person responsible for amending CAME and each associated document(s)

❏ Associated documents amendment procedure (same concept as CAME amendment procedure applied)

The CAME and its associated documents shall be kept up to date and shall reflect the organisation's current practices. A review of the CAME (as per CAME 0.5.7) shall be conducted at intervals not exceeding 12 months, and amendments shall be made as necessary to ensure continued accuracy and compliance with any amendments to applicable CAAT regulations.

The initial issue of the CAME (including any associated documents) and any subsequent amendment defined as major (requiring prior approval in CAME 0.5.1) shall be approved by the CAAT. In the absence of an indirect approval privilege, any changes to the CAME and its associated document(s) shall be approved by the CAAT.

It should be noted that the CAAT's direct approval of a document related to a specific change does not imply exemption from further technical review of other parts of that document. Such reviews may be conducted by the assigned CAAT inspector on a sampling basis, and findings may be raised after the approval when non-compliance with applicable regulations is identified.

Furthermore, direct approval does not relieve the CAMO of its responsibility to continuously monitor the approved expositions or documents. The CAMO shall raise internal findings and take corrective action whenever any non-compliance is identified.

0.5.5 Management control of direct approval

This paragraph shall describe how the Compliance Monitoring function controls the Part-CAMO approval, including the following elements:

❏ A record-keeping system for approvals issued by the CAAT
❏ Identification of the person responsible for managing approval-related arrangements
❏ A process to ensure that personnel have access only to the current, approved version of the CAME and its associated documents
❏ A description of the procedure for monitoring amendments to applicable regulations and associated GM, assessing their impact on the organisation's procedures, and revising those procedures accordingly — either within the established implementation timeframe or as soon as practicable

The Compliance Monitoring function is responsible for assessing any revisions to applicable regulations and associated Guidance Material (GM) to determine their impact on the CAMO's procedures. CAAT expects that traceable evidence is maintained to demonstrate the implementation of this process, providing assurance that the CAMO's procedures remain in compliance with all applicable requirements.

❑ A list of reference regulations and GM used in CAME development/amendment
Unless addressed in a separate document, this paragraph may also include a list of the applicable regulations and GM, along with their current revision status, that have been considered in the development of the current revision of the CAME and its associated documents. This list is not considered an associated document of the CAME and may be managed under the direct control of the Compliance Monitoring function.

0.5.6 Changes not requiring amendment of approval

In cases where the organisation temporarily does not hold the necessary facilities, continuing airworthiness data, competent personnel, or other essential resources, CAAT shall be informed as soon as possible, in accordance with CAME 0.5.1 'Definition and notification of changes requiring prior approval'.

CAAT will assess whether an amendment to the approval is required or if the approval may still be maintained under specific conditions.

0.5.7 Periodic review of CAME

This paragraph shall define the procedures for the periodic review of the CAME and its associated documents, as required by CAMO.A.300(b).

❑ CAME periodic review procedure
(1) A clear interval for the periodic review of the CAME not exceeding 12 months
(2) Person/position responsible for the review of the CAME and each associated document (if any)
(3) Criteria to be considered during the review which includes but is not limited to:
- Compliance of existing or amendment of applicable regulatory requirements
- Design and application of exposition (HF principle on Liveware-Software interfacing)
- Overall validity of the exposition's document control and format
- Organisation chart validity
- Adequacy, accuracy, correctness, validity, and implementation effectiveness of procedures contained in the exposition
- Corrective action implementation effectiveness of finding which has been incorporated in the exposition from compliance monitoring, safety management, and external audit
- Appropriateness of personnel responsibility, qualification, expected competency, and their training needs
- Changes from operating experience of the organisation (new activity, scope, technology, feedback from exposition user, etc.)
- Validity of all cross-references of documents made in the exposition

(4) How the review result is documented (forms to be used and where it is kept)
(5) Person/position responsible for approval of the review result and any further action required
(6) How the internally approved review result is processed for amendment

The procedures should provide transparency, traceability, and accountability by documenting the review dates, reviewer information, findings, updates, and any additional notes relevant to the review process. A clear record of the exposition's review cycles should be maintained ensuring ongoing accuracy and currency of the document.

0.6 Procedure for changes not requiring prior approval

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

This procedure describes the approval process for changes not requiring prior approval (also known as 'indirect approval'). This privilege allows a CAMO to approve and implement specified changes internally, without prior CAAT approval, in accordance with the approved CAME procedure. However, this privilege is not granted at initial certification for an inexperienced CAMO.

❑ Clear condition when the privilege is not granted for managing 'changes not requiring approval' at initial certification

After the initial certification, during the first oversight cycle, the CAMO shall demonstrate its ability to manage changes in accordance with Part-CAMO requirements, particularly change management principles.

(1) CAMO.A.115(b) - Application for an organisation certificate
Applicants for the first certificate shall provide the CAAT with documentation demonstrating how they have met the requirements set out in TCAR AIR Part-M and Part-CAMO, and its implementing provisions. This documentation shall include procedures describing how to implement and report changes to the CAAT that do not require prior approval.

(2) CAMO.A.130(c) Changes to an organisation
CAMO.A.130(c) introduces the requirement that certain changes to the CAMO shall be managed and notified to CAAT without prior approval. For this reason, the CAMO shall successfully demonstrate the ability to manage all 'changes not requiring prior approval' at the end of the first CAAT oversight cycle.

After the first oversight cycle, all changes not requiring prior approval shall be managed and notified to the CAAT as defined in the procedure referred to in point (b) of point CAMO.A.115 and approved by the CAAT.

Where the CAAT determines that the CAMO no longer demonstrates effective control of changes not requiring prior approval, the CAAT may limit or suspend the use of the indirect approval procedure until satisfactory corrective actions have been implemented. During such period, the CAMO may be required to submit all changes for prior approval by the CAAT. Failure to restore an effective change management and compliance monitoring system may indicate non-compliance with the applicable requirements of TCAR AIR Part-CAMO and may result in further regulatory action affecting the validity or scope of the CAMO approval.

In addition to the provision of CAME 0.5, this chapter should identify the specific changes not requiring prior approval under CAMO.A.130(c). Unless otherwise agreed, these changes are typically limited in scope.

0.6.1 Definition of changes not requiring prior approval

The procedure shall at least specify:

❑ Definition of changes to which this procedure applies. This definition must be agreed with the CAAT allocated inspector for each document and identified in 'column 5' in the table below.

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

- Correction of typographical errors on any document
- Expansion or transfer of offices / facility layout including modification, extension, reduction, or reorganisation of an approved CAMO location (e.g., Addition building areas such as offices, or record keeping building within the approved facility)
- Changes that do not affect scope of approval:
  - Change to List of Contracted AMO without affecting scope of work e.g. change or addition of contracted AMO;
  - Change in contracted/ subcontracted agreements without affecting scope of work;

- Addition or removal of an aircraft registration to or from the approved "list of aircraft managed" (CAME 0.2.3.2) provided that the aircraft is of the same aircraft rating (aircraft type, engine model, passenger or freighter configuration, etc.) as those already managed, and the change does not impact the CAMO's man-hour planning (except first aircraft registration of the existing rating or first acceptance of aircraft managed for another owner or operator under a continuing airworthiness management contract, where the CAMO has not yet demonstrated contract model).

- Amendments of a CAME procedure in case the change does not affect the way this procedure complies with Part-CAMO requirements. It is one that does not alter the compliance of the procedure or form with TCAR AIR Part-CAMO requirements.

  Any new means of compliance differing from the previously approved method is considered to affect the approval. The following examples are **not considered** **'change not requiring prior approval'**:
  - Change the task performed by the CAMO-employed staff to subcontracted staff
  - Establishing new associated documents to the CAME or AMP
  - Establishing new contracts with CAAT AMO instead of using its owned CAAT AMO or terminating existing contracts to use its owned CAAT AMO
  - Introduction of new software systems for maintenance tracking, safety reporting, or quality management affecting procedures that have already been approved
  - Adoption of new management techniques, methods, or technologies different from the approved procedures

- Amendments to associated procedures that do not affect the approval, including changes to contracted or subcontracted agreements, provided there is no impact on the scope of work
- AMP amendments detailed in CAME 1.2.3
- Any change other than 'changes requiring prior approval'

0.6.2 Summary table of documentation which constitutes the approval

❑ The precise parts/sections/chapters of the affected document which are in the scope of this procedure

The procedure shall clearly identify the specific parts, sections, or chapters of the affected document that fall within the scope of changes not requiring prior approval. It shall be sufficiently detailed to avoid any ambiguity about whether a particular paragraph is subject to prior approval or not. A general listing of topics, such as that provided in GM1 CAMO.A.130(b) for changes requiring prior approval, is not sufficient, as it does not allow for easy identification of the exact chapters or paragraphs concerned.

The table should be developed in coordination with the CAAT-assigned inspector. It must include the CAME and all associated documents, identifying the specific amendments that may be made without prior approval.

EXAMPLE 31: Summary table of documentation which constitutes changes not requiring prior approval

1.	2.	3.	4.	5.	6.
Document	**Doc ref./ para./sect.**	**Require prior approval**	**Approved by**	**Eligible amendments to indirect approval**	**Notification policy**
CAME	CAMONAME Doc 1	NO	Compliance Monitoring Manager	All changes affecting CAME as described in CAME 0.6.1.	3-week prior effective date
CAME (CMS Procedures)			Accountable Manager		
Engineering Standard Procedures	CAMONAME Doc 2	NO	Compliance Monitoring Manager	Changes not affecting the approval or means of compliance.	3-week prior effective date
List of aircraft managed*	CAMONAME Doc 3	NO	Compliance Monitoring Manager	Addition/removal of aircraft registrations to/from an existing aircraft rating.	1-week prior effective date
Approved AMP	CAMONAME Doc 4	NO	Compliance Monitoring Manager	See CAME 1.2.3	2-week prior effective date
List of Contracted Maintenance Organisations*	CAMONAME Doc 7	NO	Compliance Monitoring Manager	Change or add contracted AMO without affecting scope of approval	2-week prior agreement effective date
Manual for Contracted Maintenance*	CAMONAME Doc 8 and Doc 9	NO	Accountable Manager	Changes not affecting the approval or means of compliance.	3-week prior effective date
Aircraft technical log system manual*	CAMONAME Doc 10	NO	Compliance Monitoring Manager	Changes not affecting the approval or means of compliance.	3-week prior effective date
Subcontract Agreements*	CAMONAME Doc 9, Section 5	NO	Compliance Monitoring Manager	Change in agreement without affecting scope of work (e.g. typo correction, renewal)	Accessible at www.XXX.com/YYY (Permanent access granted to CAAT)
Associated Procedures Manual	(…)	(…)	Compliance Monitoring Manager	(…)	Status with access every 3 months
Form manual	(…)	(…)	Compliance Monitoring Manager	(…)	Status with access every 3 months
(…)	(…)	(…)	(…)	(…)	(…)

* Only when it is separately controlled or not included in the CAME.

Table filling instructions:

Column 1: Enter document type and/or title

Column 2: Enter a unique identification for each document (e.g. CAMONAME Doc 1, etc.) including section and paragraph (if refer to only a section/part of the document).

Column 3: Enter

- YES, any change in the document always requires prior approval.
- NO, some changes in the document can be subject to change not requiring prior approval.

Column 4: Enter

- In case Column 3 is YES, enter CAAT (require prior approval).
- In case Column 3 is NO, enter the TITLE of the nominated person in charge for approval (e.g. Compliance Monitoring Manager) or the Accountable Manager (or other nominated person) if such document conflicts with the Compliance Monitoring function.

Column 5: Specify for each document the amendments eligible to change not requiring prior approval as agreed with the CAAT allocated inspector.

Column 6: Specify for each document the policy for the notification of changes not requiring prior approval, identifying the timing of notification (e.g. 3 weeks before at each revision, every 3 months, etc.).

- CAME changes shall be notified at each revision.
- Associated documents may be allowed to notify CAAT for its revision update (including access) every 3 months.
- Associated procedure/list notification policy is to be agreed on a case-by-case basis with the CAAT allocated inspector. For List of Contracted Maintenance Organisations, in all cases, it shall be notified to CAAT immediately after agreement signing and prior to the maintenance order/input with associated agreements.
- Permanent access can also be provided to CAAT with credential users that can be used by any CAAT allocated inspector. The notification (or subscription) of any update may also be provided.

0.6.3 Management control of associated documents

To ensure accuracy, accessibility, and compliance, when a CAMO chooses to develop the CAME using Option 2 described in 1.6 in this GM, it shall establish a clear and controlled process for managing associated documents, regardless of whether they are stored manually or within a document control system.

All associated documents shall be:

(a) Properly identified, controlled, and updated;
(b) Monitored by the Compliance Monitoring function for document integrity to prevent conflicts with the CAME;
(c) Reviewed regularly to ensure they remain relevant and compliant;
(d) Managed for any changes in accordance with approved procedures both direct and indirect approval;
(e) Applied with HF principles in terms of document design and application (see section 0 in this GM);
(f) Readily available together with the CAME to concerned personnel when needed;
(g) Protect against unauthorised modification/alteration of the document; and
(h) Protected against loss or damage.

As all associated documents shall be controlled, the contents shall be compiled into a manual and managed in accordance with the provisions outlined in paragraph 1.6.2 in this GM. Alternatively, the CAMO may use a document control system or a digitised system to manage its associated documents. In such cases, the document control system shall:

(a) Track revisions, approvals, and updates for each document;
(b) Be monitored by Compliance Monitoring function for document approval process;
(c) Ensure that all associated documents undergo approval (both direct and indirect) before implementation;
(d) Generate an audit trail, recording all changes and approvals;
(e) Trigger notifications to relevant personnel for any updates;
(f) Provide quick retrieval of documents for audits and inspections;
(g) Allow access control, ensuring only authorised users can modify documents; and
(h) Put in place backup and recovery mechanisms to prevent data loss.

The CAME shall describe the system used and define the methods by which associated documents are controlled within that system. All associated documents shall be listed in CAME 0.6.2.

0.6.4 Approval process of changes not requiring prior approval

The procedure shall describe:

❑ How the process interacts with the organisation's overall change management process, including hazard identification, risk assessment, and mitigation activities, as part of the organisation's management system.

❑ How changes not requiring prior approval are managed at organisational level. It shall clearly define the responsibilities of the personnel involved, including:

- The person initiating the change
- The person(s) reviewing the change for compliance
- The person(s) approving the change internally within the CAMO (Column 4 in table EXAMPLE 31)
- The person(s) responsible for distributing the approved change as per CAME distribution list

NOTE: For changes not requiring prior approval, it is highly recommended that the compliance monitoring function be involved in the review and internal approval process. The CAME may identify the Compliance Monitoring Manager as the person approving such changes, or may require an independent compliance review by the compliance monitoring function before approval by the responsible nominated person or authorised function.

This is particularly important for changes affecting compliance, safety, approved procedures, privileges, aircraft managed, AMP, contracted arrangements, subcontracted activities, maintenance arrangements, or continuing airworthiness control processes.

Where incorrect change classification, ineffective implementation, or repeated errors are later identified, and such issues were not detected by internal review or compliance monitoring activities, this may indicate ineffective monitoring of the change management process and may require the organisation to review and improve its compliance monitoring scope, sampling method, audit programme, change review criteria, and follow-up arrangements.

❑ The approval process to be followed for each document listed in the table, particularly if different approval methods apply (e.g. manual approval, form/list approval, etc.). Where applicable, a reference to relevant CAME chapter describing the detailed procedures is acceptable (e.g. CAME Aircraft maintenance programme (AMP) — development amendment and approval 1.2, procedures in CAME 3.1, CAME 4.1, CAME 5.2, CAME 5.3, CAME 5.4, etc.).

❑ When the documents become valid and/or effective.

0.6.5 Notification of changes not requiring priopr approval.

The procedure shall describe:

❑ The means and timeframes for notifying and submitting/reporting these changes to CAAT:

- Notification of documents approved under this procedure to the CAAT (as indicated Column 6 in EXAMPLE 31). Notification of changes other than documents should also be specified in this section;
- The standard means to submit notification is via **EMPIC® WEB client**;
- Format of the notification may be determined by the CAMO, however, the CAAT shall, in all cases, be notified in advance of the document's effective date;
- The cases where the change required to be applied immediately in the interest of safety;
- Unless a specific notification period is prescribed by the applicable requirement, the CAMO should normally notify CAAT sufficiently in advance of the intended change. For planned changes not requiring prior approval, a notification period of at least 3 weeks, or as specifically agreed with CAAT, before the intended changes or effective date is recommended to allow CAAT sufficient time for screening, where necessary.

  Where a change is notified at short notice, the CAMO remains responsible for the correct classification of the change. If CAAT subsequently determines that the change required prior approval, the change may be treated as having been implemented without the required approval and may be subject to enforcement or other oversight action.

❑ The means to give access to any documents revised under this procedure to CAAT assigned inspector. This can be achieved by one of the following means, based on the criteria below:

❑ **Option 1 - Continuous access via the CAAT IT system (e.g. EMPIC® WEB client)**
The CAMO shall upload the associated documents to the document management system mandated by CAAT. The EMPIC system automatically notifies the CAAT assigned inspector for upload approval or amendment. Therefore, the CAMO is not required to provide additional notification of documents approved under this procedure.

❑ **Option 2 - Continuous access to the latest document through the CAMO's IT system**
If Option 1 is not available, the CAMO may provide continuous access to the latest version of the document via its internal IT system. This access shall be granted to the CAAT assigned inspector and explicitly described in this paragraph (refer to example in Column 6 of EXAMPLE 31). This access link may also be managed via EMPIC system (Exposition function) by the inspector.

Before each on-site audit or at any time upon request, the inspector shall be able to access:

a. The latest revision of the document, where technically possible, or
b. If the document cannot be downloaded (e.g. it is stored in a database or other non-downloadable format), an electronic printout shall be provided, indicating the revision number and date.

❑ **Option 3 - Document provided by the CAMO via file transfer (e.g. email, data transfer, etc.)**
If Option 1 is not available, the CAMO may provide the revised document to the assigned CAAT inspector using a file transfer method such as email or other electronic means. The CAMO shall notify the CAAT assigned inspector of the document approved under this procedure as soon as practicable and request an acknowledgment of receipt. This acknowledgment is solely intended to confirm successful communication and does not imply acceptance or approval of the document content.

The CAAT assigned inspector may review the documentation at any time during the oversight cycle. If any non-compliance is identified, findings may be raised — even after the acknowledgment of receipt has been issued.

0.7 Procedure for alternative means of compliance (AltMoC)

Reference: CAMO.A.120, CAMO.A.130(b), GM1 CAMO.A.130, GM1 CAMO.A.130(b), CAMO.A.300(a)(14)

This chapter is optional and the CAMO can annotate this chapter with 'N/A – the organisation does not wish to use AltMoC'. During the CAMO initial certification, it is recommended to leave this.

While CAMO is encouraged to follow the published CAAT AMCs and GMs, and there is a presumption that this would meet compliance with the applicable requirements, CAMO may choose to propose, and use the AltMoC, subject to approval by the CAAT.

When a CAMO intends to use an AltMoC, it shall, prior to using it, provide the CAAT with a full description of AltMoC.

Acceptance of the proposed AltMoC should normally be formalised, unless otherwise agreed with the CAAT, by approval of the CAME. A list of accepted AltMoC shall be included in CAME 5.7.

This chapter should describe and explain how the organisation intends to develop and manage AltMoC. It should include, but not be limited to:

- ❑ **Procedure for developing and evaluating AltMoC**
  The CAMO shall conduct an internal evaluation to determine the need for an AltMoC, ensuring that the proposed alternative means maintains or exceeds the regulatory intent of the affected requirement. This assessment shall include a compliance gap analysis, risk assessment, and justification of why the standard AMC is not suitable, ensuring that the AltMoC does not compromise safety or regulatory compliance.

- ❑ **Definition of scope and objectives**
  The CAMO shall clearly define the scope of AltMoC by specifying which processes, procedures, or requirements are affected. The objectives must outline how the alternative method achieves the same or higher level of compliance while addressing operational, technical, or efficiency needs.

- ❑ **Identification of the applicable requirements affected and demonstration of those compliances**
  The CAMO shall identify the specific regulations, AMCs, or requirements impacted by the AltMoC and demonstrate compliance through supporting data, technical justifications, and risk mitigation measures. The proposal must include documented evidence showing that the alternative approach meets the safety and regulatory intent.

- ❑ **Process for CAAT application preparation and submission**
  The AltMoC application process shall consist of internal assessment, review by the Compliance Monitoring function, approval by the Accountable Manager, submission to CAAT for formal approval, and subsequent implementation. Each step shall be documented, and AltMoC shall only be applied once CAAT approval has been obtained.

- ❑ **Identification of the person responsible for AltMoC**
  The Compliance Monitoring Manager shall be responsible for the review, submission, and oversight of AltMoC, ensuring regulatory compliance and effective implementation. The Accountable Manager remains accountable for final internal approval before submission to CAAT, while relevant department heads provide technical input.

- ❑ **Procedure for monitoring the effectiveness of AltMoC**
  The CAMO shall establish a monitoring process to assess the ongoing effectiveness of the AltMoC through periodic audits, performance reviews, and safety analysis. Any deviations or safety concerns shall be reported, and necessary corrective actions shall be taken to maintain compliance. The AltMoC shall be subject to regular reassessment to ensure continued suitability.

- ❑ **Cross-reference to documents affected by the approved AltMoC**
  The procedure shall ensure that when the approved AltMoC affects procedures, it shall summarize a list of cross-references to the affected documents associated with the approved AltMoC in CAME 5.7.

All proposal for AltMoC approval is subject to CAAT direct approval.

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

Where some aspects of these procedures are sub-contracted, it must be clearly specified.

1.1 Use of aircraft continuing airworthiness record system and if applicable, aircraft technical log (ATL) system

Reference: AMC1 CAMO.A.115(b)(2), Appendix II to AMC1 CAMO.A.125(d)(3), AMC M.A.301(a), GM M.A.301(i), M.A.305, GM M.A.305, AMC M.A.305(a), AMC M.A.305(b)(1), AMC M.A.305(c)(1), AMC M.A.305(c)(2), GM M.A.305(c)(2), AMC M.A.305(c)(3), GM M.A.305(d), GM M.A.305(d)(2), AMC M.A.305(e), AMC M.A.305(e)(1), M.A.306, AMC M.A.306(a), AMC M.A.306(b), M.A.307(a), M.A.403(d), AMC M.A.403(d), ML.A.301, GM1 ML.A.301(f)

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

(a) To demonstrate that the aircraft is in compliance with the applicable airworthiness requirements, and

(b) 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.

1.1.1 Aircraft continuing airworthiness record system

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

This paragraph shall describe description of continuing airworthiness record system (M.A.305(b), (c), and (d)) used by the organisation, including the ATLS (M.A.306). A clear description (with reference to the CAME 5.1 samples used) should be included for each continuing airworthiness record.

In general, the aircraft continuing airworthiness record system shall contain the following:

- ❑ Date of the entry
- ❑ The aircraft Certificate of Release to Service (CRS) in accordance with 145.A.50, Part-M(L) Subpart H, as applicable (as soon as practicable and no later than 30 days after the completion of any maintenance), including:
  - ❑ CRS minimum information
  - ❑ The date and/or any applicable parameter at which the maintenance was performed
  - ❑ A unique reference to the CRS
- ❑ Each status is:
  - ❑ Identified the aircraft, the engine, the propeller or the component it applies to
  - ❑ Dated
  - ❑ Included with the relevant the total in-service life accumulated in the applicable parameter on the date of the status
- ❑ Current mass and balance report/statement complying with applicable CAAT requirements:
  - ❑ Aircraft identification (aircraft registration, manufacturer, type/model and series, MSN)
  - ❑ Date of weighing
  - ❑ Weighing task reference number
  - ❑ Record of each weighing (at least 2 times)

- ❑ Basic weight report, including:
  - Basic weight and Center of Gravity position/location
  - Gear position (retracted or extended), as applicable
  - Installed equipment and its lever arm
- ❑ Record of variable load
- ❑ Table and reference line setting
- ❑ Any added/subtracted moment arms
- ❑ Aircraft configuration data affecting the weighing

❑ Current status of Airworthiness Directives and measures mandated by the CAAT, State of Design, State of Operator, and State of Registry, in immediate reaction to a safety problem for aircraft, engine, and as applicable, propeller, APU, and fitted components, indicating:

- ❑ Particular airframe, engine, propeller, rotor or appliance is identified
- ❑ The applicable AD (including revision/amendment number)
- ❑ The date when the AD was accomplished (the date of issued CRS)
- ❑ As applicable, when the next recurring inspection (action) is due
- ❑ The method of compliance (if more than one method is specified in the AD) and which part/ paragraph of a multi-part AD is accomplished
- ❑ The appropriate measuring parameters (hours, cycles and/or calendar times) and corresponding total life, including due limit
- ❑ For AD that is generally applicable to the aircraft or component type but is not applicable to the particular aircraft, engine, propeller, or component, the reason why an AD is not applicable is identified.
- ❑ For repetitive ADs, the last and next applications with the reference to the applicable parameter are recorded.
- ❑ As applicable, sufficient details to identify any loadable software aircraft part which is used for operating or controlling the aircraft
- ❑ As applicable, information on assessments of certain inspections requested by the multi-part AD

NOTE: The ADs which are superseded or cancelled may not be listed.

❑ Current status of modifications and repairs, indicating:

- ❑ A description of the action performed or method of compliance specify which part of a multi-part-modification or repair has been accomplished
- ❑ The date of accomplishment (CRS date)
- ❑ Details of operational limitations, aircraft flight manual supplements, mandatory instructions and associated airworthiness limitations, and ICA which are part of the approval
- ❑ Where future or recurring actions are required, the status of such actions (when last accomplished and next due) is specified.
- ❑ For modification:
  - ❑ A reference to the applicable approval data (with revision level) for each service bulletin/STC/DOA

    Any installed loadable software aircraft part used for operating or controlling the aircraft, the part number of which evolves independently of its associated aircraft hardware component, as identified in the maintenance data of the relevant design approval holders. Other loadable software parts, e.g. navigational databases or entertainment systems, are not considered under this recording requirement.

  NOTE: A component replaced by a fully interchangeable alternate component is not considered a modification if this condition is published by the design approval holders

- ❑ For repairs or allowable damage:
  - ❑ A reference to the type certificate holder's structural repair manual (SRM) repair or allowable damage limitations. Otherwise details of the approval authority are acceptable to CAAT.
  - ❑ For repairs/allowable damages having requirements for future or recurring actions, the status of such actions (when last accomplished and next due) is specified.
  - ❑ For structure:
    - ➢ Description of the repair (e.g. doubler, blend, crack, dent, etc.)
    - ➢ Repair location (e.g. reference to stringers, frames, etc.)
    - ➢ The dimensions of the repairs and/or damage
    - ➢ In case of blend-out repairs, the remaining material
- ❑ The status of modifications and repairs should include engine(s), propeller(s) and components subject to mandatory instructions and associated airworthiness limitations, and it is not intended that it should be retained for other components.
- ❑ Impact of modifications and repairs:
  - ❑ Embodiment instructions
  - ❑ Mass and balance change data
  - ❑ Maintenance and repair manual supplements
  - ❑ Maintenance programme changes and ICA
  - ❑ Aircraft flight manual supplements
  - ❑ When aircraft require specific loadable software aircraft part configuration to operate correctly, a specific listing with this information

- ❑ Current status of compliance with the AMP, indicated:
  - ❑ When the task was "last accomplished" and is "next due" in applicable parameter (e.g. flight hours, flight cycles, landings, calendar time, or any other applicable utilization measurement unit)
    - o Identifier for easy and accurate identification of the task to be carried out (task title or short description)
    - o The engine, propeller, or component identification when the task is controlled at engine, propeller, or component level
    - o The date when the task was accomplished (i.e. CRS date)
    - o For repetitive tasks, when it is next due time, as well as when the terminating action is performed.
  - ❑ The total in-service life accumulated by the aircraft, engine, propeller or component (as appropriate) in the suitable parameter(s)
  - ❑ The action performed and, if the approved maintenance programme task numbers are different from the type certificate holder's maintenance task numbers, a cross-reference is provided.
  - ❑ Airworthiness Limitation Items (ALIs) and Certification Maintenance Requirements (CMRs) are identified.

- ❑ Current status of deferred maintenance tasks and deferred defects rectification, indicated:
  - ❑ Date of identification
  - ❑ Deferral categories or classification
  - ❑ For defect, original logbook entry reference
  - ❑ Description of task/defect
  - ❑ Reference of approved data for the deferral

- ❑ Current status of life-limited parts, indicated:
  - ❑ Life accumulated/consumed and remained life by each affected life-limited part in relation to the applicable airworthiness limitation parameter

- ❑ Life limitation
- ❑ In-service history records at each time they are placed in service or removed from service, indicated:
  - The part by its part number and serial number
  - The date of installation (date on) and removal (date off)
  - Details of the installation and removal at the installation and removal of the part when this is necessary to appropriately control the life limitation, i.e. type, serial number, weight variant, thrust rating, as appropriate, of the aircraft, engine, engine module, or propeller
  - Total in-service life accumulated in any applicable parameter, as appropriate, corresponding to the dates of installation and removal of the part
- ❑ CAAT Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance, including modifications and repairs

❑ Current status of time-controlled components (including Hard Time, On-Condition components) indicating:
- ❑ Life accumulated by the affected components in applicable parameter, since the last accomplishment of scheduled maintenance as specified in the AMP
- ❑ The periodicity of the related maintenance task(s)
- ❑ Any action that alters the periodicity of the maintenance task(s) or changes the parameters of this periodicity
- ❑ CAAT Form 1 (when off-wing task performed) and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance, including modifications and repairs

❑ Supporting detailed maintenance records:
- ❑ The CRS and detailed maintenance records demonstrating compliance with ***airworthiness directives*** applicable to the aircraft, engine, propeller and components fitted thereto, as appropriate
- ❑ The CRS and detailed maintenance records of all ***scheduled maintenance tasks*** and ***unscheduled maintenance*** in respect of the aircraft, engine, propeller, as appropriate.
- ❑ The CRS and detailed maintenance records demonstrating accomplishment in accordance with each type certificate holder's ***service bulletin*** embodied on the aircraft, engine(s) and propeller(s).
- ❑ The CRS and detailed maintenance records demonstrating accomplishment in accordance with the applicable approved data for each ***non-service bulletin modification*** embodied on the aircraft, engine(s) and propeller(s).
- ❑ The CRS and detailed maintenance records demonstrating accomplishment in accordance with the applicable approved data for ***structural repairs*** and ***allowable damage*** (including measurement relating to defects) to the aircraft, engine(s) and propeller(s).
- ❑ ***Life-limited parts***: The in-service history record of installations and removals (for the life of the part), the CRS and detailed maintenance records for the last accomplishment of any maintenance.
- ❑ ***Hard-time components***: The CRS and detailed maintenance records for the last accomplishment of any scheduled, and any subsequent maintenance.
- ❑ For any ***component fitted to an LA2 aircraft without a CAAT Form 1*** per M.A.502(d), the CRS and owner's acceptance statement

❑ Aircraft technical log system (ATLS) (if required by point M.A.306)

The ATLS is used to record any defects or malfunctions identified during aircraft operation, as well as details of all maintenance carried out between scheduled base maintenance visits. It also serves as a means for recording flight safety and maintenance-related information that must be communicated to the operating crew.

M.A.305 and M.A.306, along with their associated AMC and GM, specify the required content for each continuing airworthiness record. The CAMO shall ensure full compliance with these requirements.

- Composition and location of each log (Aircraft, cabin, engine, propeller, rotor, etc.)
  This paragraph should provide the composition of ATLS especially when utilized with multiple types of logbooks such as aircraft logbook, cabin logbook, engine logbook, etc. It should describe the allocation, access, and person responsible for each log.

