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|  | **CIVIL AVIATION AUTHORITY OF MALAYSIA** |
| **CHECKLIST FOR CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION***(Civil Aviation Regulation 2016)* |
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| **SECTION 1 – CAMO SECTION** |  |
|  |  |
| Status of Application | : | **[ ]**  | Initial Approval | **[ ]**  | Amendment/ Revision |
|  |  |
| CAMO Privilege/s: [ ] Continuing Airworthiness Management [ ]  Airworthiness Review Report [ ]  Permit to Fly |
|  |  |
| Organisation’s CAME Reference :  |       | Issue & Revision Date: |       |  |
|  |  |
| AOC Holder (please tick) | : | [ ]  YES | [ ]  NO |  | AOC Approval Number | : |       |  |
|  |  |  |  |  |
| Organisation Name & Address | : |       |  |
|  |  |  |  |  |
| Provisional Approval Date | : |       |  | Provisional Approval Reference | : |       |  |
|  |  |
| CAMO Approval Number | : |       |  | Prepared by | : |       |  |
|  |  |
| Contact Person Telephone No | : |       |  | Email of Contact | : |       |  |
|  |  |  |  |  |
| **SECTION 2 – EXPOSITION CHECKLIST AND CAMO DECLARATION** |  |
|  |  |
|  | 1. **Structure of the Continuing Airworthiness Management Exposition**

The CAME may be produced in the form of a single document or may consist of several separate documents. * 1. Single document: The standard CAME produced i.a.w. CAD 6802 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed continuing airworthiness management procedures and detailed quality system procedures.
	2. Several documents: The CAME must contain at least the information as detailed in CAD 6802 Chapter 3.0. The additional material may be published in separate documents which must be referenced from the CAME. In this case:
		1. The CAME should cross refer to the associated procedures, documents, appendices and forms which are managed separately.
		2. These associated documents must meet the same rules as described for the CAME.
		3. This/these associated document(s), procedure(s) and form(s) etc. must be provided to the CAAM, as part of the CAME.

For some organizations certain sections of the headings defined within chapter of CAD/CAGM may be ‘not applicable’. In this case they should be annotated as such within the CAME.1. When completing this document, it is important to make a positive statement showing how the organisation complies with any relevant part of the Subpart G requirement through the content by indicating in the CAME reference, if any part is not relevant then it should indicate with N/A and justify why the part is not applicable. Please tick (√) in the box appropriately.
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|  |  |  |  |  |

| **Content** | **CAD/ CAGM Reference** | **Operator’s CAME Reference / Remarks** | **CAAM Review****Satisfactory?** |
| --- | --- | --- | --- |
| **COVER PAGE** |
| The official name of the organisation as defined in application form CAAM/AW/6802-01 | Chapter 2 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| The approval reference of the CAMO |  |       | **☐** Yes **☐** NoComment:       |
| The copy number from the distribution list |  |       | **☐** Yes **☐** NoComment:       |
| **INTRODUCTION** |
| Foreword |  |       | **☐** Yes **☐** NoComment:       |
| Table of content |  |       | **☐** Yes **☐** NoComment:       |
| List of effective pages (CAAM Approval column) |  |       | **☐** Yes **☐** NoComment:       |
| List of issues / amendments or record of revision |  |       | **☐** Yes **☐** NoComment:       |
| CAAM Certificate of Approval or Provisional Approval  |  |       | **☐** Yes **☐** NoComment:       |
| Internal organisation review and concurrence page signed by QM and CAM* Internal approval statement
* Title, name, date and signature (QM and CAM)

*Note: Pre-audit concept/prove before submission the CAME to CAAM for final approval* |  |       | **☐** Yes **☐** NoComment:       |
| Revision highlights / Summary of changes | Chapter 3.1.2 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| Effective date of the current revision* The effective date is the date that the amendment introduced in this amendment takes effect
* The effective date can be established just prior to the final approval of the CAME by CAAM or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc.
 | Chapter 3.1.2 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| Distribution list* CAME copy number
* Location of copies
* Holders of the copies
* Format of copies (CD-ROM, electronic data processing (EDP), Paper etc.)
 | Chapter 3.1.2 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| Abbreviation, terminology and definitions |  |       | **☐** Yes **☐** NoComment:       |
| Organisation information i.e.:* Address of approved locations (Head Office)
* Mailing Address(es)
* Telephone number(s)
* Fax number(s) or E-mail address of the Head Office
 | Chapter 3.1.5 (i) of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| **Part 0 – General organisation** |
| * 1. Corporate commitment by the accountable manager (when the AM is not the CEO of the organisation then such CEO shall countersign the statement)
 | Chapter 3.1.5 (d) of CAD 6802  |       | **☐** Yes **☐** NoComment:       |
| 0.2 General information and scope of work* Description of the organisation
* Relationship with other organisation
	+ Subsidiaries / mother company
	+ Consortiums
	+ Scope of work- Aircraft managed
	+ Quote aircraft types/series
	+ Date included in the scope of work
	+ List of aircraft maintenance programmes
	+ List of “generic” and “baseline” maintenance programmes
	+ Quote number of aircraft of each type
	+ Quote each aircraft registration (or elsewhere by agreement with CAAM- see note 1)
	+ List for each aircraft, aircraft owner/operator
	+ CAMO contract reference
* Type of operation
* Organisation’s Scope of Work (Scope of Approval) –see note 2

