|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **CIVIL AVIATION AUTHORITY OF MALAYSIA** | | | | | | | | | | | |
| **CAD 6802 – CAMO COMPLIANCE CHECKLIST**  *(Civil Aviation Regulation 2016)* | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| The purpose of the CAD 6802 - CAMO Compliance Checklist is to facilitate and ensure that the applicant is aware of the appropriate regulations and requirements of CAAM and to show how compliance to the regulations and requirements are or will be complied with. This checklist forms part of the application form. Without this checklist, an application form is deemed incomplete. | | | | | | | | | | | | |
| **SECTION 1: ORGANISATION DETAIL** | | | | | | | | | | | |  |
|  | | |  | |  |  |  | | | | |  |
| **Organisation Name** | | **:** | | [Company] |  | **Approval Number** | **:** | Click or tap here to enter text. | | | |  |
|  | |  | |  |  |  |  | | | | |  |
| **Address:** | | **:** | | Click or tap here to enter text. | | | | | | | |  |
|  | |  | |  |  |  |  |  | | | |  |
| **Exposition Reference No.** | | **:** | | Click or tap here to enter text. |  | **Issue No** | **:** |  | **Rev. No.** | **:** |  |  |
|  | |  | |  |  |  |  |  |  | | |  |
| **Prepared by** | | **:** | | Click or tap here to enter text. |  | **Position** | **:** | Click or tap here to enter text. | | | |  |
|  | |  | |  |  |  |  |  | | | |  |
| **Signature** | | **:** | |  |  | **Date** | **:** | Enter a date. | | | |  |
|  | |  | |  |  |  |  |  | | | |  |
| **Reviewed by** | | **:** | | Click or tap here to enter text. |  | **Position** | **:** | Click or tap here to enter text. | | | |  |
|  | |  | |  |  |  |  |  | | | |  |
| **Signature** | | **:** | |  |  | **Date** | **:** | Enter a date. | | | |  |
|  | |  | |  |  |  |  |  | | | |  |

| **SECTION 2 : COMPLIANCE REFERENCE** | | | | |
| --- | --- | --- | --- | --- |
| **CAD 6802 applicable paragraph** | **Requirement** | **Reference** | **Remarks** | **Comp-liance** |
| **Chapter 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. |  |  |  |
| **Chapter 5 – Personnel requirements** | | | | |
| **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: |  |  |  |
| a | have the responsibility of ensuring that the CAMO is always in compliance with this CAD; and |  |  |  |
| b | 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. |  |  |  |
| **Chapter 6 - Airworthiness Review Staff (ARS)** | | | | |
| **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. |  |  |  |
| **Chapter 7 – Continuing Airworthiness Management** | | | | |
| **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. |  |  |  |
| **Chapter 8 - Documentation** | | | | |
| **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. |  |  |  |
| **Chapter 9 – Airworthiness Review** | | | | |
| **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 reflect 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. |  |  |  |
| 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. |  |  |  |
| **Chapter 11 – Quality System** | | | | |
| **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. |  |  |  |
| **Chapter 12 – Changes to the CAMO** | | | | |
| 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. |  |  |  |
| **Chapter 13 – Record keeping** | | | | |
| 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. |  |  |  |