

Part CAMO Continuing Airworthiness Management Exposition User Guide

CAP 2153

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Revision history

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Contents

Revision history	3
Contents	4
Introduction.....	7
Part 0 - General organisation, safety policy and objectives	8
0.1 Safety policy, objectives and accountable manager statement	8
0.2 General information and scope of work	11
0.3 Management personnel	14
0.4 Management organisation chart	20
0.5 Procedure for changes requiring prior approval.....	22
0.6 Procedure for changes not requiring prior approval.....	25
0.7 Procedure for alternative means of compliance (AltMoC).....	27
Part 1 Continuing airworthiness management procedures	29
1.1a Use of aircraft continuing airworthiness record system and if applicable, aircraft technical log (ATL) system	29
1.1b MEL application	32
1.2 Aircraft maintenance programme — development amendment and approval	34
1.3 Continuing airworthiness records: responsibilities, retention and access	43
1.4 Accomplishment and control of airworthiness directives.....	45
1.5 Analysis of the effectiveness of the maintenance programme(s).....	49
1.6 Non-mandatory modification and inspections	51
1.7 Repairs and modifications	53
1.8 Defect reports	53
1.9 Engineering activity	55
1.10 Reliability programmes	55
1.11 Pre-flight inspections	58
1.12 Aircraft weighing	60
1.13 Maintenance check flight procedures	61

Part 2 Management system procedures	62
2.1 Hazard identification and safety risk management schemes	62
2.2 Internal safety reporting and investigations	67
2.3 Safety action planning	69
2.4 Safety performance monitoring.....	70
2.5 Change management	71
2.6 Safety training and promotion.....	72
2.7 Immediate safety action and coordination with operator's Emergency Response Plan (ERP)	75
2.8 Compliance monitoring	77
2.9 Control of personnel competency	81
2.10 Management system record-keeping	83
2.11 Occurrence reporting	85
Part 3 Contracted maintenance — management of maintenance	86
3.1 Maintenance contractor selection procedure	86
3.2 Product audit of aircraft.....	88
Part 4 Airworthiness review procedures	89
4.1 Airworthiness review staff	89
4.2 Documented review of aircraft records	93
4.3 Physical survey.....	95
4.4 Additional procedures for recommendations to competent authorities for the import of aircraft.....	96
4.5 ARC recommendations to competent authorities	99
4.6 Issue of ARC	101
4.7 Airworthiness review records, responsibilities, retention and access	103
4.8 ARC extension.....	103
Part 4B Permit to fly procedures.....	106
4B.1 Conformity with approved flight conditions	106
4B.2 Issue of the permit to fly under the CAMO privilege	107
4B.3 Permit to fly authorised signatories	108
4B.4 Interface with the local authority for the flight	109
4B.5 Permit to fly records, responsibilities, retention and access	110

Part 5 Supporting documents	111
5.1 Sample documents, including the template of the ATL system	111
5.2 List of airworthiness review staff.....	111
5.3 List of subcontractors as per CAMO.A.125(d)(3).....	111
5.4 List of contracted maintenance organisations and list of maintenance contracts as per point CAMO.A.300(a)(13)	111
5.5 Copy of contracts for subcontracted work (Appendix II to AMC1 CAMO.A.125(d)(3))	111
5.6 List of approved maintenance programme as per point CAMO.A.300(a)(12)	111
5.7 List of currently approved alternative means of compliance as per point CAMO.A.300(a)(13).....	111
5.8 CAME Compliance Checklist.....	111

Introduction

This document is intended to provide guidance to organisations applying for a (UK) Part CAMO approval to help demonstrate compliance with the requirements of AMC1 CAMO.A.300 for the production of a Continuing Airworthiness Management Exposition required by Regulation (EU) No 1321/2014 as retained (and amended in UK domestic law) under the European Union (Withdrawal) Act 2018.

The chaptering follows the layout of AMC1 CAMO.A.300. Each chapter includes guidance material which an organisation can use to create their own working document that reflects the organisation's internal procedures.

The Part CAMO CAME should make references to (UK) Part M or (UK) [Part ML](#) airworthiness standards where applicable.

Part 0 - General organisation, safety policy and objectives

0.1 Safety policy, objectives and accountable manager statement

Part 0 'General organisation, safety policy and objectives' of the CAME should include a statement, signed by the accountable manager (and countersigned by the chief executive officer, if different), confirming that the CAME and any associated manuals will be complied with at all times.

0.1.1 Safety policy

The safety policy is the means whereby the organisation states its intention to maintain and, where practicable, improve safety levels in all its activities and to minimise its contribution to the risk of an aircraft accident or serious incident as far as is reasonably practicable. It reflects the management's commitment to safety, and should reflect the organisation's philosophy of safety management, as well as be the foundation on which the organisation's management system is built. It serves as a reminder of 'how we do business here'. The creation of a positive safety culture begins with the issuance of a clear, unequivocal policy.

The commitment to apply 'just culture' principles forms the basis for the organisation's internal rules describing how 'just culture' principles are guaranteed and implemented.

For organisations having their principal place of business within the United Kingdom, UK (EU) Regulation No 376/2014 defines the 'just culture' principles to be applied (refer in particular to Article 16(11) of that Regulation).

The safety policy should:

- reflect organisational commitments regarding safety, and its proactive and systematic management, including the promotion of a positive safety culture;
- include internal reporting principles, and encourage personnel to report continuing airworthiness-related errors, incidents and hazards;
- recognise the need for all personnel to cooperate with the compliance monitoring and internal investigations referred to under point (c) of AMC1 CAMO.A.200(a)(3);
- be endorsed by the accountable manager;
- be communicated, with visible endorsement, throughout the organisation; and
- be periodically reviewed to ensure it remains relevant and appropriate for the organisation. It should state 'how' and 'when' this review will take place.
- contain an effective date.