*Note 1: It is crucial to be able to identify which aircraft is managed by the CAMO at a given time, especially when it comes to determining whether or not an aircraft has remained in “controlled environment” and or when aircraft are removed from an AOC but will be kept managed by the CAMO as a private aircraft.* *Note 2: the CAAM/AW/0102-00 will refer to section containing the Scope of Approval (Scope of Work)* | Chapter 2.3.2 / 3.1.5 of CAD 6802  |       | **☐** Yes **☐** NoComment:       |
| 0.3 Management personnel* Accountable Manager
* Nominated Post Holder for Continuing Airworthiness activities
* Continuing airworthiness coordination (group of persons)
* Designated Quality Manager (QM)
* Airworthiness Review staff
* Nominated person(s) authorised to issue ARR
* Nominated person(s) authorised to issue Permit to Fly (if applicable)
* Duties and Responsibilities (job functions)
	1. Accountable Manager
	2. Continuing Airworthiness Manager
	3. Designated Quality Manager (QM)
	4. Airworthiness Review staff
	5. Nominated person(s) authorised to issue Permit to Fly
* Title(s) and name(s) of persons above (AR staff can be in Appendix 5.2)
* Manpower Resources and
* Manpower Resources Table should show broad figures of the number of staff assigned to CAM
* Should show an adequate amount of staff against scope
* The date the staff number is established
* When the staff number will be updated
* Man-hour plan development and updating
* All activities, also activities not performed under the CAMO approval (in such cases where the CAMO staff also performing other approval system roles such as AMO, DOA etc.)
* Include subcontracted organisation if applicable
* Training Policy
* Training Policy
* How the training need is assessed
* How the recurrent and continuing training is assessed
* Recording and follow-up

 *Note: Generally, the CEO shall be the AM for the company, in some cases the CEO has delegated the function of the AM to an immediate person under him/her, by this the delegated AM shall has the corporate authority as per CAD6802 Chapter 5.1.1.* | Chapter 2.1.1 (c), 3.1.5 (f), 5.1 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Management Organisation Charts
* General Organisation Chart
* Continuing Airworthiness Management Organisation Chart
* The nominated persons as per CAMO should be identified in the chart
* Quality Manager/ Compliance Monitoring personnel must be shown to be independent of the continuing airworthiness management and must report directly to the accountable manager.
 | Chapter 3.1.5(g) of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Notification procedure to the CAAM regarding changes to the organisation’s activities / approval / location /personnel
* Changes
	+ Organisation name and location
	+ Organisation additional location
	+ The group of persons as specified in 0.3
	+ Operation, facilities, procedures, work scope, staff and technical arrangements, as far as they may affect the approval
	+ Changes of the contracted maintenance organisation.
* Notification before such changes take place
* Conduct risk assessment for any change requiring prior approval and provide it to CAAM upon request
* Internal pre-audit before application
 | Chapter 12 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. CAME amendment procedure

Exposition Amendment Procedures (including, delegated procedures)* Amendments that need prior approval
* Amendments not requiring prior approval
* Description of how such amendments will be managed
* Person responsible for amending the Exposition.
	+ Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the CAAM
* Sources of proposed amendments within the organisation
* Internal approval process
	+ Verifying and validation of amended procedures before use
	+ CAM and QM to sign the internal approval page, see introduction
* Approval process with CAAM
* Revision acknowledge receipt process
* Definition of minor amendments to the Exposition that can be amended without the prior approval of the CAAM, if applicable and agreed
	+ In case of minor amendment, the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the CAME is approved by CAAM.
* Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable
* Effective date of the amendment
* CAME Review

