

Part CAMO Continuing Airworthiness Management Exposition Compliance Checklist

(Regulation (EU) 2020/270 amending Regulation (EU) 1321/2014)



Guidance

This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Section 1: Organisation Details

Organisation Name:		
AOC Number (if applicable): Part CAMO Approval Number:		
Address.....		
		Postcode:
Contact Name:		
Tel. No.: E-mail:		
CAME Reference:		
Part CAMO Organisation with AOC:	Yes	No
Stand-alone Part CAMO Organisation (Non-commercial Air Transport Aircraft Only):	Yes	No
Airworthiness Review Certificate Required (Rf: CAMO.A.125 (e)):	Yes	No
Permit to Fly Required (Rf: CAMO.A.125 (f)):	Yes	No
Compiled by (Org): Reviewed by (CAA use only): Date:		

Section 2: Instructions for completion

1. Regulation (EU) 2020/270 amending Regulation (EU) No. 1321/2014 should be consulted at all times when completing this checklist.
2. When completing the checklist it is important to include the CAME or procedure reference if it differs from the AMC1 CAMO.A.300 Reference. If any part is not relevant then N/A should be inserted in the CAME/Procedure reference column. Please 'tick' the box in the 'check' column to indicate that you have checked compliance for the relevant section.
3. Section 4 has been included to capture the continuing airworthiness management procedure requirements defined in CAMO.A.300(a)(11)(iii)
4. If additional information is needed, please make reference in the 'comment' section and add the additional information into Section 5.
5. Having completed the checklist, please return it to the CAA, using the e-mail address 'apply@caa.co.uk'.
6. When the checklist has been completed and accepted by the CAA a copy should be appended to the CAME.

Section 3: Compliance checklist

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
	Cover page				
N/A	Continuing Airworthiness Management Exposition				
N/A	Organisation Name				
N/A	The approval reference of the CAMO				
N/A	The copy number from the distribution list (if applicable)				

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Introduction					
N/A	Foreword				
N/A	Table of content				
N/A	List of effective pages				
N/A	List of issues/amendments or record of revision (include changes not requiring prior approval)	CAMO.A.300(11)(iv),(v)			
N/A	Revision highlights / Summary of changes				
N/A	The effective date of the current revision				
N/A	Distribution list • CAME copy number (if applicable) • Location of copies • Holders of the copies • Format of copies				
N/A	Abbreviation, terminology and definitions				
N/A	Cross-reference list from the CAME to AMC1 CAMO.A.300, if applicable	AMC1 CAMO.A.300			
N/A	Organisation contact information (Address, tel, e-mail)				