- Content of information on the ATL system for each aircraft
  The ATLS may range from a simple single section document to a complex system containing many sections but, in all cases, it should include the information specified for the example used here which happens to use a 5-section document / computer system:
  - Section 1:
    - Details of registered name and address of the operator
    - Aircraft type and complete international registration marks of the aircraft
  - Section 2:
    - Details of when the next scheduled maintenance is due, including, if relevant, any out-of-phase component changes are due before the next maintenance check. Or other means acceptable to CAAT should be referred.
    - Current CRS for the complete aircraft issued normally at the end of the last maintenance check
  - Section 3:
    - Aircraft type and registration mark
    - The date and place of take-off and landing
    - The times at which the aircraft took off and landed
    - The running total of flying hours, such that the hours to the next schedule maintenance can be determined. The flight crew does not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to CAAT.
    - Details of any failure, defect or malfunction to the aircraft affecting airworthiness or safe operation of the aircraft including emergency systems, and any failure, defect or malfunctions in the cabin or galleys that affect the safe operation of the aircraft or the safety of its occupants that are known to the commander with date and entries' sign, including nil defect as appropriate and CRS following rectification of any defect.
    - Quantity (in the same measurement units) of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight
    - For ground de-icing and/or anti-icing, time that was started and the type of fluid applied, including mixture ratio fluid/water and any other information required by the operator's procedures in order to allow the assessment on whether inspections for and/or elimination of de-icing/anti-icing fluid residues that could endanger flight safety are required.
    - Pre-flight inspection signature
    - Time spent in particular engine power ranges where use of such engine power affects the life of the engine or engine module
    - The number of landings where landings affect the life of an aircraft or aircraft component
    - Flight cycles or flight pressure cycles where such cycles affect the life of an aircraft or aircraft component

    NOTE 1: Where Section 3 is of the multi-sector 'part removable' type, then such 'part removable' sections should contain all the foregoing information where appropriate.

    NOTE 2: Section 3 should be designed so that one copy of each page may remain on the aircraft, and one copy may be retained on the ground until completion of the flight to which it relates.

NOTE 3: Section 3 layout should be divided to show clearly what is required to be completed after flight and what is required to be completed in preparation for the next flight.

- ❑ Section 4:
  - ➢ Details of all deferred defects that affect or may affect the safe operation of the aircraft and should therefore be known to the aircraft commander.
  - ➢ Each page pre-printed with the operator's name and page serial number that enable:
    - A cross-reference for each deferred defect such that the original defect can be identified in the particular Section 3 sector record page
    - The original date of occurrence of the defect deferred
    - Brief details of the defect
    - Details of the eventual rectification carried out and its CRS or a clear cross-reference back to the document that contains details of the eventual rectification
- ❑ Section 5:
  - ➢ Any necessary maintenance support information that the aircraft commander needs to know
  - ➢ Data on how to contact maintenance if problems arise whilst operating the routes or away from approved maintenance location etc.

- ❑ Instructions for use
  This section provides detailed instructions on how to use the aircraft continuing airworthiness record system, as described previously. It outlines the responsibilities of key personnel, including the maintenance personnel, the operating crew, and the CAMO staff.
- ❑ Aircraft technical log (ATL) approval (initial issue)
  This section explains who is responsible for submitting the ATL, and any subsequent amendment, to CAAT for approval and procedure to be followed.

❑ Procedures how to correct any entry made in the aircraft continuing airworthiness record system when necessary — The procedure shall ensure that the correction is made in a manner that clearly shows the original entry.

❑ As applicable, description for the use of Information Technology (IT) systems and form of records in accordance with AMC M.A.305(e), which includes:

- Supporting functions details
- Composition of logbook/log card information (as applicable)
- Form of records
- Physical (non-digitised) records
- Digitised records (including details of programme safeguards against the ability of unauthorised personnel to alter the database)
- Digitised record retention
- Lost or destroyed records

1.1.2 MEL application

Reference: AMC M.A.301(b), M.A.403(a), M.A.403(b), M.A.403(c), M.A.403(d), AMC M.A.403(b), AMC M.A.403(d), ORO.MRL.105

The Minimum Equipment List (MEL) is a document not controlled by the CAMO. The responsibility for deciding whether to accept operation with a defect deferred in accordance with the MEL normally lies with the operating crew.

This paragraph should provide a detailed explanation of the MEL application procedure, as the MEL is a critical tool that personnel involved in continuing airworthiness and maintenance must be familiar with. This familiarity ensures proper and efficient communication with the operating crew when defect rectification is deferred.

This paragraph does not apply to aircraft types that do not have an MEL.

ORO.MRL.105, related AMCs and GMs content should be considered to develop this paragraph.

❑ General

This paragraph provides a general explanation of what an MEL document is based on references from the Aircraft Flight Manual or ORO.MRL.105.

The MEL is a document that specifies the equipment which may be temporarily inoperative at the commencement of a flight, provided that certain conditions are met. It serves as an operational tool that outlines the minimum equipment and conditions required to safely operate an aircraft with specific inoperative items.

All equipment related to the airworthiness of the aircraft or necessary for its safe operation—and not listed in the MEL—is required to be operative.

The MEL is an alleviating document designed to support safe operations under specific circumstances, not to promote dispatch with unserviceable equipment. It allows for limited flexibility following a careful analysis of each item to ensure that an acceptable level of safety, as defined by the applicable airworthiness and operational requirements, is maintained. However, operation of an aircraft with inoperative equipment should be avoided when possible, and the duration of such operations should be kept to a minimum.

❑ 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, as these are critical for the effective management of the MEL's deferred defect rectification.

The operator is responsible for establishing rectification intervals for each inoperative instrument, item of equipment, or function listed in the MEL. These rectification intervals must not be less restrictive than those defined 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

In cases where the operator includes non-safety-related items in the MEL that are not listed in the MMEL, a rectification interval category must also be assigned. Such items may be assigned a Category 'D' interval, provided that any applicable (M) procedure — particularly for electrically powered equipment — is correctly applied.

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 ATL procedures.

If applicable, the procedure for MEL application in situations where maintenance personnel are not available should also be included.

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 ATL.

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 ATLS 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 CAAT 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 TCAR OPS Part ORO.MRL.105(f) 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, and ensuring that the extension authorisation is recorded in aircraft continuing airworthiness records system and applicable ATLS with the authorisation approval being kept and remained with the records for the associated period to which the extension is applied;
- The CAAT 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

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

The AMP is a document which defines the specific 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 CAMO (e.g., responsible person, forms used, etc.).

❑ General

This introductory paragraph should mention that the purpose of an AMP is to provide maintenance planning instructions necessary for the safe operation of the aircraft.

Specific reference to approved AMP (Document name/reference) managed by the CAMO must be included in this paragraph. It is also acceptable to refer to CAME 5.6.

1.2.1 AMP development process

This paragraph should explain the process for development of an AMP including responsible function.

❑ General

This introductory paragraph should mention that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft. Specific reference to approved maintenance programmes (Document name/reference) managed by the Organisation should be included in this paragraph or CAME 5.6.

❑ Development

This paragraph should describe the process used by the CAMO to develop an aircraft maintenance programme, including both aircraft-specific AMP development and, where applicable, the use of a generic or baseline AMP.

For an aircraft-specific AMP, the procedure should describe how the AMP is developed and customised for the particular aircraft registration or MSN. The procedure should address, as applicable:

- identification of the applicable aircraft type, model, series, registration, MSN, engine/APU model, configuration, modification status, repair status, and equipment fit;
- review of applicable source data, including MRB report, MPD, ICA, ALS, CMR, CDCCL, maintenance manual scheduling information, applicable ADs, mandatory continuing airworthiness information, operational requirements, and CAAT requirements;
- consideration of aircraft utilisation, operating environment, operational approvals, maintenance concept, maintenance packaging, and intended operation;
- for used aircraft, review of previous maintenance programme, maintenance history, maintenance status, bridging or phase-in assessment, life-limited parts status, component status, modification and repair status, defect status, and outstanding maintenance requirements;
- identification of applicable tasks, non-applicable tasks, additional tasks, different intervals, aircraft-specific limitations, and any maintenance actions required before operation;
- preparation, review, approval submission, implementation, and control of the AMP.

Where a generic or baseline AMP is used to support initial approval, approval variation for addition of an aircraft rating, or aircraft import/phase-in preparation, the procedure should describe how such AMP is developed, controlled, reviewed, and subsequently converted into an aircraft-specific AMP. The procedure should ensure that any assumptions, limitations, source document revisions, applicability

conditions, and aircraft-specific items requiring confirmation are clearly identified. A generic or baseline AMP should not be used as an aircraft-specific AMP for a particular aircraft registration or MSN unless it has been fully customised and approved or accepted in accordance with point M.A.302 or ML.A.302, as applicable. Where a CAMO or CAO approval or aircraft rating has been granted on the basis of a generic or baseline AMP without an aircraft registration or specific aircraft MSN, the procedure should require the addition of the first aircraft under that approval or rating to be submitted to CAAT for prior approval, unless otherwise accepted by CAAT.

- ❑ Content
  This paragraph should explain the format(s) of the AMP(s). Appendix I to AMC M.A.302(a) provides additional information.

- ❑ Sources
  This paragraph should identify the sources (MRB, MPD, maintenance manual, supplements, ICA, CAAT requirements, 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 AMP.

1.2.2 AMP amendments

This paragraph should describe the system for ensuring the continuing validity of the AMP. Particularly, it should show how any relevant information is used to update the AMP. This includes, as applicable, MRB report revisions, consequences of modifications, manufacturer and CAAT recommendations, in-service experience, reliability reports, and any other relevant sources. Applicable mandatory requirements for compliance with TCAR AIR Part-21 should be incorporated into the AMP as soon as possible.

- ❑ AMP Normal / Standard Revision procedure.
  - ❑ Triggers for AMP amendment, such as MPD/MRBR/ALS revisions, AD/MCAI, SB/SL, configuration changes, reliability data, AMP effectiveness review, CAAT requirement, operator policy, or correction of AMP content;
  - ❑ Classification of amendment type (if temporary revision is used);
  - ❑ Determination of approval route, including direct approval by CAAT and indirect approval under procedures approved by CAAT;
  - ❑ Preparation of amendment package, including affected sections/tasks, summary of changes, supporting justification, compliance checklist update, and draft AMP pages;
  - ❑ Control of revisions;
  - ❑ Review and internal approval before submission or implementation;
  - ❑ CAAT submission, notification, or indirect approval record, as applicable;
  - ❑ Distribution and control; and
  - ❑ Record keeping, including approval evidence, effective pages, TR record, summary of changes, supporting data, and incorporation status.

- ❑ AMP Temporary Revision procedure, if intended to be used.
  A Temporary Revision is a form of AMP amendment used for time-limited, interim, or transitional changes published in addition to the AMP Issue/Revision in effect. A TR does not, by itself, constitute indirect approval. Each TR shall be processed through the applicable approval route in accordance with the approved CAME procedure.

  Temporary Revisions should be cancelled when they expire, are superseded, are no longer valid, are withdrawn, or are incorporated into the next AMP Issue/Revision. Each TR should clearly identify its effective date and expiry date or validity condition. Where TR pages are issued, the TR number, effective date, and expiry date or validity condition should be indicated on each affected TR page. Where no fixed expiry date is assigned, the TR should identify the condition under which it will cease to be effective, such as incorporation into the next AMP Issue/Revision, supersession by another TR, completion of the

applicable modification or configuration change, withdrawal by the CA(M)O, or approval of a subsequent AMP revision.

For AMP changes requiring prior approval, the TR shall not be implemented until the required approval has been granted by CAAT. For AMP changes eligible for indirect approval, the TR may be implemented only when processed within the approved scope and procedure described in the CAME.

TR pages or TR content should be clearly distinguishable from permanent AMP content and controlled together with the applicable approved AMP Issue/Revision (e.g. used of yellow pages). Submission or notification of TR pages alone, without the applicable AMP context, approval status, effective date, validity control, and incorporation plan, is not acceptable.

The Record of Effective Temporary Revisions page of the AMP should refer to the approved CAME Temporary Revision procedure.

❑ AMP periodic review procedure and continuing validity of the AMP.
The CAME should describe the procedure used to ensure that each AMP remains up to date and valid. The procedure should address the following:

- ❑ Review interval
  The AMP details should be reviewed at least annually, or at a shorter interval where required by the approved procedure, the AMP, CAAT, or the applicable continuing airworthiness data.

  The annual AMP review is a minimum periodic review. It should not be used as a reason to delay the assessment or incorporation of applicable mandatory requirements, CAAT instructions, or other time-sensitive continuing airworthiness instructions.

- ❑ Purpose of the periodic review
  The periodic review should ensure that the AMP:
  - remains up to date with applicable source documents, mandatory requirements, CAAT instructions, and continuing airworthiness data;
  - remains valid for the aircraft configuration, operating environment, utilisation, age, maintenance concept, and operational context;
  - remains effective in light of operating experience, maintenance experience, reliability data, defects, maintenance findings, corrosion findings, repairs, modifications, and AMP effectiveness review output;
  - continues to adequately meet the maintenance needs of the aircraft and support the continuing airworthiness of the aircraft.

  The review should not be limited to an administrative check of AMP revision status.

- ❑ Source documents and mandatory requirements
  The review should consider, as applicable:
  - new or revised MRBR, MPD, ICA, ALS, CMR, CDCCL, maintenance manual scheduling information, service information, SBs, and other DAH/OEM instructions;
  - new or modified maintenance instructions issued by the TC holder, STC holder, DAH, OEM, or any other organisation publishing such data in accordance with Part-21 or equivalent requirements;
  - applicable mandatory requirements, including ADs, EADs, MCAI, ALS, CMR, CDCCL, life-limited parts requirements, mandatory ICA, and other mandatory continuing airworthiness instructions;
  - instructions issued by CAAT or the State of Registry.

  Applicable mandatory requirements for compliance with the aircraft design approval should be assessed and incorporated into the AMP **as soon as possible**, and should not be deferred until the next annual AMP review.

- ❑ Aircraft applicability and maintenance programme basis

The review should verify whether the AMP remains applicable to the aircraft and its current maintenance programme basis, taking into account, as applicable:

- aircraft configuration, MSN, registration, modification status, repair status, STC embodiment, SB embodiment, installed equipment, and operational approvals;
- additional or revised maintenance instructions arising from embodied modifications, repairs, STCs, SBs, or other configuration changes;
- aircraft age, utilisation, utilisation pattern, flight cycle ratio, operating profile, storage or parking condition, and operating environment;
- whether the actual aircraft utilisation or operating profile differs significantly from the assumptions used in the MRBR, MPD, ICA, or other maintenance planning basis.

Where significant differences are identified, the CAMO should assess whether AMP adjustment is necessary and whether consultation with the TC holder, STC holder, DAH, OEM, or CAAT is required.

- ❑ Operating experience, maintenance experience, and effectiveness

The review should consider whether operating or maintenance experience indicates that any AMP task, threshold, interval, method, inspection level, or applicability should be amended. The review should take into account, as applicable:

- scheduled and unscheduled maintenance results;
- deferred defects, repetitive defects, troubleshooting results, component removals, and significant maintenance findings;
- structural findings, corrosion findings, CPCP findings, EWIS findings, zonal findings, ageing aircraft findings, or other degradation-related findings;
- reliability programme output, AMP effectiveness review output, occurrence reports, safety risk assessment results, compliance monitoring findings, and CAAT findings or observations.

Where corrosion, structural damage, degradation, or adverse trends are found repeatedly before the scheduled inspection becomes due, the CAMO should assess whether de-escalation, additional inspection, fleet sampling, or other AMP amendment is necessary.

- ❑ AMP amendment and follow-up

Where the review identifies that the AMP is no longer fully up to date, valid, applicable, or effective, the CAMO should initiate the applicable AMP amendment process without undue delay.

The procedure should describe how the CAMO determines the applicable approval route, including direct approval by CAAT or indirect approval by the CAMO, depending on the nature of the amendment, the source of the requirement, the safety significance of the affected task, and the scope of the approved AMP amendment procedure.

- ❑ Records and review output

The procedure should describe how the AMP review is documented, including:

- review date and review period;
- aircraft or fleet covered;
- source documents and mandatory requirements reviewed;
- configuration, utilisation, operating environment, and maintenance programme basis reviewed;
- operating experience, maintenance experience, reliability data, AMP effectiveness review output, and findings reviewed;
- review conclusions and decisions;
- AMP amendments raised;
- approval route used, whether direct approval or indirect approval;
- implementation status, follow-up actions, and responsible persons.

1.2.3 AMP approval

This paragraph shall identify the person(s) responsible for submitting the AMP and any subsequent amendments to CAAT and outline the applicable procedures to be followed. The approval procedures include:

- Identification of signatories (direct/indirect approval)
- Submission procedure
- Confirmation of approval or acknowledgment
- Scope of amendments requiring direct or indirect approval
- Supporting forms and documents to be used

❑ AMP direct approval procedure by the CAAT.

❑ AMP indirect approval procedure by the CAMO from M.A.302(c) and/or CAMO.A.130(c) privileges:
Indicating the minor amendments subject to indirect approval procedure, responsible person, applicable procedure and forms to be used.

The indirect approval procedure should be documented in this section and approved by the CAAT (or State of Registry), based upon the ability of the organisation to deal adequately with the applicable requirements. This ability cannot normally be demonstrated at the time of initial approval. Therefore, the indirect approval privilege may not normally be granted before completion of the first oversight cycle. After this year period the organisation shall be able to demonstrate its ability to manage the indirect approval privilege.

In any case, the CAAT must continue to receive a copy and acknowledge receipt of all such changes when “indirectly” approved.

❑ AMP amendments eligible for indirect approval:
Where the CAMO has been granted an AMP indirect approval procedure, the CAME should define the AMP amendments that can be approved by the CAMO without prior approval by CAAT. Such amendments should remain within the approved AMP basis, approved aircraft rating, approved CAME procedure, approved indirect approval privilege, and applicable mandatory continuing airworthiness requirements. This includes, but is not limited to:

- editorial, typographical, formatting, cross-reference, terminology, task numbering, zoning, access panel reference, work card reference, or administrative corrections with no technical effect;
- incorporation of revisions in accordance with applicable MPD, MRBR, ALS, CMR, CDCCL, ICA, maintenance manual, service information, or other approved/accepted source documents;
- incorporation of maintenance tasks, inspections, airworthiness limitations, or configuration-specific requirements resulting from embodied modifications, STCs, repairs, ADs, SBs, or other changes, provided that the amendment is a direct incorporation of the applicable source document requirement and is supported by a documented AD, modification, repair, or configuration impact assessment, as applicable;
- amendments necessary to align the AMP with existing approved source data, where the change is a direct incorporation of the source requirement and does not introduce an alternative means of compliance, escalation, substitution, or relaxation of a task;
- aircraft-specific applicability, effectivity, configuration, registration, MSN, utilisation, or maintenance planning data updates, provided that the change only reflects verified aircraft configuration or operating data and does not change the approved maintenance requirement;
- de-escalation or more restrictive intervals in accordance with CAME 1.2.5.1, where supported by documented technical rationale, adverse findings, operating environment, reliability programme output, AMP effectiveness review, maintenance findings, or engineering assessment;
- additional maintenance tasks introduced at CAMO or operator discretion in accordance with CAME 1.2.5.3, provided that the task does not replace, delete, relax, or conflict with any mandatory or approved source requirement;

- non-safety-related task interval escalation in accordance with CAME 1.2.5.2, where supported by sufficient task-level data, interval exposure, task yield, reliability or AMP effectiveness review, engineering assessment, and post-implementation monitoring;
- non-safety-related changes to task type, method, access, or inspection level in accordance with CAME 1.2.5.4, where equivalent or improved effectiveness is demonstrated;
- AMP amendments resulting from reliability programme output or AMP effectiveness review, provided that the amendment remains within the approved indirect approval procedure and does not affect the AMP basis or programme logic.

❑ AMP approval procedure in accordance with CAMO.A.125(d)(5) privileges, in accordance with point ML.A.302(b)(2), for aircraft managed in accordance with TCAR AIR Part-ML.

1.2.4 Permitted variation to maintenance periods

This section is optional and may be annotated as 'Not applicable' if the CA(M)O does not intend to exercise the privilege for permitted variation to maintenance periods. For an initial CA(M)O approval, it is recommended that the CA(M)O does not seek this privilege unless it has established adequate procedures and is able to demonstrate effective implementation of the permitted variation process. Where this privilege is not approved, all maintenance tasks shall be accomplished at the intervals specified in the approved AMP.

This paragraph describes the procedure for approving permitted variations to maintenance periods, either directly approved by CAAT or indirectly approved by the CAMO, subject to procedures approved by CAAT.

A procedure may be established to allow a permitted variation (one-time extension) of a maintenance task due date for a specific aircraft when it is impossible to carry out the task within the prescribed interval due to exceptional and unforeseeable circumstances beyond the reasonable control of the CAMO or operator.

The purpose of a permitted variation is to provide a limited and temporary relief measure in exceptional situations where compliance with the scheduled maintenance interval becomes temporarily impracticable despite proper planning and reasonable efforts to arrange the maintenance in accordance with the approved Aircraft Maintenance Programme (AMP).

Permitted variation shall not be used as a routine maintenance planning flexibility, nor as a substitute for proper maintenance planning, resource allocation, or logistical preparation. The availability of this provision does not relieve the organisation from its responsibility to ensure that all required maintenance is properly scheduled, resourced, and performed within the intervals specified in the approved maintenance programme.

This permitted variation is different from the escalation of an established AMP task interval. A permitted variation applies only to the next due date of a task for a specific aircraft, whereas escalation permanently changes the task interval and may apply more broadly.

The procedure described in this paragraph should focus on the approval and control process for such variations. Details such as the types of tasks eligible for variation and the maximum allowable limits may be addressed within each AMP, as these may vary depending on the aircraft, engine, or component type.

CAMOs and operators are expected to minimise both the frequency and duration of permitted variations. Frequent or systematic use of permitted variation may indicate deficiencies in maintenance planning, resource allocation, or organisational management systems and may result in further oversight action by CAAT.

1.2.4.1 Variation principle

This paragraph shall describe the following principles:

(a) Permitted variation to a maintenance period prescribed by the AMP may be granted by CAAT on a case-by-case basis in situation where the CAMO is unable to arrange the required maintenance within the prescribed periods or intervals.

(b) A permitted variation applies to a specific aircraft and for a single occurrence. It is not intended as a planning tool but rather as a one-time, short-term extension of a maintenance task. This provision serves as an exceptional measure to allow the operator to continue flight operations for a limited period until the required maintenance can be accomplished. CAMOs are expected to make best efforts to minimize both the frequency and duration of such applications. Failure to comply with the conditions outlined in this section may result in a review and could lead to temporary or permanent withdrawal of the CAMO's privilege to apply for such variations.

(c) In line with the principles outlined, CAAT may monitor the number of permitted variations granted to an operator annually. If the number of variations is deemed excessive, CAAT may withdraw the privilege or revise the conditions under which the privilege is granted.

(d) A variation shall not be applied if there is evidence or reason to believe that it could endanger flight safety.

(e) The Air Navigation Act, CAAT Airworthiness Directives, and other applicable CAAT regulations take precedence over the conditions outlined herein.

(f) The CAMO may apply for a privilege to manage a one-time permitted variation without prior CAAT approval in accordance with M.A.302(b) and Appendix I to AMC M.A.302 Item 4. Granting this privilege depends on the compliance and safety performance of the CAMO, particularly on its capability to apply and manage permitted variation principles effectively.

When applying this one-time permitted variation procedure, the following principle shall be followed:

(1) One-time permitted variation shall not be applied for maintenance tasks that are already overdue.

(2) The CAMO shall be authorised to approve a single self-variation (one-time) provided that an appropriate permitted variation procedure is established in the CAME and the AMP for particular type of aircraft.

(3) Personnel authorised by the CAMO to grant the one-time permitted variation shall belong to the Compliance Monitoring function and shall be adequately trained in the relevant technical disciplines for the aircraft and engine type. They shall possess sufficient engineering and maintenance knowledge in terms of continuing airworthiness concept and maintenance planning activities.

(4) The CAMO shall seek approval from the CAAT for any additional variations with required supporting information from organisation responsible for type design.

1.2.4.2 Cases when the variation may be permitted

Variations should only be granted when the maintenance periods prescribed by the AMP (or documents in support of the programme) cannot be complied with due to unforeseeable circumstances, or conditions beyond the CAMO's reasonable control; these mean the events that:

(a) Could not reasonably have been predicted during normal maintenance planning.
(b) Are not caused by deficiencies in the CAMO management, planning, or organisational system.
(c) Prevent the aircraft from reaching a maintenance facility or the maintenance from being performed within the prescribed limit.
(d) Are temporary and exceptional in nature.

The following examples illustrate circumstances that may be considered as unforeseeable events or conditions beyond the CAMO's reasonable control. These examples are not exhaustive and shall be assessed on a case-by-case basis.

Examples of such circumstances:

A. Operational Disruptions – Situations where the aircraft cannot reach the planned maintenance location or cannot continue the planned schedule.

- Aircraft unable to reach the planned maintenance location due to severe weather conditions.
- Unscheduled grounding of an aircraft at an airport other than the main base.

- Diversion or aircraft being stranded at an outstation due to operational events (e.g. medical emergency, technical issue).
- Unexpected airport closure, airspace restriction, or security event preventing repositioning flights to the maintenance facility.

B. Maintenance Facility or Infrastructure Constraints – Situations where the maintenance facility or required infrastructure suddenly becomes unavailable.
- Maintenance provider suddenly ceases operations or goes out of business.
- Unplanned unavailability of hangar space due to delayed release of another aircraft occupying the facility.
- Unexpected damage or unavailability of maintenance facilities (e.g. hangar damage, fire, power outage).
- Airport infrastructure disruption affecting maintenance activities.

C. Maintenance Organisation Resource Constraints – Situations related to manpower or workload that could not reasonably have been anticipated.
- Unforeseen workload peak in the maintenance organisation.
- Unforeseen unavailability of qualified maintenance personnel (e.g. sudden illness or absence).
- Industrial action or labour disruption at the contracted maintenance organisation.

D. Supply Chain or Logistics Disruptions – Situations where required parts or materials cannot be obtained on time due to circumstances outside CAMO control.
- Unforeseen delay in parts provisioning.
- Unexpected logistics or transportation disruptions affecting delivery of parts.
- Customs clearance delays for imported components.
- Manufacturer supply shortages or unexpected back-order situations.

E. Equipment or Tooling Unavailability – Situations where maintenance cannot be performed because essential equipment is unavailable.
- Unforeseen unavailability or unserviceability of a required tool or specialised equipment.
- Failure or sudden unserviceability of ground support equipment required for the maintenance task.

F. Fleet Operational Changes – Situations where operational fleet changes create unexpected maintenance scheduling conflicts.
- Unforeseen change of aircraft allocation due to significant ground damage to another aircraft in the fleet, requiring substitution of aircraft and affecting maintenance scheduling.

Examples of situations normally **NOT considered acceptable** justification:
- Financial or budgetary constraints of the operator or CAMO
- Cash-flow problems delaying procurement of required parts
- Commercial decisions to postpone maintenance due to cost considerations
- Inadequate maintenance planning or provisioning

Financial or budgetary constraints of the CAMO or operator shall not be considered as unforeseeable circumstances. In accordance with CAMO.A.305(a), the Accountable Manager is responsible for ensuring that sufficient resources, including financial resources, are available to support continuing airworthiness activities. Furthermore, the Accountable Manager commits in the CAME exposition statement to provide the necessary resources to ensure compliance with applicable airworthiness requirements. Therefore, lack of funding for maintenance or parts provisioning cannot be considered as a valid justification for applying a permitted variation.

In the case of an independent CAMO managing aircraft owned by a third party, financial responsibility for maintenance normally rests with the aircraft owner or operator. However, lack of funding from the owner or operator shall not be considered an unforeseeable circumstance for the purpose of applying permitted variation. The CAMO remains responsible for ensuring that maintenance requirements are properly planned and communicated to the owner in a timely manner.

1.2.4.3 AMP tasks subject to permitted variation procedure and AMP tasks excluded

This paragraph shall list all tasks that can be applied for permitted variation. However, a list of excluded tasks which cannot be applied by the permitted variation can also be established instead. When establishing the list of exceptions, the owner or the CAMO shall always review the instructions provided by the (S)TCH. As a general rule, permitted variations shall NOT be applied to any mandatory maintenance task or as specified by the (S)TCH, such as (non-comprehensive list):

(a) Components for which an ultimate (scrap) or retirement life has been prescribed (e.g. primary structure of components with limited fatigue lives and high energy rotating parts or which containment is not provided, or Life-limited Items). Details concerning all items of this nature are included in the Type Certificate Holder's documents or manuals
(b) Tasks related to MCAI such as ADs
(c) Maintenance Programme tasks which have been classified as mandatory by the (S)TCH, State of Design, or the Authority
(d) Certification Maintenance Requirements (CMR) unless specifically approved by the manufacturer and agreed by the State of Design
(e) Airworthiness Limitation Items (ALIs) or Airworthiness Limitation Sections (ALS)
(f) Fuel Airworthiness Limitation (FAL)
(g) Critical Design Configuration Control Limitations (CDCCL Items)
(h) EDTO / ETOPS related tasks
(i) Safety Directives
(j) Tasks derived from MRB/MPD based on MSG-3 analysis and with a Failure Effect Category (FEC) of 5 - 'Evident Safety Effect' and 8 - ‘Hidden Safety Effect’
(k) Tasks related to system or equipment required by operational requirements
(l) Aircraft weighing tasks
(m) Any other tasks prohibited by CAAT

It is acceptable to refer to a specific chapter/paragraph in the AMP for the established list which can be different for each type of aircraft.

Within the AMP, limitations may also be specified by task group or task type. For example, a statement such as “C-check to be performed at 1,000 flight hours ±100 flight hours” means that “a permitted variation of 10% is applied to all lubrication task intervals”, but “no permitted variation is applied to any life limit or tasks in the criteria prescribed in this paragraph”.

If a permitted variation to a mandatory task is necessary, the CAMO shall submit an application to CAAT for, accompanied by supporting documentation from the (S)TCH. Furthermore, for tasks related to MCAI, ALIs, CMRs, or other items mandated by the State of Design’s authority, coordination with that authority is also required prior to any variation approval.

Any flight carried out under such permitted variation shall comply with the conditions specified by the organisation responsible for the type design. This includes applicable provisions in the MEL or CDL, such as those relating to emergency equipment and other safety-related systems.

1.2.4.4 Maximum allowed variation

This paragraph can be referred to dedicated paragraph in the AMP for each type of aircraft.

Where the (S)TCH — whether for the aircraft, engine, propeller, or other components — has specified allowable variations to maintenance periods/intervals, the CAMO may apply such variations by establishing appropriate procedures in its AMP, based on the maintenance programme provided by the (S)TCH, including those prescribed variations.

Where the TC/STC holder has defined tolerances (e.g. margins, short-term escalations, or similar provisions) that may be applied to maintenance periods / intervals for maintenance scheduling purposes, the CAMO may apply these tolerances without prior CAAT approval, provided that the AMP includes detailed procedures. These procedures shall clearly define the scope of tolerance, methods of control, and record-keeping requirements. It is important to emphasize that such tolerances shall not be used in combination with any

permitted variation procedure. If the required extension exceeds the defined tolerance, the CAMO shall seek CAAT approval for a variation beyond the scope of those tolerances.

AMP containing comprehensive details of the tolerance, including the means of control and records. It is crucial to note that the CAMO should not combine the use of these tolerances with any permitted variations. The CAMO shall seek approval for the variation outside the scope of those tolerances.