*Note: After CAAM has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different locations have received the revision at the date it is effective.* | Chapter 3.1.5 (j), 3.1.7, 3.1.8 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Facilities
* Location of facilities
* General description
	+ Layout of premises
* Office accommodation for: -
	+ Planning
	+ Technical records
	+ Quality
	+ Technical reference area etc.
	+ Storage
 | Chapter 4.1 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| **PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES** |
| 1.1a Use of aircraft continuing airworthiness records system and if applicable, aircraft journey log (AJL) system* The records system
* Description – paper form, electronic format
* Computer backup and prevention for data alteration
* Retention period
* Accessible within a reasonable time whenever they are needed
* Organised in a manner that ensures their traceability and retrievability thought their required retention period
* Aircraft journey log and continuing airworthiness records system
* General and contents
* Instruction for use
* Aircraft technical log approval (initial approval by CAAM)
* Procedure for changes to the technical log system without prior approval.
 | Chapter 2.1.1 (e) of CAD 6802, Chapter 3.6 of CAD 6801, CAGM 6801 |       | **☐** Yes **☐** NoComment:       |
| 1.1b MEL application* MEL application
* General
* MEL procedure
* MEL categories
* MEL application by maintenance staff
* MEL application by the crew (if applicable)
* Acceptance by the crew
* Aircraft dispatch by the crew in accordance with MEL
* Management of the MEL time limit
* MEL time limitation overrun (only for category B, C (and D if applicable)
* This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of a MEL limitation. This should refer to the journey log procedures.

*Note: There will be no indirect approval of MEL time limitation overrun: In any case CAAM must continue to receive an application for any extension of time limitation.* | Chapter 2.1.1 (e) of CAD 6802, Chapter 3.6 of CAD 6801, CAGM 6803 |       | **☐** Yes **☐** NoComment:       |
| * 1. Aircraft Maintenance Programme (AMP) –development amendment and approval
* General
* Content Development
	+ Sources
	+ Responsibilities
	+ AMP amendments
	+ Approval by the CAAM.
 | Chapter 3.2 of CAD 6801, CAGM 6804 |       | **☐** Yes **☐** NoComment:       |
| 1.3 Continuing airworthiness records: responsibilities, retention and access.* Format of records
* Adequate storage and reliable traceability
* Storage of records – protection from damage, alteration and theft
* Computer records system backup
* Backup of data stored in a different location then working data hours and cycles recording
* Continuing airworthiness records
* Preservation of Continuing Airworthiness records
* Access to continuing airworthiness records
* Transfer of continuing airworthiness records

*Note: The record-keeping system must ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period of all activities developed.* | Chapter 3.5 of CAD 6801 |       | **☐** Yes **☐** NoComment:       |
| * 1. Accomplishment and control of Airworthiness Directive
* Airworthiness Directive information
* Airworthiness Directive decision
* Airworthiness Directive control
* Airworthiness Directive listing
 | Chapter 3.3 of CAD 6801 |       | **☐** Yes **☐** NoComment:       |
| * 1. Analysis of the Effectiveness of the maintenance programme(s)
* Procedure to analyse the effectiveness of the AMP
* Spares
* Defects
* Malfunctions
* Damage
* Amendment to the AMP
* Liaison Meetings
* Frequency of Meetings
 | Chapter 3.2 of CAD 6801, CAGM 6804 |       | **☐** Yes **☐** NoComment:       |
| * 1. Non-Mandatory modification and inspection
* Policy
* Procedures to assess/analyse and decisions taken
* The decision on their application
* Use of the organization risk management process
* Records keeping of the assessment/analyse risk management and decisions taken
* Modification – General
* Inspections
* Service Bulletins
* Service Letters
* Other modification
* Minor modification
* Standard changes and standard repairs
* Instruction for continuing airworthiness - AMP
* Recording of modification
* Liaison with OPS / owner

*Note 1: The CAMO managing the continuing airworthiness of the aircraft must establish and work according to a policy, which assesses non-mandatory information (modification or inspections) related to the airworthiness of the aircraft. Non-mandatory information refers to service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer, State of Design or CAAM.**Note 2: Records of the assessment and risk management process to decide on non-mandatory modification and or inspections application must be kept.* | Chapter 3.4 of CAD 6801, CAD 8102, CAD 8104, CAD 8106, CAD 8109, CAD 8110 |       | **☐** Yes **☐** NoComment:       |
| * 1. Repair and modifications.
* Modification – General
* Type of approval required
* Assessment
* Instruction for continuing airworthiness – AMP
* CDCCL taking into account
* Recording of modification
* Liaison with OPS / owner e.g. regarding FM and MEL supplements
 | Chapter 3.4 of CAD 6801, CAD 8102, CAD 8104, CAD 8106, CAD 8109, CAD 8110 |       | **☐** Yes **☐** NoComment:       |
| * 1. Defect Reports
* Analysis
* Liaison with Manufacturers and Regulatory Authorities
* Deferred Defect Policy
* Non Deferrable Defects Away from Base
* Repetitive Defects
* Mandatory Occurrence Reporting
* Liaison Meetings

*Note 1: It is a requirement for the organisations to implement and maintain a quality management system to ensure compliance with the essential requirements for airworthiness, manage safety risks and to aim for continuous improvement of the system.**Continuous improvement requires:** *an open mind, the commitment of all;*
* *objective analyses of relevant data; and*
* *perseverance to implement improvements*