The safety policy should include a commitment to:

- comply with all applicable legislation, to meet all the applicable requirements, and adopt practices to improve safety standard;
- provide the necessary resources for the implementation of the safety policy.
- apply HF principles;
- enforce safety as a primary responsibility of all managers; and
- apply 'just culture' principles to internal safety reporting and the investigation of occurrences and, in particular, not to make available or use the information on occurrences:
 - to attribute blame or liability to front line staff or other persons for actions, omissions or decisions taken by them that are commensurate with their experience and training; or
 - for any purpose other than the maintenance or improvement of aviation safety.

Senior management should continually promote the safety policy to all personnel, demonstrate its commitment to it, and provide necessary human and financial resources for its implementation.

Taking due account of its safety policy, the organisation should define safety objectives. The safety objectives should:

- form the basis for safety performance monitoring and measurement;
- reflect the organisation's commitment to maintain or continuously improve the overall effectiveness of the management system;
- be communicated throughout the organisation; and
- be periodically reviewed to ensure they remain relevant and appropriate for the organisation.

This section can reference out to the Safety Manual if required.

0.1.2 Objectives

As a result of the safety policy, safety objectives should be made. These shall be used for setting performance standards for the organisations Safety Performance Indicators (SPI's) so that the safety performance of the organisation can be monitored to measure the effectiveness of the SMS.

0.1.3 Accountable Manager's statement

The accountable manager's exposition statement as specified in point CAMO.A.300(a)(1) should embrace the intent of the following paragraph, and in fact, this statement may be used without amendment. Any amendment to the statement should not alter its intent:

This exposition and any associated referenced manuals define the organisation and procedures upon which the UK Civil Aviation Authority Part CAMO approval is based.

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

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

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

In the case of air carriers licensed in accordance with UK Regulation (EC) No 1008/2008, suspension or revocation of the CAMO certificate will invalidate the AOC. [if applicable]

Signed

Dated

Accountable manager and ... (position) ...

Chief Executive Officer ...

For and on behalf of ... (organisation's name) ...

0.2 General information and scope of work

0.2.1 Brief description of the organisation

This paragraph should briefly describe the whole organisation (e.g including the whole operator in the case of air carriers licensed in accordance with UK (EC) Regulation No 1008/2008 or the whole organisation when other approvals are held).

Describe the privileges that the organisation's CAMO exercises with respect to CAMO.A.125.

0.2.2 Relationship with other organisations

Describe any relationship with other organisations including subsidiaries and mother companies.

Where the organisation belongs to a group, this paragraph should explain the specific relationship the organisation may have with other members of that group.

Where the organisation belongs to a consortium - other members of the consortium should be specified, as well as the scope of organisation of the consortium.

0.2.3 Scope of work

This paragraph should specify the scope of the work for which the CAMO is approved.

This paragraph (or table) should include, but not be restricted to, aircraft type/series, aircraft registrations, owner/operator, contract references and details of aircraft managed.

Depending on the number of aircraft, this paragraph may be updated as follows:

- 1) the paragraph is revised each time an aircraft is removed from or added in the list;
- 2) the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list; in that case, the paragraph should explain where the current list of aircraft managed is available for consultation. For air carriers licensed in accordance with UK (EC) Regulation No 1008/2008, this paragraph can make reference to the operations specifications or operations manual where the aircraft registrations are listed.

Aircraft Type/Series/Group	Engine Type	AMP Ref	AW Review	Permits to Fly	Aircraft Reg	Owner/Operator	Type of Operation	CAMO Contract Ref	Subcontracted Orgs	Part M or Part ML Applicability
Cessna 100 Series Cessna 152	Lycoming	xxxxxxx	Yes/No	Yes/No	G-XXXX	xxxx	NCO	xxxxxxxxxx	None	ML

Aircraft type/series/group should reflect the UK Part-66 type rating endorsement.

0.2.4 Facilities

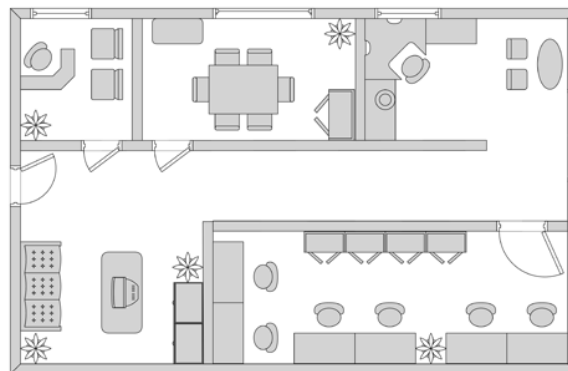
This paragraph should demonstrate that the organisation has provided suitable office accommodation at appropriate locations for the personnel specified in 0.4 of this CAME and ensure continuing airworthiness management, planning, technical records or management system staff, can carry out their designated tasks in a manner that contributes to good standards. It should include the office address.

This paragraph should include details regarding office accommodation for aircraft airworthiness reviews i.e:

- an office with normal office equipment such as desks, telephones, photocopying machines etc. whereby the continuing airworthiness records can be reviewed.
- a hangar when needed for the physical survey.

0.2.4.1 Office Plan

Give details of office plan and location within the building



(Example office plan)

0.2.6 Type of operation

This paragraph should give broad information on the type of operations such as: commercial air transport operations, (commercial) specialised operations, training organisation, NCC, NCO, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, and operational approvals such as AWOPS and ETOPS etc

0.2.7 Subcontracting Continuing Airworthiness Management Activities

This section should describe the organisation's policy and processes with respect to subcontracting and the management of subcontracted activities.

The policy should state:

- The content of the agreement and its continuing control taking into account:
 - subcontracted activities as per Appendix II to AMC1 CAMO.A.125(d)(3)
 - which procedures are to be used and their control by the CAMO.
 - Individual responsibilities clearly defined
 - No subcontracting by the subcontracted organization allowed
 - Subcontracted organisation to notify the operator of any changes affecting the contract
- Subcontract approval by the competent authority
 - Notifying the competent authority 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

The process/procedure should describe:

- The subcontractor selection procedure
 - Identifying any aviation safety hazards associated with subcontracted activities are considered as part of the management system.
- Submission of proposed contract for CAA acceptance
- Notifying the CAA of any changes that affect the contract.