Where the (S)TCH has not prescribed any permitted variation to any maintenance periods, the CAMO may still propose such variations by establishing a procedure in the AMP, if there is no objection from the (S)TCH and the proposed variation limits are approved by the CAAT. The following example illustrates possible variation limits to be included in AMP:

EXAMPLE 32: Maximum allowed variation

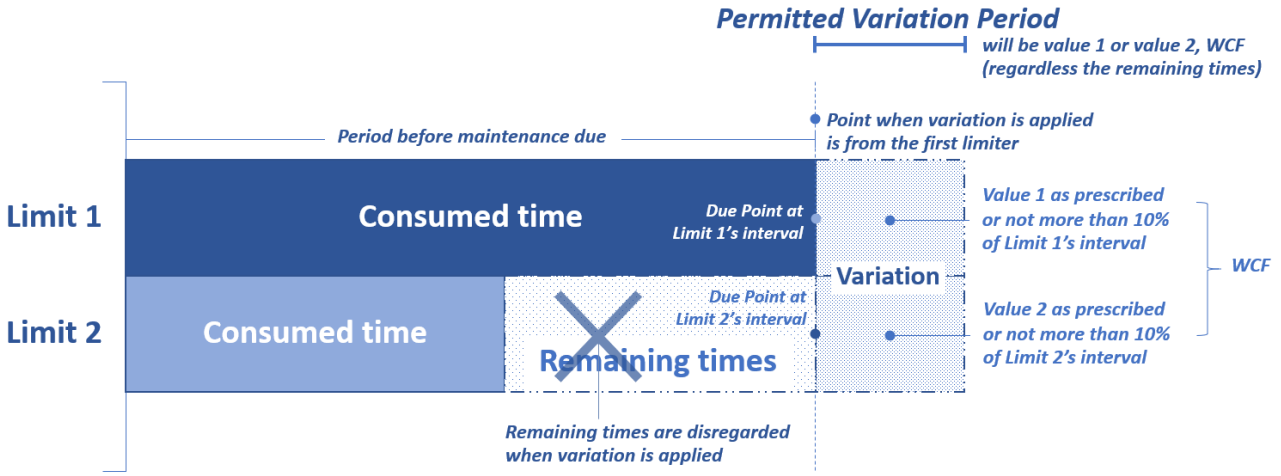
Interval Usage Parameter		Definitions
Flight Hour (FH) Interval	5 000 FH or less	10%
	More than 5 000 FH	500 FH
Flight Cycle (FC)/ Landing Interval	500 FC or less	5%
	More than 500 FC	250 FC
Calendar Interval	12 months or less	10% or 1 month (whichever occurs first)
	Between 12 months and 36 months	2 months
	More than 36 months	3 months
Items controlled by more than one interval usage parameter (e.g., FH and Calendar, FH and FC, or FH and FC and Calendar)		The more restricted allowed variation shall be applied.

1.2.4.5 Application of the variation

Unless otherwise specified by the (S)TCH and agreed by CAAT, permitted variations shall be applied according to the following principles:

(a) The application of a permitted variation does not constitute an escalation of the maintenance task interval.
(b) A permitted variation may only be applied prior to or when the task is due, i.e., at the time of the prescribed limit has been reached.
(c) For tasks controlled by multiple limits under a “whichever comes first (WCF)” logic, permitted variations shall not be applied cumulatively. When applying the variation, all remaining times on the other limits shall be disregarded. The permitted variation is equal to the value defined in the approved procedure, typically not exceeding 10% of the prescribed interval.
(d) Prior approval from CAAT is required if the variation is applied in a manner different from these principles.
(e) When the permitted variation is applied, it shall be clearly recorded as a part of aircraft continuing airworthiness record system and, as applicable, ATLS.

The following illustration demonstrates the utilisation of the permitted variation applied under this circumstance:

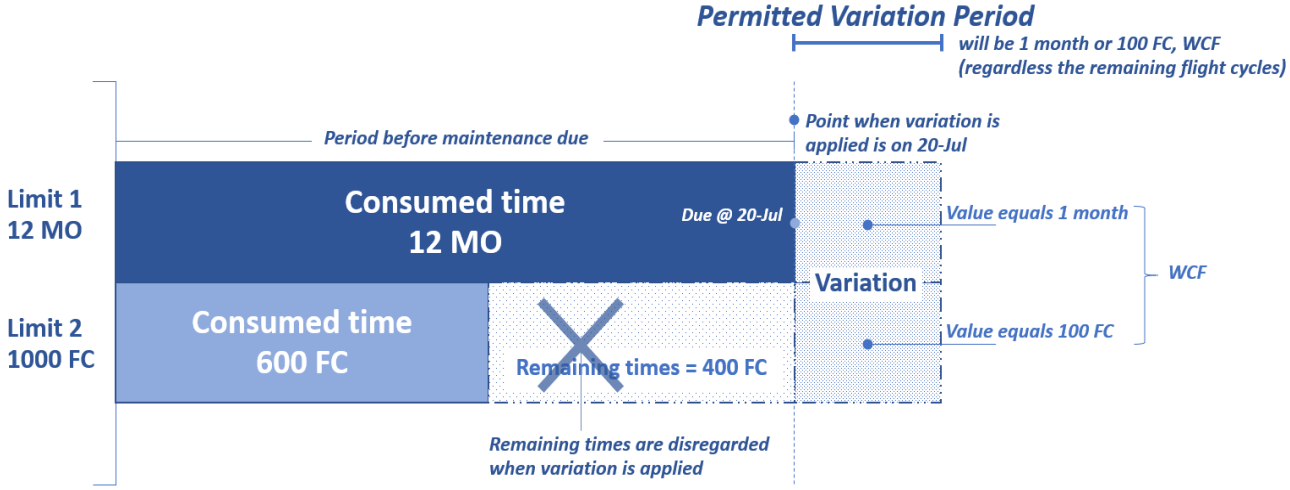


Where a task is controlled by multiple limits (Limit 1 & 2), the permitted variation is applied from the first limit that becomes due (Limit 1's Due Point). The remaining time under the other limit (Remaining time of Limit 2) is disregarded and shall not be added to the variation period. The permitted variation is limited to the value specified in the approved procedure and does not constitute an escalation of the task interval.

EXAMPLE 33: Application of permitted variation controlled by 2 limiters – due calendar first

Scenario 1:

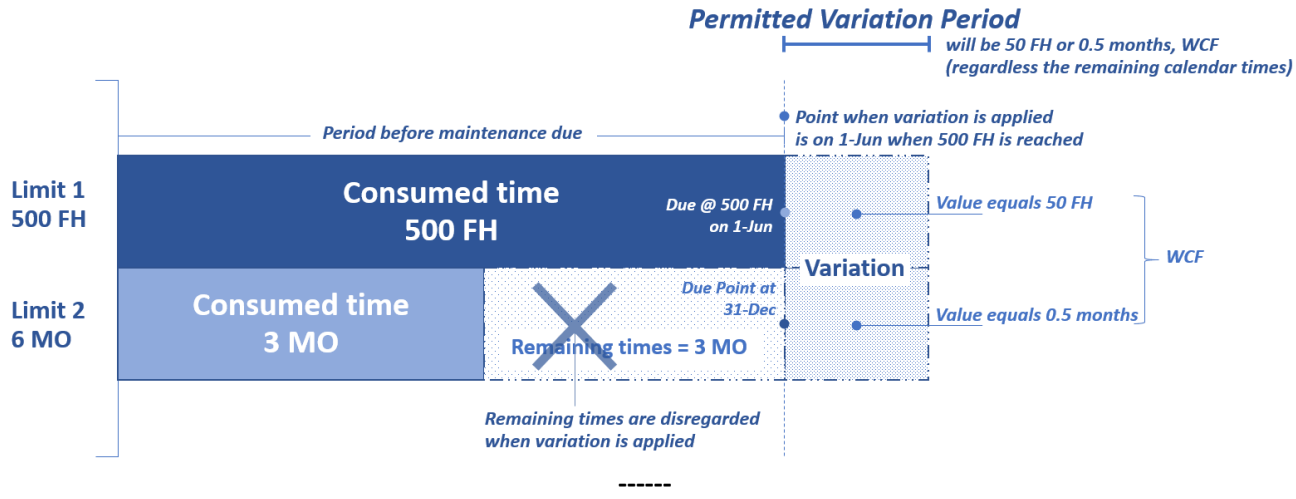
For items controlled by both calendar time and flight cycle (FC) limits under a WCF logic, the permitted variation is applied at the point when the first limit becomes due (e.g. 20th July). The permitted variation period—typically 1 month or 100 FC—commences from the due date (20th July), irrespective of any remaining margin on the other limit.



EXAMPLE 34: Application of permitted variation controlled by 2 limiters – due flight time first

Scenario 2:

For items controlled by both flying hours (FH) and calendar time under a WCF logic, the permitted variation is applied at the point when the first limit is reached (e.g. on 1st June when 500 FH is accumulated). The permitted variation period — typically 50 FH or 0.5 months — commences from the due date (1st June), regardless of any remaining time on the calendar limit.



1.2.4.6 Calculation of the Next Due Date

The application of permitted variations shall not result in the task being performed less frequently. Unless specified by the (S)TCH's Maintenance Programme Document (MPD), Master Service Manual (MSM), or equivalent, or as specifically agreed by the CAAT, the next due date for the affected maintenance task shall be calculated based on the original due date (not the actual maintenance accomplishment date).

The interval to the next required inspection shall therefore begin with the original due date — prior to the application of the variation. No extension may be carried forward to the subsequent interval.

In case the aircraft is grounded, permitted variation of the maintenance tasks controlled by calendar time other than parking or storage maintenance tasks may be accepted to exceed due date. In such cases, the maintenance task shall be performed prior to the next flight, and the next due date may then be calculated from the actual date of accomplishment of that task.

1.2.4.7 Variation management procedure

The procedure for variation to maintenance periods shall be defined by the CAMO and consists of:

- ❑ A description of personnel with specific duties and responsibilities for request arrangement in case of CAAT approval or notification preparation and controlling the variations.

- ❑ A description of documents to be submitted to CAAT for approval request or for internal approval in case of one-time variation should consist of:
  (1) Aircraft identification, by registration marks
  (2) Justification of the need for such a variation
  (3) The list of maintenance tasks to be applied with variation
  (4) Reference of maintenance tasks to be applied with variation from master data (e.g. MPD)
  (5) Extracted variation procedure from (as applicable):
    - Manufacturer's latest revision MPD, or AMM
    - Latest revision procedural manual (CAME and/or AMP)
  (6) Proposed variation in the appropriate figure (flight hours, flight cycles, calendars, etc.)
  (7) Current inspection status of the aircraft

(8) List of any aircraft deferred defects which are affected by the variation
(9) Consultation procedure for support information from design organisation.
(10) Confirmation that the variation does not affect any mandatory maintenance tasks, life limitation, ADs etc.
(11) Compensation tasks (i.e. additional maintenance tasks undertaken to be performed before the new proposed limit).
(12) Supporting documents relevant to the reason of the variation
(13) For one-time variation, the authorisation for the variation (letter, form, or email)
(14) For a second variation, supporting documents from design organisation is required

❑ A procedure to ensure that the use of variation is recorded in the aircraft continuing airworthiness record system and applicable ATLS with a copy of the authorising or approval document being kept and remained with the records for the associated period to which the permitted variation is applied.

❑ A description to retain a copy of the applied permitted variation and relevant documents for a minimum period of 90 days after the aircraft has been permanently withdrawn from service.

❑ A procedure to summarize the use of all permitted variation to maintenance period (both CAAT approval or internal approval) to support the analysis for minimization on both the frequency and duration of permitted variations

❑ When self-extension or one-time permitted variation privilege is granted, the procedure shall include:
(1) Details of the position of the nominated personnel responsible for the authorising the variation acceptable to the CAAT
(2) A description of how to assess, authorise, control, monitor, and document the variation
(3) Identification of any forms used for variation authorisation

1.2.5 Use of alternate and/or additional AMP instructions in accordance with M.A.302(e)

This section is optional and may be annotated as “Not applicable” if the CAMO does not intend to propose or use alternate and/or additional AMP instructions to those referred to in M.A.302(d)(2).

This section should describe the procedure used by the CAMO to develop, justify, approve, implement, monitor, and record alternate and/or additional AMP instructions, within the scope selected in CAME 0.2.3.1, Organisation privileges. The CAMO shall not exercise any process outside the approved scope or outside the approved procedure described in this section.

For the purpose of this section, alternate and/or additional AMP instructions may include:
(a) De-escalation or more restrictive task intervals;
(b) Escalation of maintenance task intervals;
(c) Additional maintenance tasks introduced at CAMO discretion; and
(d) Changes to task type, method, or inspection level.

No alternate and/or additional AMP instruction shall be introduced into the AMP unless it is approved through one of the following routes:
(a) Direct approval by CAAT; or
(b) Indirect approval under procedures approved by CAAT, where such indirect approval is permitted and within the approved scope of the CAMO.

For an initial CAMO approval, it is recommended that the CAMO does not seek approval for alternate and/or additional AMP instructions unless the CAMO has established sufficient procedures and can demonstrate effective implementation, including data collection, performance standards or review triggers, AMP effectiveness review, engineering assessment, risk assessment, internal approval, AMP amendment control, implementation planning, monitoring, and record keeping.

Before a CAMO is granted a privilege related to the use of alternate and/or additional AMP instructions under this section, the organisation should demonstrate that it has sufficient organisation-level experience for the specific aircraft rating concerned.

The purpose of the experience criteria is to ensure that the CAMO has established and effectively used the necessary continuing airworthiness management processes before exercising the relevant privilege. Such experience should be demonstrated at organisation level and should not rely solely on the qualification or experience of individual personnel.

The assessment should consider, as applicable, the CAMO's experience in managing the applicable aircraft rating, AMP effectiveness review, reliability programme review where applicable, AMP amendment and indirect approval management, maintenance planning control, maintenance records integrity, data accuracy, contracted maintenance organisation interface, training and competency system, and compliance monitoring of the implemented privilege.

Experience and Maturity Criteria for Granting AMP-Related Privileges under M.A.302(e)		
Privilege		**Organisation-level experience (for specific aircraft rating)**
A	De-escalation or more restrictive task intervals (Indirect approval)	• 3-year of AMP effectiveness review for the operating aircraft rating • 2-year in indirect approval management of AMP with no unresolve systematic findings
B	Escalation of non-safety-related maintenance task intervals (Direct approval)	• 3-year of A privilege • For the last 3 years, no unresolve systematic findings on AMP effectiveness review (or reliability programme integrity and review), maintenance records integrity, AMP control, maintenance planning, or AMO interfaces • Clear training syllabus and competency assessment of applicable staff on reliability, AMP, MRBR/MPD, task effectiveness, data integrity, risk assessment • Effective compliance monitoring function during exercise A privilege
C	Escalation of non-safety-related maintenance task intervals (Indirect approval)	• 2-year in B privilege • Effective compliance monitoring function during exercise B privilege
D	Escalation of safety-related maintenance task intervals (Direct approval)	• 2-year in C privilege • Effective compliance monitoring function during exercise C privilege
E	Additional maintenance tasks introduced at CAMO discretion (Indirect approval)	• 1-year in AMP effectiveness review for the operating aircraft rating • 1-year in indirect approval management of AMP with no unresolve systematic findings
F	Changes to non-safety-related maintenance task type, method, or inspection level (Indirect approval)	• 2-year of AMP effectiveness review for the operating aircraft rating • 2-year in indirect approval management of AMP with no unresolve systematic findings
G	Changes to safety-related maintenance task type, method, or inspection level (Direct approval)	• 2-year in F privilege • Effective compliance monitoring function during exercise F privilege

NOTE: The table above establishes only the minimum organisation-level experience expected for each privilege and for each specific aircraft rating. Meeting the experience criteria does not automatically grant the privilege.

When applying for a privilege, the CAMO should still demonstrate compliance with the applicable requirements and provide evidence that the relevant procedure is complete, controlled, auditable, and effectively implemented. CAAT may consider the quality of the CAME procedure, supporting records, data

integrity, training and competency system, compliance monitoring results, previous implementation performance, and any finding history before granting, limiting, suspending, or refusing the requested privilege. Where the CAMO meets the experience criteria but cannot demonstrate effective implementation or adequate control of the relevant process, CAAT may require the privilege to remain subject to direct approval, may limit the approved scope, or may require additional conditions, monitoring, reporting, or post-implementation review.

For the purpose of this table, "AMP effectiveness review" means a structured and documented review performed by the CAMO to determine whether the approved AMP remains effective for the aircraft rating concerned. The review should not be limited to a general statement that the AMP is satisfactory. It should include the use of relevant continuing airworthiness data, such as AMP accomplishment records, scheduled maintenance findings, technical log defects, repetitive defects, deferred defects, component removals, operational interruptions, reliability programme outputs where applicable, maintenance organisation feedback, and other in-service experience. It should demonstrate that the CAMO is capable of identifying adverse trends, ineffective tasks, insufficient intervals, excessive maintenance burden, missing or duplicated tasks, data quality issues, and the need for AMP amendment. The review should also show that the CAMO has a feedback loop from the review result to engineering assessment, AMP amendment, maintenance planning update, implementation control, and post-implementation monitoring.

For the purpose of this table, "effective compliance monitoring function" means that the CAMO's compliance monitoring system has actively verified the implementation and effectiveness of the relevant privilege. This should include internal audit or compliance monitoring activities covering the applicable procedure, AMP amendment control, indirect approval control, data integrity, reliability or AMP effectiveness review data, maintenance planning system update, contracted maintenance organisation interface, implementation records, concerned staff competency and post-implementation review. It should be able to identify non-compliance, weak implementation, misuse of privilege, insufficient justification, data quality deficiencies, the lack of staff competency or ineffective post-implementation monitoring. The organisation should also demonstrate that findings or observations raised by internal audit or CAAT audit have been properly analysed, corrected, and closed, and that no unresolved significant or systemic findings remain in the areas relevant to the requested privilege.

1.2.5.1 De-escalation / More Restrictive Task Intervals

De-escalation means reducing an AMP task interval or introducing a more restrictive interval than that proposed by the Type Certificate Holder, Supplemental Type Certificate Holder, DAH, or other source document.

The CAME should describe how the CAMO uses data, evidence, operating experience, operator policy, or technical justification to determine whether a more restrictive interval is necessary or appropriate.

The procedure should include:

- ❑ Identification of the affected aircraft or fleet, AMP task reference, source document, current interval, and proposed more restrictive interval;
- ❑ Reason for introducing the more restrictive interval, such as reliability data, AMP effectiveness review, defect trends, maintenance findings, operating experience, operating environment, DAH/OEM source document revision, operator policy, or other technical reason;
- ❑ Review of the source and restriction of the task, including confirmation that the change does not conflict with applicable ICA, ALS, AD, EAD, MCAI, CMR, CDCCL, EWIS, FTS, life-limited parts, or other mandatory continuing airworthiness requirements;
- ❑ Identification and review of relevant data or evidence supporting the reduced interval;
- ❑ Assessment of whether the data is applicable to the aircraft or fleet concerned;

- ❑ Assessment of maintenance-induced risk and task effectiveness impact from increased frequency; Assessment of whether the proposed more restrictive interval may introduce additional risk or reduce the effectiveness of the AMP due to repeated maintenance access, early task accomplishment, or disturbance of serviceable systems, components, structures, zones, wiring, panels, doors, cowlings, fairings, or other adjacent installations. The assessment should consider, as applicable:
  - Incorrect reinstallation of components, panels, fairings, access doors, or cowlings;
  - Unsecured, incorrectly latched, or incorrectly torqued latch, lock, fastener, hinge, pin, clamp, or support;
  - Engine cowling, access panel, service door, or fairing not properly closed or secured after maintenance;
  - Connector, bonding lead, grounding strap, drain line, duct, hose, tube, or control linkage not reconnected or not restored to its correct position;
  - Clamp, bracket, support, routing, protection, or separation not restored after access;
  - Damage to seals, gaskets, liners, insulation, ducts, hoses, wiring, connectors, or surrounding structure during repeated access or closure;
  - FOD introduction or tool/material left behind in the accessed area;
  - Wiring chafing, pinched wire, disturbed EWIS protection, or loss of segregation caused by repeated access;
  - Disturbance of adjacent systems or components not directly related to the task;
  - Increased opportunity for human error due to frequent repetitive access/closure tasks;
  - Potential parts departing from aircraft, such as engine cowling, access panel, fairing, or door departure resulting from incomplete closure, incorrect latch engagement, or inadequate post-maintenance verification;
  - Loss of task yield or loss of the intended detection opportunity where a task is repeatedly performed significantly earlier than its intended interval;
  - Distortion of AMP effectiveness or reliability assessment where repeated early accomplishment results in “no finding” data that may not represent the condition expected near the approved interval; and
  - For structural, fatigue-related, ageing aircraft, zonal, EWIS, or other degradation-detection tasks, the possibility that excessive early accomplishment may fail to capture degradation intended to be detected at or near the established threshold or interval.
- ❑ Determination that the change is within the CAMO’s approved scope in CAME 0.2.3;
- ❑ Determination of the applicable indirect approval requirement;
- ❑ Preparation of AMP amendment and maintenance planning system update, including identification of de-escalated tasks;
- ❑ Implementation timeline concept based on risk or urgency, which may be immediate, phased, or at the next scheduled opportunity;
- ❑ Review criteria to determine whether the more restrictive interval remains necessary and effective; and
- ❑ Retention of the complete justification, approval, implementation, and review records.

De-escalation or more restrictive intervals is processed through an indirect approval procedure approved by CAAT, where this scope is selected in CAME 0.2.3 and the change is eligible under this procedure.

The AMP should clearly identify any CAMO-introduced more restrictive interval, including the source interval, the CAMO-applied interval, reason or justification, effective date, and review requirement.

1.2.5.2 Escalation of Maintenance Task Intervals

Escalation means an increase of an established AMP task interval.

The CAME should describe how the CAMO uses data and evidence to justify that the proposed escalated interval remains effective and does not adversely affect continuing airworthiness.

Escalation shall be assessed at individual task level and shall not be justified only by general fleet performance, general reliability performance, or a statement that no adverse trend exists.

The escalation procedure should include:

- ❑ Scope of the escalation procedures, including whether it covers safety-related or non-safety-related maintenance task intervals;
- ❑ Identification of the affected aircraft or fleet, AMP task reference, source document, current approved interval, and proposed escalated interval;
- ❑ Review of the source and restriction of the task, including whether the task is associated with ALS, MRBR, MPD, AD, EAD, MCAI, ALI, CMR, CDCCL, EWIS, FTS, L/HIRF, SSI, life-limited parts, or other mandatory continuing airworthiness requirements;
- ❑ Classification of the task as safety-related or non-safety-related;
- ❑ Identification of the data and evidence used to support the escalation, such as AMP accomplishment records, task findings, technical log defects, maintenance reports, repetitive defects, deferred defects, component removals, reliability data, health monitoring data, operational interruption data, DAH/OEM information, or other relevant in-service experience;
- ❑ Assessment of data quality, completeness, traceability, representativeness, and applicability to the aircraft or fleet concerned;
- ❑ Assessment of task yield where task accomplishment data is used. Tasks performed significantly earlier than the approved interval should not normally be used as “zero finding” evidence to justify escalation unless the CAMO can justify that the data remains representative of the interval being evaluated;
- ❑ Review of maintenance findings, defect history, operational reliability data, and previous task performance results relevant to the task;
- ❑ Technical assessment of task purpose, failure mode, failure consequence, detectability, and continued task effectiveness at the proposed interval;
- ❑ Risk assessment, including operational exposure, possible adverse continuing airworthiness effect, and maintenance-induced risk;
- ❑ Coordination with DAH, (S)TCH, OEM, State of Design, or CAAT, where necessary;
- ❑ Determination of the applicable approval route;
- ❑ Preparation of AMP amendment and maintenance planning system update, including identification of escalated tasks;
- ❑ Implementation control, including prevention of implementation before completion of the applicable approval process;
- ❑ Post-implementation monitoring criteria, including criteria for de-escalation, suspension, or further review; and
- ❑ Retention of the complete escalation proposal package and approval records.

A. Escalation of safety-related maintenance task intervals

Escalation of safety-related maintenance task intervals shall be subject to direct approval by CAAT.

Safety-related tasks include, but are not limited to:

(a) Mandatory continuing airworthiness instructions, including ALS, ALI, CMR, life-limited parts, and specific requirements in the TCDS;
(b) Tasks mandated by AD, EAD, MCAI, or other mandatory instruction;
(c) Tasks related to SSI, fatigue critical structure, damage tolerance, or ageing aircraft requirements;

(d) MRBR tasks associated with safety-related failure effect categories, including evident safety or hidden safety consequences;
(e) Tasks related to emergency equipment, flight-safety-critical components, critical systems, EWIS, EZAP, CDCCL, L/HIRF, FTS, flight controls, landing gear, braking, fire protection, or oxygen systems; and
(f) Tasks identified by the DAH, MRBR, MPD, ALS, or CAAT as safety-related or not eligible for indirect approval.

The proposal should include sufficient technical justification and, where applicable, evidence of coordination with the DAH, State of Design, or other relevant authority.

Where the proposed change affects an AD, EAD, MCAI, ALS, ALI, CMR, life-limited parts, or other mandatory continuing airworthiness requirement, it shall not be processed only as AMP task interval escalation. Such change shall be processed through the applicable AMOC or equivalent approval process acceptable to CAAT.

B. Escalation of non-safety-related maintenance task intervals

Escalation of non-safety-related maintenance task intervals may be:
(a) Directly approved by CAAT; or
(b) Indirectly approved by the CAMO under procedures approved by CAAT, where this scope is selected in CAME 0.2.3.1 and the task is eligible under this procedure.

Direct approval should be used when:
(a) The CAMO is not approved for indirect approval of task interval escalation;
(b) The proposed escalation is outside the approved indirect approval scope;
(c) The CAMO cannot conclusively demonstrate that the task is non-safety-related;
(d) The proposed escalation has not been previously applied by the CAMO, is outside normal practice, or is not supported by sufficient and relevant data;
(e) Adverse trends, previous findings, or known service experience indicate a need for CAAT review; or
(f) CAAT requires direct approval.

Before implementing an escalated interval, the CAMO should verify that no life-limited item, mandatory task, airworthiness limitation, AD/MCAI requirement, or other controlled limitation will be exceeded as a consequence of the escalated interval.

The escalated interval shall not be implemented until the applicable approval has been granted.

1.2.5.3 Additional Maintenance Tasks Introduced at CAMO/Operator Discretion

Additional maintenance tasks may be introduced at CAMO/operator discretion when supported by relevant data, evidence, operating experience, operator policy, or technical justification.

The CAME should describe how the CAMO identifies the need for an additional task, assesses its technical suitability, approves the AMP amendment, implements the task, and monitors its effectiveness.

The procedure should include:

- ❑ Identification of the reason for introducing the additional task, such as reliability data, AMP effectiveness review, defect trends, maintenance findings, operating environment, operator policy, manufacturer recommendation, Service Letter, product improvement, maintenance practice, cabin/interior/appearance standard, administrative support, or other in-service experience;
- ❑ Identification of whether the task is related to continuing airworthiness, operational reliability, operator policy, cabin/appearance standard, administrative support, or another non-mandatory objective;
- ❑ Identification of the affected aircraft or fleet, applicability, configuration, modification status, utilisation, and operating environment;
- ❑ Review of applicable ICA and mandatory continuing airworthiness requirements to ensure that the additional task does not conflict with, replace, or obscure mandatory requirements;
- ❑ Review of whether the task conflicts with, duplicates, or affects existing AMP tasks;

- ❑ Assessment of possible impact on systems, components, structures, zones, wiring, access panels, critical design features, or existing maintenance tasks;
- ❑ Assessment of maintenance-induced risk, including unnecessary disturbance of serviceable systems;
- ❑ Consultation with the Type Certificate Holder, Supplemental Type Certificate Holder, DAH, OEM, or maintenance organisation, where necessary;
- ❑ Definition of task description, applicability, threshold, interval, method, maintenance data or procedure to be used, required tools/equipment, personnel competence, acceptance criteria, recording requirement, and follow-up action;
- ❑ Determination that the task is within the CAMO's approved scope in CAME 0.2.3;
- ❑ Determination of the applicable indirect approval requirement;
- ❑ Preparation of AMP amendment and maintenance planning system update, including identification of additional maintenance tasks
- ❑ Implementation timing based on risk, operational need, or technical reason;
- ❑ Post-implementation review criteria to determine whether the task is effective and remains justified; and
- ❑ Retention of the complete justification, approval, implementation, and review records.

Additional tasks introduced at CAMO/operator discretion are processed through an indirect approval procedure approved by CAAT, where this scope is selected in CAME 0.2.3 and the task is eligible under this procedure.

The additional task should be clearly identified in the AMP as an additional task introduced at the discretion of the CAMO/operator. The AMP should include its source or justification, applicability, threshold, interval, method, acceptance criteria, recording requirement, follow-up action, effective date, and review requirement.

The CAMO should monitor the effectiveness of the additional task and amend or delete the task when it is no longer justified, ineffective, duplicative, or no longer applicable.

1.2.5.4 Changes to the Task Type, Method, or Inspection Level

Changes to task type, method, or inspection level include changes that alter how a task is performed, detected, inspected, tested, or evaluated.

Examples may include:

- General Visual Inspection to Detailed Inspection;
- Operational Check to Functional Check;
- Visual check to inspection using specified aids;
- Zonal task to stand-alone task; or
- Change to task procedure, inspection method, access requirement, or acceptance criteria.

The CAME should describe how the CAMO uses data and evidence to justify the proposed change to task type, method, or inspection level.

The procedure should include:

- ❑ Identification of the affected aircraft or fleet, AMP task reference, source document, current task type/method/inspection level, and proposed task type/method/inspection level;
- ❑ Reason for the proposed change;
- ❑ Review of the original task intent, targeted failure mode, expected detection capability, and acceptance criteria;
- ❑ Classification of the maintenance task as safety-related or non-safety-related;

- ❑ Review of the source and restriction of the task, including whether the task is associated with AD, EAD, MCAI, ALS, ALI, CMR, CDCCL, EWIS, FTS, L/HIRF, SSI, life-limited parts, or other mandatory continuing airworthiness requirements;
- ❑ Review of relevant maintenance findings, defect history, AMP effectiveness review, reliability data, DAH/OEM information, or other evidence supporting the change;
- ❑ Assessment of whether the proposed change maintains or improves task effectiveness and does not reduce the original task intent;
- ❑ Identification of required maintenance data, tools, equipment, access, environmental conditions, personnel competence, and acceptance criteria;
- ❑ Assessment of possible effects on other systems, structures, components, wiring, zones, or existing AMP tasks;
- ❑ Maintenance-induced risk assessment;
- ❑ Consultation with DAH, OEM, or maintenance organisation, where necessary;
- ❑ Determination of the applicable approval route;
- ❑ Preparation of AMP amendment and maintenance planning system update, including identification of tasks with changed task type, method, or inspection level;
- ❑ Implementation control, including availability of required maintenance data, tools, access, competence, and work package controls before implementation;
- ❑ Post-implementation review criteria; and
- ❑ Retention of the complete justification, approval, implementation, and review records.

A. Changes to safety-related maintenance tasks

Changes to task type, method, or inspection level of safety-related maintenance tasks shall be subject to direct approval by CAAT.

The proposal should demonstrate that the change does not reduce the task intent, detection capability, failure management function, or continuing airworthiness control intended by the original task.

Where the change affects AD, EAD, MCAI, ALS, ALI, CMR, life-limited parts, or other mandatory continuing airworthiness requirements, the change shall be managed through the applicable direct approval, AMOC, or equivalent approval process acceptable to CAAT.

B. Changes to non-safety-related maintenance tasks

Changes to task type, method, or inspection level of non-safety-related maintenance tasks may be processed through an indirect approval procedure approved by CAAT, where this scope is selected in CAME 0.2.3 and the change is eligible under this procedure.

The CAMO should ensure that the change is technically justified, does not create maintenance-induced risk, does not conflict with applicable ICA or mandatory continuing airworthiness requirements, and remains within the approved scope of the CAMO procedure.

The AMP should clearly identify the approved change and the basis for the change.

1.2.6 CAMO planning and maintenance arrangement

The CAMO is responsible for determining the maintenance requirements necessary to ensure the continued airworthiness of the aircraft, including what maintenance to be performed, when it shall be carried out, by whom, and in accordance with which approved data.