*The organisation must establish an occurrence reporting system as part of the quality management system, in order to contribute to the aim of continuous improvement of safety. Therefore, review of relevant incidents, accidents, occurrences is essential, in order to learn, improve, and strengthen the system.**Note 2: The occurrence reporting system must comply with CAD 1900 and CAGM8503.* | Chapter 4.3 of CAD 6801, CAD 1900, CAD 19, CAGM 8503 |       | **☐** Yes **☐** NoComment:       |
| * 1. Engineering Activity
* Procedure for approval of modifications and repairs
* General
* The person responsible for accepting the design before submission to the CAAM
* Developing and submitting a modification/repair design for approval to CAAM
* Application process
* Supporting documents
* Form used
* If DOA approved under Part-21, indicate here, and the related manuals should be referred too (if applicable)
 | Chapter 3.4 of CAD 6801, CAD 8102, CAD 8104, CAD 8106, CAD 8109, CAD 8110, CAD 8401 |       | **☐** Yes **☐** NoComment:       |
| * 1. Reliability Programmes
* Extent and scope of the reliability programmes
* Specific organisational structure, duties and responsibilities
* Establishment of reliability data
* Corrective action system (AMP amendment)
* Schedule reviews – reliability meetings
* Participation of the CAAM and/or competent authorities (if applicable)
 | Chapter 7.1.2 (a) of CAD 6802, Chapter 3.2.5 of CAD 6801 |       | **☐** Yes **☐** NoComment:       |
| * 1. Pre-flight Inspection
* General – scope and definition
* Evaluation of pre-flight inspection content
	+ Walk-around
	+ Inspection of aircraft log books
	+ Inspection of validity of C of A
	+ Control of consumable fluids, gases etc. & recording
	+ Control of refueling
	+ Control of cargo and baggage loading
	+ Control of doors security
	+ Control of control surface and landing gear locks, pitot/static covers, restraint device and engine/aperture blanks have been removed
	+ Control that all the aircraft’s external surfaces and engines are free from ice, snow, sand, dust etc.
	+ Assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety
	+ Control of oil and hydraulic fluid uplift by crew and tyre inflation, if considered as part of the pre-flight inspection by crew and possible maintenance action
* Concurrent with AMP
* For CAT – control of publish guidance to maintenance and flight personnel performing pre-flight inspection, defining responsibilities for these actions.
* Responsibility of training of personnel performing pre-flight inspection.
* Content of pre-flight inspection training – training standard
* Records of training
 | Chapter 2.1.4 & 3.1.1 (a) of CAD 6801 |       | **☐** Yes **☐** NoComment:       |
| * 1. Aircraft Weighing
* What occasion an aircraft has to be weighed?
* Who performs the weighing?
* What procedure is used?
* Who calculate the new weight and balance?
* Process of weighing result into the organization.
* Liaison with OPS / owner as applicable.
 | CAD 6805, Chapter 9.1.9 of CAD 6802, CAD 8301  |       | **☐** Yes **☐** NoComment:       |
| * 1. Check Flight Procedures
* General
* Flight preparation
* Maintenance Check flight
* Post-flight activities
* Involvement of maintenance personnel or organization
* Different scenario
* Incomplete maintenance as per maintenance data, the aircraft has been released.
* Defect and dispatch not possible as per maintenance data.
* Criteria for check flight
* Check flight procedure.
* Process for applying for approval of Flight Condition and Permit to Flight when applicable.
* MCF flight crew competency required for flight
* Insurance coverage.
 | Chapter 2, 3, 4 of CAD 8305, Chapter 3.1.1(f) of CAD 6801  |       | **☐** Yes **☐** NoComment:       |
| * 1. Planning procedures
* General
* Planning of AMP tasks, modifications, AD’s, SB’s, defects on MEL, open defects, etc.
* Creation of work package, including work cards
* Ordering maintenance
* Supervise activities and coordinate related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determined of aircraft airworthiness
* Monitoring of maintenance between scheduled maintenance Variation procedure
* Updating planning software after maintenance completions