The list of subcontractors and subcontracted functions can be found in appendix 5.3.

0.3 Management personnel

The roles and responsibilities of personnel may be defined in the following paragraphs or a reference provided to an alternative approved company manual such as a management system manual or compliance monitoring manual.

This section should give an overview of management personnel who have been formally accepted by the UK CAA, and meet the requirements of CAMO.A.305. It can be presented in table format:

Regulatory Role as defined in CAMO.A.305	Job Title	Nominated Post Holder	Deputy
Accountable Manager	CEO	(Insert Name)	(Insert Name)
Continuing Airworthiness Manager	Director of Engineering	(Insert Name)	(Insert Name)
Compliance Monitoring Manager	Director of Compliance	(Insert Name)	(Insert Name)
Safety Manager	Director of Safety	(Insert Name)	(Insert Name)
Other Position (eg ARC Signatories)	Other Title	(Insert Name)	(Insert Name)

The following sections should give details on roles, responsibilities and duties performed by the management team. Sections 0.3.1 to 0.3.5 in this document have been given as an example.

0.3.1 Accountable Manager

The Accountable Manager shall have corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with UK (EU) Regulation 2018/1139 and delegated and implementing acts adopted on the basis thereof. The Accountable Manager is responsible for:

- ensuring that all necessary resources are available to manage continuing airworthiness in accordance with this Annex, Annex I (Part-M) and Annex Vb (Part-ML), as applicable, to support the organisation approval certificate.
- establishing and promoting the safety policy.

- nominating a person or group of persons with the responsibility of ensuring that the organisation always complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements of Part M and Part ML (as applicable).
- nominating a person or group of persons with the responsibility for managing the compliance monitoring function as part of the management system
- nominating a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective safety management processes as part of the management system.
- ensuring that the nominated persons have a direct reporting line to the Accountable Manager and keep them properly informed on compliance and safety matters.

0.3.2 Continuing Airworthiness

0.3.2.1 Continuing Airworthiness Manager (CAM)

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

The Continuing Airworthiness Manager is responsible for ensuring continuing airworthiness for the aircraft managed and:

- establishing the continuing airworthiness management contract in cooperation with the owner/operator.
- ensuring that an aircraft maintenance programme including any applicable reliability programme, as required by point M.A.302 or ML.A.302 as applicable, is developed, controlled and approved as required.
- providing a copy of the aircraft maintenance programme to the owner or operator responsible in accordance with point M.A.201 or ML.A.201 as applicable for aircraft not used by air carriers licensed in accordance with UK Regulation (EC) No 1008/2008.
- analysing the effectiveness of the Aircraft Maintenance Programme as required by Part M.A.301(e) and ML.A.302(c)(9).
- ensuring that data used for any modification and repairs complies with points M.A.304 or ML.A.304 as applicable.
- ensuring the accomplishment of any applicable:
 - airworthiness directive (AD)
 - operational directive
 - continuing airworthiness requirement established by the CAA

- measures required by the CAA in immediate reaction to a safety problem
- assessing non-mandatory modifications, inspections or other type of non-mandatory information from the TCH/DAH (such as service letters) and deciding on their application.
- ensuring that aircraft, engine(s), propeller(s) and components are taken to an appropriately approved maintenance organisation.
- ordering maintenance, supervising activities, and coordinating related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determination of aircraft airworthiness.
- establishing and managing written maintenance contracts as required by M.A.201/ML.A.201.
- ensuring that owner's/operator's technical records are kept as required by Part M.A.305 and Part ML.A.305.
- reporting any occurrences as required by UK Regulation 376/2014; and ensuring follow-up action is taken.
- ensuring that the mass and balance statement reflects the status of the aircraft.
- ensuring any aircraft defect that hazards seriously the flight safety is rectified before further flight.
- establishing and managing the qualification, training and competency requirements of personnel involved in continuing airworthiness functions
- amending the CAME and submitting proposed amendments to the competent authority as required by CAMO.A.300(c).
- liaising with the CAA.
- the following safety responsibilities:
 - championing and promoting safety in the Continuing Airworthiness team.
 - pro-actively identifying hazards in continuing airworthiness activities.
 - managing safety risks associated with continuing airworthiness management activities to as low as reasonably practicable.
 - establishing, monitoring and reviewing continuing airworthiness Safety Performance Indicators

0.3.2.2 Continuing Airworthiness Team

This paragraph should list the job functions that constitute the 'group of persons' as required by CAMO.A.305(a)(3) in enough detail to show that all the continuing airworthiness responsibilities are covered by the persons that constitute that group. In the case of small organisations, where the Nominated Person for continuing airworthiness constitutes themselves the 'group of persons', this paragraph may be annotated N/A.

0.3.3 Compliance Monitoring

0.3.3.1 Compliance Monitoring Manager

The compliance monitoring manager shall establish, implement and maintain the compliance monitoring function as part of the management system and is responsible for:

- independently monitoring the activities of the organisation for compliance with the applicable requirements and any additional requirements as established by the organisation, and that these activities are carried out properly under the supervision of the nominated persons.
- monitoring any contracted maintenance for compliance with the contract or work order.
- monitoring all subcontracted tasks of continuing airworthiness are carried out in accordance with the contracts.
- the management and scope of the audit plan.
- establishing and managing the corrective action process, including root cause analysis and identification of preventative measures.
- liaising with the CAA regarding compliance and auditing.
- establishing a compliance monitoring feedback system in accordance with AMC4 CAMO.A.200(a)(6)

0.3.3.2 Compliance Monitoring Team

This paragraph should list the job functions that constitute the 'group of persons' as required by CAMO.A.305(a)(4) in enough detail to show that all the compliance monitoring responsibilities are covered by the persons that constitute that group. In the case of small organisations, where the Nominated Person for compliance monitoring constitutes themselves the 'group of persons', this paragraph may be annotated N/A.

