



CIVIL AVIATION DIRECTIVE – 6802

**CONTINUING +
AIRWORTHINESS
MANAGEMENT
ORGANISATION APPROVAL**

CAAM PART M SUBPART G

CIVIL AVIATION AUTHORITY OF MALAYSIA

ISSUE 01
REVISION 00 – 1ST MAY 2021

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Civil Aviation Directive Components and Editorial practices

This Civil Aviation Directive is made up of the following components and are defined as follows:

Standards: Usually preceded by words such as “*shall*” or “*must*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to the CAAM is compulsory.

Recommended Practices: Usually preceded by the words such as “*should*” or “*may*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

Appendices: Material grouped separately for convenience but forms part of the Standards and Recommended Practices stipulated by the CAAM.

Definitions: Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

Tables and Figures: These add to or illustrate a Standard or Recommended Practice and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

Notes: Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices;

Attachments: Material supplementary to the Standards and Recommended Practices or included as a guide to their application.

It is to be noted that some Standards in this Civil Aviation Directive incorporates, by reference, other specifications having the status of Recommended Practices. In such cases, the text of the Recommended Practice becomes part of the Standard.

The units of measurement used in this document are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Directive, the use of the male gender should be understood to include male and female perso



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1 General

1.1 Citation

- 1.1.1 These Directives are the Civil Aviation Directives 6802 – Continuing Airworthiness Management Organisation (CAAM Part M Subpart G), issue 01/Revision 00, and comes into operation on 1st May 2021.
- 1.1.2 This CAD, in conjunction with CAD 6801 – Continuing Airworthiness of Aircraft (CAAM Part M) will remain current until withdrawn or superseded.

1.2 Applicability

- 1.2.1 The following persons shall be subject to this CAD:
- a) an applicant for a certificate of approval under regulation 31(1)(a) of the MCAR;
 - b) holders of certificate of approval for continuing airworthiness management granted under regulation 31(1)(a) of the MCAR; or
 - c) an authorised signatory under regulation 33 of the MCAR.

1.3 Revocation

- 1.3.1 This CAD revokes Airworthiness Notice 6102 Issue 2, dated 18 July 2019 – Continuing Airworthiness Management Organisation (DCAM Part M Subpart G).

1.4 Definitions

In this CAD, unless the context otherwise requires—

Aircraft means a machine that can derive support in the atmosphere from reactions of the air, other than reactions of the air against the surface of the earth;

CAMO means approved continuing airworthiness management organisation which holds a valid certificate of approval granted under regulation 31(1)(a) of the MCAR;

Formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

- a) relevant regulations pertaining to initial and continuing airworthiness;
- b) relevant parts of operational requirements and procedures, if applicable;
- c) the CAMO's continuing airworthiness management exposition (CAME);
- d) knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. For avoidance of doubt, relevant sample means that these courses should cover typical systems embodied in those aircraft being within the scope of approval. These courses should be at least at a level equivalent to **CAD 1801 Level 1 Cat C Type Training** and could be imparted by either a maintenance training organisation approved in accordance with CAD 1821, by the manufacturer, or by any other organisation accepted by CAAM; and

- e) maintenance methods.

Group A aircraft means all large aircraft, aircraft used by a holder of an Air Operator Certificate (AOC), aircraft used by approved training organisation under regulation 64 of MCAR (ATO) and aircraft used for the purpose of aerial work;

“large aircraft” means:

- a) an aeroplane with a maximum certificated take-off mass exceeding 5,700 kg;
- b) an aeroplane equipped with turbojet engine(s) or more than one turboprop engine;
- c) a rotorcraft with a maximum certificated take-off mass exceeding 3,175 kg; or
- d) a rotorcraft with more than one engine;

MCAR means Civil Aviation Regulations;

Recent continuing airworthiness management experience means the airworthiness review staff has either:

- a) been involved in continuing airworthiness management activities for at least six months in every twenty-four (24) month period;
- b) conducted at least one airworthiness review in the last twelve (12) month period; or
- c) conducted a satisfactory level of airworthiness review under the supervision of CAAM or, if accepted by CAAM, under the supervision of another currently valid authorised airworthiness review staff of the concerned CAMO in accordance with an approved procedure in the CAME.

Relevant engineering means engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft or aircraft components.