*Note: Contract maintenance does give good information about the planning function and communication that is needed to take place between CAMO planning and maintenance whether the maintenance is contracted or not.* | Chapter 7.1 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Airworthiness data control
* Control of information
	+ Technical library
	+ Subscriptions control
	+ Information held / need regarding the scope of work
	+ Issue / amendment control
* Technical information amendment procedures
	+ Manuals
	+ Service Information (AD, SB, SIL, etc.)
	+ Distribution: access to the staff
* Company Technical Procedures / Instructions
	+ Issue / Amendments control
	+ Distribution: access to the staff
* Maintenance documentation
	+ Preparation from approved sources
	+ Work card/worksheet system
		- Differentiate disassembly, accomplishment, reassemble and testing
		- Lengthy maintenance task – supplementary workcard/worksheet
	+ Amendment control
	+ Transfer / transcribe of airworthiness data
	+ Review and identification of amendment status of maintenance instructions
	+ Distribution of airworthiness data: access to the staff
* Modifying maintenance instruction (chapter 5.6 of CAD 8601)
* Verification and validation of new procedures where practicable
* Incorporation of best practice and human factors principles
* Control of customer supplied maintenance data
* Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.)
* Incorporation of CDCCL concept.
	+ compliance with CDCCL instructions
	+ traceability of CDCCL completion
* Awareness of Technical Publications, Instructions and Service Information by the staff
 | Chapter 4.1 of CAD 6801, Chapter 8.0 of CAD 6802, Chapter 5.6 of CAD 8601 |       | **☐** Yes **☐** NoComment:       |
| 1.16 Control of personnel competency Objectives * Job descriptions for each job function/role in the organisation. Job descriptions should contain sufficient criteria to enable the required competency assessment
* Initial - staff need to be assessed for competency before unsupervised work commences
* Continuous - staff competency must be controlled continuously
* Assessment for each job function/role. New job function/role, new assessment
* Assessment performed by trained and qualified personnel
* Competency assessed by the evaluation of, e.g.:
	+ Desk-top – records for training and experience. May include confirmation check
	+ Testing and or interview
	+ On-the-job performance
* Result of the assessment
	+ Ongoing supervision or unsupervised work permitted
	+ Need for additional training
* Issuance of authorisation/letter for unsupervised work for each job function/role
* All staff should be able to demonstrate knowledge of, and compliance with, the CAMO procedures, as applicable to their duties.
* Also able to demonstrate an understanding of safety management principles including human factors, related to their job function and receive safety training as per CAD 19 and SMS requirement.
* Competency may be assessed by having the person work under the supervision of another qualified person for a sufficient time to arrive at a conclusion. Sufficient time could be as little as a few weeks if the person is fully exposed to relevant work. The person need not be assessed against the complete spectrum of their intended duties. If the person has been recruited from another approved CAMO, it is reasonable to accept written confirmation from the previous organisation
* All prospective continuing airworthiness management staff need to be assessed for their competency related to their intended duties
* Record-keeping

Procedure * Specify
	+ the persons who are responsible for this process;
	+ 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; and
	+ how to record assessment results.

*Note: For Airworthiness Review Staff and Quality Staff see Part 2.6* | Chapter 5.1.13 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Subcontracting management control procedure
* Subcontract content and its continuing control
	+ Content as per Appendix 1 to CAD 6801.
	+ Tasks to be subcontracted
	+ Procedure to be used and its control
	+ Handling of findings
	+ No subcontracting by the sub contracted organisation allowed
	+ Individual responsibility clearly defined
	+ Subcontracted organisation to notify the operator of any changes affecting the contract
* Subcontract approval by CAAM
	+ Notifying the CAAM of any changes affecting the contract
* Tasks that can be subcontracted
* Active control of the activities and/or endorsing the recommendation made by the subcontracting organisation
	+ Individual responsibility clearly defined
* Access to relevant data
* Establish staff competence (same as in 1.16)
* Assessment of subcontracted staff
* Training and continuation training of subcontracted staff
* Subcontracting management control procedure to ensure that the action taken by the subcontracted organisation(s) meet the standards required by CAD 6801
* Involvement of the quality system including pre-audit
* CAAM provision for monitoring (auditing the subcontract organisation)
* Effect on Man-hour planning, see Part 0.3
* The periodic subcontract review process

*Note: The above list is not exhaustive, refer to Appendix 1 of CAD 6801 for details information.* | Appendix 1 of CAD 6801, Chapter 3.1.5 (l) of CAD 6802, 5.1.13 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Safety Management System for CAMO (for CAT Only)
* Description for CAMO SMS- (Medium of reporting, MOC process, HIRM process, SPI, SPT)
* Declaration of CAMO Safety Manager (either using AOC SMS/ Part 145 SMS/CAMO SMS)
* Connection of SMS CAMO with SMS Manual AOC/Part 145/CAMO
 | Chapter 3.1.5 (o), 3.1.6 of CAD 6802, CAD 19 |       | **☐** Yes **☐** NoComment:       |
| **PART 2 – QUALITY SYSTEM**  |  |  |  |
| * 1. Quality Policy, Audit Plan and Audit Procedure, Audit Plan (Programme):

Quality System Policy* Independent monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures
* Request action where non-compliances are identified
* The independence of the quality system should be established by always ensuring that audits and inspections are carried out by personnel who are not responsible for the functions, procedures or products that are audited or inspected.