0.3.4 Safety Management

0.3.4.1 Safety Manager

The Safety Manager is responsible for managing the development, administration, and maintenance of effective safety management processes as part of the management system.

The Safety Manager is responsible for:

- facilitating hazard identification, risk assessment and management;
- monitoring the implementation of actions taken to mitigate risks, as listed in the safety action plan, unless action follow-up is addressed by the compliance monitoring function;
- providing periodic reports on safety performance to the safety review board (the functions of the safety review board are those defined in AMC1 CAMO.A.200(a)(1));
- ensuring the maintenance of safety management documentation;
- ensuring that there is safety training available, and that it meets acceptable standards;
- providing advice on safety matters; and
- ensuring the initiation and follow-up of internal occurrence investigations.

0.3.4.2 Safety Management Team

This paragraph should list the job functions that constitute the 'group of persons' as required by CAMO.A.305(a)(5) in enough detail to show that all the safety management responsibilities are covered by the persons that constitute that group. In the case of small organisations, where the Nominated Person for safety management constitutes themselves the 'group of persons', this paragraph may be annotated N/A.

0.3.5 Deputy to nominated persons

This section should demonstrate that the deputies to the nominated persons that have been listed in Paragraph 0.3 have been assessed by the organisation and that they meet the requirements of CAMO.A.305 for the deputised function. Risks and mitigating actions identified in this assessment should be recorded.

Deputising situations are absence of the nominated person due to vacations, illness or training.

The UK CAA, as the competent authority, shall be informed accordingly for absence longer than one month.

0.3.6 Manpower resources

0.3.6.1 Staff resources

This paragraph should give broad figures to show that the number of people assigned to the performance of the approved continuing airworthiness activity is adequate. It is not necessary to give the detailed number of employees of the whole company, but only the number of those involved in continuing airworthiness. This could be presented as follows:

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

0.3.6.2 Planning the availability of staff

This section should describe the system in place to plan the availability of staff to ensure that the organisation has sufficient appropriately qualified staff to plan, perform, supervise, inspect and monitor the organisation's activities in accordance with the terms of approval. It should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of man/hours and the qualifications needed to perform the tasks.

It should also describe how the following risks are assessed and mitigated within the management system:

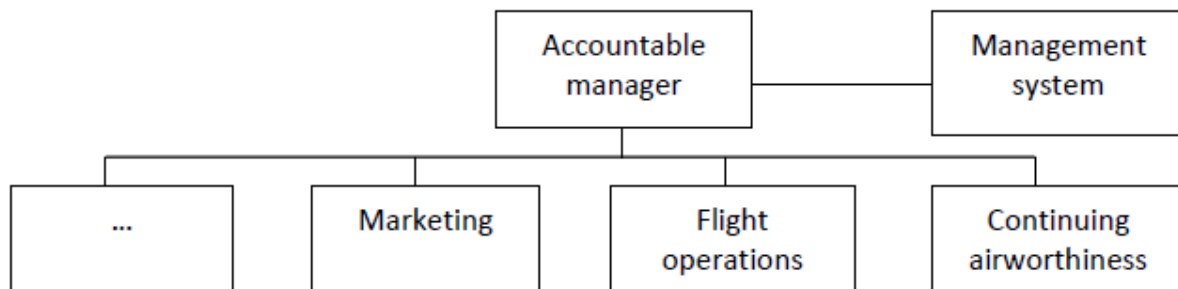
- when actual staff availability is less than the planned staffing level for any particular work shift or period

- in case of a temporary increase of the proportion of contracted staff for the purpose of meeting specific operational needs.

0.4 Management organisation chart

0.4.1 General organisational chart

This flow chart should provide a comprehensive understanding of the whole company's organisation. For example, the case of a licensed air carrier.



CAMO.A.200(d) states that for air carriers licensed in accordance with UK Regulation (EC) No 1008/2008, the management system provided for in Annex Vc (Part CAMO) of UK Regulation (EU) No 1321/2014 shall be an integrated part of the operator's management system.

An integrated management system should include a Safety Review Board the role of which is to consider all strategic safety matters related to both, continuing airworthiness management and air operations in support of the accountable manager's safety accountability.

Additionally, the management system should encompass safety by including a Safety Manager. To satisfy this requirement, the organisational structure may vary between each organisation:

1. A single safety management process common to both, air operations and continuing airworthiness management, with a Safety Manager satisfying the requirements for air operations and continuing airworthiness management; or

2. Separate safety management reporting lines for air operations and continuing airworthiness management, both integrated into a single management system with one set of organisational safety procedures, thus ensuring clear and effective communication and preventing duplication. Two Safety Managers may be appointed, although the structure with a single Safety Manager is preferred.

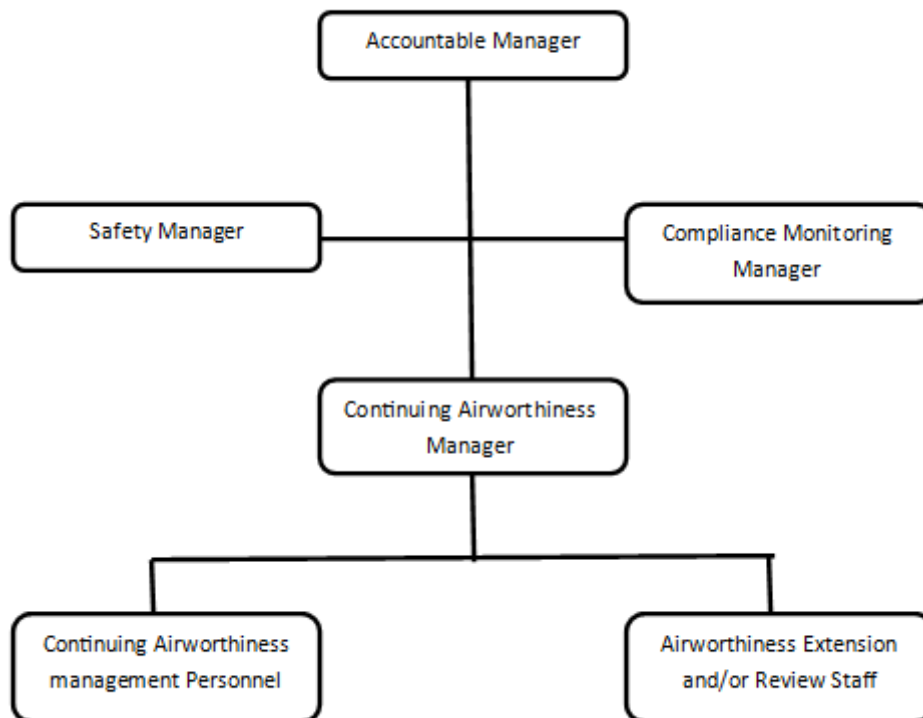
The management system includes a compliance monitoring function performed by a Compliance Monitoring Manager. To satisfy this requirement, the organisational structure may vary between each organisation:

1. A single compliance monitoring process common to both, air operations and continuing airworthiness management, with a Compliance Monitoring Manager satisfying the requirements for air operations and continuing airworthiness management; or
2. Separate compliance monitoring reporting lines for air operations and continuing airworthiness management, both integrated into a single management system with one set of organisational compliance monitoring procedures, thus ensuring clear and effective communication and preventing duplication. Two Compliance Monitoring Managers may be appointed, although the structure with a single Compliance Monitoring Manager is preferred.

An organisation may wish to nominate a group of persons responsible for the safety management or compliance monitoring management functions in line with CAMO.A.305(a)(4) and (5). In such case the Accountable Manager should identify the person who acts as the unique focal point for the management of the respective functions.

0.4.2 Continuing Airworthiness Management Organisational Chart

This flow chart should give further details on the continuing airworthiness management system.



0.5 Procedure for changes requiring prior approval

0.5.1 Requirements for changes requiring prior approval

For any changes requiring prior approval, the organisation will apply for and obtain an approval issued by the CAA.

The application process will follow the CAA instruction listed on the CAA website:

For Part-CAMO organisation listed on an AOC use:

<https://www.caa.co.uk/Commercial-industry/Aircraft/Airworthiness/Organisation-and-maintenance-programme-approvals/EASA-Part-CAMO/Change-a-Part-CAMO-approval-AOC/>

For Standalone Part-CAMO organisations use:

<https://www.caa.co.uk/Commercial-industry/Aircraft/Airworthiness/Organisation-and-maintenance-programme-approvals/EASA-Part-CAMO/Change-a-Part-CAMO-approval-Non-AOC-Standalone/>

The application will be submitted to 'apply@CAA.co.uk' before any change takes place, in order to enable the competent authority to determine continued compliance with the relevant regulation and to amend, if necessary, the organisation certificate and related terms of approval attached to it.

An application for the amendment of an organisation certificate will be submitted at least 30 working days before the date of the intended changes. In the case of a planned change of a nominated person, the organisation will inform the competent authority at least 20 working days before the date of the proposed change.

Changes will only be implemented upon receipt of formal approval by the CAA.

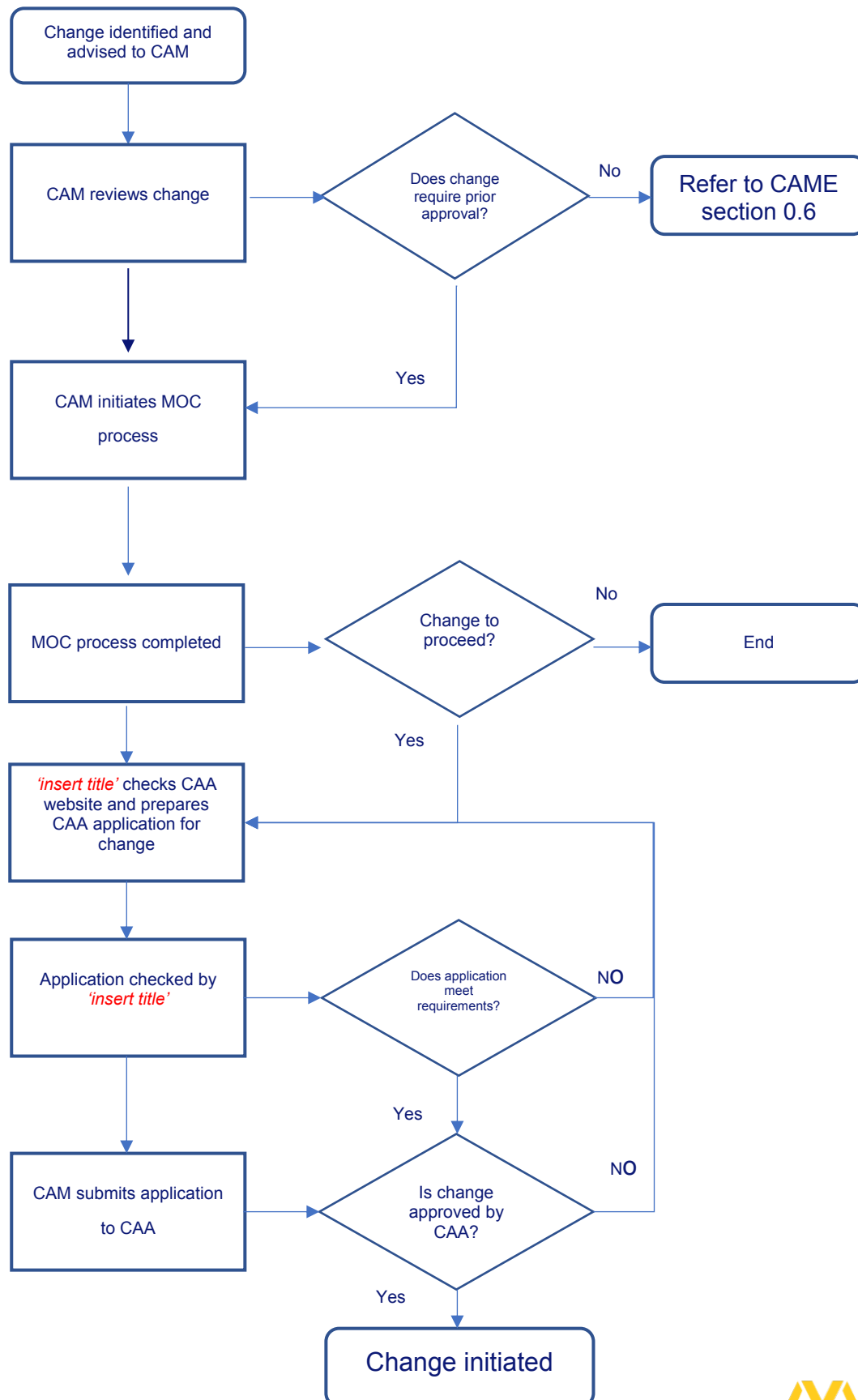
Unforeseen changes will be notified at the earliest opportunity, in order to enable the competent authority to determine whether there is continued compliance with the applicable requirements, and to amend, if necessary, the organisation certificate and related terms of approval.