2 Applications and approvals

2.1 Application for the continuing airworthiness management organisation approval (M.702)

- 2.1.1 CAAM should issue a certificate of approval if CAAM is satisfied that the applicant has fulfilled the following requirements and any other requirements under this CAD:
- a) submission of an application form CAAM/AW/6802-01 to CAAM and accompanied by the prescribed fee;
 - b) submission of a CAME in accordance with paragraph 3.1 of this CAD;
 - c) submission of CAAM Form 4 forms for the nominated persons under paragraph 5.1 of this CAD;
 - d) submission of the maintenance contract, where appropriate, reflecting technical specification of the maintenance arrangement between the operator and contracted maintenance organisation approved under CAD 8601 or CAD 8602; and
 - e) notwithstanding item (a) to (d), in the case of AOC holder, for initial and variation of CAMO approval, the applicant shall submit the following:
 - 1) the operator's aircraft maintenance programmes; and
 - 2) the aircraft journey log.
- 2.1.2 The application forms described in paragraph 2.1.1 (a) and paragraph 2.1.1 (c) of this CAD shall be signed by the nominated accountable manager.
- 2.1.3 CAAM should issue a provisional certificate of approval for continuing airworthiness management if the organisation complies with the applicable requirements under this CAD.
- 2.1.4 The holder of a provisional certificate of approval shall be entitled to perform continuing airworthiness management activity in accordance with the terms and conditions specified in the provisional certificate of approval.
- 2.1.5 The holder of a provisional certificate of approval shall not be entitled to issue airworthiness review report or to issue permit to fly.
- 2.1.6 CAAM should issue the certificate of approval if he is satisfied that the organisation who holds a provisional certificate of approval has demonstrated technical competency and has fulfilled applicable requirements under this CAD.
- 2.1.7 The provisional certificate of approval issued under paragraph 2.1.3, is terminated upon the issuance of the certificate of approval in accordance with paragraph 2.1.6 of this CAD.



2.2 Application for the renewal or variation of certificate of approval

2.2.1 An application to renew or vary the certificate of approval shall be made to CAAM by submitting:

- a) an application form CAAM/AW/6802-01 and accompanied by the prescribed fee; and
- b) proposed amendments of CAME (if any).

2.2.2 CAAM should renew or vary the certificate of approval if CAAM is satisfied that the CAMO has fulfilled all applicable requirements under this CAD.

2.3 Extent of approval (M.703)

2.3.1 The terms of approval are indicated on the certificate of approval issued by CAAM.

2.3.2 The scope of work deemed to constitute the approval shall be specified in the CAME in accordance with paragraph 3.1.5(e) of this CAD.

3 Continuing airworthiness management exposition (M.704)

3.1 Management exposition

- 3.1.1 The CAMO to ensure that the CAME, acceptable to the CAAM, is provided for the use and guidance of maintenance and operational personnel.
- 3.1.2 The CAMO is accountable for the CAME and also required to ensure that the exposition is amended and revised as necessary by means of establishing an appropriate revision control system and that copies of changes are distributed to holders of the exposition.
- 3.1.3 Additionally, the design of the CAME shall observe Human Factors principles. Some of the basic aspects requiring Human Factors optimisation include:
- a) written language, which involves not only correct vocabulary and grammar, but also the manner in which they are used;
 - b) typography, including the form of letters and printing and the layout, which has a significant impact on the comprehension of the written material;
 - c) the use of photographs, diagrams, charts or tables replacing long descriptive text to help comprehension and maintain interest. The use of colour in illustrations reduces the discrimination workload and has a motivational effect; and
 - d) consideration of the working environment in which the document is going to be used, when print and page size are determined.
- 3.1.4 CAD 6 Part 1 para 11.2, CAD 6 Part 2 para 3.11.1 and CAD 6 Part 3, Section II, 9.2 specify the information and content that should be included in the operator's CAME. Alternatively, the CAMO shall follow CAGM 6802 for better understanding on the CAME development. Moreover, CAAM/AW/6802-03 CAME checklist is the compliance guidance for CAMO to comply.
- 3.1.5 The emphasis in developing the CAME shall contain the following information:
- a) each aircraft is maintained in an airworthy condition;
 - b) the operational and emergency equipment necessary for the intended flight is serviceable;
 - c) the Certificate of Airworthiness of each aircraft remains valid;
 - d) a statement signed by the nominated accountable manager to confirm that the CAMO will work in accordance with this CAD and the CAME at all times;
 - e) the CAMO's scope of work;
 - f) the title(s) and name(s) of person(s) referred to in paragraphs 5.1.3, 5.1.4, 5.1.5 and 5.1.10 of this CAD;