Audit Plan and Audit Procedure, Audit Plan (Programme):* Show when, how often
* All aspect verified every year, including:
* The independency of quality system established
* Subcontracted activities (if applicable)
* Product sampling
* Each location approved
* The audit plan is properly implemented, maintained, and continually reviewed and improved
* Compliance audit procedure
* Issue of audit report describing:
* What was checked (area, product etc.)
* What paragraphs were audited
* What amendment in regulation was used
* What procedures were audited
* The resulting non-compliance findings against applicable requirements and procedures
* The target date for proposal for a corrective action plan
* Target closure date for corrective action
* Responsible manager for Corrective Action Plan and Correction Action
* Compliance audit remedial action procedure
* Identifying the responsible manager
* Root cause analysis and contributing factor(s)
* Corrective Action with immediate fix/correction if applicable
* Preventive measures
* Information if other area or product may be affected and if it has been checked and the outcome
* Acceptance or rejection of Root Cause Analysis, Preventive Measures and Corrective Actions
* Record keeping
 | Chapter 11 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Monitoring of Continuing Airworthiness Management Activities

 Procedure to:* Periodically review the activities of the continuing airworthiness management personnel and how they fulfil their responsibilities, as defined in Part 0
 | Chapter 11 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Monitoring compliance on the Effectiveness of the Maintenance Programme

 Procedure to:* Periodically review that the effectiveness of the maintenance programme(s) is analysed as defined in Part 1
 | Chapter 11 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Monitoring that all maintenance is carried out by an appropriately approved Part 145 Organisation

 Procedure to:* Periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the operators fleet
* Including feedback information from any contracted organisation on any actual or contemplated amendment 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 as follows:
* Aircraft maintenance
* Engines
* Components
 | Chapter 11 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Sub-contractors used by the Maintenance Contractor

 Procedure to:* Periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract.
* Ensure that the system allows all the personnel involved in the contract (including the contractors and their subcontractors) to familiarise themselves with its terms and that, for any contract amendment, the relevant information is distributed in the organisation and to the contractor
 | Chapter 11 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Quality Audit Personnel
* Nominated person (compliance monitoring manager)
* Other quality audit personnel
* Required experience
* Required training, e.g. relevant legislation, quality system theory and auditing techniques CAME procedures, on-the-job training etc.
* Required competence
* Required recurrent / continuation training (including HF, EWIS & FTS if applicable)
* Examination, test and assessment procedures
* Assessment must ensure adequate knowledge and competence of the quality audit personnel to perform the allocated tasks effectively including monitor compliance with CAMO and Part-M identifying non-compliance in an effective and timely manner so that the organisation may remain in compliance with Part- M.
* Independence of quality audit personnel when the organisation uses skilled personnel working within another department than that of Quality
* Retention of records
* Duration and location
* Type of documents
* This paragraph must describe how the compliance monitoring personnel are managed, and competency is ensured and assessed
 | Chapter 5.1.13, 11 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Records Keeping

General* The record-keeping system must ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period of all activities developed
* Format of records
* Legible throughout the required retention period
* Backup of computer records
* Backup kept at a different location
 | Chapter 11.1.3 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| 2.8 Independent audits of the quality system | Chapter 11 of CAD 6802, Chapter 11.1.1 of CAGM 6802 |       | **☐** Yes **☐** NoComment:       |
| **PART 3 CONTRACTED MAINTENANCE** |
| 3.1 Maintenance contractor selection procedure   Maintenance contractor selection process:* General
* Maintenance contractor selection process
	+ How a maintenance contractor is selected
	+ Verification of approval
	+ Applicable aircraft type and engine
	+ Industrial capacity
* Contract review – ensure the contract is comprehensive and that it has no gaps or unclear area.
* Everyone involved in the contract (both CAMO and AMO) agrees with the terms of the contract and fully understands their responsibilities.
* Functional responsibilities of all parties are clearly identified
* Liaison with owner if not air carries licence operator
* Listing in CAME 5.4

Procedure to follow to develop the maintenance contract * The process to implement the different elements described in Appendix 1 to CAD6801.
* Responsibilities, task and interaction with the maintenance organisation and with the owner/operator
* Describe when necessary, the use of work order for unscheduled line maintenance and component maintenance as per CAD 8601 and CAD 8602
* The work order to ensure that the applicable elements of certification of maintenance are considered – template sample in Part 5.1