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

This paragraph describes the maintenance planning system to ensure that all required maintenance (AMP tasks, ADs embodiment, etc.) is performed in due time, including but not limited to:

- ❑ 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

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

❑ Hours and cycles recording.
The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph explains 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 describes the company documents that are required to be recorded and what are the recording period requirements for each of them (M.A.305(e)).

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

- ❑ 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 sets 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.
- ❑ 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 CAAT, State of Registry NAA, and/or the responsible accident investigating body.

When a CAMO arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records under point CAMO.A.220 relating to the preservation of records. If it ceases to be the CAMO of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft owner/CAMO shall present the records to the Competent Authority 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

Reference: ANA section 41/77, CAMO.A.315(a), AMC1 CAMO.A.315, AMC1 CAMO.A.315(c), M.A.301(f), AMC M.A.301(f), M.A.303, M.A.305(c)(1), AMC M.A.305(c)(1), M.A.401(b)(2), AMC M.A.401(b), Appendix II to AMC1 CAMO.A.125(d)(3), Appendix IV to AMC1 CAMO.A.315(c).

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

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

This procedure should also take into account those measures required by the CAAT, State of Design, State of Registry, and State of Operator in immediate reaction to a safety problem (M.A.301(f)(4), such as CAAT Safety Directives, State of Design ADs, 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 M.A.301(f), with regards to airworthiness directives and operational directives with a continuing airworthiness impact (M.A.301(f)(2)). This chapter should include the following information:

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

- ❑ Scope of applicability (State of Registry, State of Operator, State of Design, CAAT, 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.

  In accordance with ANA section 41/77, Thai-registered aircraft are required to comply with CAAT-issued or adopted ADs. ADs applicable to a Thai-registered aircraft are those ADs referred in TCAR AIR Part-39.

- ❑ 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)

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

This chapter is applicable only to aircraft used by AOC holders or Complexed Motored-Powered Aircraft (CMPA). For the periodic review and continuing validity of the AMP required by M.A.302(h), refer to CAME 1.2.2.

The CAMO managing the continuing airworthiness of the applicable 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)
- Occurrence reports related to scheduled maintenance task
- Air turnback reports
- Spare consumption and early removal of time-controlled components
- 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

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

The CAMO managing the continuing airworthiness of the aircraft should establish and work according to a policy for the assessment of non-mandatory airworthiness information, including non-mandatory modifications, inspections, service bulletins, service letters, or other recommendations issued by the TC/STC holder, design approval holder, approved design organisation, manufacturer, CAAT, State of Design, or other relevant source.

The CAME should describe how such non-mandatory information is received, reviewed, assessed, decided, implemented where applicable, recorded, and followed up. The assessment should result in a justified decision to embody or not embody the modification, perform or not perform the inspection, amend or not amend the AMP, or take any other appropriate continuing airworthiness action.

The procedure should include:

❑ Non-mandatory modification policy
Procedures defining the organisation's policy for assessing and deciding on non-mandatory modifications and inspections, including the criteria for accepting, rejecting, deferring, or further assessing the recommendation.

❑ Procedure(s) to assess non-mandatory information
- responsible person or department;
- sources of information to be reviewed;
- applicability to the managed aircraft, including aircraft type, configuration, modification status, utilisation, operating environment, and operational approvals;
- assessment of the technical purpose of the recommendation, including whether it is safety-related, reliability-related, operational, economic, comfort, commercial, or optional in nature;
- effect on any installed non-TC/STC modification or repair before incorporating the recommendation;
- impact on AMP, MEL, AFM, weight and balance, operational procedures, maintenance procedures, training, aircraft records, and continuing airworthiness records, where applicable;
- decision criteria for embodiment, inspection, AMP amendment, deferral, rejection, or further assessment;
- forms and records of the assessment and decision.

❑ Use of the safety risk management process
Procedures to determine when the organisation's safety risk management process should be used to support the assessment of non-mandatory modifications and inspections.

The safety risk management process should be used where the recommendation identifies, mitigates, or may affect an aviation safety risk, or where the proposed modification, inspection, or AMP amendment is intended to eliminate a hazard, reduce the severity or likelihood of a hazard consequence, improve reliability, or improve the effectiveness of the AMP.

The CAMO assessment should consider, as applicable:
- whether the hazard or safety issue identified by the TC/STC holder, manufacturer, other operator, CAAT, or State of Design is applicable to the managed fleet;
- whether the managed aircraft have similar configuration, utilisation, operating environment, or exposure to the identified hazard;
- whether the proposed action is applicable, effective, reasonable, and proportionate for the managed fleet;
- whether the recommendation supports the operator's safety objectives or mitigates safety risks already identified by the organisation;
- whether the recommendation addresses safety risks not yet apparent to the organisation but identified by other operators, the TC/STC holder, manufacturer, or competent authority;
- whether additional mitigation, operational restriction, AMP amendment, inspection, modification, or monitoring is required.

The CAMO is not expected to repeat the design approval holder's safety assessment. The assessment should be tailored to the CAMO's managed fleet, aircraft configuration, utilisation, operating environment, maintenance history, reliability data, and operational context.

- ❑ Reliability, AMP effectiveness, and defect/adverse trend feedback
  Procedures to ensure that non-mandatory modifications and inspections are considered where defects, repetitive defects, adverse trends, reliability data, or AMP effectiveness review indicate that such action may improve continuing airworthiness, reliability, or maintenance programme effectiveness.

  At least, the assessment and implementation of non-mandatory modifications and inspections related to defects or adverse trends identified during AMP effectiveness review in accordance with CAME 1.5, or reliability programme review in accordance with CAME 1.10, should be considered.

- ❑ Decision, justification, and records
  Procedures to record the decision taken and the justification for that decision, including the technical assessment, safety risk management input where applicable, cost-benefit or safety-benefit considerations, reliability considerations, AMP effectiveness considerations, and any required follow-up action.

- ❑ Implementation and change management
  Procedures to manage the implementation of accepted non-mandatory modifications, inspections, or AMP amendments, including coordination between the aircraft operator, CAMO, maintenance organisation, subcontracted organisation, and Flight Operations where applicable.

  The procedure should ensure that any associated change is controlled, including changes affecting mass and balance, aircraft configuration, AFM, MEL, AMP, maintenance data, operational procedures, maintenance check flight requirements, training, records, existing hazards, and safety risk assessments.

- ❑ Follow-up and effectiveness review
  Procedures to monitor the effectiveness of embodied modifications, performed inspections, AMP amendments, or other actions taken as a result of the assessment, including feedback to AMP effectiveness review, reliability programme, safety risk management, compliance monitoring, and training programme, where applicable.

1.7 Repairs and modifications

Reference: CAMO.A.315(b)(3), AMC.CAMO.A.315(b)(3), M.A.301(g), M.A.304, AMC M.A.304, CAAT Requirements No. 20

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

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

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 (in accordance with CAAT Requirements).
- ❑ Acceptable data for modifications and repairs:
  - Data approved by CAAT
  - Data approved by Type Certificate/STC holder
  - Data approved by State of Design
  - Data approved by a Design Organisation (DOA) approved or accepted by CAAT
  - Data approved by previous State of Registry or State of Operator
  - Acceptable data under Bilateral agreements between CAAT and its counterpart civil aviation authorities
- ❑ 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:
  - Modifications or repairs issued by organisation other than the Type Certificate Holder (TCH)
  - Modifications or repairs from DOA that is not the TCH
  - Modifications applicable to the TC but is not identified on the CAAT TC acceptance certificate for the aircraft (only validation is required)
- ❑ Coordination with DOA 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 (CAME 1.1.1).

1.8 Defect reports

Reference: CAMO.A.160, AMC1 CAMO.A.160, AMC2 CAMO.A.160, GM1 CAMO.A.160, GM1 CAMO.A.160(b), AMC1 CAMO.A.200(a)(1)(iii), CAMO.A.202, AMC1 CAMO.A.202, GM1 CAMO.A.202, CAAT Requirement No. 22, M.A.301(b), AMC M.A.301(b), M.A.301(e), AMC M.A.301(e), AMC M.A.403(b), AMC M.A.403(d)

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

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

This chapter should explain how the defect reports provided by the (contracted) maintenance organisations are processed by the CAMO. Analysis should be conducted in order to give elements to activities such as maintenance programme improvement 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 in accordance with AMC M.A.301(b) (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 CAAT 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 CAAT.
- State of Registry of the aircraft.
- State of the Operator.
- Organisation responsible for the type design or supplemental type design.

❑ Reporting timescales including Rectification Interval Extension process described in CAME 1.1.2. Where appropriate, cross-reference(s) to section CAME 1.1 or CAME 2.2, are acceptable.

1.9 Engineering activity

Reference: CAMO.A.300(a)(11)(iii)

This chapter should describe the continuing airworthiness management and engineering activities performed by the CAMO to support the continuing airworthiness of aircraft under its management.

The chapter should include, as applicable, procedures related to the management, assessment, approval, implementation and design control of modifications and repairs, as well as procedures for the continuing airworthiness management and maintenance instructions associated with aircraft type, component, operational specific approvals, specialised operation, or authorisation.

Where applicable, the chapter should clearly define for each activity with responsibilities, interfaces, controls, records and supporting documentation associated with such activities.

It is also acceptable that these CAME procedures make precise reference to the specific CAME chapter or chapter in another controlled associated documents where the same procedures are described.

1.9.1 Design activities for modifications and repairs

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

This paragraph is applicable to the CAMO involved in design activities for modifications or repairs. If the CAMO does not hold Part-21 approval approved/accepted by CAAT, this chapter should be annotated as 'Not Applicable' with justification.

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

Where the organisation has DOA capability under TCAR AIR Part-21 (or other approval accepted by CAAT), it should be indicated here including a direct reference to the applicable manuals.

This chapter should include the following items:

- ❑ Scope of the organisation's design engineering activity in terms of approval of modifications and repairs
- ❑ Procedure for developing and submitting/notifying a modification/repair design for approval to CAAT
- ❑ Supporting documentation and forms used
- ❑ Person in charge of approving/accepting the design before submission to CAAT

1.9.2 PBN continuing airworthiness management

Reference: CAT.OP.MPA.126, AMC1 CAT.OP.MPA.126, AMC3 CAT.OP.MPA.126, AMC2 ORO.GEN.160, Part-SPA Subpart B

For this paragraph and the following onwards, the numbering of the content can be reorganized (renumbering or deleted) appropriately in accordance with procedures applicable to the specific approvals of the aircraft managed by the CAMO.

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart B and/or applicable Subpart-IDE of Part-CAT, Part-SPO, Part-NCC, Part-NCO, Performance-Based Navigation (PBN) operations.

The following continuing airworthiness procedures should be established:

- ❑ Procedures to ensure the aircraft and its equipment are eligible to the intended operations and maintained in accordance with airworthiness requirements, including its operating limitations and appropriate entries in the MEL, as applicable;
- ❑ Procedures to ensure that the aircraft maintenance programme includes any applicable instructions for continuing airworthiness issued by the (S)TCH in relation to the PBN operations;
- ❑ Procedures to ensure continued airworthiness of the area navigation system;

- ❑ Procedures for management of the navigation database, in case the CAMO is delegated to be responsible for this issue to support the flight operations;
- ❑ Reporting procedures for reportable events of PBN operations in accordance with AMC2 ORO.GEN.160 and a system for investigation:
  (1) Event that adversely affects the safety of the operation and may be caused by actions or events external to the functioning of the aircraft navigation system
  (2) Technical defects and the exceedance of technical limitations, including:
    a. significant navigation errors attributed to incorrect data or a database coding error;
    b. unexpected deviations in lateral/vertical flight path not caused by flight crew input or erroneous operation of equipment;
    c. significant misleading information without a failure warning;
    d. total loss or multiple navigation equipment failure; and
    e. loss of integrity, e.g. RAIM function, whereas integrity was predicted to be available during preflight planning
- ❑ Procedures for investigating a reportable event to determine if it is due to continuing airworthiness related issues, or a navigation database error and to initiate corrective actions for such an event; and
- ❑ Training and competency programme for personnel involved in the continuing airworthiness and maintenance of the intended operation.

1.9.3 MNSP continuing airworthiness management

Reference: Part-SPA Subpart C

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart C, operations with Minimum Navigation Performance Specifications (MNPS).

The following continuing airworthiness procedures should be established:

- ❑ Procedures to ensure the aircraft and its equipment are eligible to the intended operations and maintained in accordance with airworthiness requirements, including its operating limitations and appropriate entries in the MEL, as applicable;
- ❑ Procedures to ensure that the aircraft maintenance programme includes any applicable instructions for continuing airworthiness issued by the (S)TCH in relation to the MNSP operations certification;
- ❑ Procedures for monitoring and incident reporting related to MNSP operations to determine if it is due to continuing airworthiness related issues and to initiate corrective actions for such an event;
- ❑ Training and competency programme for personnel involved in the continuing airworthiness and maintenance of the intended operation.

1.9.4 RVSM continuing airworthiness management

Reference: Part-SPA Subpart D, AMC3 SPA.RVSM.105

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart D, operations in airspace with Reduced Vertical Separation Minima (RVSM).

The following continuing airworthiness procedures should be established:

- ❑ Procedures to ensure the aircraft and its equipment are eligible to the intended operations and maintained in accordance with airworthiness requirements, including its operating limitations and appropriate entries in the MEL, as applicable;

- ❑ Procedures to ensure that the aircraft maintenance programme includes any applicable instructions for continuing airworthiness issued by the (S)TCH in relation to the RVSM operations certification;
- ❑ A process to assess any modification or design change which in any way affects the RVSM approval;
- ❑ A process to evaluate any repairs that may affect the integrity of the continuing RVSM approval, e.g. those affecting the alignment of pitot/static probes, repairs to dents, or deformation around static plates;
- ❑ A process to ensure the proper maintenance of airframe geometry for proper surface contours and the mitigation of altimetry system error, surface measurements or skin waviness as specified in the instructions for continued airworthiness (ICA), to ensure adherence to RVSM tolerances. These checks should be performed following repairs or alterations having an effect on airframe surface and airflow.
- ❑ Height-keeping error monitoring, reporting, and corrective action
  Procedures to receive, assess, investigate, report, and take corrective action for height-keeping errors or events that may affect the continued validity of the RVSM approval. The procedure should address, as applicable:
  - coordination with Flight Operations to ensure that suspected or confirmed height-keeping errors, ATC reports, altitude deviation reports, flight crew reports, monitoring agency reports, or other RVSM performance-related events are notified to the CAMO;
  - technical assessment to determine whether the event may be related to continuing airworthiness, including altimetry system error, air data system defect, static source error, autopilot/altitude hold performance, transponder/altitude reporting system, pitot/static system leakage, aircraft configuration, maintenance error, repair, modification, or test equipment issue;
  - investigation and corrective action, including troubleshooting, inspection, functional test, system calibration, pitot/static leak test, altimetry system check, review of recent maintenance, review of repairs/modifications affecting RVSM capability, and verification of airframe geometry where necessary;
  - determination of whether the aircraft remains eligible for RVSM operations, or whether RVSM capability should be suspended, restricted, or coordinated with Flight Operations and CAAT until corrective action has been completed;
  - reporting and communication to CAAT and other relevant parties, where required by SPA.RVSM.115 or the applicable occurrence reporting requirements;
  - recording of the event, technical assessment, corrective action, return-to-service evidence, and any decision affecting the aircraft RVSM status;
  - feedback of the event and corrective action to AMP effectiveness review, reliability programme, compliance monitoring, and training programme where applicable.
- ❑ Training and competency programme for continuing airworthiness and maintenance staff to support RVSM approval. Areas that may need to be highlighted for the initial and recurrent training of relevant personnel are:
  (1) Aircraft geometric inspection techniques;
  (2) Test equipment calibration and use of that equipment; and
  (3) Any special instructions or procedures introduced for RVSM approval.
- ❑ Procedures to ensure that maintenance organisations use test equipment adequate for maintenance of the RVSM systems. The adequacy of the test equipment should be established in accordance with the type certificate holder recommendations and taking into consideration the required test equipment accuracy and the test equipment calibration.

1.9.5 LVO continuing airworthiness management

Reference: Part-SPA Subpart E, AMC1 SPA.LVO.105(a), AMC1 SPA.LVO.105(g)

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart E, Low Visibility Operations (LVO) and operations with operational credits.

The following continuing airworthiness procedures should be established:

- ❑ Procedures to ensure the aircraft and its equipment are eligible to the intended operations and maintained in accordance with airworthiness requirements, including its operating limitations and appropriate entries in the MEL, as applicable;
- ❑ Procedures to ensure that the aircraft maintenance programme includes any applicable instructions for continuing airworthiness issued by the (S)TCH in relation to the LVO operations certification;
- ❑ Procedures to collect data and monitor to validate effectiveness of aircraft maintenance programme and identify hazard related to continuing airworthiness management for the LVO and operations with operational credit;
- ❑ LVO reportable events interface and continuing airworthiness assessment;
  Procedures to establish an interface with Flight Operations for LVO reportable events identified under AMC3 ORO.GEN.160 and explained in GM1 ORO.GEN.160, where such events may have a continuing airworthiness implication.

  The procedure should ensure that the CAMO is notified when an LVO event involves, or is suspected to involve, aircraft system performance, equipment serviceability, aircraft configuration, maintenance error, software/database status, MEL application, or other continuing airworthiness factors.

  Where a continuing airworthiness contribution is identified or cannot be excluded, the CAMO should perform technical assessment, define corrective action, determine the aircraft's continued eligibility for LVO or operations with operational credits, support reporting to Flight Operations/CAAT where required, retain records, and provide feedback to AMP effectiveness review, reliability programme, compliance monitoring, and training programme, as applicable.
- ❑ Training and competency programme for personnel involved in the continuing airworthiness and maintenance of the intended operation.

1.9.6 EDTO continuing airworthiness management

Reference: Part-SPA Subpart F, EASA AMC 20-6

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart F, Extended Diversion Time Operations (EDTO).

The CAMO shall develop appropriate procedures to be used by all personnel involved in the continuing airworthiness and maintenance of the aircraft, including supportive training programmes, duties, and responsibilities.

The CAMO shall specify the procedures necessary to ensure the continuing airworthiness of the aircraft particularly related to EDTO. It is also acceptable that these procedures make precise reference to the specific paragraphs to other CAME chapters or associated documents where the same procedures are described.

It should address the following subjects as applicable:

- ❑ **General description of EDTO procedures**, including its operating limitations and appropriate entries in the MEL, as applicable;
- ❑ **ETOPS maintenance programme development and amendment:**
  (1) The standards, guidance and instructions necessary to support the intended EDTO operation.
  (2) Procedures ensuring specific ETOPS maintenance tasks (or/and a maintenance task affecting an ETOPS significant system) identified by the (S)TC holder in the configuration, maintenance and procedures document (CMP) or equivalent are included in the AMP and identified as ETOPS tasks.

(3) Procedures ensuring tasks to maintain the integrity of cargo compartment and pressurisation features, including baggage hold liners, door seals and drain valve condition are included.
(4) Processes to monitor the effectiveness of the AMP in this regard.
(5) Procedures to develop and maintain EDTO Pre-Departure Service Check to verify the status of the aeroplane and the ETOPS significant systems. This check is to be accomplished by an authorised and trained person prior to an ETOPS flight. Such a person may be a member of the flight crew.

❑ **ETOPS reliability programme** procedures with the primary goal of early identification and prevention of failures or malfunctions of ETOPS significant systems:

❑ **Engine/APU oil consumption monitoring and analysis:**
a. Procedures reflecting the (S)TC holder's recommendations
b. Procedures to track oil consumption trends continuously and include all oil added at the departure station.
c. Oil analysis procedures for the type of engine installed (if recommended by the OEM)
d. APU oil consumption monitoring, if the APU is required for ETOPS dispatch

❑ **Engine conditioning monitoring:**
a. Procedures ensuring that a one-engine inoperative diversion will be conducted without exceeding approved engine limits (e.g. rotor speeds, exhaust gas temperature) at all approved power levels and expected environmental conditions.
b. Engine limits that account for the effects of additional engine loading demands (e.g. anti-icing, electrical, etc.), which may be required during the one-engine inoperative flight phase associated with diversion
c. The parameters to be monitored, method of data collection and corrective action process.
d. The procedures reflect manufacturer's instructions and industry practice and are used to detect deterioration at an early stage to allow for corrective action before safe operation of the aircraft is affected.

❑ **APU in-flight start programme**
a. The procedure to initially implement a cold soak in-flight starting programme to verify that start-reliability at cruise altitude is above 95 %, where an APU is required for ETOPS and the aircraft is not operated with this APU running prior to the ETOPS entry point.
b. The maintenance procedures that include the verification of in-flight start reliability following maintenance of the APU and APU components, defined by the OEM, where start reliability at altitude may have been affected.

❑ **Verification programme after maintenance**
a. The procedures ensure that the corrective action required to be accomplished following an engine shutdown, any ETOPS significant system failure or adverse trends or any event which require a verification flight or other verification action are established.
b. ETOPS significant systems or conditions requiring verification actions. The support of the (S)TC holder to identify when verification actions are necessary may be requested.
c. A clear description of who must initiate verification actions and the section or group responsible for the determination of what action is necessary should be identified in this verification programme
d. Procedures for alternative operational procedures to ensure system integrity based on system monitoring in the period of flight prior to entering an ETOPS area.

❑ **Event-oriented programme** with failures, malfunctions and defect reporting to CAAT and the applicable (S)TC holder within 72 hours of events:
a. in-flight shutdowns;
b. diversion or turn-back;
c. un-commanded power changes or surges;

d. inability to control the engine or obtain desired power; and
e. failures or malfunctions of ETOPS significant systems having a detrimental effect to ETOPS flight

NOTE: Status messages, transient failures, intermittent indication of failure, messages tested satisfactorily on ground not duplicating the failure should only be reported after an assessment by the operator that an unacceptable trend has occurred on the system.

The report shall identify as applicable the following:
a. aircraft identification;
b. engine, propeller or APU identification (make and serial number);
c. total time, cycles and time since last shop visit;
d. for systems, time since overhaul or last inspection of the defective unit;
e. phase of flight; and
f. corrective action.

❑ **Propulsion system monitoring/reporting:**
a. Made available to CAAT with supporting data on at least a monthly basis ensuring that the AMP continues to maintain the level of reliability necessary for ETOPS operations.
b. The assessment includes, as a minimum, engine hours flown in the period, IFSD rate for all causes and engine removal rate, both on a 12-month moving average basis. Where the combined ETOPS fleet is part of a larger fleet of the same aircraft/engine combination, data from the total fleet will be acceptable.
c. Risk model and target IFSD rates for applicable ETOPS approval as in Figures in Appendix 1 to EASA AMC 20-6.
d. Procedures requiring an immediate evaluation to be accomplished by the operator in consultation with CAAT for any adverse sustained trend to propulsion systems. The evaluation procedure results in corrective action or operational restrictions being applied. This includes an unacceptable IFSD caused by maintenance or operational practices.
e. Review procedure on a case-by-case basis for underlying causes of any unusual high IFSD for (especially for small fleet or low utilization aircraft) to identify the root cause of events so that appropriate corrective action is implemented.

❑ **ETOPS significant systems reliability**
It includes assessment of ETOPS significant systems performance during scheduled inspection/ testing, to detect system failure trends in order to implement appropriate corrective action such as scheduled task adjustment.

❑ **Parts and configuration control programme:**
(1) Procedures for parts borrowing & pooling ensuring that any approved components sourced from standard parts-borrowing or vendor pooling arrangements strictly fulfill ETOPS standards before flight;

(2) System to track part numbers and alternating alternates down to sub-assembly levels to block non-approved parts from entering ETOPS-significant systems.

(3) Procedures to maintain components from certified ETOPS configuration integrity.

❑ **Maintenance procedures** that include procedures to preclude identical errors being applied to multiple similar elements in any EDTO significant system (e.g. prohibit the same maintenance staff from performing maintenance on the same/identical component or system during the same maintenance check or visit);

❑ **Interface procedures** with the EDTO maintenance organisation, including the operator's EDTO procedures that involve the maintenance organisation and the specific requirements of the contract;

❑ **Procedures to establish and control the competence of the personnel** involved in the continuing airworthiness and maintenance of the EDTO fleet;

The CAMO should ensure that the personnel involved in the continuing airworthiness management of the aircraft have knowledge of the EDTO procedures of the operator.

The CAMO should ensure that maintenance personnel are involved in EDTO maintenance tasks:

(1) Have completed an EDTO training programme reflecting the relevant EDTO procedures of the operator, and,

(2) Have satisfactorily performed EDTO tasks under supervision, within the framework of the Part-145 approved procedures for Personnel Authorisation.

❑ **EDTO training programme** for personnel involved in the continuing airworthiness and maintenance of the EDTO/ETOPS fleet;

The operator's ETOPS training programme should provide initial and recurrent training as follows:

(1) INTRODUCTION TO ETOPS REGULATIONS
   a. TCAR OPS Part-SPA Subpart F and contents of AMC 20-6
   b. ETOPS type design approval – a brief synopsis

(2) ETOPS OPERATIONS APPROVAL
   a. Maximum approved diversion times and time-limited systems capability
   b. Operator's approved diversion time
   c. ETOPS area and routes
   d. ETOPS MEL

(3) ETOPS CONTINUING AIRWORTHINESS CONSIDERATIONS
   a. ETOPS significant systems
   b. CMP and ETOPS aircraft maintenance programme
   c. ETOPS pre-departure service check
   d. ETOPS reliability programme procedures
      i. Engine/ APU oil consumption monitoring
      ii. Engine/APU oil analysis
      iii. Engine conditioning monitoring
      iv. APU in-flight start programme
      v. Verification programme after maintenance
      vi. Failures, malfunctions and defect reporting
      vii. Propulsion system monitoring/reporting
      viii. ETOPS significant systems reliability
   e. Parts and configuration control programme
   f. CAMO additional procedures for ETOPS
   g. Interface procedures between Part-145 organisation and CAM

❑ Any other procedures necessary to ensure the continuing airworthiness of the aircraft particularly related to ETOPS operations are established.

1.9.7 NVIS continuing airworthiness management

Reference: Part-SPA Subpart H

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart H, helicopter operations with Night Vision Imaging System (NVIS).

The following continuing airworthiness procedures should be established:

- ❑ Procedures for continuing airworthiness shall contain the information necessary for carrying out ongoing maintenance and inspections on NVIS equipment installed in the helicopter and shall cover, as a minimum:
    a. helicopter windscreens and transparencies;
    b. NVIS lighting;
    c. NVGs; and
    d. any additional equipment that supports NVIS operations.
- ❑ Procedures to ensure that any subsequent modification or maintenance to the aircraft is in compliance with the NVIS airworthiness approval;
- ❑ Procedures to ensure the aircraft and its equipment are eligible to the intended operations and maintained in accordance with airworthiness requirements, including its operating limitations and appropriate entries in the MEL, as applicable;
- ❑ Procedures to ensure that the aircraft maintenance programme includes any applicable instructions for continuing airworthiness issued by the (S)TCH in relation to the NVIS operations certification;
- ❑ Training and competency programme for personnel involved in the continuing airworthiness and maintenance of the intended operation.

1.9.8 HHO continuing airworthiness management

Reference: Part-SPA Subpart I

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart I, Helicopter Hoist Operations (HHO).

The following continuing airworthiness procedures should be established:

- ❑ Procedure to identify and control the approved HHO configuration, including hoist, hook, cable, boom, controls, indicators, emergency release, intercommunication/radio equipment, lighting, and any removable or mission equipment.

  The installation of all helicopter hoist equipment other than a simple Personnel-Carrying Device System (PCDS), including any radio equipment to comply with point SPA.HHO.115, and any subsequent modifications, shall have airworthiness approval appropriate to the intended function. Ancillary equipment shall be designed and tested to the appropriate standard as required by the CAAT.
- ❑ Procedure to ensure that the AMP includes all ICA, inspection, lubrication, functional check, load test, cable life/condition control, hook/attachment inspection, and any special maintenance tasks required for HHO equipment;
- ❑ Procedure to control hoist usage data, such as hoist cycles, cable usage, load cycles, exceedances, abnormal loads, or emergency release events, where such data affects maintenance requirements;
- ❑ Procedure to assess any modification, repair, replacement, or removal/installation of HHO equipment to ensure continued compliance with the HHO airworthiness approval;
- ❑ Procedure to ensure defect reporting and corrective action for hoist malfunctions, abnormal operation, cable damage, load path defects, control/indicator faults, or communication equipment defects;
- ❑ Procedure to ensure appropriate MEL entries and dispatch limitations for HHO equipment and associated systems;
- ❑ Procedure for post-maintenance operational check / functional check of HHO equipment where required by maintenance data or operator procedure; and
- ❑ Training and competency programme for personnel involved in the continuing airworthiness and maintenance of the intended operation.

1.9.9 HEMS continuing airworthiness management

Reference: Part-SPA Subpart J

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart J, Helicopter Emergency Medical Service (HEMS) operations.

The following continuing airworthiness procedures should be established:

- ❑ Procedure to identify and control the approved HEMS configuration, including stretcher/litter system, patient restraint system, medical oxygen system, suction system, medical electrical outlets, inverter/power supply, medical equipment racks, lighting, intercommunication, and any approved medical interior configuration;
- ❑ Procedure to ensure that any HEMS role equipment installed or carried is covered by approved data where required, and that installation/removal is controlled and recorded;
- ❑ Procedure to ensure the AMP includes applicable ICA for HEMS installations and mission equipment, including inspection, functional check, servicing, expiry/life control, and calibration where applicable;
- ❑ Procedure to control medical oxygen bottles, pressure testing, expiry/service life, security of installation, leakage checks, and compatibility with aircraft systems;
- ❑ Procedure to assess modifications or repairs affecting cabin layout, stretcher fittings, medical equipment installation, electrical power supply, oxygen system, weight and balance, emergency egress, or crashworthiness;
- ❑ Procedure to ensure HEMS-related defects are recorded, assessed, rectified, and reflected in MEL/CDL or operational limitations where applicable;
- ❑ Procedure to update aircraft equipment list, weight and balance, and continuing airworthiness records when HEMS role equipment is installed, removed, or reconfigured;
- ❑ Training and competency programme for personnel involved in the continuing airworthiness and maintenance of the intended operation.

1.9.10 HOFO continuing airworthiness management

Reference: Part-SPA Subpart K

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart K, Helicopter OFfshore Operations (HOFO).

The following continuing airworthiness procedures should be established:

- ❑ Procedures to identify and control the approved HOFO configuration for each helicopter, including, as applicable:
  - Vibration Health Monitoring (VHM) system;
  - Public Address (PA) system;
  - radio altimeter;
  - Helicopter Terrain Awareness Warning System (HTAWS), where applicable;
  - emergency exits, escape hatches, markings, and emergency lighting;
  - emergency flotation equipment;
  - life rafts;
  - ELT(AD), where applicable;
  - life jackets;
  - survival suits;
  - Emergency Breathing System (EBS);
  - equipment required for operations in a hostile environment;
  - any removable, role, mission, emergency, or survival equipment required by the HOFO approval.

The approved configuration should be reflected, as applicable, in aircraft records, equipment lists, AMP, MEL, operational approval documentation, and the CAMO continuing airworthiness control system.

❑ Procedures to ensure the continued serviceability, inspection, servicing, functional check, life/expiry control, defect management, and record control of systems and equipment required for HOFO operations, including:
- **VHM system:** sensors, wiring, data acquisition/processing hardware, software/configuration standard, data download means, analysis system, alerts, and maintenance actions arising from VHM data;
- **PA system:** serviceability, intelligibility, functional check, defect reporting, and compatibility with passenger hearing protection, where applicable;
- **Radio altimeter:** required indication and warning functions, audio/visual warnings, defect management, and MEL/operational limitation interface;
- **HTAWS, where applicable:** configuration standard, software/database status, warning functions, defect reporting, and corrective action;
- **Emergency exits, escape hatches, markings, and lighting:** visibility, accessibility, placarding, lighting, inspection, and defect control;
- **Emergency flotation, life rafts, life jackets, survival suits, EBS, ELT(AD), and other survival or emergency equipment:** inspection, servicing, overhaul, expiry/life control, pressure test, battery replacement, stowage condition, accessibility, placarding, installation security, defect rectification, and records.