- g) a CAMO's organisation chart showing associated chains of responsibility between the person(s) referred to in paragraphs 5.1.1, 5.1.3, 5.1.4, 5.1.5 and 5.1.10 of this CAD;
 - h) a list of the airworthiness review staff, referred to in paragraph 5.1.10 of this CAD, authorised to issue airworthiness review report in accordance with paragraph 10.1.2 of this CAD and, where applicable, to issue permit to fly in accordance with paragraph 10.1.3 of this CAD;
 - i) a general description and location of the facilities;
 - j) the CAME amendment procedures, including a procedures used for the CAME revision and control;
 - k) a description of the procedures to ensure the aircraft is maintained in accordance with the approved aircraft maintenance programme;
 - l) the procedures specifying how the CAMO ensures its subcontractors' compliance with the applicable contractual obligations;
 - m) a description of the training programme for the CAMO personnel applicable to their assigned duties and responsibilities;
 - n) a description of the procedure to ensure that modifications and repairs comply with the CAAM airworthiness requirements; and
 - o) a description of the operator's safety management system (applicable for CAT operator only).
- 3.1.6 Where CAMO safety management system (SMS) is already addressed in some other document, an appropriate reference to such document together with its relevant interfaces with the CAME can be described instead.
- 3.1.7 The CAME and any amendments made to the CAME shall be subject to the approval of CAAM.
- 3.1.8 Notwithstanding paragraph 3.1.4 and 3.1.5 of this CAD, any minor amendments to the CAME should be made by the CAMO in accordance with amendment procedure contained in the CAME. The type of amendments which is considered as minor amendments shall be specified in the amendment procedure in the CAME.



4 Facilities

4.1 Facilities

- 4.1.1 The CAMO shall provide suitable office accommodation at appropriate locations for the personnel specified in paragraph 5.1 of this CAD.



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5 Personnel requirements

(M.706)

5.1 Personnel requirements

- 5.1.1 The CAMO shall nominate an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this CAD.
- 5.1.2 In the case of a holder of an AOC, the accountable manager referred to in paragraph 5.1.1 of this CAD, shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out in accordance with the requirements for the issuance of an AOC.
- 5.1.3 The CAMO shall nominate a person or group of persons who:
- have the responsibility of ensuring that the CAMO is always in compliance with this CAD; and
 - shall be responsible to the accountable manager.
- 5.1.4 The CAMO shall nominate a person, with responsibility for monitoring the quality system, including the associated feedback system. The nominated person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.
- 5.1.5 In the case of a holder of an AOC, the accountable manager shall nominate a person who shall be responsible for the management and supervision of continuing airworthiness management activities, pursuant to paragraph 5.1.3 of this CAD.
- 5.1.6 The nominated person referred to in paragraph 5.1.5 of this CAD, shall belong to the CAMO and not belong to the AMO, under contract to the owner (or in the case of lease, to the lessee) unless otherwise approved by CAAM.
- 5.1.7 The CAMO shall ensure that it has sufficient appropriately qualified personnel for the expected work.
- 5.1.8 All persons referred to in paragraphs 5.1.3, 5.1.4 and 5.1.5 of this CAD shall be able to show sufficient knowledge, background and appropriate experience related to aircraft continuing airworthiness to the satisfaction of CAAM.
- 5.1.9 The CAMO shall keep in record the qualification of all personnel involved in continuing airworthiness management.
- 5.1.10 For a CAMO to issue an airworthiness review report in accordance with paragraph 10.1.2 of this CAD, the CAMO shall appoint persons authorised to issue airworthiness review report. The appointment of these persons as an authorised signatory for the issuance of airworthiness review report shall be in accordance with Chapter 6 of this CAD.



- 5.1.11 The nominated persons under paragraphs 5.1.1, 5.1.3, 5.1.4 and 5.1.5 of this CAD shall be subjected to acceptance by CAAM;
- 5.1.12 The CAMO shall define and keep updated in the CAME the title(s) and name(s) of person(s) referred to in paragraphs 5.1.1, 5.1.3, 5.1.4, 5.1.5 and 5.1.10 of this CAD.
- 5.1.13 The CAMO shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or quality audits in accordance with the procedures contained in the CAME and the requirements by CAAM.