*Note: The organisation shall ensure that human factors and human performance limitations are taken into account during continuing airworthiness management, including all contracted activities. The organisation shall ensure that when contracting maintenance that any aviation safety hazards associated with such contracting are considered as part of the organisation management system*  | Chapter 2.1.8, Appendix 1 of CAD 6801, Chapter 2.1.1, 10.1.1 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| 3.2 Product audit of aircraft* General – audit of an aircraft
* Different between an airworthiness review and quality audit
* Compliance with approved procedures
* Contracted maintenance carried out in accordance with the contract
* Continued compliance with Part M
 | Chapter 11 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| 3.3 Quality audit of sub-contracted CAMO tasks * Subcontractor selection process
	+ Hazard identification and risk management
	+ Pre-audit
	+ Control procedure
	+ Etc. as per Appendix I to CAD 6801
	+ Compliance with approved procedures;
	+ Contracted continuing airworthiness functions are carried out in accordance with the contract;
	+ Continued compliance with Part-CAMO
	+ Record-keeping
	+ List of subcontractor in CAME 5.3
	+ Copy of contracts for subcontracted work

*Note: The organisation shall ensure that when subcontracting any part of its continuing airworthiness management activities that these activities conform to the applicable requirements; and any aviation safety hazards associated with such subcontracting are considered as part of the organisation's management system.* *When the organisation subcontracts any part of its continuing airworthiness management activities to another organisation, the subcontracted organisation shall work under the approval of the organisation. The organisation shall ensure that CAAM is given access to the subcontracted organisation, to determine continued compliance with the applicable requirements.* *This paragraph is only applicable when any continuing airworthiness tasks are subcontracted and should set out the procedures when performing a quality audit of the continuing airworthiness functions sub-contracted out.*  | Chapter 11.1.2 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| **PART 4 AIRWORTHINESS REVIEW PROCEDURES** |
| * 1. Airworthiness review staff
* Independency of the AR staff
* Assessment of AR staff
* Experience, qualification, competence and training of AR staff
* Formal acceptance by CAAM
* Issuance of authorisation
* Staff records
* Maintaining the AR authorisation by:
* Being involved in continuing airworthiness management activities for at least 6 months in every two-year period, or
* conducted at least one airworthiness review in the last 12-month period.
* Restore ARS lost validity of AR authorisation

*Note: The AR staff has to be assessed by CAAM i.e. perform AR under supervision of CAAM.* | Chapter 6 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Documented review of aircraft records
* Performed by the same AR staff as the physical survey
* Documented review of aircraft records as per chapter 6 of CAD 6802
* Aircraft records to review, including the depth of sampling – in detail
* Level of detail that needs to be reviewed
* Number of records
* 90 days’ anticipation to maintain the pattern
* Inconclusive airworthiness review
* Etc.
 | Chapter 9 of CAD 6801, Chapter 9 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| 4.3 Physical survey * Performed by the same AR staff as the review of the documented review of aircraft records
* How to perform the physical review, including the depth of sampling (inspection)
* Topics that need to be reviewed
* The physical area that needs to be inspected
* Which document on-board that need to be reviewed
* Review of the AMP effectiveness as per CAD 6801
* 90 days’ anticipation to maintain the pattern
* Inconclusive airworthiness review
* Etc
 | Chapter 9 of CAD 6801, Chapter 9 of CAD 6802, CAD 8301 |       | **☐** Yes **☐** NoComment:       |
| * 1. Additional procedures for recommendations to CAAM for the import of aircraft/used aircraft.
* Additional tasks for import
* Additional documents
* Communication with CAAM or competent authorities
* Additional items to be reviewed, records and physical
* Specification of maintenance required to be carried out –bridging inspection.
* Etc…

*Note: Recommendation can only be made when all findings are closed, and the aircraft is considered airworthy by complying with the relevant requirements.*  | Appendix 1 of CAD 8301, Chapter 9 of CAD 6801, Chapter 9 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Airworthiness review report
* Purpose and use of ARR
* Communication procedure with CAAM
* Content of the recommendation
	+ Organisation details
	+ Aircraft, engines and APUs details
	+ Maintenance record
	+ State of design directives or alert information status.
	+ Modification records
	+ Aircraft physical inspection
	+ Records of discrepancies/findings
	+ Closure of findings
	+ Recommendation statement

*Note: Recommendation can only be made when all findings are closed, and the aircraft is considered airworthy by complying with the relevant requirements* | Chapter 9 of CAD 6801, Chapter 9 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Control of ARR
* Control of authorised signatories.
* Period of issuance
* Airworthiness of the aircraft when ARR is issued
* Record keeping
* Distribution of the ARR copies
 | Chapter 9 of CAD 6801, Chapter 9 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Airworthiness review records, responsibilities, retention and access
* What records to be kept
* Format of the records
* How records are kept
* How it is ensured protection from damage, alteration and theft
* Periods of records keeping
* Location of record storage
* Access to the records
* Responsibilities