Changes requiring prior approval include, but are not limited to:

- a. changes that affect the scope of the certificate or the terms of approval of the organisation;
- b. changes to personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305
- c. changes to the reporting lines between the nominated persons and the accountable manager.
- d. the procedure as regards changes not requiring prior approval in section 0.6
- e. changes to the alternative means of compliance
- f. changes to the CAME procedure for the completion of an airworthiness review under supervision of the organisation's authorised airworthiness review staff (ARS)
- g. changes to the procedure to establish and control the competency of personnel
- h. changes to the system for reporting to the competent authority on the safety performance and regulatory compliance of the organisation (in the case of an extension beyond 36 months of the oversight planning cycle)
- i. changes to the procedure for the indirect approval of the maintenance programme of Part-M aircraft
- j. all other changes other than those listed in paragraph 0.6 of this exposition.

0.5.2 Process for changes requiring prior approval

The following chart is an example of process flow for 'changes requiring prior approval'; and should be changed to reflect the process within your organisation.



0.5.3 Associated procedures and forms for changes requiring prior approval

Please include details of any procedures and forms associated with the process.

0.6 Procedure for changes not requiring prior approval

0.6.1 Requirements for changes requiring prior approval

CAMO.A.130 (c) introduces the possibility to agree with the competent authority that certain changes to the organisation (other than those covered by (a) or (b)) can be implemented without prior approval depending on the compliance and safety performance of the organisation, and in particular, on its capability to apply change management principles. All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure included within this section.

This paragraph should list the scope of changes not requiring prior approval that the organisation is approved to carry out. It can be in list or table format.

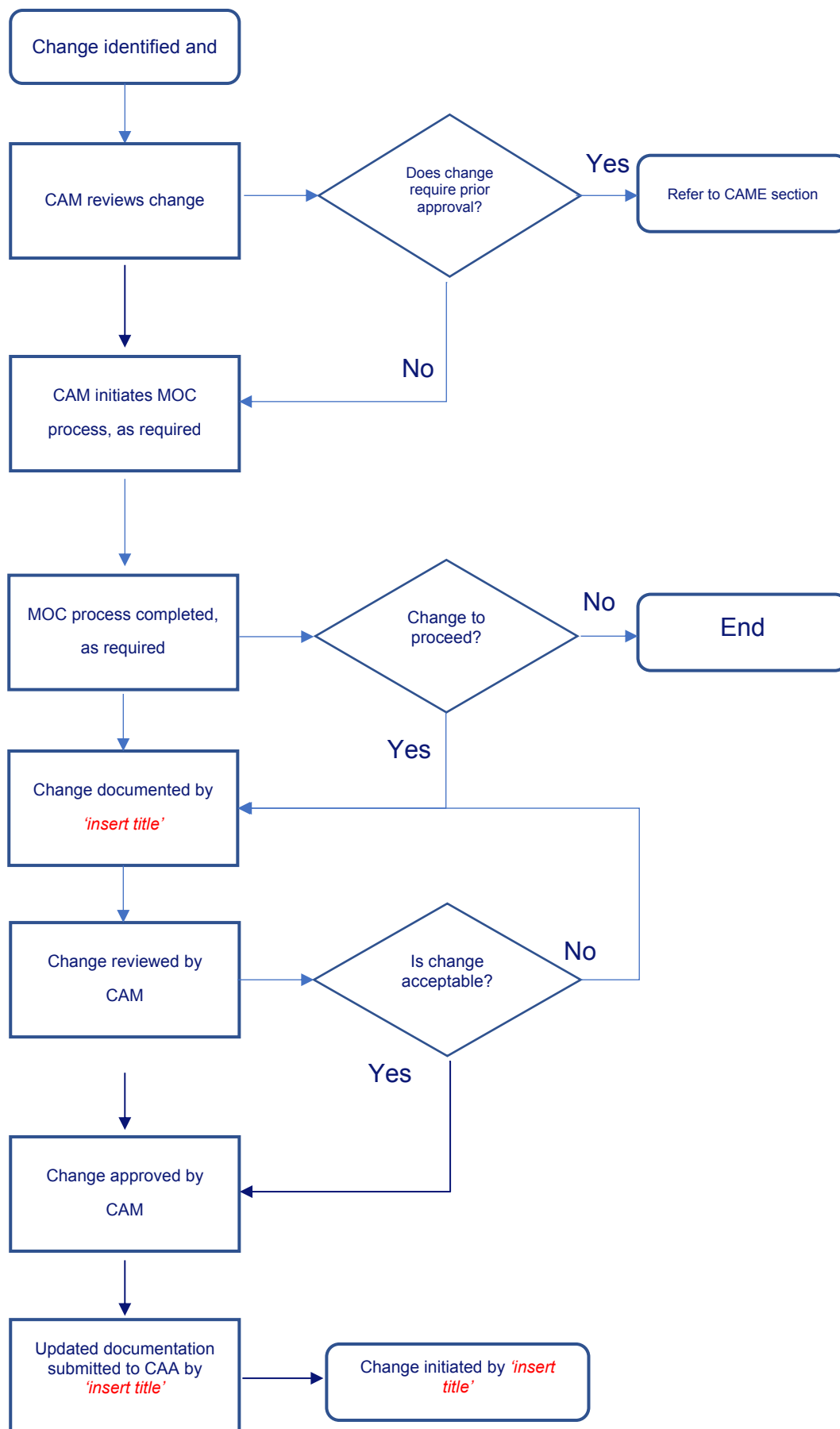
For changes not requiring prior approval, an assessment of the changes shall be reviewed and approved by the Continuing Airworthiness Manager. The assessment and review shall be recorded and documented.