❑ Where a **VHM system** is required, procedures to control the collection, download, transfer, review, and use of VHM data for continuing airworthiness purposes. The procedure should address:
- responsible person or function for VHM data review;
- review of VHM alerts, exceedances, abnormal vibration trends, or system malfunctions;
- criteria for determining whether the helicopter remains serviceable for HOFO operations;
- maintenance response, including troubleshooting, maintenance action, component removal, operational restriction, or engineering assessment;
- coordination with Flight Operations, maintenance organisation, and VHM analysis provider, where applicable;
- feedback to the reliability programme or AMP effectiveness review;
- records of VHM alerts, analysis results, maintenance actions, and closure evidence;
- actions when VHM data is missing, incomplete, unreliable, not downloaded, not analysed, or indicates possible incipient failure.

❑ Procedures to ensure that applicable ICA, inspections, servicing requirements, functional checks, life/expiry controls, and additional maintenance instructions required for HOFO operations are incorporated into the AMP and maintenance planning system, tracked, accomplished, and recorded;

❑ Procedures to assess any modification, repair, installation, removal, relocation, replacement, software change, or configuration change affecting HOFO-required systems or equipment before implementation. The assessment should consider impact on HOFO eligibility, AMP, MEL, equipment list, weight and balance, VHM capability, warning systems, emergency equipment, survival equipment, and hostile environment capability;

❑ Procedures to assess the continuing airworthiness impact of offshore and hostile environment operations, including salt-laden atmosphere, corrosion, humidity, cold weather, marine environment, remote-area operation, helideck operation, FOD exposure, and saltwater exposure. Where necessary, the CAMO should establish or amend AMP tasks, corrosion prevention and control measures, inspection intervals, servicing requirements, reliability monitoring, or post-event inspection requirements;

- ❑ Procedures to ensure that defects affecting HOFO capability are recorded, assessed, rectified, and coordinated with Flight Operations, including MEL application, operational limitations, suspension of HOFO capability, or restriction from hostile environment operations;
- ❑ Procedures to receive, assess, and use operational feedback relevant to HOFO continuing airworthiness, including VHM alerts, abnormal vibration, heavy landing, helideck impact, FOD, saltwater exposure, emergency/survival equipment defects, PA/radio altimeter/HTAWS defects, or any event affecting HOFO capability
- ❑ Procedures to coordinate HOFO-related maintenance findings, VHM data, equipment defects, operational feedback, and corrective actions with Flight Operations, maintenance organisations, equipment suppliers, VHM analysis providers, and contracted or subcontracted organisations;
- ❑ Procedures to retain records demonstrating the continuing airworthiness status of HOFO-required systems and equipment, including configuration records, VHM data and alerts, maintenance actions, equipment inspection and servicing records, survival equipment status, defect rectification, MEL/operational limitation records, modification/repair assessments, AMP amendments, and reliability or AMP effectiveness review outputs;
- ❑ Training and competency programme for personnel involved in the continuing airworthiness management and maintenance control of helicopters used for HOFO operations, including HOFO-required systems and equipment, VHM awareness, hostile environment equipment, defect/MEL interface, operational feedback reporting, and continuing airworthiness actions arising from offshore or hostile environment operations.

1.9.11 SET-IMC continuing airworthiness management

Reference: Part-SPA Subpart L

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart L, Single-Engined Turbine aeroplane operations at night or in Instrument Meteorological Conditions (SET-IMC).

The CAME should describe the continuing airworthiness procedures established by the CAMO to ensure that the aeroplane and its propulsion system remain eligible, correctly configured, serviceable, and maintained to the reliability standard required for SET-IMC operations.

Any reliability programme already established in CAME 1.10 can also be referred.

The following continuing airworthiness procedures should be established:

- ❑ Procedures to identify and control the approved SET-IMC configuration for each aeroplane, including, as applicable, the engine, propeller, fuel system, engine control system, ignition system, electrical generation and standby power system, flight instruments, autopilot or flight guidance system, communication and navigation equipment, and equipment required by SPA.SET-IMC.110;
- ❑ Procedures to ensure that the aeroplane, propulsion system, installed systems, and equipment required for SET-IMC operations remain eligible for the intended operation and are maintained in accordance with applicable airworthiness requirements, operating limitations, and appropriate MEL entries;
- ❑ Procedures to ensure that the aircraft maintenance programme includes any applicable instructions for continuing airworthiness, specific maintenance instructions, inspections, servicing requirements, functional checks, and additional maintenance tasks required to support SET-IMC operations;
- ❑ Procedures for engine trend monitoring or automatic trend monitoring, as applicable, including the parameters to be monitored, data collection method, review frequency, alert criteria, abnormal trend assessment, corrective action, and records;

- ❑ Procedures for propulsion and associated systems reliability monitoring, either through a dedicated SET-IMC reliability programme or by supplementing the existing reliability programme described in CAME 1.10. The programme should be designed to identify and prevent failures or malfunctions that could affect the ability of the aeroplane to safely conduct SET-IMC operations;

- ❑ Procedures to collect, analyse, and review SET-IMC reliability data, including, as applicable:
  - engine hours flown;
  - number of SET-IMC flights and hours;
  - power loss events, including in-flight shutdowns;
  - engine removal rate;
  - engine defects and repetitive defects;
  - abnormal engine trend monitoring results;
  - oil consumption trends;
  - propeller, fuel, ignition, electrical, and engine control system defects; and
  - turn-back, diversion, rejected take-off, or other operational events related to the propulsion or associated systems.

- ❑ Procedures to evaluate adverse trends or significant events immediately, in coordination with Flight Operations, the maintenance organisation, the engine/airframe TC or STC holder, and CAAT, where necessary. The procedure should define the criteria for maintenance action, operational restriction, suspension of SET-IMC capability, AMP amendment, or further engineering assessment;

- ❑ Procedures to prepare and make available to CAAT, on an annual basis, a SET-IMC report containing at least:
  - the number of SET-IMC flights operated;
  - the number of SET-IMC flight hours flown; and
  - the number of occurrences, classified by type.

  The report should be supported by relevant reliability and continuing airworthiness data and should be used to demonstrate that the required level of propulsion system reliability is maintained;

- ❑ Procedures to ensure that any modification, repair, equipment replacement, software change, or configuration change affecting the engine, propeller, fuel system, ignition system, electrical system, engine control system, trend monitoring system, or equipment required for SET-IMC operations is assessed before implementation for impact on SET-IMC eligibility, reliability, AMP, MEL, and operational approval;

- ❑ Procedures to ensure that defects affecting SET-IMC capability are recorded, assessed, rectified, and coordinated with Flight Operations, including MEL application, operational limitation, restriction from SET-IMC operations, or suspension of SET-IMC capability where required;

- ❑ Procedures to retain records demonstrating the continuing airworthiness and reliability status of SET-IMC aeroplanes, including trend monitoring data, reliability reports, annual reports, defect reports, occurrence reports, maintenance actions, AMP amendments, configuration changes, and corrective action records;

- ❑ Training and competency programme for personnel involved in the continuing airworthiness management and maintenance control of SET-IMC aeroplanes, including SET-IMC approval requirements, engine trend monitoring, propulsion reliability monitoring, defect/MEL interface, occurrence reporting, annual reporting, and continuing airworthiness actions arising from adverse trends or significant events.

1.9.12 EFB and PED continuing airworthiness management

Reference: CAT.GEN.MPA.140, CAT.GEN.MPA.141, Part-SPA Subpart M, AMC 20-25

This paragraph is required when any aircraft managed by the CAMO is operated with an Electronic Flight Bag (EFB) or Portable Electronic Device (PED) used to support flight operations, whether or not the use requires a specific approval under Part-SPA Subpart M.

The CAME should describe the relevant continuing airworthiness procedures established by the CAMO to assess, control, and monitor any aircraft-level continuing airworthiness impact arising from EFB/PED use or clearly declare when there is no applicable continuing airworthiness procedure. The procedure should focus on aircraft installation, aircraft-installed resources, mounting devices, associated hardware, power supply, aircraft interface, EMI/EMC, decompression, configuration control, maintenance, defect control, records, and interface with Flight Operations.

For the purpose of this paragraph, EFB/PED aircraft installation includes any installed EFB, EFB installed resource, EFB mounting device, aircraft power supply, charging provision, wiring, circuit protection, data connectivity, aircraft interface, antenna, sensor, docking station, input/output component, or other hardware installed on or attached to the aircraft to support EFB/PED use.

Where precise references are made to procedures established in an associated EFB manual, the EFB manual should be considered an associated document to the CAME and shall be managed and listed in CAME 0.6.2.

The following continuing airworthiness procedures should be considered and established:

❑ **EFB/PED scope and aircraft-level impact assessment**

Procedures to identify the EFB/PED configuration and determine whether the intended use has any continuing airworthiness impact on the aircraft. The assessment should consider, as applicable:

- whether the EFB/PED is a portable EFB, PED, installed EFB, or EFB system using aircraft-installed resources;
- EFB system architecture, hardware description, dataflow, and limitations relevant to aircraft configuration;
- whether any installed EFB, EFB installed resource, EFB mounting device, aircraft power supply, wiring, circuit protection, data connectivity, antenna, sensor, docking station, input/output component, or aircraft interface is used;
- whether the EFB/PED receives data from, transmits data to, or interfaces with any aircraft system;
- whether aircraft-level EMI/EMC, PED tolerance, decompression or rapid decompression, battery, fire, stowage, crashworthiness, loose article, or accessibility considerations are applicable;
- whether aircraft records, modification status, equipment list, weight and balance, AMP, MEL, maintenance data, or continuing airworthiness records are affected.

❑ **Portable EFB/PED without aircraft-installed resources**

Procedures to assess and control portable EFB/PED used without aircraft-installed resources, including tablets or PEDs using non-permanent mounts, suction-cup mounts, temporary locking devices, or other removable holding devices. The procedure should ensure that:

- the device, mounting method, stowage method, charging arrangement, and operating location do not adversely affect the aircraft, aircraft systems, flight controls, instruments, visibility, emergency evacuation, crew duties, or installed equipment;
- no aircraft structure, panel, wiring, system, or equipment is modified unless approved under the applicable airworthiness approval process;
- temporary mounts or locking devices do not damage aircraft structure, transparencies, panels, controls, or other installed equipment;
- aircraft-level EMI/EMC or PED tolerance assessment is available where required;
- decompression or rapid decompression evidence is available where required for the intended use;

- any aircraft limitation, operational limitation, stowage requirement, charging restriction, MEL interface, or abnormal/emergency procedure affecting continuing airworthiness is identified and coordinated with Flight Operations;
- any defect, damage, interference, overheating, smoke, fire, battery event, mounting failure, loose article issue, or abnormal behavior affecting the aircraft or safe operation is reported to the CAMO for assessment.

Where the CAMO determines that the portable EFB/PED has no continuing airworthiness impact on the aircraft, the conclusion should be documented. Changes to device type, mounting method, charging method, aircraft location, connectivity, or operating concept should be reassessed.

❑ **EFB/PED using aircraft-installed resources, mounting devices, or associated aircraft hardware**

Procedures to control EFB/PED use involving aircraft-installed resources, mounting devices, or associated aircraft hardware, including, as applicable:

- installed EFB host platform;
- EFB installed resources;
- EFB mounting devices;
- docking stations;
- installed displays, keyboards, pointing devices, switches, or other input/output components;
- aircraft power supply, charging provisions, wiring, connectors, and circuit protection;
- aircraft data connectivity, aircraft interface device, data bus interface, antenna, sensor, server, processor, or communication equipment.

The procedure should ensure that:

(1) the installation is supported by appropriate approved data, such as TC/OEM configuration, SB, STC, minor change, modification approval, or other approval acceptable to CAAT;
(2) factory-installed or OEM-delivered EFB provisions are identified and controlled as part of the aircraft approved configuration;
(3) any installation, removal, relocation, replacement, modification, repair, software/configuration change, or interface change is assessed for continuing airworthiness impact before implementation;
(4) applicable ICA, maintenance tasks, inspections, functional checks, software/configuration controls, and defect rectification instructions are incorporated into the AMP or maintenance planning system, where required;
(5) the EFB/PED installation is reflected, as applicable, in aircraft records, modification status, equipment list, weight and balance, MEL, maintenance data, and the CAMO continuing airworthiness control system.

❑ **Hardware, operating system, software, and configuration control**

Procedures to define when EFB/PED hardware, operating system, software application, database, or configuration changes require CAMO assessment. CAMO assessment should be required where the change affects, or may affect:

- installed EFB resources;
- aircraft interface;
- aircraft data input/output;
- aircraft power supply or connectivity;
- hardware configuration, part number, or compatibility;
- operating system configuration where relevant to installed resources or aircraft interface;
- MEL or operational limitations;
- maintenance data or ICA;
- AMP tasks or maintenance planning;
- aircraft records or configuration control;
- aircraft-level EMI/EMC, PED tolerance, decompression, cybersecurity, or safety assessment assumptions.

❑ **EFB maintenance and continued serviceability**

Procedures to ensure that EFB/PED aircraft-installed resources, mounting devices, and associated aircraft hardware remain serviceable, correctly configured, and maintained in accordance with applicable approved data, ICA, AFM/AFMS limitations, and maintenance instructions. The procedure should address, as applicable:

- inspection, servicing, functional check, and defect rectification;
- mounting device security and integrity, including mounts, cradles, docking stations, locking mechanisms, adjustment mechanisms, attachment points, wear, slippage, stowage, obstruction, access to controls/displays, ingress/egress, external vision, and interference with flight controls;
- docking station condition and function;
- installed displays, keyboards, pointing devices, switches, buttons, labels, illumination, legibility, glare/reflection, brightness adjustment, viewing angle, and degradation due to abrasion or ageing;
- power supply, charging system, wiring, circuit protection, connectors, and interface integrity;
- installed cables, connectors, routing, tethering, strain relief, and interface wiring, including EWIS control where applicable;
- data connectivity and aircraft interface, including interface protection, data flow limitations, non-interference, isolation from certified aircraft systems, and cybersecurity-related assumptions;
- battery condition and safety precautions where the battery forms part of the EFB system or aircraft installation;
- continued compliance with applicable ICA, maintenance data, AFM/AFMS limitations, and supplier or approval-holder instructions;
- maintenance records and release documentation.

❑ **EMI/EMC, PED tolerance, decompression, and aircraft-level safety evidence**

Procedures to ensure that required aircraft-level evidence is available, reviewed, and controlled for EMI/EMC compatibility, PED tolerance, decompression or rapid decompression, battery/fire risk, crashworthiness, stowage, and loose article risk, as applicable.

The procedure should identify the CAMO function responsible for reviewing such evidence and for coordinating with Flight Operations, the design approval holder, OEM, equipment supplier, or CAAT where necessary.

❑ **Data management and aircraft fleet applicability**

Procedures to interface with Flight Operations for EFB data management only where the data, application, aircraft fleet definition, aircraft applicability, database, or configuration may affect continuing airworthiness, aircraft configuration, installed resources, MEL, AMP, or maintenance records.

- aircraft fleet definition and aircraft applicability;
- data administration and data loading arrangements where CAMO support is required;
- data revision mechanism and effective date control where relevant to aircraft configuration or installed resources;
- control of operator-specific documents or aircraft-specific data where they affect aircraft configuration, MEL, AMP, maintenance limitations, or continuing airworthiness records;
- management of database or application discrepancies that may indicate aircraft system, installation, or interface issues.

❑ **Defect control and MEL/operational limitation interface**

Procedures to ensure that EFB/PED-related defects affecting aircraft-installed resources, mounting devices, power supply, aircraft interface, data connectivity, EMI/EMC, aircraft system behavior, or dispatch capability are recorded, assessed, rectified, and coordinated with Flight Operations.

The procedure should address MEL application, operational limitation, alternative procedures, suspension of affected EFB use, and corrective action where applicable.

❑ **Change management**

Procedures to control changes affecting EFB/PED use, including changes to device model, EFB host platform, operating system, application type, mounting method, charging method, aircraft interface, aircraft-installed resource, software/configuration standard, aircraft applicability, or EFB system architecture.

The procedure should define when such changes require CAMO assessment, Flight Operations coordination, design approval holder/OEM consultation, maintenance data review, AMP amendment, MEL amendment, CAME or associated document amendment, or CAAT involvement.

❑ **Interface with Flight Operations and EFB administration**

Procedures to define the interface between the CAMO, Flight Operations, and EFB administrator for EFB/PED use. The interface should include, as applicable:

- responsibility for aircraft-level airworthiness assessment;
- control of EFB/PED hardware and installed resources;
- coordination of EFB maintenance and defect reporting;
- configuration and change control;
- MEL and operational limitation interface;
- reporting of abnormal events, battery/fire events, EMI events, mounting failures, or aircraft interface problems;
- communication of continuing airworthiness limitations or restrictions to Flight Operations.

❑ **Records**

Procedures to retain records supporting the continuing airworthiness control of EFB/PED use, including:

- aircraft-level assessment records;
- EMI/EMC or PED tolerance evidence;
- decompression or rapid decompression evidence, where applicable;
- approved modification or installation data;
- ICA, AMP, MEL, or maintenance planning amendments;
- hardware configuration and part number records;
- operating system or configuration records where relevant to aircraft-installed resources;
- equipment configuration records;
- defect reports and corrective actions;
- MEL or operational limitation records;
- communication with Flight Operations, EFB administrator, OEM, design approval holder, equipment supplier, or CAAT.

❑ **Training and competence**

Training programme for personnel involved in continuing airworthiness assessment and control of EFB/PED use. The training should cover, as applicable:

- EFB/PED terminology and classification;
- portable EFB/PED without aircraft-installed resources;
- installed EFB and EFB/PED using aircraft-installed resources;
- EFB mounting devices and associated aircraft hardware;
- EMI/EMC, PED tolerance, decompression, battery/fire, stowage, and loose article considerations;
- modification and configuration control;
- EFB maintenance and defect/MEL interface;
- coordination with Flight Operations and EFB administration.

1.9.13 PINS-VFR continuing airworthiness management

Reference: Part-SPA Subpart N

This paragraph is required only when any aircraft managed by the CAMO is applicable to specific approval in accordance with TCAR OPS Part-SPA Subpart N, helicopter Point-IN-Space approaches and departures with reduced VFR minima (PINS-VFR).

The following continuing airworthiness procedures should be established:

- ❑ Procedure to identify and control the aircraft systems and equipment required for PINS-VFR operations, including GNSS/FMS/RNAV equipment, navigation database, displays, antennas, radio altimeter or other required equipment where applicable;
- ❑ Procedure to ensure that the AMP includes applicable ICA for equipment supporting PINS-VFR operations;
- ❑ Procedure to ensure continued airworthiness of navigation systems used for PINS-VFR approach/departure operations;
- ❑ Procedure for navigation database control, including database source, loading, verification, validity, applicability, and error reporting where CAMO is responsible or supports Flight Operations;
- ❑ Procedure to assess modifications, repairs, antenna changes, avionics software changes, navigation database changes, or equipment replacements that may affect PINS-VFR capability;
- ❑ Procedure for reporting, investigation, and corrective action of PINS-VFR events, including navigation deviation, database coding error, loss of integrity, equipment failure, misleading guidance, or flight crew report indicating possible continuing airworthiness issue;
- ❑ Procedure for MEL/interface control where PINS-VFR capability is degraded or unavailable;
- ❑ Training and competence control for CAMO and maintenance personnel involved in PINS-VFR continuing airworthiness control.

1.9.14 Continuing airworthiness management required by flight operation requirements and additional authorisation/approvals

Reference: CAMO.A.300(a)(11), CAMO.A.315(a), M(L).A.301

Certain continuing airworthiness activities originate from flight operations requirements or from operational approvals (e.g. flight recorder systems, data link systems or other operational authorisations). Although such requirements may be established under operational regulations, the associated continuing airworthiness activities should be managed under the CAMO system where they involve maintenance planning, accomplishment of maintenance tasks, engineering assessment, analysis of technical data, defect rectification, or maintenance record control.

This chapter should describe the procedures established by the CAMO to ensure that all continuing airworthiness responsibilities arising from operational requirements are properly identified, incorporated into the Aircraft Maintenance Programme (AMP), implemented, monitored and coordinated with the Flight Operations Department and other relevant organisations, as applicable.

Where specialised technical activities (e.g. flight recorder readout/replay, data analysis, or similar engineering services) are subcontracted to an external organisation, the procedure should identify the responsibilities of the CAMO for selecting the service provider, defining the required scope of work, reviewing the results, assessing technical findings, initiating corrective actions where necessary, maintaining the associated records, and ensuring continued compliance. Subcontracting such activities does not relieve the operator or the CAMO of their continuing airworthiness responsibilities.

The continuing airworthiness procedures may include but are not limited to (not exhaustive), as applicable:

❑ As required by ORO.AOC.125(a)(2) for **non-commercial operations of an AOC holder with aircraft listed on its AOC**, applicable continuing airworthiness procedures including the case when the aircraft is returned to the AOC holder after having been used by another operator for operations in accordance with ORO.GEN.310. This includes procedures to ensure that the relevant personnel are instructed to:

(1) Contact the CAMO for any defect or technical malfunction which occurs before or during the operation. The information about any defect or malfunction should be transmitted to the CAMO of the AOC holder before the aircraft is used for the next flight. The same information should be confirmed by the entries in the aircraft technical log system;

(2) Report any occurrences in accordance with the applicable rules and the internal procedures; and

(3) A customised list of occurrences, as developed by the AOC holder, which the other operator should use when informing the AOC holder of any safety-relevant issue or event that occurred while the aircraft was under its operational control.

❑ As required by ORO.AOC.130 for **flight data monitoring programme** implementation, procedures to utilize data of all-flight measurements and exceedance detections to assist the continuing airworthiness function. For example, engine-monitoring programmes look at measures of engine performance to determine operating efficiency and predict impending failures. Examples of continuing airworthiness uses: engine thrust level and airframe drag measurements, avionics and other system performance monitoring, flying control performance, and brake and landing gear usage.

❑ As required by ORO.GEN.200(a)(1)(iii) for **risk management of flight operations with known or forecast volcanic ash contamination**, procedures to support Flight Operations, where continuing airworthiness action may be required, or **when operating in or near areas of volcanic ash cloud contamination** as applicable:

- identification of applicable aircraft, engine, APU, system, and equipment instructions, limitations, or recommendations issued by the TC/STC holder, OEM, engine/APU manufacturer, or CAAT;
- provision of procedures for continuing airworthiness personnel to assess the need for, and execute, relevant maintenance or continuing airworthiness interventions;
- enhanced vigilance during inspections and regular maintenance, including adjustment of maintenance practices where volcanic ash exposure is known or suspected;
- notification to the CAMO when volcanic ash encounter is reported or suspected;
- follow-up actions after reported or suspected volcanic ash encounter, including inspection, cleaning, defect rectification, additional maintenance, and return-to-service assessment;
- checking, before flight, that maintenance actions related to an aircraft technical log entry for a volcanic ash encounter on a previous flight have been completed;
- investigation for unusual or accelerated abrasion, corrosion, volcanic ash accumulation, contamination, or damage to affected aircraft systems or components;
- completion of additional maintenance recommended by the TC/STC holder, OEM, engine/APU manufacturer, or required by CAAT;
- reporting to the TC/STC holder and relevant authorities any relevant observations, technical findings, or continuing airworthiness concerns;
- retention of records of notifications, technical assessments, aircraft technical log entries, maintenance actions, defects, corrective actions, reports, and return-to-service evidence;
- feedback to AMP effectiveness review, reliability programme, safety risk management, compliance monitoring, and training programme, where applicable.

NOTE: This procedure should address only the continuing airworthiness interface and maintenance response necessary to support the operator’s volcanic ash risk management process.

- ❑ As required by subpart-IDE from applicable TCAR OPS Part-CAT, Part-NCC, Part-NCO, Part-SPO, procedures to ensure the **aircraft system and its operational-derived-equipment** are eligible to the intended operation and maintained in accordance with airworthiness requirements, including its operating limitations and appropriate entries in the MEL, as applicable; for examples:
  - First-aid kit and emergency medical kit
  - ELT and its battery
  - Communication and surveillance equipment and aircraft system to ensure RCP/RSP specifications for PBCS operations
  - Aeronautical databases management

- ❑ As required by CAT.OP.MPA.140(d)(2) for **maximum distance from an adequate aerodrome for two-engined aeroplanes without ETOPS approval**, specific maintenance instructions and procedures to ensure the intended levels of continued airworthiness and reliability of the aeroplane including its engines have been established and included in the operator's aircraft maintenance programme in accordance with the applicable requirement for continuing airworthiness, including:
  - ❑ Engine oil consumption programme based on engine manufacturer's recommendations, if available, and track oil consumption trends. The monitoring should be continuous and take account of the oil added.
  - ❑ Engine condition monitoring programme describing the parameters to be monitored, the method of data collection and a corrective action process, and should be based on the engine manufacturer's instructions. This monitoring will be used to detect propulsion system deterioration at an early stage allowing corrective action to be taken before safe operation is affected.

- ❑ As required by CAT.GEN.MPA.195, procedure to conduct **operational checks and evaluations of the recordings** to ensure the continued serviceability of the flight recorders which are required to be carried including procedures to keep and maintain up-to-date documentation that presents the necessary information to convert raw flight data into flight parameters expressed in engineering units:

  NOTE: Where the term "readout" is used in this paragraph, it should be understood to include, as applicable, FDR readout, CVR replay, AIR replay, DLR replay, and equivalent functions for lightweight recorders or other recording systems. Where the task is contracted to a separate organisation, the CAME should clearly identify who carries out the readout/replay and how the CAMO controls and monitors that organisation for quality and compliance.

  - ❑ **Scope and applicability**
    Identification of applicable recording systems and associated equipment, including FDR, CVR, AIR, DLR, lightweight recorders, sensors/transducers, and other associated components. The scope should be clear for flight recording inspection interval control and its reference documentation (e.g. FDR parameter allocation and conversion equation documents, specifications, associated continuous monitoring procedures, etc.)

  - ❑ **Responsibilities and interfaces**
    Identification of the CAMO, operator, maintenance organisation, subcontracted readout/replay organisation, and other responsible parties involved in flight recorder maintenance control, operational checks, readout/replay, evaluation, defect rectification, documentation control, and record keeping.

  - ❑ **Operational checks, evaluations, and readout/replay**
    Procedure for conducting operational checks, evaluation of recordings, and readout/replay, including required frequency or trigger events, data retrieval/replay method, acceptance criteria, review of results, management of unsuccessful, incomplete, corrupted, abnormal, or missing data, defect reporting, and corrective action.

- ❑ Additional procedures for 2-year recording inspection interval of solid-state flight recorder
  Where the CAMO applies a recording inspection interval of up to 2 years based on AMC1 CAT.GEN.MPA.195(b)(a)(2), the procedure should address:
  - ➢ OEM/TC/STC holder data or specifications demonstrating that the applicable flight recorder is solid-state and identifying the associated flight recorder system configuration; and
  - ➢ Continuous monitoring for proper operation, including:
    - identification of the system monitors and/or built-in test functions providing continuous monitoring;
    - verification that the monitoring is capable of detecting, as applicable, loss of electrical power supply, failure of data acquisition and processing equipment, failure of the recording medium and/or drive mechanism; and failure of the recorder to correctly store the acquired data;
    - method and responsibility for reviewing BITE indications, maintenance messages, fault reports, or other monitoring outputs;
    - defect assessment and corrective action where monitoring indicates a failure; and
    - verification that modifications, software/hardware changes, recorder replacement, or configuration changes do not invalidate the eligibility for the 2-year interval.
- ❑ Additional procedures for FDR recording inspection using flight data monitoring (FDM) data
  Where the CAMO applies AMC1 CAT.GEN.MPA.195(b)(a)(4) and uses FDM data in lieu of the normal FDR recording inspection, the procedure should address:
  - ➢ confirmation that aircraft flight data is collected under an approved or established FDM programme;
  - ➢ verification that the acquisition of all mandatory flight parameters is the same for the FDR and the recorder used for the FDM programme;
  - ➢ performance and documentation of an inspection of the FDM data equivalent to the FDR recording inspection, covering all mandatory flight parameters, at intervals not exceeding 2 years;
  - ➢ confirmation that the FDR is solid-state and fitted with continuous monitoring for proper operation;
  - ➢ identification of the evaluation method, acceptance criteria, responsible personnel, and documentation of the inspection results;
  - ➢ control of abnormal, corrupted, missing, or invalid parameters and associated corrective actions; and
  - ➢ periodic verification that all conditions for using the FDM-based inspection remain satisfied, including reversion to the applicable FDR recording inspection where any condition is no longer met.

  AMC1 CAT.GEN.MPA.195(b)(a)(4) requires all four conditions — FDM collection, common acquisition of mandatory parameters, equivalent inspection of FDM data at intervals not exceeding 2 years, and a solid-state FDR with continuous monitoring — to be satisfied before the FDR recording inspection itself is not required.

- ❑ Additional procedures for 4-year DLR recording inspection interval
  Where the CAMO intends to apply a DLR/DLRS recording inspection interval exceeding 2 years, up to a maximum of 4 years, the procedure should describe how the high integrity of serviceability and self-monitoring is demonstrated, maintained, and periodically verified. The procedure should address, as applicable:
  - ➢ System architecture and monitoring capability
    - applicable TC/STC holder, OEM, ICA, or approved design data;
    - analysis identifying failures that are detected by the monitoring system and failures that may remain hidden;

- additional inspections or functional checks required for failures not adequately monitored.

➢ Continuous self-monitoring
- continuous BITE or equivalent monitoring functions;
- functions and failure modes monitored;
- fault annunciation and failure messages to the aircraft maintenance system and/or cockpit indication;
- method for confirming that the monitoring function itself remains serviceable.

➢ Supporting serviceability evidence
- previous DLR inspection/readout results;
- confirmation that required recording duration is achieved;
- evidence that required messages are correctly recorded without unacceptable corrupted or missing messages;
- relevant defect and maintenance history.

➢ In-service monitoring during the extended interval
- responsibilities for reviewing BITE, maintenance messages, fault reports, and DLR-related defects;
- defect assessment and rectification process;
- criteria triggering an unscheduled DLR download, replay, inspection, or functional check.

➢ Continued eligibility and reversion criteria
- assessment of modification, software/hardware change, recorder replacement, or configuration change affecting the DLR or its monitoring capability;
- criteria for suspending the 4-year interval, such as loss or degradation of self-monitoring, BITE failure, corrupted or missing messages, repetitive defects, or significant configuration/software changes;
- reversion to the normal 2-year interval, or performance of an immediate inspection, where continued eligibility cannot be demonstrated.

➢ CAAT approval and records
- prior CAAT approval before applying the 4-year interval;
- retention of the technical justification, supporting evidence, approval, monitoring records, inspection/readout results, and subsequent eligibility reviews.

❑ **Data conversion and replay support documentation**
Procedure to keep and maintain up-to-date documentation required to convert raw flight recorder data into engineering units, including parameter lists, data frame layout, conversion algorithms, aircraft configuration, modification status, software/hardware standards, and replay support documentation.

❑ **Facilities, tools, software, and hardware**
Procedure to ensure that facilities, tools, software, hardware, and replay equipment used for readout/replay and evaluation are suitable, controlled, current, and compatible with the applicable aircraft recording system configuration.

❑ **Preservation of recordings after accident or incident**
Procedure to preserve flight recorder recordings following an accident or incident, including coordination with flight operations, maintenance personnel, subcontracted organisations, and restrictions on maintenance action, power application, download, overwrite, removal, or handling of the recorder until authorised.

❑ **Use and control of subcontracted readout/replay organisation**

Where readout/replay or associated evaluation is subcontracted, procedure to identify and pre-audit the subcontracted organisation, control the arrangement, verify its facilities and competence, review and accept the submitted results, monitor its performance, and retain relevant records. The result review should cover completeness, aircraft/recorder applicability, software or replay standard used, parameter validity, abnormal or missing data, conclusions, and required corrective actions.