*Note: The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability and retrievability of all activities developed*  | Chapter 9 of CAD 6801, Chapter 9 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| **PART 4B – PERMIT TO FLY** |
| * 1. Conformity with approved flight conditions.
 | Chapter 10.1.3 of CAD 6802, CAD 8305 |       | **☐** Yes **☐** NoComment:       |
| * 1. Issue of permit to fly under CAMO privilege.
 |       | **☐** Yes **☐** NoComment:       |
| * 1. Permit to fly authorised signatories.
 |       | **☐** Yes **☐** NoComment:       |
| * 1. Interface with other authority for the flight.
 |       | **☐** Yes **☐** NoComment:       |
| * 1. Permit to fly records, responsibilities, retention and access
 |       | **☐** Yes **☐** NoComment:       |
| **PART 5 APPENDICES** |
| * 1. Sample documents
* Sample of all forms used and referred to in the procedures
* Example of forms:
* Journey log system forms
* Airworthiness Review record compliance report
* Airworthiness Review physical compliance report
* Permit to Fly if applicable
* Variation request and approval form
* MEL extension request and approval form
* Internal reporting
* Engine condition monitoring
* Audit report, non-compliance report
* Work order
* Task card
* Revision acknowledge
* Damage record sheet (Dent and buckle) form
* Etc…

*Note: All sample of forms must contain revision control* | Chapter 3 of CAD 6802, CAD 8301 |       | **☐** Yes **☐** NoComment:       |
| * 1. List of airworthiness review staff
* Name, scope and authorisation identification
* List of personals authorised to extend ARR
	+ Name and authorisation identification
 | Chapter 3.1.2, 6 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. List of sub-contractors
* Name of the subcontractor
* Location, address
* Scope of CAM tasks subcontracted
 | Appendix 1 of CAD 6801, Chapter 3, 7.1.3, 7.1.4 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. List of approved maintenance organizations and list of maintenance contracts
* Name of the maintenance organisation
* Location, address
* Part 145 or Approval reference number
* Scope of the work contracted
* List of maintenance contract, contract reference
 | Appendix 1, 2.1.5 of CAD 6801, Chapter 2.1.1, 3, 7.1.3, 7.1.4 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. Copy of contracts for sub-contracted work
* Cover sheet that list the contract reference and revision status
* Copy of the contract
* Period review process
 | Appendix 1 of CAD 6801, Chapter 3, 7.1.3, 7.1.4 of CAD 6802 |       | **☐** Yes **☐** NoComment:       |
| * 1. List of Approved Maintenance Programme as per CAD 6801 and CAD 6802
 | Chapter 3.2 of CAD 6801, CAGM 6804 |       | **☐** Yes **☐** NoComment:       |

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| **SECTION 3 – APPLICANT DECLARATION**  |  |
|  |  |  |  |  |
| 1. I declare that the information provided in this form is true and correct.
2. I fully understand that in order for CAAM to approve this application, on-site visit(s) /audit(s) may be required of which will incurred cost under Civil Aviation (Fees and Charges) Regulations 2016. All related costs shall be borne by the organisation.
3. I fully understand that any false statement and wrong information in this application and in the Continuing Airworthiness Management Exposition, may delay or may cause the application to be rejected.
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|  |  |  |  |  |  |  |  |
|  | Name of Authorised Person |  | Signature |  | Date |  |
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| **SECTION 4 – CAAM OFFICIAL USE ONLY** |  |
|  |  |  |  |  |
|  | Accepted by: |  |  |  |
|  |  |  |  |  |
|  | Inspector’s name | **:** |  | Signature | **:** |  |  |
|  |  |  |  |  |  |  |  |
|  | Official Stamp | **:** |  | Date | **:** |  |  |
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|  **FORM INSTRUCTIONS FOR USE** |
| **SECTION 1 – CAMO SECTION** |
|  | Tick (√) in appropriate box of status of application. Either Initial Application or Amendment. |
|  | Tick (√) in appropriate box of CAME Privilege applied (CAMO/ARR/PTF) together inside CAME. |
|  | Fill up CAME reference number, issue number & date of revision |
|  | Tick (√) in appropriate box of AOC status. Fill up the AOC No. (if applicable)  |
|  | Fill up CAMO organisation name and address |
|  | Fill up provisional approval date and provisional approval reference |
|  | Fill up CAME approval number and fill up name of person at ‘prepared by’ column |
|  | Fill up telephone number (who prepared by) and email of contact person |
| **SECTION 2 : EXPOSITION CHECKLIST AND CAMO DECLARATION** |
|  | Fill up the operator’s CAME reference/remark in accordance with column.Fill up remark all checklist from part ‘Introduction’ until part 5 |  |
| **SECTION 3 – APPLICANT DECLARATION** |
|  | Fill up date, stamp of company position ( if have) and put signature of CAMO Authorised personnel on the CAME checklist declaration part submission. |  |
| **SECTION 4 – CAAM OFFICIAL USE ONLY** |
|  | To be filled up by CAAM |