All changes shall be recorded on the exposition amendment list and annotated as not requiring prior approval.

The revised copy of the CAME shall be submitted to 'Apply@caa.co.uk'. The acknowledgement letter from the CAA shall be retained.

0.6.2 Process for changes not requiring prior approval

The following chart is an example of process flow for 'changes not requiring prior approval'; and should be changed to reflect the process within your organisation.



0.6.3 Associated procedures and forms for changes not requiring prior approval

Please include details of any procedures and forms associated with the process.

0.7 Procedure for alternative means of compliance (AltMoC)

The CAA grants the 'presumption of compliance' when an organisation follows the relevant regulatory acceptable means of compliance (AMC). In the event that the organisation wishes to follow a different means of compliance to those listed in the AMC, the organisation will demonstrate to the CAA that the alternative means of compliance complies with the law.

0.7.1 AltMoc's generated by the organisation

Any recommendations for the use of an alternative means of compliance shall be submitted to the Continuing Airworthiness Manager for review and to initiate the management of change process. The output from the management of change process shall be the documentation required to support the 'AltMoc' application in accordance with the requirements described in CAA form SRG1840.

Once the application has been reviewed by the responsible person, the application (Form SRG1840) and supporting documents shall be submitted to 'apply@caa.co.uk'.

The organisation may only use these alternative means of compliance subject to prior approval by the CAA, and upon receipt of formal notification from the CAA.

The relevant procedure or exposition reference shall be updated to reflect the content of the 'Alternative Means of Compliance'.

A list of approved alternative means of compliance can be found in Para 5.7 of this CAME. Approval of the exposition by the CAA constitutes formal acceptance of the alternative means of compliance listed within Part 5.7.

0.7.2 CAA issued AltMoc

Where the UK Civil Aviation Authority has itself issued a 'general AltMoC' in chapter 4 of publication CAP 1721, the organisation can choose to adopt the alternative means of compliance.

Any recommendation for the use of a 'general AltMoc' shall be submitted to the Continuing Airworthiness Manager for review and to initiate the management of change process. The output from the management of change process shall be the amendment of the relevant procedure and inclusion of the AltMoc in section 5.7 of this exposition. The use of the AltMoc and revised exposition shall be submitted to the CAA in accordance with the process defined in section 0.5/0.6 [as applicable] of this exposition.

Part 1 Continuing airworthiness management procedures

This part defines the continuing airworthiness management procedures, which the organisation uses to demonstrate compliance with the continuing airworthiness aspects of Part CAMO, Part M and/or Part ML. The organisation may wish to include a list of related continuing airworthiness management procedures in a table below:

CAME Reference	Procedure Reference	Title
X.X	XXX-XXX-XXXX	(Insert Procedure Title)
X.X	XXX-XXX-XXXX	(Insert Procedure Title)
X.X	XXX-XXX-XXXX	(Insert Procedure Title)

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

1.1a.1 General

This paragraph should demonstrate how an organisation performs their continuing airworthiness management activities; and the systems that are in place to ensure that the relevant airframe, engine and component hours/cycles and maintenance data are available to allow for continuing airworthiness planning and maintenance coordination to take place. It should refer to the retained records required by M.A.305, ML.A.305 and M.A.306.

1.1a.2 Aircraft technical log system or equivalent

1.1a.2.1 Equivalent to aircraft technical log system (M.A.305 (e)(1))

An organisation that manages aircraft not involved in CAT, commercial specialised operations, commercial ATO or commercial DTO operations are not required to use a technical log system as detailed in M.A.306. In order to remain compliant with M.A.305 and/or ML.A.305, the organisation should define the system used to facilitate the recording

of aircraft and component usage (hours/landings/cycles etc.) and the recording/closure and certification of defects in this paragraph.

1.1a.2.1 Approved Aircraft technical log system (M.A.306)

The aircraft technical log system is used for the recording of defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.

An organisation that manages aircraft involved in CAT, commercial specialised operations, commercial ATO or commercial DTO operations must use a technical log system designed to meet the requirements of M.A.306. This section should describe how the organisation meets the requirements.

1.1a.2.2 Technical Log Contents

The tech log is broken down into 5 sections and includes the following continuing airworthiness information:

Section 1 contains details of the registered name and address of the operator the aircraft type and the complete international registration marks of the aircraft.

Section 2 contains details of when the next scheduled maintenance is due, including, if relevant any out of phase component changes due before the next maintenance check. It also contains the current certificate of release to service (CRS), for the complete aircraft, issued normally at the end of the last maintenance check.

Section 3 contains details of all information considered necessary to ensure continued flight safety. Such information includes:

- a. the aircraft type and registration mark,
- b. the date and place of take-off and landing,
- c. the times at which the aircraft took off and landed,
- d. the running total of flying hours, such that the hours to the next scheduled maintenance can be determined. The flight crew does not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the competent authority.
- e. details of any failure, defect or malfunction to the aircraft affecting airworthiness or safe operation of the aircraft including emergency systems, and any failure, defect or malfunctions in the cabin or galleys that affect the safe operation of the aircraft or the safety of its occupants that are known to the commander. Provisions are made for the commander to date and sign such entries including, where appropriate, the nil defect state for continuity of the record. Provisions are also made for a CRS following rectification of a defect or any deferred defect or maintenance check carried out.