- ❑ **Staff competence and training**
  Procedure to ensure that personnel involved in flight recorder maintenance control, readout/replay coordination, result evaluation, documentation control, and subcontractor oversight are trained and competent for their assigned responsibilities.

- ❑ **Result documentation, reporting, and records**
  Procedure to document and retain the results of operational checks, readouts, replays, evaluations, defects, corrective actions, AMP amendments, configuration updates, and related communications.

- ❑ **Change management and effectiveness oversight**
  Procedure to assess changes affecting flight recorder operation, recorded parameters, data conversion, replay capability, or associated documentation, including aircraft or avionics changes, sensor/acquisition unit/recorder replacement, or change of subcontracted provider. The procedure should also include periodic review of programme effectiveness, considering unsuccessful readouts, missing parameters, poor recording quality, recurring defects, subcontractor performance, and compliance monitoring results.

❑ As required by CAT.POL.A.355 for **approval of reduced required landing distance operations**, specific maintenance instructions and operational procedures for the aeroplane's deceleration devices to enhance the reliability of those systems;

❑ As required by CAT.POL.H.305 for **operations without an assured safe forced landing capability**, procedures to attain and maintain the helicopter/engine modification standard defined by the manufacturer and to conduct the preventive maintenance actions recommended by the helicopter or engine manufacturer;

❑ As required by CAT.POL.H.420 for **helicopter operations over a hostile environment located outside a congested area**, continuing airworthiness mitigating procedures from safety risk assessment:
- ❑ The fulfilment of all manufacturers' safety modifications;
- ❑ A comprehensive reporting system (both failures and usage data); and
- ❑ The implementation of a usage monitoring system (UMS).

Each of these elements is to ensure that engines, once shown to be sufficiently reliable to meet the safety target, will sustain such reliability (or improve upon it).

The monitoring system is felt to be particularly important as it had already been demonstrated that when such systems are in place, it inculcates a more considered approach to operations. In addition, the elimination of 'hot starts', prevented by the UMS, itself minimises the incidents of turbine burst failures.

❑ As required by Subpart-SPEC for **operations with specific requirements of Part-SPO and Part-NCO**, any continuing airworthiness management procedures from the following specific requirements:
- ❑ Helicopter External Sling Load Operations (HESLO)
- ❑ Human External Cargo operations (HEC)
- ❑ Parachute operations (PAR)
- ❑ Aerobatic flights (ABF)
- ❑ Maintenance check flights (MCFs) – This can be integrated and refer to CAME 1.13.

- ❑ Procedures to ensure that the AMP includes any applicable ICA, maintenance instructions, inspections, limitations, or additional maintenance tasks issued by the TC/STC holder, design approval holder, OEM, or other approved source for the intended operations addressed above;
- ❑ Training and competency programme for personnel involved in the continuing airworthiness and maintenance of the applicable procedures for the intended operations addressed above.

1.10 Reliability programmes

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

Reliability programmes should be developed for:

- aircraft maintenance programmes based upon maintenance steering group (MSG) logic, or
- those that include condition monitored components (such as some engine types), or
- that do not contain overhaul time periods for all significant system components, or
- when specified by the Manufacturer's maintenance planning document or MRB

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, in accordance with Appendix I to AMC M.A.302:

- ❑ Extent, applicability, and scope of the reliability programme
  - ❑ The type and model of the aircraft/engines controlled by the program
  - ❑ All components that monitored under the programme (e.g. by ATA Chapter). Where some items (e.g. aircraft structure, engines, APU) are controlled by separate programmes, the associated procedures (e.g. individual sampling or life development programmes, constructor's structure sampling programmes) should be cross referenced in the programme.
  - ❑ When the reliability programme is not applicable from the requirement, if CAMO develops its own reliability monitoring programme when it may be deemed beneficial from a maintenance planning point of view or operator's requirement, it shall be clearly described.
  - ❑ A statement of reliability programme objectives
  - ❑ Terms and definitions - The significant terms and definitions applicable to the Programme should be clearly identified (e.g. alert level, significant system, in-flight shutdown, delays, air turn back, MTBF, MTBUR, PIREP, MAREP, UCL, return to bay, reject take-off, etc.). Terms are already defined in MSG-3, Part-145 and Part-M.
- ❑ Specific organisational structure, duties and responsibilities for the reliability programme management
  - ❑ The organisational structure and the department responsible for the administration of the programme should be stated
  - ❑ The chains of responsibility for individuals and departments (Engineering, Production, Quality, Operations etc.) in respect of the programme, together with the information and functions of any programme control committees (reliability group), should be defined
  - ❑ Participation of the competent authority should be stated
  - ❑ For any aircraft/components that are subcontracted for the reliability monitoring, the name of the organisation responsible for or being a part of the programme and its responsibilities/functions shall be described.
  - ❑ Engineering judgement - describe how the organisation ensures that qualified engineering personnel are responsible for interpreting reliability data, proposing and assisting in making technical decisions. It should state that these personnel have appropriate qualifications, experience, and understanding of reliability principles (e.g. MSG logic, failure analysis), and that their judgement is applied in assessing trends, recommending AMP changes, and supporting safe and effective maintenance planning.
  - ❑ The section should also highlight that improper staffing or lack of qualified judgement may lead to rejection of the reliability or maintenance programme by the CAAT.
- ❑ Identification of reliability data, including sources and data collection system
  - ❑ List of information sources and collection (or transmission)

- ❑ For a CAMO with a small fleet of aircraft (see details in Item 6.2 in Appendix I to AMC M.A.302), it should describe how to handle the issue of data sufficiency, especially at the introduction to service of a new aircraft/engine type.
  - ❑ If pooling arrangements or reliability data sharing are used for data sufficiency, it shall be described (see details in Item 6.6 in Appendix I to AMC M.A.302).

- ❑ Procedure for establishing, implementing, and reviewing relevant alerts (or performance standards)

- ❑ Procedure for analysis of reliability data
  - ❑ Display of information
    - ❑ The format of data presentation (graphical/tabular)
    - ❑ Metrics and benchmarks used (e.g. IFSD rate, defect rate per 100 FH, Pilot report rate per 1000 FH, Maintenance report rate per 1000 FH, etc.)
    - ❑ The rules governing any separation or discarding of information prior to incorporation into these formats should be stated.
    - ❑ The format should be such that the identification of trends, specific highlights and related events would be readily apparent.
    - ❑ Provisions for 'nil returns' to aid the examination of the total information
  - ❑ Examination, analysis and interpretation of the information (see details in Item 6.5.6 in Appendix I to AMC M.A.302)
    - ❑ Methods of examination of information
    - ❑ The procedures for analysis and interpretation of information
    - ❑ The range and depth of engineering analysis and interpretation
    - ❑ As applicable, the engine condition/health monitoring programme is considered part of the reliability programme, particularly under the condition monitoring concept. It shall describe how the monitoring is processed, including the monitored parameters e.g. EGT margin, vibration, oil consumption, etc.
    - ❑ Where the CAMO relies upon contracted maintenance and/or overhaul facilities as an information input to the programme, the arrangements for availability and continuity of such information should be established and details should be included.

- ❑ Corrective action system (maintenance programme amendment)
  - ❑ Procedures and time scales both for implementing corrective actions and for monitoring the effects of corrective actions
  - ❑ Approval of maintenance programme amendment from the reliability programme results

- ❑ Evaluation and review (reliability meetings and when participation of the CAAT is needed)
  - ❑ The time periods and the procedures for both routine and non-routine reviews of maintenance control (progressive, monthly, quarterly, or annual reviews, procedures following reliability 'standards' or 'alert levels' being exceeded, etc.)
  - ❑ Procedures for monitoring and, as necessary, revising the reliability 'standards' or 'alert levels'. The organisational responsibilities for monitoring and revising the 'standards' should be specified together with associated time scales.
  - ❑ Criteria to be considered during the review
  - ❑ Presentation of information to the CAAT
    - ❑ The format and content of routine reports
    - ❑ The time scales to produce reports together with their distribution
    - ❑ The format and content of reports supporting request for increases in periods between maintenance (escalation) and for amendments to the approved maintenance programme.

- ❑ These reports should contain sufficient detailed information to enable CAAT to make its own evaluation where necessary.
- ❑ Example of report produced

❑ Additional monitoring system required from applicable specific approvals (cross referenced may be made)

This chapter may, where necessary, be subdivided as follows:
(a) Airframe
(b) Propulsion
(c) Component

The procedure in this paragraph should focus on general systems that are applied to all types of aircraft and components. It is also acceptable to refer to appropriate reliability procedures described specifically for each type of aircraft in the AMP.

If the programme is established in a separate manual, it will be considered an associated document which shall be controlled and meet the same rule as CAME in terms of administrative control of documents.

1.11 Pre-flight inspections

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

❑ 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:

(1) 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.

(2) An inspection of the aircraft continuing airworthiness record system or the ATLS, 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.

(3) A control that consumable fluids, gases etc. uplifted prior to flight are of the correct specification, free from contamination, and correctly recorded.

(4) A control that all doors are securely fastened.

(5) A control that controls surfaces and landing gear locks, pitot/static covers, restraint devices and engine/aperture blanks have been removed.

(6) 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.

(7) 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 AMP.

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

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

NOTE: The performance of ground de-icing and anti-icing activities does not require a TCAR AIR 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 Organisation should define the content of the pre-flight inspection for every aircraft (or aircraft type managed), ensuring compliance with AMC M.A.301(a). 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

Reference: M.A.301(h), M.A.305(c), GM M.A.305(c)(2), CAAT Notification on Aircraft Weight and Balance, CAT.POL.MAB.100(a); CAT.POL.MAB.100(b); CAT.POL.MAB.100(c), AMC1 CAT.POL.MAB.100(a), AMC1 CAT.POL.MAB.100(b), AMC2 CAT.POL.MAB.100(b), AMC1 CAT.POL.MAB.100(d)

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, weight and centre of gravity (CG) position of the aircraft shall comply with the limitations specified in the AFM (or equivalent document), or the operations manual if more restrictive.

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

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

- ❑ Cases where the aircraft has to be weighed.
  The operator shall establish the weight and the CG position of any aircraft by actual weighing prior to the initial entry into service of the aircraft and thereafter at intervals defined in the aircraft maintenance programme.

  New aircraft that have been weighed at the factory may be placed into operation without reweighing if the weight and balance records have been adjusted for alterations or modifications to the aircraft. Aircraft transferred from one operator to another operator do not have to be weighed prior to use by the receiving operator unless more than the defined interval have elapsed since the last weighing or the weight and balance cannot be accurately established by calculation.

  The aircraft shall be reweighed if the effect of modifications on the weight and balance is not accurately known.

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

  Refer to regulation on Aircraft Weight and Balance for additional requirements regarding aircraft weighing practices.

  Accomplishment of aircraft weighing shall be recorded in aircraft continuing airworthiness record system and ATL. A copied weight and balance report shall always be on board with the aircraft.

- ❑ Weight and balance statement calculation.
  The CAMO should describe the procedure in place to produce the aircraft weight and balance statement, calculating the basic weight and centre of gravity (CG) position of the aircraft from the weighing report data received from the maintenance organisation or the aircraft manufacturer.

  'Basic Weight' means total weight of the aircraft including total weight of all basic equipment, unusable fuel, unusable oil, total amount of engine coolant and total amount of hydraulic fluid but it does not include the usable fuel weight, payload, drainable oil and weight of passengers and crew.

  "Empty Mass" means the mass of an aircraft in its empty state as specified in the aircraft's manual, including the equipment required and installed on the aircraft.

❑ Weight and balance statement update and revision.
The accumulated effects of modifications and repairs on the weight and balance shall be accounted for and properly documented.

The weight and balance of the aircraft shall be revised in the following cases:

(1) For an aeroplane, when the empty weight has been changed by more than 0.5% of the maximum landing weight or where the basic centre of gravity position has changed by more than 0.5% of the mean aerodynamic chord (MAC).

(2) For a helicopter, when the empty weight has changed by more than 1% of the maximum total weight or where the basic centre of gravity position has changed by more than 0.5 inch or 10% of the maximum permissible centre of gravity range whichever is less.

Such information shall be made available to the pilot-in-command.

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

1.13 Maintenance check flight procedures

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

The criteria for performing a maintenance check flight (MCF) are normally included in the aircraft maintenance programme or derived by the scenarios described in GM M.A.301(i). This chapter should explain how the MCF procedure is established in order to meet its intended purpose (for instance, after a heavy maintenance check, after engine or flight control removal installation, etc.), and the release procedures to authorise such an MCF.

❑ Maintenance check flight definition.
'Maintenance check flight ('MCF')' means a flight of an aircraft with an airworthiness certificate or with a Special Flight Permit 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:
(1) 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.
(2) After maintenance, as required by the operator or proposed by the organisation responsible for the continuing airworthiness of the aircraft.
(3) As requested by the maintenance organisation for verification of a successful defect rectification.
(4) To assist with fault isolation or troubleshooting.

❑ Maintenance check flight policy.
The CAMO should list the situations where an MCF will be performed. For example:
- Required by ICAs after maintenance event (AMP, AMM, Modification, etc.)
- After heavy maintenance event, as CAMO 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 Thailand from another country (AMC M.A.904(a)(2)).
- During aircraft phase-in, as CAMO/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 (GM M.A.301(i)):
  - CRS before and/or after the MCF.
  - Limitations entry into the ATL and CRS.
  - No CRS can be issued in accordance with the maintenance data before the flight (see GM M.A.301(i)(b)(4)) and a Special Flight Permit is needed (ref. to CAME 4.7).

1.14 Continuing airworthiness management data

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

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

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

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

- ❑ Identification of maintenance data used by the organisation.
  - Instructions for Continuing Airworthiness (ICAs) issued by TC Holder; such as SRM, TSM, IPC, MPD, WBM, etc.
  - Approved drawing from organisation responsible to the modification/repair/design
  - ICAs issued by STC holder and/or DOA (e.g., AMM/IPC/MEL/AFM/CCM supplements).
  - ICAs issued by Component OEM; such as Component Vendor Recommendations, CMM, Component Repair Manual, Engine Time Limits Manual, etc.
- ❑ Procedure to obtain updated approved maintenance data.
  - TC/STC holder, DOA (non-STC), 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 CAMO transcribes the maintenance tasks instructions onto the work cards or worksheets provided to the Maintenance Organisation (for every maintenance event) or only work orders referring to specific maintenance tasks (with revision status) are provided. Different options may be used, for example depending on the contracted Organisation, line or base maintenance event, aircraft or component maintenance, etc.

PART 2 MANAGEMENT SYSTEM PROCEDURES

The CAMO shall establish, implement, and maintain a management system corresponding to the size of the Organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.

The CAMO is responsible for identifying hazards created by the existence of complex operational and maintenance arrangements (such as when multiple organisations are contracted, or when multiple levels of contracting/subcontracting are included). Any aviation safety hazards associated with such contracting or subcontracting are considered as part of the CAMO management system, therefore they must be subject to CAMO hazard identification and risk management.

For AOC holder, the management system shall be an integrated part of the operator's management system and therefore, these procedures may be already described in the operator's Management System Manual (MSM). In such a case, it is acceptable that these CAME procedures make precise reference to the specific MSM paragraphs where the same procedures are described. General references to the whole Management System Manual are not acceptable.

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

2.1 Hazard identification and safety risk management schemes

Reference: CAMO.A.200(a)(1)(iii), GM1.CAMO.A.200, AMC1 CAMO.A.200(a)(1)(iii), GM1 CAMO.A.200(a)(1)(iii), GM2 CAMO.A.200(a)(1)(iii), CAMO.A.205(a)(2), GM1 CAMO.A.205, AMC1 CAMO.A.305(a)(4);(a)(5), AMC1 CAMO.A.305(g), GM2 CAMO.A.305(g), AMC2 CAMO.A.315(c)

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

❑ Hazard identification process.
- Process for safety data collection; proactive and reactive methods.
- Identification of data sources, external and internal (e.g. safety reports, investigation reports, bulletins from aircraft manufacturers or authority, findings from internal and external audit, etc.)
- Process for safety data analysis.
- Procedure(s) for the identification and classification of hazards relevant to the Organisation/ activity.
- Records management (hazard log/register).
- Responsibilities and management of the hazard log.
- Internal communication process.

❑ Safety risk management.
The CAMO should describe in detail the risk assessment process in place.

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

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

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

❑ Mitigation actions.
- Control (in terms of mitigation) of risks to an acceptable level
- Decision-making process, including responsibilities
- Implementation of actions
- Monitoring of the effectiveness of the implemented actions

Mitigation is the process of incorporating risk barrier controls (for example, preventive controls or recovery controls) to reduce the severity and/or the likelihood of the identified hazard, therefore reducing the risk to an acceptable level, and, if possible, to eliminate the risk.

Those risk controls should be Specific, Measurable, Agreed, Realistic and Time constrained. Human Factors should be considered as part of the development of risk controls.

The responsible person/position in charge of the implementation and management of mitigation measures should be identified (including follow-up procedure).

Effectiveness of mitigations should be monitored. When necessary, risk controls should be changed as a result of that assessment.

2.2 Internal safety reporting and investigations

Reference: CAMO.A.160, AMC1 CAMO.A.160, CAMO.A.200(a)(1)(iii), AMC1 CAMO.A.200(a)(1)(ii), AMC1 CAMO.A.200(a)(1)(iii), CAMO.A.202, AMC1 CAMO.A.202, GM1 CAMO.A.202, GM1 CAMO.A.205, CAMO.A.300(a)(10), AMC1 CAMO.A.305(g), AMC3 CAMO.A.305(g), AMC5 CAMO.A.305(g)

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

Through this scheme, the CAMO shall:

(a) identify the causes of and contributing factors to any errors, near misses, and hazards reported and address them as part of safety risk management process.

(b) ensure evaluation of all known, relevant information relating to errors, the inability to follow procedures, near misses, and hazards, and a method to circulate the information as necessary.

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

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

❑ Identification of clear policy and objectives.
The internal safety reporting scheme should include:
- Clearly identified aims and objectives with demonstrable corporate commitment.
- A just culture policy as part of the safety policy (as defined in CAME 0.1.1), and related just culture implementation procedures.

❑ Safety investigation process

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

Additional considerations for this chapter include:

❑ Initial and recurrent training requirements for staff involved in internal investigations.

❑ Coordination and cooperation with the owner or operator on occurrence investigations by exchanging relevant information to improve aviation safety.

❑ Recurrent training updates, in accordance with the established training policy and procedures, whilst maintaining appropriate confidentiality.

❑ Feedback loop to reporters and other staff.

2.3 Safety action planning

Reference: CAMO.A.200(a)(1)(ii), AMC1 CAMO.A.200(a)(1)(iii), GM1 CAMO.A.200(a)(1)(iii)

This chapter should describe the safety action planning process in place, describing the Safety Review Board (SRB) and Safety Action Group (when applicable) composition, meetings and functions.

For AOC holder, it should detail how an integrated system is achieved between continuing airworthiness and flight operations.

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

The SRB should monitor:
- Safety performance against the safety policy and objectives
- That any safety action is taken in a timely manner
- The effectiveness of the organisation's management system processes

The SRB may also be tasked with:
- Reviewing the results of compliance monitoring
- Monitoring the implementation of related corrective and preventive actions

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

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

The SAG may be tasked with or assist in:
- Monitoring safety performance
- Defining actions to control risks to an acceptable level
- Assessing the impact of organisational changes on safety
- Ensuring that safety actions are implemented within agreed timescales
- Reviewing the effectiveness of previous safety actions and safety promotion

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

2.4 Safety performance monitoring

Reference: CAMO.A.200(a)(1)(iii), GM1 CAMO.A.130(b), GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(1)(i), GM1 CAMO.A.200(a)(1)(i), AMC1 CAMO.A.200(a)(1)(ii), AMC1 CAMO.A.200(a)(1)(iii), CAMO.A.202(c)(2), CAMO.A.202(e), GM1 CAMO.A.202, AMC1 CAMO.A.305(a)(4); (a)(5), AMC1 CAMO.A.305(g)

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

This chapter should describe the system in place to measure the safety performance of the organisation, including development of safety performance indicators (SPIs) and targets linked to the organisation's safety policy and objectives.

The SPIs and targets should be appropriate to the organisation's activities, risks and safety objectives, and they should be monitored and analysed for trends. SPIs should be reviewed and regularly updated to ensure they remain relevant. The SPIs should enable the Organisation to measure, among others:

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

For each SPI, the following should be described:

- ❑ Indicator description.
- ❑ Indicator purpose/aim.
- ❑ Reference value and target value, if applicable.
- ❑ Data collection procedure.
- ❑ Indicator control procedure.

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

Results of safety performance monitoring should be discussed at senior management level, for example during the SAGs or other appropriate forums, and feedback should be provided to the Accountable Manager.

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

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

2.5 Change management

Reference: CAMO.A.130, AMC1 CAMO.A.130, AMC2 CAMO.A.130, GM1 CAMO.A.130, GM1 CAMO.A.130(a)(1), GM2 CAMO.A.130(a)(1), GM1 CAMO.A.130(b), GM2 CAMO.A.200(a)(1)(iii)

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

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

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

- Changes to the organisational structure
- The inclusion of a new aircraft type in the terms of approval
- The addition of aircraft of the same or a similar type
- Significant changes in personnel (affecting key personnel and/or large numbers of personnel, high turn-over)
- New or amended regulations
- Changes in the security arrangements
- Changes in the economic situation of an organisation (e.g. commercial or financial pressure)
- New schedule(s), location(s), equipment, and/or operational procedures
- The addition of new subcontractors

The change management process should consider:

- ❑ Identification and description of the change.
- ❑ Assessment of the criticality and impact.
- ❑ Existing controls and implementation of new controls.
- ❑ Change implementation and transition period (or action plan).
- ❑ Monitoring the effectiveness of the change implementation.

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

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

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

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

2.6 Safety training and promotion

Reference: CAMO.A.200(a)(1)(iii), CAMO.A.200(a)(1)(iv), GM1 CAMO.A.200(a)(1)(iv), CAMO.A.220(c), CAMO.A.305(a)(2), CAMO.A.305(c), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4);(a)(5), GM1 CAMO.A.305(g), AMC1 CAMO.A.305(c), AMC5 CAMO.A.305(g), GM2 CAMO.A.305(g), Appendix III to AMC4 CAMO.A.305(g)

Safety training, combined with safety communication and information sharing, forms part of safety promotion.

The CAMO should ensure that:

- ❑ All staff are able to demonstrate an understanding of safety management principles including Human Factors, related to their job function.
- ❑ All staff are familiar with the safety policy and the procedures and tools that can be used for internal safety reporting.
- ❑ Staff who have been designated safety management responsibilities are familiar with the relevant processes in terms of hazard identification, risk management, and the monitoring of safety performance.

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

- ❑ Nominated persons and managers
- ❑ Persons involved in any compliance monitoring and/or safety management related processes and tasks, including application of HF principles, internal investigations and safety training
- ❑ Airworthiness review staff
- ❑ Technical support personnel such as, planners, engineers, and technical record staff
- ❑ Personnel involved in developing and amending/reviewing the AMP, in assessing its effectiveness and/or working on reliability programme
- ❑ Subcontracted staff in the above categories

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

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

Training should be provided to management and staff at least:

- ❑ During the initial implementation of safety management processes
- ❑ For all new staff or personnel recently allocated to any safety management related task
- ❑ On a regular basis to refresh their knowledge and to understand changes to the management system
- ❑ When changes in personnel affect safety management roles, and related accountabilities/ responsibilities
- ❑ When performing dedicated safety functions in domains such as safety risk management, compliance monitoring, internal investigations

Recurrent safety training should be delivered either as a dedicated course or else integrated within other training. It should be of an appropriate duration in each 2-year period, in relation to the relevant compliance monitoring audit findings and other internal/external sources of information available to the organisation on safety and HF issues. Recurrent training should take into account certain information reported through the internal safety reporting scheme.

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

The CAMO should establish communication about safety matters that:

- ❑ Ensures that all personnel are aware of the safety management activities, as appropriate, for their safety responsibilities
- ❑ Conveys safety-critical information, especially related to assessed risks and analysed hazards
- ❑ Explains why particular actions are taken
- ❑ Explains why safety procedures are introduced or changed

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

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

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

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

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

Reference: CAMO.A.200(a)(1)(iii), GM1 CAMO.A.200, AMC1 CAMO.A.200(a)(1)(iii)

A procedure should be implemented to enable the organisation to act promptly when it identifies safety concerns with the potential to have immediate effect on flight safety, including clear instructions on who to contact at the owner/operator, and how to contact them, including outside normal business hours. These provisions are without prejudice to the occurrence reporting required by point CAMO.A.160.

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

The procedure should include the following information:

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

2.8 Compliance monitoring

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

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

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

For AOC holder in accordance with TCAR OPS regulation, the CAMO compliance monitoring system shall be an integrated part of the operator's compliance monitoring system.

2.8.1 Audit plan and audit procedure

Reference: CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2), AMC2 CAMO.A.200(a)(2), CAMO.A.220(b), CAMO.A.150, AMC1 CAMO.A.150, GM1 CAMO.A.150

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

The audit plan should ensure that all aspects of Part-CAMO compliance are verified every year, including all the contracted and subcontracted activities, and maintenance activities performed by any approved maintenance organisation (including in case the CAMO is also holding Part-145 certificate). 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 or owned maintenance organisations

NOTE 1: For permanent or recurrent contracted maintenance organisations, the audit plan should normally include periodic audits or verifications to confirm that the organisation remains appropriate for the intended maintenance and that the contract or documented arrangement continues to be effectively implemented.

For one-time or infrequently used maintenance organisations, such as an engine shop, component shop, or specialised repair organisation selected only when a specific maintenance event is required, the CAMO may use a pre-use assessment instead of including the organisation in the normal periodic audit cycle. However, it should be clearly defined in the audit programme.

NOTE 2: The audit plan should therefore distinguish between:
- permanent or recurrent contracted maintenance organisations;
- one-time or infrequently used maintenance organisations;
- maintenance organisations used through an internal arrangement; and
- subcontractors used by the contracted or owned maintenance organisations.

- Audit of subcontracted functions
- Validation/internal approval of the Audit Plan and management of its revisions/changes

❑ Audit procedure(s):
- Responsibilities
- Tools and systems
- Auditing method (remote, on-site) and criteria
- Audit preparation
- Personnel requirements
- Audit agenda and notification
- Audit checklist and forms to be used for each audit type
- Audit report format and templates
- Audit timescales
- Audit records
- Management of findings and feedback system
  - Finding classification
  - Finding notification
  - Finding acceptance
  - Extension and escalation of findings
  - Implementation of corrective and preventive actions
  - Overdue findings
  - Closure of findings
  - Analysis of finding(s) for continuous improvement of SMS

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

The Audit Plan may be developed as a calendar year table, identifying the months/weeks in columns, the audit types in rows, and the scheduled audits in the table cells. The Audit Plan is not considered a CAME associated document and can be managed under direct control of the Compliance Monitoring function.

EXAMPLE 35: Audit Plan

AUDIT	AUDIT TYPE	PLANNED	COMPLETED	REMARKS
Part-M 1	M.A.XXX	mmm-yyyy	dd-mmm-yyyy	
Part-M 2	M.A.YYY	mmm-yyyy	dd-mmm-yyyy	
Part-CAMO 1	CAMO.A.XXX	mmm-yyyy	dd-mmm-yyyy	
Part-CAMO 2	CAMO.A.YYY	mmm-yyyy	dd-mmm-yyyy	
Part-ML	ML.A.YYY	mmm-yyyy	dd-mmm-yyyy	
Independent audit	Independent audit	mmm-yyyy	dd-mmm-yyyy	
Location A	Facility	mmm-yyyy	dd-mmm-yyyy	
Location B	Facility	mmm-yyyy	dd-mmm-yyyy	
AMP Aircraft Type A	AMP	mmm-yyyy	dd-mmm-yyyy	
AMP Aircraft Type B	AMP	mmm-yyyy	dd-mmm-yyyy	
ADs & PFC	ADs & PFC	mmm-yyyy	dd-mmm-yyyy	
D.F.1	Defect Management	mmm-yyyy	dd-mmm-yyyy	
D.F.2	Defect Management	mmm-yyyy	dd-mmm-yyyy	
CMS	Management System	mmm-yyyy	dd-mmm-yyyy	
SMS	Management System	mmm-yyyy	dd-mmm-yyyy	
Flight recording inspection	Operational airworthiness	mmm-yyyy	dd-mmm-yyyy	
Part-IDE	Operational airworthiness	mmm-yyyy	dd-mmm-yyyy	
SPA-EDTO	EDTO airworthiness	mmm-yyyy	dd-mmm-yyyy	
Other specific approvals	SPA airworthiness	mmm-yyyy	dd-mmm-yyyy	
Maintenance contractor 1	Contracted Maintenance	mmm-yyyy	dd-mmm-yyyy	
Maintenance contractor 2	Contracted Maintenance	mmm-yyyy	dd-mmm-yyyy	
Maintenance department	Owned Part-145 Certificate	mmm-yyyy	dd-mmm-yyyy	
Airworthiness Review (A320)	Airworthiness Review	mmm-yyyy	dd-mmm-yyyy	
Airworthiness Review (B737)	Airworthiness Review	mmm-yyyy	dd-mmm-yyyy	
Product audit 1 (A320/1)	Product audit	mmm-yyyy	dd-mmm-yyyy	
Product audit 2 (A320/2)	Product audit	mmm-yyyy	dd-mmm-yyyy	
Product audit 3 (B737)	Product audit	mmm-yyyy	dd-mmm-yyyy	
…	…	…	…	…

To demonstrate compliance with all the applicable requirements, the audit forms used, or the audit checklists should clearly identify the requirements being audited.

In order to ensure that no CAMO activity, CAME procedure, or applicable requirement is missing from compliance check, a cross-reference table (audit matrix) should be developed listing each applicable regulatory paragraph (and subparagraph) with the related CAME procedure (chapter/subchapter) and the audit where it is checked.

This audit matrix is intended to be a living document customised by the 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 audit type classification (e.g. change to scope of work to include airworthiness review privileges, change of subcontracted organisations/activities, etc.).

EXAMPLE 36: Audit Matrix

Regulation References	CAME	AUDIT TYPE							
		AD & PFC	AMPs	CMS	SMS	Maintenance Activities	Defects MNGMT	Operational airworthiness	…
CAMO.A.200(a)	…								…
CAMO.A.300	…			X	X				…
…	…								…
M.A.201(a);(b)	0.2								…
M.A.201(c)	2.4, 2.5, 3.1					X			…
M.A.201(d)	1.11	X							…
M.A.201(e)	0.2								X
M.A.302	1.2		X						
M.A.302(e)	1.2.4, 1.2.5		X						
…	…								…
SPA.EDTO	1.9.6		X			X		X	X
ORO.AOC.130	1.9.14							X	X
CAT.GEN.MPA.195(b) NCC.GEN.145(b)	1.9.14		X			X		X	X
…	…	…	…	…	…	…	…	…	…

Upon receiving privilege in accordance with AMC2 CAMO.A.200(a)(2) Item (f), provided that there are no safety-related findings, the organisation may extend its internal compliance monitoring cycle from 1 year up to 2 years, subject to a risk assessment and/or mitigation actions, and agreement by CAAT. When the CAMO chooses to obtain this privilege, the risk assessment and extension procedure should be described in this paragraph.

- ❑ Procedure for extension of internal audit cycle with risk assessment (optional procedure).
  - ❑ Conditions for extending the internal audit cycle:
    - No safety-related findings have been recorded in the past two audit cycles;
    - The CAMO has demonstrated a stable compliance record with minimal findings;
    - A risk assessment is conducted to evaluate the impact of extending the audit cycle;
    - Mitigation actions are implemented to ensure continued oversight effectiveness;
    - The extension request is reviewed and approved by CAAT.
  - ❑ The risk assessment shall consider, at a minimum, the following factors:
    Compliance & Performance History:
    - Review of past audit reports to assess trends in findings;
    - Analysis of repeat findings or unresolved issues;
    - Verification of corrective action effectiveness from previous audits.