6 Airworthiness Review Staff (ARS)

(M.707)

6.1 Airworthiness Review Staff (ARS)

- 6.1.1 To be approved to carry out the airworthiness reviews and, if applicable, to issue the permit to fly, a CAMO shall have appropriately qualified airworthiness review staff as follows:
- a) For the purpose of conducting airworthiness review for Group A aircraft, the airworthiness review staff shall have acquired:
 - 1) at least 5 years' experience in continuing airworthiness;
 - 2) an appropriate license issued in accordance with CAD 1801 or relevant engineering degree acceptable to CAAM;
 - 3) formal aeronautical maintenance training; and
 - 4) a position within the approved organisation with appropriate responsibilities.
 - b) Notwithstanding paragraph 6.1.1(a) of this CAD, the requirements laid down in 6.1.1(a)(2) of this CAD should be replaced by 5 years of experience in continuing airworthiness as an addition to the requirement under 6.1.1(a)(1).
 - c) For the purpose of conducting airworthiness review for other aircraft not specified under paragraph 6.1.1(a) of this CAD, these airworthiness review staff shall have acquired:
 - 1) at least 3 years' experience in continuing airworthiness;
 - 2) an appropriate licence issued in accordance with CAD 1801 or relevant engineering degree acceptable to CAAM;
 - 3) appropriate aeronautical maintenance training; and
 - 4) a position within the approved organisation with appropriate responsibilities.
 - d) Notwithstanding 6.1.1(c), the requirements laid down in paragraph 6.1.1(c)(2) of this CAD should be replaced by 4 years of experience in continuing airworthiness as an addition to the requirement under paragraph 6.1.1(c)(1).
- 6.1.2 Airworthiness review staff nominated by the CAMO can only be issued an authorisation by the CAMO when formally approved as an authorised signatory by CAAM. Application form CAAM/AW/0105-01 shall be used for the initial approval accompanied with prescribed fee.
- 6.1.3 The CAMO shall ensure that aircraft airworthiness review staff have:
- a) been involved in continuing airworthiness management activities for at least six months in every two years' period;
 - b) conducted at least one airworthiness review in the last twelve-month period;
- or



- c) conducted a satisfactory level of airworthiness review under the supervision of CAAM or, if accepted by CAAM, under the supervision of another currently valid authorised airworthiness review staff of the concerned CAMO in accordance with an approved procedure in the CAME.

- 6.1.4 Authorised airworthiness review staff shall be identified by listing each person in the CAME together with their airworthiness review authorisation reference.

- 6.1.5 The CAMO shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training, a copy of the authorisation and a copy of authorised signatory issued by CAAM. This record shall be retained until two (2) years after the airworthiness review staff have left the CAMO.

- 6.1.6 For continued validity of ARS as an authorised signatory, CAMO shall ensure:
 - a) an application for renewal shall be made by using form CAAM/AW/0105-02 accompanied with prescribed fee, and
 - b) summary of records for item in paragraph 6.1.3 of this CAD.

7 Continuing Airworthiness Management (M.708)

7.1 Continuing airworthiness management

7.1.1 The CAMO shall ensure that all continuing airworthiness management be carried out according to the requirements outlined in CAD 6801.

7.1.2 For every aircraft managed, the CAMO shall:

- a) develop and control a maintenance programme for the aircraft managed including any applicable reliability programme;
- b) present the aircraft maintenance programme and its amendments to CAAM for approval and provide a copy of the approved programme to the owner (or in the case of lease, to the lessee), if applicable;
- c) manage the approval of modification and repairs;
- d) ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance CAD 8601 or CAD 8602, as applicable;
- e) ensure that all applicable airworthiness directives and, Civil Aviation Directives with a continuing airworthiness impact, are applied;
- f) ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation;
- g) ensure that the aircraft is taken to an appropriately approved maintenance organisation, whenever necessary;
- h) coordinate scheduled maintenance, the accomplishment of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly;
- i) manage and archive all continuing airworthiness records including aircraft journey log; and
- j) ensure that the mass and balance statement reflect the current status of the aircraft.

7.1.3 In the case of all Group A aircraft, when the CAMO is not a maintenance organisation approved in accordance with CAD 8601, the CAMO shall in consultation with the owner (or in the case of lease, with the lessee), establish a written maintenance contract with a maintenance organisation approved in accordance with CAD 8601 including:

- a) detailing the functions specified under CAD 6801;
- b) ensuring that all maintenance is ultimately carried out by a maintenance organisation approved in accordance with CAD 8601; and



- c) defining the support of the quality functions described in paragraph 11.1.2 of this CAD.

7.1.4 Notwithstanding with paragraph 7.1.3 of this CAD, the contract should be in the form of individual work orders addressed to the maintenance organisation approved in accordance with CAD 8601 in the case of:

- a) an aircraft requiring unscheduled line maintenance; or
- b) component maintenance.