- f. the quantity of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight. It also shows, in the same units of quantity, both the amount of fuel planned to be uplifted and the amount of fuel actually uplifted; provision for the time when ground de-icing and/or anti-icing was started and the type of fluid applied, including mixture ratio fluid/water and any other information required by the operator's procedures in order to allow the assessment on whether inspections for and/or elimination of de-icing/anti-icing fluid residues that could endanger flight safety are required.
- g. the pre-flight inspection signature.

In addition to the above, it may be necessary to record the following supplementary information: — the time spent in particular engine power ranges where use of such engine power affects the life of the engine or engine module; — the number of landings where landings affect the life of an aircraft or aircraft component; — flight cycles or flight pressure cycles where such cycles affect the life of an aircraft or aircraft component.

Section 4 contains details of all deferred defects that affect or may affect the safe operation of the aircraft and should therefore be known to the aircraft commander. Each page of this section is pre-printed with the operator's name and page serial number and makes provision for recording the following:

- a. a cross-reference for each deferred defect such that the original defect can be identified in the particular section 3 sector record page.
- b. the original date of occurrence of the defect deferred.
- c. brief details of the defect.
- d. details of the eventual rectification carried out and its CRS or a clear cross-reference back to the document that contains details of the eventual rectification.

Section 5 contains any necessary maintenance support information that the aircraft commander needs to know. Such information would include data on how to contact maintenance if problems arise whilst operating the routes etc.

1.1a.2.3 Aircraft technical log approval

The technical log and any further changes must be approved by the UK Civil Aviation Authority. This section should describe the organisation approval process and identify the person responsible for submitting the aircraft technical log and any subsequent amendment thereto to the UK Civil Aviation Authority. A sample template should be included in Part 5.1 of the exposition. The aircraft technical log approval confirmation from the UK CAA will be retained as part of the continuing airworthiness management system.

1.1a.2.4 Completion standards of aircraft technical log

Please include details of any associated instructions for completion of the technical log system by the operating crew and maintenance personnel. Ensure details such as the referencing of correct maintenance data, including revision status are included.

1.1a.2.5 Updating of aircraft technical log records

The organisation will ensure that all technical log records are returned to the CAMO for review in accordance with a procedure described in this paragraph to ensure all maintenance actions have been completed and that the continuing airworthiness requirements have been captured in a timely manner.

For the processing and timescales of the aircraft technical log records, refer to the following sections of the exposition:

- a. Paragraph 1.3.1, for the recording of hours and cycles.
- b. Paragraph 1.3.2, for the recording of defects and inclusion of the 'certificate of release to service' in the records system.

1.1b MEL application

1.1b.1 General

The operator's minimum equipment list (MEL)/configuration deviation list (CDL) provides the basis for establishing which defects may be deferred and the associated limits.

1.1b.2 MEL categories

Detail here the classification system used to defer defects and place time-constraints on their rectification.

Category A (Include definition as defined in MEL)

Category B (Include definition as defined in MEL)

Category C (Include definition as defined in MEL)

Category D (Include definition as defined in MEL)

1.1b.3 Application

This paragraph should explain how:

- a) responsibilities are allocated between operations, continuing airworthiness and maintenance personnel
- b) the engineering personnel make the flight crew aware of an MEL limitation
- c) deferred defects are raised, managed and cleared
- d) implications resulting from multiple defects are considered
- e) upgrade/downgrade procedures are applied
- f) specific operations approvals are managed (AWOPS, RVSM etc)

Reference to the relevant aircraft technical log procedure should be made.

1.1b.4 Acceptance by the crew

This paragraph should explain how the crew notifies their acceptance or non-acceptance of the MEL deferment in the technical log.

1.1b.5 Management of the MEL time limits

Once a technical limitation is accepted by the crew, the defect must be rectified within the time limit specified in the MEL.

This section should describe the system used to ensure that the defect will actually be rectified before that time limit.

1.1b.6 MEL Rectification interval extension approval

An organisation may be allowed to overrun the MEL time limitation if the rectification interval is extended in accordance with a 'Rectification Interval Extension' procedure approved by the CAA. This paragraph should describe the extension process including specific duties and responsibilities of relevant personnel with regard to controlling these extensions.

1.2 Aircraft maintenance programme — development amendment and approval

1.2.1 General

The purpose of the aircraft maintenance programme (AMP) is to provide maintenance planning instructions necessary for the continued airworthiness and safe operation of the aircraft.

1.2.2 Part-M aircraft AMP approval

Part-M applicable aircraft maintenance programmes shall be approved by the competent authority unless any amendments fall within the scope of indirect approval listed below. In this case the organisation shall approve the amendment in accordance with M.A.302.

1.2.2.1. Indirect approval privilege for Part-M aircraft

This paragraph should list the AMP indirect approval privileges applicable to UK registered aircraft only. The table, below, can be used as an example:

CAA AMP reference	Eligible amendments (example)
MP/1234/XX	a. For non-safety-related tasks i. Escalation of task (e.g. non-safety related MRBR task or a task recommended by a Service Letter) intervals ii. change in task type (e.g. GVI to DVI) b. De-escalation of tasks intervals ie more restrictive intervals regardless of the source of the task c. Escalation of tasks subject to design approval holder recommendations d. Additions, amendments and deletions of additional scheduled maintenance tasks selected by: i. the operator on voluntary basis (e.g. operator policy for interiors) ii. manufacturer recommendations outside ICA (e.g. Service Letter) linked to product improvements or maintenance practices e. Correction of editorial issues, typos, etc., (without having an effect on the AMP content)
MP/0123/XX	No indirect approval privilege granted