    Organisational Stability & Resources:
    - Changes in key personnel, management, or compliance structure;
    - Availability of qualified internal auditors to sustain compliance monitoring;
    - Any significant changes in fleet size, scope of operations, or subcontracted activities.

    Safety Performance & Reporting Trends:
    - Review of safety data, internal occurrence reports, and risk management records;
    - Analysis of hazard reports, safety trends, and risk indicators;
    - Evaluation of reported incidents that could indicate system weaknesses.

    External Regulatory Findings:
    - History of CAAT audit results and any identified regulatory concerns.;
    - Review of any external audits (e.g., operator audits, industry audits) that may highlight compliance risks.

- ❑ Procedure for requesting an audit cycle extension
  - Internal approval by Accountable Manager;
  - Request submission to the CAAT which includes risk assessment report, justification for audit extension, and supporting data (audit records, compliance trends, performance history).

- ❑ Procedure to monitor compliance and revert to a 1-year audit cycle
  - Monitor compliance continuously and review effectiveness annually;
  - Immediately notify CAAT if any safety-related findings occur, which may lead to reversion to a 1-year audit cycle;
  - Conditions for reverting to a 1-year audit cycle (Safety-related finding detected in internal or external audit, significant operational or compliance changes increasing risk, or CAAT revokes extension due to oversight concerns.).

2.8.2 Monitoring of continuing airworthiness management activities

Reference: CAMO.A.125(d), CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2), AMC2 CAMO.A.200(a)(2), AMC3 CAMO.A.200(a)(2), AMC4 CAMO.A.200(a)(2), GM1 CAMO.A.200(a)(2), GM1 CAMO.A.205, CAMO.A.205, GM1 CAMO.A.205, CAMO.A.300(a)(11), Appendix II to AMC1 CAMO.A.125(d)(3), CAMO.A.315(a)

This paragraph should set out a procedure to periodically review the continuing airworthiness management activities defined in Part-M/-ML Subpart C and applicable TCAR OPS provisions, in accordance with the audit plan identified in CAME 2.8.1.

As part of the compliance monitoring function, the CAMO shall conduct product audits of aircraft to ensure that continuing airworthiness management procedures are being effectively implemented. These audits, distinct from airworthiness reviews, shall verify compliance with CAMO procedures, regulatory requirements (Part-M, Part-ML, Part-CAMO, Part-145, applicable TCAR OPS provisions), and contractual obligations where applicable. The CAMO shall establish a policy for product audits, defining applicable product lines, frequency, methods, and reporting processes. The results of product audits shall be incorporated into the compliance monitoring system and used to identify any procedural deficiencies, trends, or areas for improvement. The product audit procedure can be referred to CAME 3.2 if the same principle can be used.

- ❑ Monitoring of subcontracted continuing airworthiness management activities (if applicable)
  Where continuing airworthiness management tasks are subcontracted, the compliance monitoring programme should include the subcontracted activities and verify that they remain under the effective control of the CAMO.

  The procedure should address:
  - audit or monitoring method, with frequency and sampling defined in CAME 2.8.1;
  - monitoring of the performance and quality of subcontracted tasks;
  - verification that the subcontracted organisation continues to comply with the applicable CAMO procedures and contractual requirements;
  - review of technical outputs, records and reports produced by the subcontracted organisation;
  - follow-up of data-quality issues, delays, errors, repeated discrepancies, or other adverse trends; and
  - management, corrective action and follow-up of findings identified through monitoring activities.

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

Reference: CAMO.A.200(a)(2), AMC3 CAMO.A.305(g), AMC4 CAMO.A.305(g), Appendix II to AMC1 CAMO.A.125(d)(3), M.A.301(e), AMC M.A.301(e), AMC.M.A.302(g), Appendix I to AMC M.A.302

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

The Compliance Monitoring System should monitor compliance with AMP periodic review procedures in CAME 1.2.2, procedures for analysis of the AMP effectiveness in CAME 1.5, and reliability programme procedures in CAME 1.10, as part of the Audit Plan (CAME 2.8.1). The following minimum items should be checked:

- ❑ Review of AMP reliability reports.
- ❑ Evidence of actions taken as a result of the periodic reviews and the analysis of the effectiveness of the AMP.
- ❑ Reliability meetings are being attended.
- ❑ Qualification adequacy of staff participating in the reliability programme, such as staff collecting required data, analysing information, making decisions/recommendations, etc.
- ❑ Compliance with functions/responsibilities specified in the AMP reliability programme.

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

Reference: CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2), CAMO.A.205, GM1 CAMO.A.205, CAMO.A.300(a)(11)(ii), CAMO.A.300(13), CAMO.A.315(b), CAMO.A.315(c), CAMO.A.315(d), GM1 CAMO.A.315(b)(5), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c), GM1 CAMO.A.315(d), Appendix IV to AMC1 CAMO.A.315(c), Appendix II to AMC1 CAMO.A.125(d)(3)

This paragraph should set out a procedure to periodically review that the approval of the approved maintenance organisations is relevant for the maintenance of the operator's fleet. This may include feedback information from any approved maintenance 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 CAAT scope of approval (including MOE scope of work check) during the maintenance organisation selection procedure (refer to CAME 3.1.2) or before arranging maintenance tasks to maintenance function when the CAMO is also holding maintenance organisation approval certificate.

- ❑ Provisions in the maintenance contracts to notify any change affecting the contract (e.g. Maintenance Organisation scope of approval change, CAAT Part-145 approval suspension/limitation/revocation, etc.).

- ❑ Verifications performed during audits to approved maintenance organisations as part of CAME 2.8.1. The audit, verification, and/or assessment include:
  - approval status and approved scope of work;
  - capability for the intended maintenance task;
  - location and facility to be used;
  - certifying staff and release privileges;
  - availability of maintenance data, tools, equipment, and test equipment;
  - subcontracted work, if any;
  - work order, maintenance instruction, and communication process;
  - required release documents, work report, component status, life-limited parts status, modification or repair status, and records return;
  - right of access by the CAMO and CAAT, where applicable.

- ❑ Additional verifications to be performed to complement those aspects not covered in the previous paragraphs.

This also applies where the CAMO holds a CAAT Part-145/-CAO maintenance privilege for their aircraft currently being managed including their subcontracted maintenance, as applicable.

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

Reference: CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2), CAMO.A.205, GM1 CAMO.A.205, CAMO.A.300(a)(11)(ii), CAMO.A.300(a)(13), CAMO.A.315(b), CAMO.A.315(c), CAMO.A.315(d), GM1 CAMO.A.315(b)(5), AMC1 CAMO.A.315(c), AMC2 CAMO.A.315(c), GM1 CAMO.A.315(c), GM1 CAMO.A.315(d), Appendix IV to AMC1 CAMO.A.315(c), Appendix II to AMC1 CAMO.A.125(d)(3)

This paragraph should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all maintenance is carried out in accordance with the contract, in accordance with Appendix IV to AMC1 CAMO.A.315(c) or the scope of work (in case of own AMO). This includes a procedure to ensure that the system allows all the personnel involved (including the contractors and their subcontractors) to familiarise themselves with its terms and that, for any contract amendment, relevant information is distributed in the CAMO and to the contractor.

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

2.8.6 Compliance monitoring personnel

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

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

- ❑ Required experience and competence (professional background, minimum number of audits performed under supervision, English language skills, etc.).
- ❑ Required training (e.g., audit techniques, Regulation, FTS, CAME, continuation training, etc.).
- ❑ Specific experience and/or technical training required for the authorisation to audit specific areas or to cover specific audit functions, as applicable to the organisation (e.g., audit of Airworthiness Review, product audit, contracted maintenance, subcontracted CAM tasks, Lead auditor, etc.).
- ❑ Scope of authorisation for auditors (e.g., A320 Product audit, System/procedures Audit, contracted maintenance audit, subcontracted tasks, etc.).
- ❑ Issue, extension, renewal or withdrawal procedures of authorisations.
  NOTE: 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 referred to CAME 0.3.2.2 or described in this chapter.
- ❑ Independence of compliance monitoring personnel when the CAMO uses skilled personnel working within another department/function or other approval certificates.
- ❑ Retention of records.
- ❑ Duration / location.
- ❑ Type of documents.
- ❑ Planned and allocated work hours (if not full-time employed).
  NOTE: A description of the functions of compliance monitoring personnel should be included in CAME 0.3.

2.9 Control of personnel competency

Reference: CAMO.A.200(a)(1)(iv), GM1 CAMO.A.200(a)(1)(iii), GM1 CAMO.A.130(b), CAMO.A.220(c), CAMO.A.305(g), AMC1 CAMO.A.305(a)(4); (a)(5), AMC1 CAMO.A.305(g), AMC2 CAMO.A.305(g), AMC4 CAMO.A.305(g), GM3 CAMO.A.305(g)

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

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

- ❑ The person(s) who is/are responsible for this process.
- ❑ Competency model for each position/function of the CAMO.
  The organisation should establish a competency model appropriate to each relevant position or function involved in compliance monitoring, safety management and continuing airworthiness management. The model should encompass the knowledge, skills and attitudes necessary to perform the assigned responsibilities effectively, including an appropriate understanding of safety management and human factors principles relevant to the person's functions and responsibilities. Each competency should, where appropriate, be supported by performance criteria and/or observable behaviors that describe the expected level of performance and provide an objective basis for initial and recurrent competency assessment.

  The competency model below is provided as an example only. The CAMO should develop and customise its competency model according to its scope of work, aircraft managed, organisation structure, privileges, contracted arrangements, AMP complexity, aircraft entry or phase-in activities, and applicable operational approvals.

EXAMPLE 37: Competency model for each position

Competency	Manager	Planner	Technical engineering staff	Technical record staff	Airworthiness review staff	Compliance monitoring staff	Safety management staff
Knowledge of applicable officially recognised standards						X	
Knowledge of auditing techniques (planning, conducting and reporting)						X	X
Knowledge of safety management, human factors, human performance and limitations, and just culture	X	X	X	X	X	X	X
Knowledge of organisation capabilities, privileges and limitations	X	X	X	X	X	X	X
Knowledge of TCAR AIR Part-M; Part-ML; Part-CAMO; Part-39, Part-145, applicable TCAR OPS provisions, and any other relevant regulations	X	X	X	X	X	X	X
Knowledge of relevant parts of the CAME and related procedures	X	X	X	X	X	X	X
Knowledge of CAME change management, direct approval, indirect approval, AltMoC and notification procedures	X					X	X

Competency	Manager	Planner	Technical engineering staff	Technical record staff	Airworthiness review staff	Compliance monitoring staff	Safety management staff
Knowledge of occurrence reporting (mandatory and voluntary), internal reporting scheme and understanding of the importance of reporting occurrences, incorrect maintenance data and existing or potential defects	X	X	X	X	X	X	X
Knowledge of safety risks linked to the working environment and airworthiness functions	X	X	X	X	X	X	X
Knowledge of CDCCL when relevant	X	X	X		X	X	X
Knowledge of EWIS when relevant	X	X	X		X	X	X
Knowledge of aircraft systems, maintenance practices, and airworthiness standards		X	X		X	X	
Knowledge of aircraft and component maintenance programme		X			X	X	
Knowledge of mandatory continuing airworthiness information requirements	X	X	X		X	X	X
Knowledge of mass and balance programme requirements		X	X		X	X	
Knowledge of continuing airworthiness and maintenance of aircraft relating to applicable operational requirements, specific approvals, and specialised operations		X	X		X	X	
Knowledge of contracted maintenance, CAMO-AMO interface, subcontracted maintenance and specialised maintenance provider control	X	X				X	
Knowledge of CAMO IT systems, maintenance planning systems, records systems and data integrity controls		X	X	X	X	X	
Knowledge of continuing airworthiness interfaces with operational approvals and TCAR OPS requirements, as applicable	X	X	X			X	X
Understanding of professional integrity, behavior and attitude towards safety	X	X	X	X	X	X	X
Understanding of conditions for ensuring continuing airworthiness of aircraft and components		X	X		X	X	
Understanding of his or her own human performance and limitations	X	X	X	X	X	X	X
Understanding of personnel authorisations and limitations	X	X	X		X	X	
Understanding critical maintenance tasks		X	X		X	X	
Understanding of aircraft systems, structures, and maintenance requirements		X	X		X	X	
Understanding of continuing airworthiness information relating to the aircraft, components, including modifications and repairs		X	X		X	X	
Understanding of reliability programme concept			X			X	
Ability to make informed decisions regarding airworthiness and maintenance activities	X						
Ability to classify changes requiring prior approval and changes not requiring prior approval	X					X	X
Ability to perform safety risk assessment and change impact assessment relevant to continuing airworthiness	X		X		X	X	X
Ability to perform compliance monitoring audits, sampling, root cause assessment and effectiveness verification					X	X	X
Ability to manage aircraft entry, import, phase-in, records transfer and aircraft continuing airworthiness status review	X					X	X
Ability to develop, amend, review and control aircraft-specific AMP, including generic/baseline AMP conversion and bridging assessment	X	X			X	X	

Competency	Manager	Planner	Technical engineering staff	Technical record staff	Airworthiness review staff	Compliance monitoring staff	Safety management staff
Ability to assess AD/MCAI, ALS, CMR, CDCCL, LLP, modification, repair, component and defect status	X		X		X	X	
Ability to analyse airworthiness data and trends to ensure continuous compliance	X		X		X	X	
Ability to analyse and interpret reliability data and trends to improve aircraft reliability			X				
Ability to compile and control completed work cards		X		X			
Ability to maintain and organize accurate records and documentation as per regulatory requirements				X	X		
Ability to consider human performance and limitations	X	X	X	X	X	X	X
Ability to determine the required qualifications for task performance		X	X		X	X	
Ability to identify and rectify existing and potential unsafe conditions	X		X		X	X	X
Ability to manage third parties involved in continuing airworthiness activity	X	X	X				
Ability to confirm proper accomplishment of maintenance tasks		X	X	X	X	X	
Ability to identify the manpower requirement for the task to be performed	X	X				X	
Ability to identify appropriate equipment, tooling and resources to accomplish tasks		X	X				
Ability to identify and properly plan performance of critical maintenance tasks		X					
Ability to review maintenance records, CRS, authorised release certificates, shop reports, component status and records return		X	X	X	X	X	
Ability to prioritise tasks and report discrepancies		X	X		X		
Ability to clearly communicate findings and recommendations					X	X	X
Ability to process the work requested by the operator		X	X		X		
Ability to promote the safety policy	X						X
Ability to recognise the acceptability of parts installed on the aircraft		X	X	X	X	X	
Ability to split complex maintenance tasks into clear stages		X	X				
Ability to understand work orders, work cards and refer to and use applicable maintenance data		X	X	X	X	X	
Ability to use information systems	X	X	X	X	X	X	X
Ability to analyse and interpret safety data and trends to identify areas for safety improvement							X
Ability to manage situation under safety accident/incident and emergency response	X						X
Ability to encourage a positive safety culture and apply a just culture	X					X	X
Communication skills for disseminating safety information and training staff	X						X
Adequate communication and literacy skills	X	X	X	X	X	X	X
Analytical and proven auditing skills (e.g., objectivity, fairness, open-mindedness, determination, …)						X	X
Maintenance error investigation skills			X			X	X
Resources management and planning skills	X	X	X				
Teamwork, decision-making and leadership skills	X	X	X	X	X	X	X

❑ Performance criteria or observable behavior to be assessed, for example:

- Compliance Monitoring staff:

- prepare an audit plan that covers applicable CAMO functions, contracted activities, aircraft managed, privileges, and risk areas;
- identify non-compliances, weak controls, ineffective implementation, or repeated issues using objective evidence;
- …

- Planner:
  - identify applicable AMP tasks, intervals, thresholds, limitations, and planning requirements for the assigned aircraft;
  - calculate due dates, due hours, due cycles, calendar limits, permitted variations, and remaining life correctly;
  - …

- Airworthiness Review Staff:
  - review aircraft continuing airworthiness records to determine whether the aircraft status is complete, current, and controlled;
  - identify missing, inconsistent, incomplete, or unreliable continuing airworthiness records and determine whether they affect the airworthiness review conclusion;
  - …

The performance criteria or observable behaviors should be used as evidence-based criteria during initial competency assessment, recurrent assessment, interview, work sampling, audit observation, or practical demonstration, as applicable.

- ❑ When the assessment should take place.
- ❑ How to give credit from previous assessments.
- ❑ How to validate qualification records.
- ❑ The means and methods to be used for the initial assessment.
- ❑ The means and methods to be used for the continuous control of competency, including to gather feedback on the performance of personnel.
- ❑ The aspects of competencies to be observed during the assessment in relation to each job function.
- ❑ The actions to be taken if the assessment is not satisfactory.
- ❑ How to record assessment results.

Competency should be assessed by the evaluation of:

- ❑ On-the-job performance and/or testing of knowledge by appropriately qualified personnel.
- ❑ Records for basic, organisational, and/or product type and differences training.
- ❑ Experience records.

Validation of the above could include a confirmation check with the organisation(s) that issued such document(s). For that purpose, experience/training may be recorded in a document such as a logbook. As a result of this assessment, an individual's qualification should determine:

- ❑ Which level of ongoing supervision would be required and whether unsupervised work could be permitted.
- ❑ Whether there is a need for additional training.
- ❑ Improvement of training programme (CAME 0.3.2.2).

2.10 Management system record-keeping

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

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

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

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

It should include the following details:

- ❑ Definition of records to be stored and format
- ❑ Storage type, location and accessibility
- ❑ Responsibilities
- ❑ Access to records
- ❑ Retention periods
- ❑ Storage procedure and preservation of records
- ❑ Subcontracting record storage
- ❑ Facility management, including third party facilities
- ❑ Storage of electronic records
- ❑ Electronic safeguards and remote servers
- ❑ Transfer of records
- ❑ Management of records in specific circumstances (e.g. accidents)

2.11 Occurrence reporting

Reference: CAMO.A.160, AMC1 CAMO.A.160, AMC2 CAMO.A.160, GM1 CAMO.A.160, GM1 CAMO.A.160(b), M.A.202, AMC M.A.202(a), AMC M.A.202(b), CAAT Requirement No.22

As part of its management system the organisation shall establish and implement an occurrence reporting system that meets the requirements defined in CAAT Requirement No. 22, CAMO.A.160, and applicable TCAR OPS provisions related to continuing airworthiness.

This paragraph should include a clear description of the occurrence reporting system, including the following information:

- ❑ Definition and criteria for reportable occurrences;
- ❑ Reporting tools and forms, including mandatory data to be included
- ❑ Database of occurrences
- ❑ Management of occurrences
- ❑ Contracted/subcontracted organisations and reporting
- ❑ Reporting timescales
- ❑ Procedure(s) for follow-up analysis and investigation
- ❑ Responsibilities
- ❑ Reporting to the CAAT and the organisation responsible for type design or supplemental type design of aircraft, applicable engine and propeller, and modifications and repairs

Where the organisation holds one or more additional organisation CAAT-approved certificates and its delegated and implementing acts:

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

Cross-reference to CAME 2.2 is acceptable.

PART 3 CONTRACTED MAINTENANCE — MANAGEMENT OF MAINTENANCE

3.1 Maintenance contractor selection procedure

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

3.1.1 Procedures for the development of maintenance contracts

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

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

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

The contract between the CAMO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.

Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned, to prevent occurrences of inadequate or incomplete maintenance activity with a potential effect on the airworthiness or serviceability of aircraft.

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

A maintenance contract is not normally intended to provide appropriate detailed work instructions to personnel. Accordingly, there should be established organisational responsibilities and procedures in the CAMO and the maintenance organisation to cover these functions in a satisfactory way such that any person involved is informed about his/her responsibilities and the interface procedures that apply, in accordance with the terms of the contract.

These procedures can be included/appended to the CAME (and to the maintenance organisation's manual/MOE), or can consist in separate procedures (provided this paragraph includes a clear reference to them. Such procedures are an integral part of the approval. This means that they shall be approved (directly by the CAAT or indirectly by the organisation through a procedure which has been previously approved by the CAAT) (refers to Chapter 0.5 and 0.6).

The procedures should also describe how to manage agreement and its amendment which must inform the CAAT when there is any change affecting scope of the contracted work.

3.1.2 Maintenance contractor selection procedure

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

This paragraph should explain how a maintenance contractor is selected by the continuing airworthiness management organisation. Selection should not be limited to the verification that the contractor is appropriately approved for the specific type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance.

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

Where the CAMO does not hold a CAAT Part-145 approval with enough capacity to provide maintenance for the complete fleet, the CAMO should conclude a contract with the appropriate AMO. 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 (e.g. Engine maintenance, Wheels and brakes, etc.)

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 CAAT Part-145 approval,
  - Appropriate scope of work in the base maintenance facility (aircraft type, NDT capability, etc.)
  - Appropriate scope of work in the line maintenance station (e.g. aircraft type, B1/B2 tasks, Schedule 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 is in accordance with Appendix IV to AMC1 CAMO.A.315(c)
  - The contract is comprehensive and that no gaps or unclear area remains,
  - That functional responsibilities of all parties are clearly identified.
- ❑ Updating the list of contracted maintenance organisations (CAME 5.4).
- ❑ Interface procedures training to maintenance organisation staff on detailed work instructions (ATL/task cards fill-in instructions, MEL Rectification Interval Extension procedure, damage assessment report procedure, CAMO-AMO procedures, etc).

The fact that the CAMO has contracted a maintenance organisation approved under Part-145 should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft. This also applies when the CAMO holds the Part-145 maintenance privilege itself.

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

3.2 Product audit of aircraft

Reference: CAMO.A.200(a)(2), AMC1 CAMO.A.200(a)(2), AMC2 CAMO.A.200(a)(2), AMC3 CAMO.A.200(a)(2), AMC4 CAMO.A.200(a)(2), GM1 CAMO.A.200(a)(2), GM1 CAMO.A.200(a)(2)

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

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

- CAMO procedures, including, but not limited to interface procedures and contract terms as per Appendix IV to AMC1 CAMO.A.315(c)
- Part-M, Part-ML, Part-CAMO requirements and Part-145 requirements

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

❑ Company Product Audit Policy.
At least one product audit for each CAMO product line is required (adjusted by risk assessment). The CAMO should define the existing different product lines in the Organisation. As a general rule, aircraft for which different CAMO procedures apply could be considered different product lines, as exemplified below:

(1) Different aircraft types (different TCDS);

(2) Aircraft with different Maintenance Programmes, this includes:
   - aircraft variants under the same TCDS but supported by different manufacturer maintenance planning documents or maintenance programme bases, such as different MPDs applicable to different aircraft series or variants;
   - aircraft that use different maintenance programme options provided by manufacturer, such as annual/100-hour inspection, task-based inspection programme, standard manufacturer recommended continuous airworthiness inspection programme, customised continuous airworthiness inspection programme, continuous inspection programme, progressive care inspection programme, or equivalent options;
   - aircraft subject to different CAAT-approved customised AMPs, where the AMP basis or maintenance planning philosophy differs, including differences in letter check, block check, phased or equalised check, segmented or split check, or other maintenance packaging and planning concepts.

(3) 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 on the airworthiness of the aircraft (e.g. administrative records handling or digitisation where the source records remain otherwise available to the CAMO);

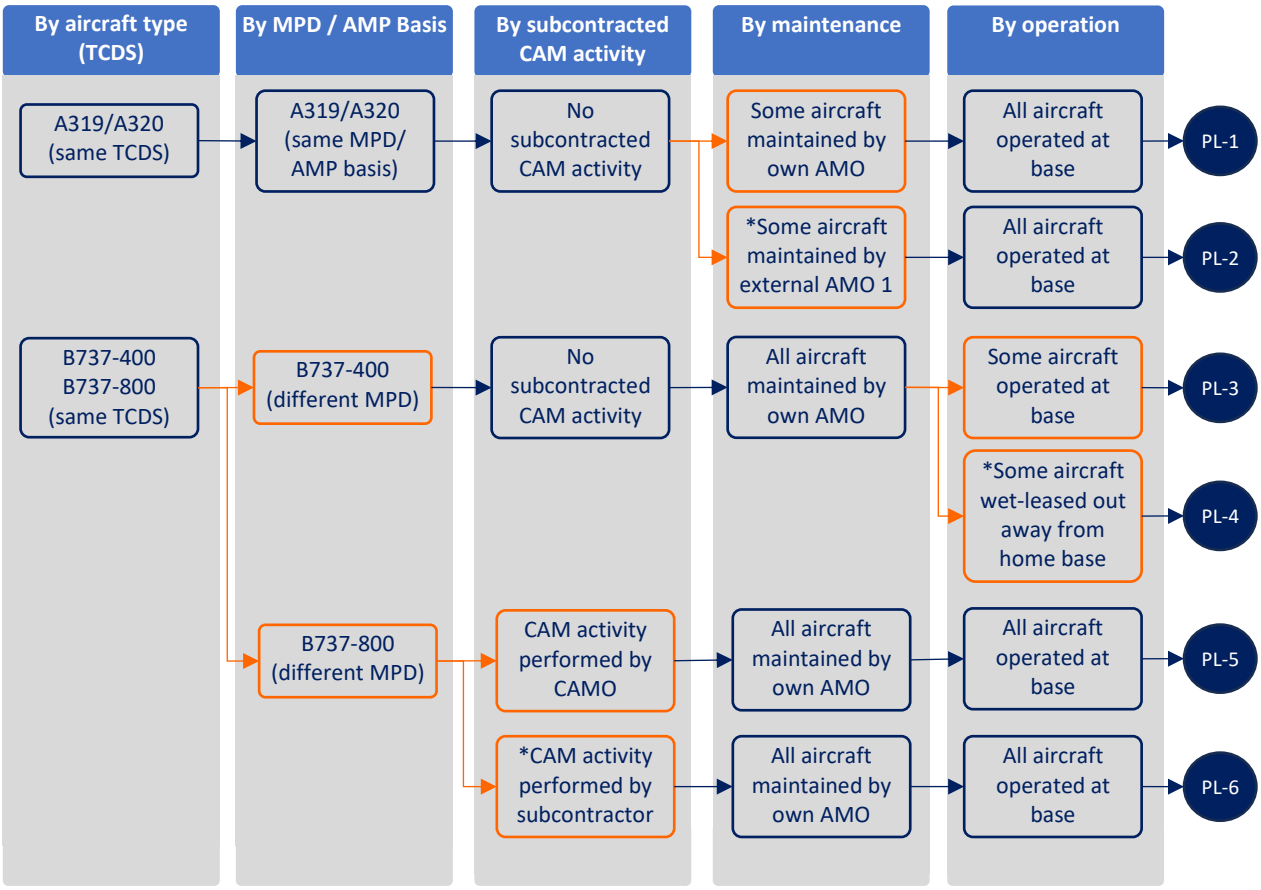
(4) Aircraft maintained by different maintenance organisations. The different CAMO-AMO coordination procedures or the different performance of the maintenance organisations could have an impact on the continuing airworthiness status of the aircraft;

(5) Aircraft used in remote operations (that means operated during a limited period of time in a region without the possibility to return to the main base). There are specific CAMO procedures in place for that aircraft/operations and, therefore, it is recommended to perform a specific product audit during the remote operation.

The CAMO should establish a clear policy, including the identification of different product lines. The criteria may be further expanded from risk assessment and different associated CAMO procedures.

Example of Defining Product Lines

A CAMO manages an A319 fleet, an A320 fleet, a B737-400 fleet, and a B737-800 fleet. Each fleet is operated under its own CAAT-approved customised AMP, although the maintenance planning philosophy is the same (e.g. letter check). Some aircraft of the A319/A320 fleets are maintained by an external maintenance organisation while others are maintained by CAMO's own Part-145 certificate, some aircraft of the B737-800 fleet use a subcontractor for reliability activities while others managed by CAMO itself, and some aircraft of the B737-400 fleet are wet-leased out and remain away from the home base for an extended period.



Orange colour indicates the condition requiring splitting of product lines.

(*) Where a differentiating factor applies uniformly to the whole aircraft type or fleet, it should normally be treated as a common risk factor for that product line rather than as a basis for further splitting.

By aircraft type (TCDS): Start by grouping aircraft by aircraft type or TCDS. This is the initial aircraft population for product audit planning.

By MPD / AMP Basis: Check whether aircraft under the same TCDS use the same or different MPD, AMP basis, or maintenance programme structure. Different MPD/AMP basis may justify separate product lines.

By subcontracted CAM activity: Check whether continuing airworthiness management activities are performed internally by the CAMO or subcontracted to another organisation. If only some aircraft use subcontracted CAM activity, they may form a separate product line.

By maintenance: Check whether the aircraft are maintained by the CAMO's own AMO or by an external AMO. Different AMO interfaces, coordination procedures, record return processes, or AMO performance may justify separate product lines. Where different AMOs are used, separate product lines

may be defined to ensure that the product audit verifies the effectiveness of each aircraft type for CAMO-AMO interface, maintenance coordination process, defect control, records return, and maintenance release review.

The use of the same AMO does not, by itself, justify grouping aircraft into one product line where aircraft type, TCDS, MPD, AMP basis, or maintenance programme structure is different.

Occasional contracted maintenance, such as C-check, may be audited together with the maintenance organisation audit programme. However, the audit scope should still verify the aircraft product status. A separate product line is normally needed only where the arrangement creates a distinct subset of aircraft with different CAMO-AMO interface, control method, maintenance performance, or risk profile.

By operation: Check whether the aircraft operate under different operational environments, such as normal base operation or wet lease-out / prolonged operation away from home base. If only some aircraft are operated remotely or wet-leased out, they may form a separate product line.

Final product lines

PL-1: A319/A320 with the same TCDS and same MPD/AMP basis, no subcontracted CAM activity, maintained by the CAMO's own AMO, and all aircraft operated at base.

PL-2: A319/A320 with the same TCDS and same MPD/AMP basis, no subcontracted CAM activity, but some aircraft maintained by External AMO 1, and all aircraft operated at base.

PL-3: B737-400 under the same B737 TCDS but with a different MPD/AMP basis, no subcontracted CAM activity, maintained by the CAMO's own AMO, and some aircraft operated at base.

PL-4: B737-400 under the same B737 TCDS but with a different MPD/AMP basis, no subcontracted CAM activity, maintained by the CAMO's own AMO, but some aircraft wet-leased out or operated away from home base.

PL-5: B737-800 under the same B737 TCDS but with a different MPD/AMP basis, CAM activity performed internally by the CAMO, maintained by the CAMO's own AMO, and all aircraft operated at base.

PL-6: B737-800 under the same B737 TCDS but with a different MPD/AMP basis, some CAM activity performed by subcontractor, maintained by the CAMO's own AMO, and all aircraft operated at base.

❑ 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 CAMO 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.
- **Product audit procedures:** May be expanded in this section to include all aircraft managed by CAMO, both maintained by contracted AMO and those maintained internally if the CAMO also holds a Part-145 certificate. Reference should be made to be in line with CAME 2.8.2.

PART 4 AIRWORTHINESS REVIEW PROCEDURES

In order to ensure the validity of the aircraft's Certificate of Airworthiness, M.A.901 requires performing periodically an airworthiness review of the aircraft and its continuing airworthiness records, which results in the issuance of an Airworthiness Review Report (ARR) valid for one year.

Airworthiness review tasks SHALL NOT be subcontracted (The airworthiness review staff shall be employed by CAMO).

4.1 Airworthiness review staff

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

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

❑ Airworthiness Review Staff (ARS) responsibilities; in line with GM M.A.901.

❑ ARS qualification, training and experience requirements (in compliance with CAMO.A.310).

- Aeronautical degree/Part-66 license, formal aeronautical maintenance training, continuing airworthiness experience, position held within the Organisation, etc.
- At least 5 years of experience in continuing airworthiness;
- Acquired an appropriate licence in compliance with TCAR PEL Part-66 or an aeronautical degree or a national equivalent;
- Received formal aeronautical maintenance training;
- Held a position within the approved organisation with appropriate responsibilities;
- Initial training i.e. organisation procedures, aviation legislation (Part-M, Part-ML, Part-21, Part-39, and Part-145, or see section 0.4 of this GM as a guideline), and FTS
- Additional training (EWIS, Maintenance methods, etc.)