8 Documentation

(M.709)

8.1 Documentation

- 8.1.1 The CAMO shall hold and use applicable current maintenance data for the performance of continuing airworthiness tasks referred to in Chapter 7 of this CAD. This data should be provided by the owner (or in the case of lease, by the lessee), subject to an appropriate contract being established with such an owner (or in the case of lease, with the lessee). In such case, the CAMO shall only keep such data for the duration of the contract, except when required by Chapter 3 of this CAD.



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9 Airworthiness Review

(M.710)

9.1 Airworthiness review

9.1.1 For the purpose of fulfilling the requirements for the airworthiness review of an aircraft referred to CAD 6801, the CAMO shall carry out a full documentation review of the aircraft records in order to be satisfied that:

- a) airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;
- b) the flight manual is applicable to the aircraft configuration and reflects the latest revision status;
- c) all the maintenance due on the aircraft according to the approved maintenance programme has been carried;
- d) all known defects have been corrected or, when applicable, carried forward in a controlled manner;
- e) all applicable airworthiness directives have been applied and properly registered;
- f) all modifications and repairs applied to the aircraft have been registered and are approved in accordance with CAAM specified requirements;
- g) all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit;
- h) all maintenance has been released in accordance with this CAD;
- i) the current mass and balance statement reflects the configuration of the aircraft and is valid;
- j) the aircraft complies with the latest revision of its type design; and
- k) if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft.

9.1.2 The airworthiness review staff of the CAMO shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to the aircraft type being surveyed shall be assisted by such qualified personnel.

9.1.3 The airworthiness review staff shall ensure that during physical survey of the aircraft:

- a) all required markings and placards are properly installed;
- b) the aircraft complies with its approved flight manual;
- c) the aircraft configuration complies with the approved documentation;
- d) all defect has been addressed according to CAD 6801; and

- e) no inconsistencies can be found between the aircraft and the documentation review of records specified in paragraph 9.1 of this CAD.
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- 9.1.4 The airworthiness review should be performed up to a maximum of 90 days prior to the expiry of the certificate of airworthiness, without loss of continuity of the airworthiness review pattern, to allow the physical survey of the aircraft to take place during a maintenance check. Otherwise, the new expiry date of the certificate of airworthiness will be a year from the date of the submission of a satisfactory airworthiness review report.
 - 9.1.5 An airworthiness review report shall only be issued, by airworthiness review staff approved under Regulation 33 of MCAR and appropriately authorised in accordance with paragraph 5.1.10 of this CAD, if such airworthiness review staff is satisfied that the airworthiness review has been properly carried out and there is no non-compliance which is known to endanger flight safety.
 - 9.1.6 A copy of any airworthiness review report issued for an aircraft shall be sent to CAAM together with the application for the issuance or renewal of the certificate of airworthiness in accordance with CAD 8301.
 - 9.1.7 Copy of airworthiness review staff certificate shall be attached together with airworthiness review report for prove of validity ARS.
 - 9.1.8 Copy of latest aircraft damage chart or dent and buckle chart shall be submitted together with the airworthiness review report as per CAD 8301.
 - 9.1.9 Copy of latest weight and balance report together with equipment list and weight schedule for that aircraft has been approved by CAAM or any organisation approved by CAAM under Regulation 31 of MCAR as per CAD 8301.
 - 9.1.10 Airworthiness review tasks shall not be sub-contracted.
 - 9.1.11 In the event the outcome of the airworthiness review is inconclusive, CAAM shall be informed by the CAMO as soon as practicable within 72 hours from the moment the CAMO identifies the condition to which the review relates. The airworthiness review report shall not be issued until all findings have been closed.

10 Privileges of the organisation

(M.711)

10.1 Privileges of the organisation

- 10.1.1 The CAMO should exercise the following privileges subject to the approval of CAAM:
- a) manage the continuing airworthiness of aircraft as specified in Chapter 7 of this CAD;
 - b) perform any of the continuing airworthiness management functions as specified in Chapter 7 of this CAD;
 - c) arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under the CAMO quality system, as listed on the approval certificate; and
 - d) arrange to establish a contract in accordance with Appendix 1 of CAD 6801 for limited continuing airworthiness tasks with any CAMO, working under the contracted CAMO quality system, as listed on the contracted CAMO approval certificate.
- 10.1.2 The CAMO should additionally be approved to carry out airworthiness reviews referred to in Chapter 9 of this CAD and to issue:
- a) the related airworthiness review report; and
 - b) a recommendation for the issue or renewal of Certificate of Airworthiness.
- 10.1.3 The CAMO referred to in paragraph of this CAD, should additionally be approved to issue a permit to fly for the particular aircraft attesting conformity with approved conditions, in accordance with the approved procedure in the CAME referred to in Chapter 3 of this CAD.