NOTE: Equivalent experience accepted by CAAT during transition period from AOCR to CAMO in accordance with Cover regulations to Part-CAMO should not be addressed here as it is a one-time provision.

❑ ARS individual authorisation procedure.
ARS nominated by an approved continuing airworthiness management organisation (CAMO) may only be authorised by the organisation after being formally accepted by the CAAT. Such acceptance requires the satisfactory completion of an airworthiness review (AR) under the supervision of either the CAAT or an appropriately authorised Airworthiness Review Staff Examiner (ARSX), where applicable.

- ❑ Continuation training requirements; organisation procedures, aviation legislation (as described for initial training above), FTS, etc.
- ❑ Demonstration of recent continuing airworthiness management experience.
- ❑ Currency of airworthiness review staff authorisation.
- ❑ Withdrawal or suspension and restoration of the authorisation.
- ❑ Airworthiness review man-hour plan and planning procedure.
  In order to demonstrate that the organisation has sufficient ARS to perform the required airworthiness reviews when needed, an airworthiness review due date control system should be in place. The CAMO should describe how the airworthiness reviews are scheduled throughout the year in order to ensure that no ARR becomes overdue due to lack of ARS availability.

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

- Supervision procedures for CAMO.A.310(c) privilege (optional procedure)
  The supervision of a nominated ARS may be delegated to an ARSX, provided that the organisation has obtained CAAT approval of the relevant procedure described in this CAME 4.1, in accordance with the privilege granted under CAMO.A.310(c). The ARSX privilege may be approved for the specific aircraft ratings with the following criteria or equivalent experience:
  a. The proposed ARSX has been an authorised ARS of the organisation for at least 2 years;
  b. The proposed ARSX has conducted at least 2 ARs in the last 24-month period;
  c. The latest AR was conducted within 6 months at the time of the ARSX application; and
  d. The AR process of the CAMO has been internally audited at least 2 times.

  Approval of the ARSX privilege is based on the organisation's demonstrated capability to perform airworthiness reviews and on the effectiveness of its compliance monitoring system in overseeing the AR process. Therefore, the CAMO is expected to have gained sufficient experience in conducting airworthiness reviews and performing audits of the AR process before applying for this privilege.

  Where an ARSX privilege has been approved for a particular aircraft rating, the practical supervision of nominated ARS candidates for that rating is conducted by the authorised ARSX. In such cases, CAAT acceptance of the nominated ARS will normally be limited to document evaluation and interview, without the need for direct CAAT supervision of the airworthiness review.

  The following procedures are required for the ARSX privilege approval:
  - ARS Examiner who is delegated by CAAT for supervision of ARS
    - Qualification requirements (experience in performing of AR)
    - The authority to be an ARS Examiner listed in CAME 5.2
  - Supervision and assessment procedure of an ARS includes:
    - Required qualification, training, and experience
    - Knowledge of relevant regulations and procedures
    - Readiness for suitable accommodation for AR process
    - Aircraft document review performance
    - Aircraft physical survey performance
    - Airworthiness review report performance
    - Demonstration of communication, decision making, full documentation of the AR process
  - Procedure to prepare ARS package to CAAT for formal acceptance
    - The draft authorisation package of the proposed ARS including qualification, training, and experience evidence
    - The performance assessment result and checklist used for the proposed ARS
    - The draft CAME 5.2 for List of ARS
  - Compliance Monitoring System in CAME 2.8.1 addressing the monitoring of the supervision procedure

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

4.2 Documented review of aircraft records

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

This chapter should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed as well as the number of records that needs to be reviewed during a sample check should be described.

While CAMO staff can be used for the preparation of the documents to be reviewed (for example, preparing the aircraft AD status, providing the AMP compliance status, the weight and balance statement, etc.), the analysis of those documents and records has to be independently performed by the ARS.

- ❑ Full documented review procedure:
  - ❑ Categories of documents to be reviewed.
  - ❑ Scope of the sampling:
    - Key topics
    - Number of records to be checked
    - Level of detail
  - ❑ Any aircraft records review compliance report supplement to ARR in accordance with M(L)A.901(a). Reference to CAME 5.1 form/template to be used. The report may include, but not be limited to:
    - Aircraft data details
    - Items checked, in addition to the ARR
    - Detailed findings raised
    - Finding classification
    - Details corrective actions implemented and status
    - Date
  - ❑ Notification of findings and follow-up procedure.

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

4.3 Physical survey

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

This chapter should describe how the physical survey needs to be performed. It should list the topics that need to be reviewed, the physical areas of the aircraft to be inspected, which documents on board the aircraft need to be reviewed, etc.

❑ Physical survey procedure.
The CAMO should clearly detail how the ARS ensures compliance with M.A.901(m) while performing the physical survey:
- all required markings and placards are properly installed;
- the aircraft complies with its approved flight manual;
- the aircraft configuration complies with the approved documentation;
- no evident defect can be found that has not been addressed in accordance with point M.A.403;
- no inconsistencies can be found between the aircraft and the documented review of records referred to in point (k).

❑ Physical areas of the aircraft to be inspected, describing topics to be reviewed in each area (including inconsistencies check between the aircraft status and the information from CAME 4.2 documents review.

❑ Onboard documents to be reviewed and items to be checked in each document.

❑ Aircraft systems checks to be performed.

❑ Coordination with (contracted) maintenance organisation for Part-66 staff assistance during the physical survey.
The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.). In this case, after the airworthiness review a release to service should be issued in accordance with the applicable requirement.

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

The ARS signing the ARR should be the one performing both the documented review and the physical survey of the aircraft.

❑ Verifications to be carried out during flight.
Description of cases where in-flight verifications may be needed and conditions to be met (e.g.; coordination with the flight crew/operator, maintenance check flight or regular flight, etc).

❑ Any physical survey compliance report supplement to ARR in accordance with M(L)A.901(a). Reference to CAME 5.1 form/template to be used.
The report may include detailed aircraft data, items checked in addition to the ARR, findings raised, finding classification, corrective actions implemented to close those findings, date and place of the inspection, pictures/evidence, etc.

❑ Findings notification and follow-up procedure.

4.4 Additional procedures for the import of aircraft

Reference: CAMO.A.320, M(L).A.201, M(L).A.901, M.A.904(a), M.A.904(b), M.A.904(c), M.A.904(d), M.A.904(e), AMC M.A.904(a)(1), AMC M.A.904(a)(2), AMC M.A.904(e)

When importing an aircraft onto the Thai register from another country, the applicant is required to apply to CAAT for the issuance of a new Certificate of Airworthiness in accordance with TCAR AIR Part-21 or equivalent requirements.

An airworthiness review should be carried out for the imported aircraft in accordance with point M(L).A.901. The scope and depth of the review may differ depending on whether the aircraft is new or used, but the review should provide sufficient evidence to support CAAT's determination that the aircraft is in an airworthy condition and complies with the applicable requirements.

The CAME should describe the additional procedures used for aircraft imports, phase-in, airworthiness review, and aircraft entry into the CAMO continuing airworthiness management system. The procedure should cover, as applicable:

- ❑ the process to determine the work to be undertaken during the airworthiness review of the imported aircraft in accordance with AMC M.A.904(a)(2);
- ❑ review of aircraft records, delivery records, maintenance status, AD status, modification and repair status, defect status, life-limited parts and component status, aircraft configuration, and applicable operational approvals;
- ❑ determination of any maintenance, inspection, defect rectification, or other action required before Certificate of Airworthiness issuance or before operation;
- ❑ development, approval, or acceptance of the AMP, proposed AMP, bridging programme, or import maintenance compliance basis, as applicable;
- ❑ airworthiness review, physical survey, AR demonstration where applicable, and use of the ARR form or equivalent;
- ❑ submission and management of any required CAMO approval before or concurrently with the aircraft entry;
- ❑ submission of the airworthiness review report or its draft version to CAAT, as applicable;
- ❑ coordination with CAAT for Certificate of Registration, Certificate of Airworthiness, aircraft entry, AMP approval, and ARR submission;
- ❑ as applicable, coordination with AOC variation process. The aircraft must be successfully managed by the CAMO before entering Demonstration/Certification Phase of the AOC;
- ❑ conditions under which the aircraft may remain under import or phase-in status in accordance with point M.A.904(e);
- ❑ limitations applicable before the aircraft is formally accepted into the CAMO continuing airworthiness management system;
- ❑ additional forms, templates, checklists, or records to be used.

The aircraft entry and phase-in controls described in the following scenarios should be applied where the imported aircraft is required to be managed by a CAMO in accordance with point M(L).A.201. This includes, as applicable, complex motor-powered aircraft, aircraft to be operated under an AOC, aircraft to be used in commercial operations requiring CAMO management, and any aircraft for which the owner or operator has contracted or assigned continuing airworthiness management to the CAMO.

For aircraft not required to be managed by a CAMO at the time of import, the issuance of the Certificate of Registration or Certificate of Airworthiness does not, by itself, require the aircraft to be accepted into the CAMO continuing airworthiness management system. In such cases, the following scenarios apply only when

the aircraft is intended to be added to the CAMO list of aircraft managed or when the CAMO is involved in the import, airworthiness review, AMP, or aircraft entry process.

The import or phase-in of an aircraft should be managed together with the applicable change procedure under CAME 0.5.1. Where the import or phase-in involves the addition of an aircraft registration to the list of aircraft managed, the CAMO should submit or retain, as applicable, the aircraft entry package required by CAME 0.5.1.

Such package should include the applicable CAME and associated document changes, including the aircraft-specific AMP or AMP amendment, airworthiness review report, and risk assessment.

The issuance of a Certificate of Registration or Certificate of Airworthiness should not, by itself, be understood as acceptance of the aircraft into the CAMO continuing airworthiness management system. Aircraft entry into the CAMO system remains a separate continuing airworthiness process and should be completed in accordance with the approved CAME procedure. However, it may take place concurrently with the issuance of the Certificate of Registration and the Certificate of Airworthiness, as follows:

A. SCENARIO 1 — CAMO WITH AN EXISTING AIRCRAFT RATING ADDING AN AIRCRAFT REGISTRATION

This scenario applies where the CAMO already holds the applicable aircraft rating same aircraft rating (aircraft type, engine model, passenger or freighter configuration, etc.), has approved procedures for aircraft entry through the indirect approval procedure, AMP control, and airworthiness review, and the aircraft to be added does not constitute the first aircraft under that rating or introduce a materially new continuing airworthiness control method.

The typical sequence may include:

(a) Pre-entry preparation

The CAMO prepares the aircraft entry package, including, as applicable:

- prepare a risk assessment addressing all risks and mitigating actions required for aircraft entry;
- draft lease or ownership document identifying continuing airworthiness responsibility;
- acquire aircraft continuing airworthiness records and information necessary to establish the aircraft status control in CAMO continuing airworthiness control system;
- draft list of aircraft managed in CAME 0.2.3.2 and the applicable AMP;
- draft or proposed aircraft-specific AMP or AMP amendment, bridging plan where applicable; and
- AR plan or draft ARR preparation (For used aircraft, the ARS should conduct a preliminary airworthiness review to draft the ARR before CAAT inspection).

(b) Aircraft entry / import assessment

When the aircraft becomes available, the CAMO applies for C of R and C of A inspection with all prepared documents. The aircraft entry and import assessment are performed, including, as applicable:

- ensure the lease or ownership document identifying continuing airworthiness responsibility;
- review the aircraft records;
- finalise the draft AMP or bridging assessment;
- finalise the CAMO continuing airworthiness control system;
- confirm the aircraft continuing airworthiness status; and
- ensure that CAMO performs the airworthiness review and physical survey.

(c) Certificate of Registration

The Certificate of Registration will be issued by CAAT when the applicable registration requirements are satisfied.

(d) Aircraft entry under approved CAMO procedure

Once the aircraft is registered, the CAMO:

- adds the aircraft registration to the aircraft managed list (CAME and/or AMP);
- approve the AMP amendment under indirect approval; and
- notify CAAT for the aircraft entry with draft ARR.

(e) Certificate of Airworthiness

The Certificate of Airworthiness will be issued when satisfied that the aircraft complies with TCAR AIR Part-21 or equivalent requirements supported by the draft ARR.

(f) Validation of aircraft managed under CAMO

Once the aircraft is appropriately registered and issued with the C of A:

- The ARS of the CAMO signs the ARR (for used aircraft);
- CAMO submits the completed aircraft entry package under approved indirect approval procedure to CAAT:
  - Completed risk assessment with completed actions taken;
  - Submit the amended CAME and associated documents (if changed);
  - Submit the approved AMP; and
  - Submit the completed and signed ARR (for used aircraft).

This submission demonstrates the successful aircraft entry for the associated aircraft rating under CAMO.

B. SCENARIO 2 — AIRCRAFT ENTRY REQUIRING CAAT DIRECT APPROVAL

This scenario applies where the aircraft entry requires CAAT direct approval when the CAMO has not yet demonstrated aircraft-specific implementation for the aircraft rating concerned. This includes:

(1) an applicant undergoing initial CAMO approval, where the aircraft is intended to be managed after the CAMO approval is granted;
(2) an approved CAMO applying for the addition of a new aircraft rating for the imported aircraft; or
(3) an approved CAMO adding the first aircraft registration under an existing aircraft rating that was previously approved on the basis of a generic/baseline AMP.

The typical sequence may include:

(a) Application

The applicant submits the CAMO initial approval or variation application, including, as applicable:

- requested aircraft rating;
- intended aircraft registration or MSN, where known;
- proposed aircraft entry arrangement;
- proposed continuing airworthiness responsibility arrangement in accordance with M.A.201;
- proposed AMP approval arrangement; and
- proposed airworthiness review arrangement (regardless of whether the aircraft is new or used, the AR is always required for compliance demonstration)

(b) Pre-entry preparation

During Phase 3 of initial/variation approval, the CAMO also prepares the aircraft entry package, including, as applicable:

- for approved CAMO, prepare risk assessment addressing all risks and mitigating actions required for aircraft entry;
- draft lease or ownership arrangement identifying continuing airworthiness responsibility since the import or phase-in period;
- generic, baseline, or draft aircraft-specific AMP;
- bridging plan or phase-in plan, where applicable;
- acquire aircraft continuing airworthiness records and information necessary to prepare in CAMO continuing airworthiness control system;
- draft list of aircraft managed in CAME 0.2.3.2 and the applicable AMP, where affected;
- maintenance arrangement for any maintenance required after registration during the phase-in period;
- competent personnel and ARS readiness; and
- AR plan.

(c) CAMO audit prior to aircraft entry

Prior to aircraft entry, the prospective CAMO or CAMO should arrange with CAAT to demonstrate the readiness of its continuing airworthiness management system as part of the Phase 4 CAMO audit, or equivalent CAAT assessment stage.

The CAMO should take into account that aircraft entry, registration, import inspection, C of A issuance, and aircraft delivery may be delayed if significant deficiencies are identified during the CAMO audit. Such deficiencies may affect the CAMO's ability to accept and control the continuing airworthiness of the aircraft, and may result in the aircraft remaining parked, grounded, or not available for operation until the required corrective actions have been completed and accepted by CAAT.

The CAMO should also note that some CAMO audit findings cannot normally be closed by documentary correction alone. Where the finding relates to the effective implementation of a system or process, such as AMP control, maintenance planning, records control, AD status control, airworthiness review, compliance monitoring, or aircraft entry control, CAAT may require re-assessment or re-demonstration before accepting the aircraft entry.

Therefore, the CAMO should ensure that the relevant procedures, personnel, systems, records, maintenance arrangements, AMP arrangements, ARS readiness, and continuing airworthiness control processes are sufficiently mature and ready before the aircraft is made available for aircraft entry, import inspection, or C of A issuance.

The aircraft should not normally be scheduled for aircraft entry or import inspection until the CAMO has demonstrated to CAAT that its continuing airworthiness management system is ready to accept and control the aircraft.

The Phase 4 CAMO audit or equivalent assessment verifies, as applicable, the readiness and effective implementation of:

- CAME privileges, scope of work, and associated procedures;
- facilities, management and nominated personnel, manpower, competent personnel, and ARS readiness;
- AMP development and control process, including generic or baseline AMP conversion, as applicable;
- applicable reliability programme;
- maintenance planning system;
- maintenance arrangement;
- aircraft continuing airworthiness record system;
- aircraft continuing airworthiness control, including AD, modification, repair, LLP, component, defect, and MEL status;
- continuing airworthiness management data (approved data e.g. maintenance data, ICAs, etc.)
- airworthiness review process;
- records control system;
- management system (safety management and compliance monitoring); and
- aircraft entry and import or phase-in control arrangement.

(d) Aircraft entry / import assessment

Once the CAMO audit has been satisfactorily completed, the CAMO ensures the availability of the aircraft to be managed. Then, the CAMO applies for C of R and C of A inspection with all prepared documents. The aircraft entry and import are performed, including, as applicable:

- validation of the lease, ownership arrangement, or other arrangement acceptable to CAAT identifying continuing airworthiness responsibility in accordance with M.A.201;
- review of aircraft records;
- finalisation of the applicable draft aircraft-specific AMP or bridging assessment;
- validation of the CAMO continuing airworthiness control system;
- confirmation of aircraft continuing airworthiness status;

- demonstration of maintenance status, AD status, defect status, modification and repair status, LLP and component status control;
- confirmation of any limitation applicable before the aircraft is accepted into the CAMO continuing airworthiness management system; and
- airworthiness review and physical survey by the candidate ARS.

Where the CAMO approval, aircraft rating, AR privilege, or ARS acceptance has not yet been granted, the result of the review should be treated as an AR demonstration, and the CAMO shall submit the draft ARR to CAAT.

(e) Certificate of Registration, Certificate of Airworthiness and import or phase-in status

CAAT issues the Certificate of Registration when the applicable registration requirements are satisfied.
Once CAMO Phase 4 is satisfied (all findings are closed), CAAT issues the Certificate of Airworthiness when satisfied that the aircraft complies with TCAR AIR Part-21 or equivalent requirements, supported by the aircraft entry demonstration and the draft ARR.

Where the applicable CAMO certification or variation process has not yet been completed after the issuance of the Certificate of Registration and Certificate of Airworthiness, the aircraft may remain under import or phase-in status in accordance with point M.A.904(e).

During this period:

- continuing airworthiness responsibility shall be assigned and discharged in accordance with point M.A.201;
- the responsibility arrangement should be identified in a lease, ownership arrangement, or other arrangement acceptable to CAAT;
- the aircraft should remain controlled with respect to AMP or import maintenance compliance basis, maintenance status, AD status, defect status, modification and repair status, LLP and component status, aircraft configuration, and continuing airworthiness records; and
- the aircraft shall not be operated under the responsibility of the CAMO until the applicable CAMO approval or variation has been granted.

For aircraft to be operated by an AOC or a SPO operated with CMPA, the CAMO must pass the demonstration and inspection phase (CAMO Phase 4) for the aircraft rating before entering actual flight demonstration phase of AOC/SPO (AOC/SPO Phase 4.2).

(f) Phase 5 — Final CAMO approval / variation

Before the aircraft is accepted into the CAMO continuing airworthiness management system, the following will be ensured:

- all applicable CAME and associated documents have been approved;
- the CAMO certificate or approval variation has been issued;
- the aircraft rating has been included in the approval scope;
- the applicable aircraft-specific AMP has been approved or accepted by CAAT;
- the aircraft has been added to the list of aircraft managed;
- the aircraft continuing airworthiness status has been established and controlled; and
- for approved CAMO, any applicable risk mitigation action has been completed or controlled.

The issuance of the Certificate of Registration or Certificate of Airworthiness should not, by itself, be considered as acceptance of the aircraft into the CAMO continuing airworthiness management system or as authorisation to operate the aircraft under the responsibility of the CAMO.

(g) Validation of aircraft managed under CAMO

Once the applicable CAMO approval or variation has been granted:

- the ARS of the CAMO signs the ARR; and
- the CAMO submits the completed/signed ARR and notifies CAAT to confirm that the aircraft has been accepted into the CAMO continuing airworthiness management system.

This submission and notification demonstrate the successful aircraft entry for the associated aircraft rating under CAMO.

4.5 Issue of airworthiness review report

Reference: CAMO.A.320, M.A.901(a), M.A.901(c), M.A.901(f), M.A.901(n), M.A.901(o), M.A.901(p), M.A.901(r), AMC M.A.901(n)

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

❑ Conditions to be met:
- The aircraft is within the CAMO's approved aircraft rating, and its continuing airworthiness is managed in accordance with the approved CAME procedure;
- The airworthiness review has been satisfactorily performed by the ARS and all findings affecting the airworthiness review conclusion have been closed; and
- The airworthiness review shall be performed at intervals not exceeding 1 year.

❑ Continuity of the airworthiness review pattern.
The airworthiness review must be performed every 1 year. Anticipation of the airworthiness review is allowed up to 90 days before its due date without affecting the next scheduled review date. Even though the review is performed earlier, the original due date remains the reference for the next airworthiness review, maintaining the regular review cycle.

❑ Staff allowed to issue the ARR.
Only the ARS identified in CAME 5.2 are allowed to issue the ARR on behalf of the CAMO.

❑ ARR fill-in instructions; form to be used (CAAT Form 15A or 15B, as applicable), updated data to be entered, ARR validity, paper/digital form, etc.
The airworthiness review report shall be valid for 1 year. The new expiration date is set up 1 year after the previous expiration date in the case of up to 90 days airworthiness review anticipation.

NOTE: The ARR is a published regulatory form which should not be altered. Any additional information used to support for the AR should be supplemented in the form of ARR supplemental report.

❑ Any use of ARR supplemental report should be clearly referred.

❑ Records to be sent to the operator and to the CAAT.
A copy of any ARR issued for an aircraft shall be sent to the CAAT within 10 days.

4.6 Airworthiness review records, responsibilities, retention, and access

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

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

- ❑ Constitution and format of the records.
  Aircraft documents review and physical survey compliance reports in accordance with M(L).A.901(a) (together with evidence of items checked, findings raised, and corrective actions implemented), and ARRs issued.
- ❑ Management of records and responsibilities.
- ❑ Retention and storage of records.
  - Duration / location
  - Type of documents
- ❑ Access to records

4.7 Special Flight Permit

Reference: ANA Section 16; Section 41/89; Section 90;

This chapter should describe how the CAMO manages to obtain Special Flight Permit from the CAAT, as necessary, when an aircraft is under the following circumstances:

(a) When an aircraft is prohibited from flying under ANA Section 41/89 for the following reasons:
   (1) There is no C of A according to ANA Section 41/61
   (2) A C of A becomes invalid according to ANA Section 41/70
   (3) A C of A becomes temporarily ineffective according to ANA Section 41/85
   (4) The aircraft is not inspected within the period of time specified in any orders or directives issued by DG or a person delegated by DG (Competent Official as defined in ANA) according to ANA Section 41/81 or Section 41/82
   (5) The aircraft is prohibited from flying under ANA Section 41/83
   (6) A C of A is suspended under ANA Section 41/86
   (7) A C of A is revoked under ANA Section 41/87

   and the aircraft has a need according to ANA Section 41/90 to:
   - Fly back to the base of the aircraft registrant or air operator
   - Fly to a repair station
   - Fly to evacuate from areas of impending danger

(b) When an aircraft is required to conduct a flight test, in accordance with ANA Section 16 paragraph 2 (1), for the following reasons:
   (1) Considerations relating to the issuing of a C of A
   (2) After aircraft maintenance in the event that the aircraft does not have a C of A
   (3) Other purposes, such as to demonstrate performance and deliver the seller's aircraft to the buyer, or fly for aircraft research and development, or fly to certify significant aircraft modifications, etc.

❑ Procedure to obtain the approved flight conditions including responsible person.

❑ Flight conditions related to the safety of the design; application to DOA with appropriate privilege or to State of Design.

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

The approval of flight conditions is related to the safety of the design, when:
(1) The aircraft does not conform to an approved design; or
(2) An Airworthiness Limitation, a Certification Maintenance Requirement or an Airworthiness Directive has not been complied with; or
(3) The intended flight(s) are outside the approved envelope;
(4) The Special Flight Permit is issued for non-commercial flying activity on individual non-complex aircraft or types for which a certificate of airworthiness or restricted certificate of airworthiness is not appropriate.

Each approval of the flight conditions information shall include:
- The proposed flight conditions
- The documentation supporting these conditions
- A declaration that the aircraft is capable of safe flight under the conditions or restrictions provided by the DOA or State of Design

- ❑ Flight conditions not related to the safety of the design; application to the CAAT.
  When approval of the flight conditions is not related to the safety of the design confirmed by the TCH, the flight conditions can be approved by the CAAT.

- ❑ Procedure to ensure conformity with approved flight conditions.
  (1) Authorised person.
  (2) Coordination with the Maintenance Organisation and the flight crew in order to ensure that the required flight conditions are met.
  (3) Record of approved flight conditions. Flight conditions include:
    a. The configuration(s) for which the Special Flight Permit is requested.
    b. Any condition or restriction necessary for safe operation of the aircraft, including:
      i. The conditions or restrictions put on itineraries or airspace, or both, required for the flight(s);
      ii. Any conditions or restrictions put on the flight crew to fly the aircraft, in addition to those defined in TCAR AIR Part-21;
      iii. The restrictions regarding carriage of persons other than flight crew;
      iv. The operating limitations, specific procedures or technical conditions to be met;
      v. The specific flight test programme (if applicable);
      vi. The specific continuing airworthiness arrangements including maintenance instructions and regime under which they will be performed
    c. The substantiation that the aircraft is capable of safe flight under the conditions or restrictions of point (b) above.
    d. The method used for the control of the aircraft configuration, in order to remain within the established conditions.

- ❑ Application procedure to the CAAT for the issuance of the Special Flight Permit.
  The application for a Special Flight Permit shall be made to the CAAT in a form and manner established by the CAAT. The information must include:
  (1) The purpose(s) of the flight(s)
  (2) The ways in which the aircraft does not comply with the applicable airworthiness requirements
  (3) The information of the approved flight conditions (Only when it is related to the safety of the design)
  (4) Proposed departure and arrival locations which are certified aerodromes/airfields
  (5) The current C of A validity
  (6) Documentation concerning aircraft status, including but not limited to, the current status of:
    a. Scheduled Maintenance in accordance with maintenance programme
    b. Mandatory Continuing Airworthiness Information (MCAI) such as Airworthiness Directives, Operation Directives, Safety Measures
    c. Modifications & Repairs
    d. Component status (Hard Time Controls, Life Limited Parts)
    e. Deferred Defect list
    f. Components' Authorised Release Certificates (as applicable to any concerned component)
    g. Maintenance release records and its details
    h. ATLS
    i. Relevant information from Type Certificate holders supporting any non-conformities or limitations to the aircraft conditions
    j. Any additional documents which may be requested by the CAAT to support the current aircraft condition assessment

- ❑ Interface with the local authority for the flight.
  The procedure should include provisions describing the communication with the local authority for flight clearance and compliance with the local requirements.

- ❑ Management of the Special Flight Permit Records.
  (1) Responsible person/position
  (2) Control procedure to ensure that the authorising or approval document will accompany the ATL entry for the flight flown under the permit
  (3) Records to be kept
  (4) Record retention (Duration, location, type of documents)
  (5) Access to records

PART 5 SUPPORTING DOCUMENTS

5.1 Sample documents, including the template of the ATL system

Reference: AMC1 CAMO.A.300

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

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

Including, but not limited to:

- ❑ Aircraft Technical Log (ATL)
- ❑ Deferred defect list/status
- ❑ MEL RIE approval form
- ❑ AD analysis form
- ❑ Aircraft AD status
- ❑ Aircraft modifications status
- ❑ Aircraft repairs status
- ❑ Aircraft AMP compliance status
- ❑ Status of life-limited parts
- ❑ Status of time-controlled components
- ❑ Weight and balance statement
- ❑ CAME/AMP periodic review form
- ❑ CAME/AMP indirect approval assessment form
- ❑ One-off permitted variation assessment and authorisation form
- ❑ Alternate/additional AMP instructions assessment form
- ❑ AMP effectiveness analysis form
- ❑ Maintenance Work Order template
- ❑ Non-mandatory modification analysis and decision form
- ❑ Engine/APU oil consumption record form
- ❑ APU in-flight start record form
- ❑ Maintenance check flight preparation and record form
- ❑ EDTO monthly report
- ❑ Reliability report
- ❑ Flight recording inspection and evaluation form
- ❑ Training need analysis form
- ❑ Competence assessment form
- ❑ Annual audit plan
- ❑ Compliance audit report
- ❑ Compliance audit corrective action report form
- ❑ Maintenance contract template
- ❑ Work order template for unscheduled line maintenance and component maintenance
- ❑ Subcontract agreement template for continuing airworthiness management
- ❑ Internal safety/occurrence reporting form
- ❑ Safety/occurrence investigation report form
- ❑ Hazard identification and risk assessment form
- ❑ Change management record form
- ❑ Aircraft entry assessment form
- ❑ ARR supplemental report
- ❑ Special Flight Permit preparation form

5.2 List of airworthiness review staff

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

❑ Content of the list.
This list must include at least the following main information:

- Airworthiness Review Staff identification (name and surname);
- Authorisation identification number;
- Position held in the Organisation;
- Additional authorisation e.g. ARSX; and
- Scope/limitation of the authorisation; aircraft types/series in the authorisation.

For any ARS to exercise or perform the airworthiness review, it shall be completely approved/accepted by CAAT by indicated in this chapter. For this reason, the list shall be directly inserted in this chapter of the CAME and not separately controlled from the CAME.

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

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

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

❑ Minimum content of the list.
This 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.

To use any subcontractor listed in this chapter, it shall be completely approved by CAAT and indicated on the CAMO certificate. For this reason, the list shall be directly inserted in this chapter of the CAME and not separately controlled from the CAME.

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

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

This chapter should include the list of contracted maintenance organisations, detailing the scope/level of the contracted maintenance activity with associated contract agreement reference which must be available for the CAAT as requested. In addition, it should explain how 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.
- CAAT Part-145 approval number.
- Contracted scope of work (e.g.; aircraft base maintenance, aircraft line maintenance, 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.

❑ Access to associated maintenance contracts (financial sensitive information can be redacted)
Description on how CAAT can access those associated maintenance contracts, for example:
- By providing copy of contract to CAAT at the initial and any amendment through indirect approval procedures (CAME 0.6)
- By providing CAAT with described permanent access to online-drive platform

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. In that case, the following procedure shall be included:

❑ Management of the list.
- Identification and management of the list.
- Approval of the list in conjunction with CAME 0.5 and 0.6.
- Retention of records.

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 CAAT or (indirectly) by the organisation through a procedure which has been previously approved by the CAAT (refers to CAME 0.5 and 0.6).

If the CAMO is also holding CAAT Part-145 and/or Part-CAO maintenance privilege to be performed on their aircraft currently being managed, it should also be listed here and annotated the contract reference as ‘N/A’. The details for maintenance scope of work performed by owned facilities should be described in CAME 0.2.1.

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

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

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

Alternatively, it is acceptable to include only the contract reference (unique contract identification reference, including revision status/date) as long as it is combined with the listed in CAME 5.3 and the CAAT is provided with the contract copy or described permanent access.

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

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

This chapter should include the list of AMPs currently being managed by the CAMO. This section may refer to CAME 1.2.3 if already integrated with the list of aircraft managed.

❑ Content of the list.
This list must include at least the following main information, as applicable:

- Aircraft Maintenance Programme reference
- Aircraft rating, type, and model

5.7 List of currently approved alternative means of compliance as per point CAMO.A.300(a)(14)

Reference: CAMO.A.120, CAMO.A.300(a)(14)

This chapter should include the list of alternative means of compliance currently being managed by the CAMO.

❑ Content of the list.
This list must include at least the following main information, as applicable:
- Title of the approved alternative means of compliance
- Reference for the approved alternative means of compliance
- Date of approval and applicable validity
- Cross-reference to affected procedures

❑ Copied of approval.