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11 Quality System

(M.712)

11.1 Quality system

- 11.1.1 For the purpose of ensuring that the CAMO continues to meet the requirements of this subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.
- 11.1.2 The quality system shall monitor activities carried out and shall at least include the following functions:
- a) Monitoring that all activities carried out under this CAD are being performed in accordance with the approved procedures;
 - b) Monitoring that all contracted maintenance is carried out in accordance with the contract;
 - c) Monitoring the continued compliance with the requirements of this CAD; and
 - d) Monitoring that all subcontracted continuing airworthiness management tasks is carried out in accordance with the contractual obligations.
- 11.1.3 The records of these activities shall be stored for at least two (2) years.
- 11.1.4 Where the CAMO is also a maintenance organisation approved in accordance with CAD 8601 or CAD 8602, the quality systems should be combined.



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12 Changes to the CAMO

(M.713)

12.1 Unless with the approval of CAAM, no holder of certificate of approval shall make any changes to:

- a) the name of the organisation;
- b) the location of the organisation;
- c) additional locations of the organisation;
- d) the accountable manager;
- e) any of the persons specified in paragraph 5.1.3, 5.1.4, 5.1.5 or 5.1.10; and
- f) the facilities, procedures and scope of work.



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13 Record keeping

(M.714)

- 13.1 CAMO shall be responsible for the following management of record keeping.
- 13.1.1 The CAMO shall record all details of work carried out. The records required by CAD 6801 shall be retained.
- 13.1.2 If the CAMO has the privilege referred to Chapter 9 of this CAD, it shall retain a copy of each airworthiness review report and permit to fly, together with all supporting document.
- 13.1.3 The CAMO shall retain a copy of all records listed in paragraph 13.1.2 of this CAD until two (2) years after the aircraft has been permanently withdrawn from service.
- 13.1.4 The records shall be stored in a manner that ensures protection from damage, alteration, and theft.
- 13.1.5 All computer hardware 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.
- 13.1.6 Where continuing airworthiness management of an aircraft is transferred to another CAMO, all retained records shall be transferred to the said CAMO. The duration prescribed in 13.1.3 of this CAD for the retention of records shall continue to apply to the said CAMO.
- 13.1.7 Where a CAMO ceases to hold the certificate of approval under Regulation 31 of MCAR, all retained records shall be transferred to the owner (or in the case of lease, to the lessee) of the aircraft.



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14 Continued Validity of Approval

(M.715)

14.1 Continued validity of approval

- 14.1.1 A provisional certificate of approval issued by CAAM shall be valid for a period not exceeding 1 year and shall not be renewed. Upon expiry of the provisional certificate of approval, the application for the certificate of approval is terminated.
- 14.1.2 A certificate of approval issued by CAAM shall be valid for a period not exceeding 1 year.
- 14.1.3 The conditions for the provisional certificate of approval or certificate of approval are as follows:
- a) The approval is limited to that specified in the provisional certificate of approval or certificate of approval;
 - b) The provisional certificate of approval or certificate of approval requires compliance with the procedures specified in the CAME;
 - c) The approval is valid whilst the organisation remains in compliance with this CAD; and
 - d) The approval shall remain valid unless the certificate has been surrendered, suspended or revoked.
- 14.1.4 Upon revocation, the certificate shall be returned to CAAM.



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15 Findings

(M.716)

15.1 Findings

- 15.1.1 A level 1 finding is any significant non-compliance with requirements laid down in this CAD which lowers the safety standard and hazards seriously the flight safety. The certificate of approval shall cease to be in force immediately until acceptable corrective action has been taken by the CAMO.
- 15.1.2 A level 2 finding is any non-compliance with requirements laid down in this CAD which could lower the safety standard and possibly hazard the flight safety. If the CAMO fails to accomplish the corrective action to the satisfaction of the CAAM within 14 days after receipt of notification of findings, unless otherwise agreed by CAAM, the CAMO approval shall cease to be in force until acceptable corrective action has been taken by the CAMO.
- 15.1.3 After receipt of notification of findings, the applicant or holder of the CAMO approval shall define a preventive action and demonstrate the preventive action to the satisfaction of CAAM within 90 days unless otherwise agreed by CAAM.



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