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 0 General organization, safety policy and objectives					
0.1	Safety policy, objectives and accountable manger (AM) statement - The safety policy must describe the overall philosophies and principles of the organisation with regards to safety - The accountable manager statement needs to be amended to cover all Part-M, Part-ML and Part-CAMO requirements, as applicable - When the AM is not the CEO of the organisation, then such CEO shall countersign the accountable manager statement	CAMO.A.300(a)(1) CAMO.A.300(a)(2) CAMO.A.200(a)(2) AMC1 CAMO.A.200(a)(2) GM1 CAMO.A.200(a)(2)			
0.2	General information and scope of work - Description of the organisation - Relationship with other organisation - Subsidiaries/mother company - Consortiums - A general description and location of the facilities - Location of facilities - General description - Layout of premises - Office accommodation for: - Planning - Technical records - Compliance monitoring - Technical reference area - Storage - Scope of work - Aircraft managed - Quote aircraft types/series - Date included in the scope of work - List of aircraft maintenance programmes - Quote number of aircraft of each type - Quote each aircraft registration - List for each aircraft, aircraft owner/operator	CAMO.A.125(c) CAMO.A.300(a)(3) CAMO.A.300(a)(9)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 0 General organization, safety policy and objectives					
	○ CAMO contract reference ○ Type of operation • Organisation scope of work (scope of approval)				
0.3	Management personnel • Accountable Manager • Nominated post holder(s) for continuing airworthiness activities • Nominated safety manager • Nominated compliance monitoring manager • Airworthiness Review staff • Nominated person(s) authorised to extend ARC • Nominated person(s) authorised to issue Permit to Fly • The duties, accountabilities, responsibilities and authorities (job functions) of: ○ Accountable Manager ○ Continuing Airworthiness Manage ○ Safety manager ○ Compliance monitoring manager ○ Airworthiness Review staff ○ Nominated person(s) authorised to extend ARC ○ Nominated person(s) authorised to issue Permit to Fly • Title(s) and name(s) of persons above (AR staff can be in 5.2) Note: Ensure that one of the accountable manager responsibility is to establish and promote the safety policy (CAMO.A.200) or safety and quality policy if Part-145 approved as well, specified in point 145.A.65(a) as required in point 145.A.30(a)(2). • Manpower Resources ○ Manpower Recourses table should show broad figures of the number of staff assigned to CAM	CAMO.A.300(a) CAMO.A.305(a)(b)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 0 General organization, safety policy and objectives					
	○ Demonstrate ability to plan the availability of staff (amount of staff vs scope) ○ Man-hour plan development Note: Include subcontracted organisations ● Training Policy ○ Training Policy ○ How the training need is assessed ○ How the recurrent and continuing training is assessed ○ Recording follow-up requirements				
0.4	Management organisation chart ● General organisation chart showing ○ Continuing Airworthiness Management Organisation Chart Note 1: The nominated persons as per CAMO.A.305 should be identified in the chart. Note 2: The compliance monitoring personnel must be shown to be independent of the continuing airworthiness management and must report directly to the accountable manager	CAMO.A.200(a)(1) CAMO.A.300(a)(7)			
0.5	Procedure for changes requiring prior approval ● Changes that affect the scope of the certificate or the terms of approval of the organisation ● Changes to personnel nominated in accordance with points(a)(3) to (a)(5) and (b)(2) of point CAMO.A.305. ● Changes to reporting lines between the persons nominated per points CAMO.A.305(a)(3) to (a)(5) and (b)(2), and the accountable manager; ● The procedure regarding changes not requiring prior approval referred to in point CAMO.A.130(c) ● CAME procedure for the completion of an AR under supervision (CAMO.A.310(c))	CAMO.A.130 CAMO.A.200(a)(3) GM1CAMO.A.130 GM1 CAMO.A.130(a)(1) GM2 CAMO.A.130(a)(1) GM1 CAMO.A.130(b)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 0 General organization, safety policy and objectives					
	- Changes listed in GM1 CAMO.A.130(a)(1) - Notification before such changes take place - Management of the safety risks related to any change to the organisation per AMC1 CAMO.A.200(a)(3) point (e). - Conduct risk assessment for any change requiring prior approval and provide it to the CAA upon request - Internal pre-audit before application.				
0.6	Procedure for changes not requiring prior approval - Procedure addressing: - Management of change process - How changes will be notified to the competent authority - Scope of changes not requiring prior approval	CAMO.A.130(c) CAMO.A.115(b) CAMO.A.300(a)(11)(iv) CAMO.B.330(e)			
0.7	Procedure for alternative means of compliance (AltMoC) - Management of AltMoC – prior approval - Submitting the AltMoC to the competent authority - Providing a full description of the AltMoC - Revision of CAME procedures - Assessment demonstrating compliance with regulation (EU) 2018/1139 and its delegated and implementing acts - Receiving notification from the competent authority - Listing of AltMoC in Part 5.7 Supporting documents	CAMO.A.120 CAMO.A.300(a)(14) CAMO.B.120(d)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 1 Continuing Airworthiness Management Procedures					
1.1a	Use of aircraft continuing airworthiness records system and if applicable, aircraft technical log (ATL) 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 technical log and continuing airworthiness records system - General and contents - Instruction for use - Aircraft technical log approval (initial approval by competent authority) - Procedure for change to the technical log system without prior approval	CAMO.A.220 CAMO.A.300(c) M.A.305 ML.A.305 M.A.306 ORO.MLR.105			
1.1b	Minimum Equipment List (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 limits - MEL time limitation overrun (ORO.MLR.105) (only for category B & C) Note: This section should explain how the continuing	M.A.301(b) ML.A.301(b) ML.A.403(b)(2) M.A.403(b) CAMO.A.315(b)(5) CAMO.A.315(b)(6) ORO.MLR.105			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 1 Continuing Airworthiness Management Procedures					
	airworthiness and maintenance personnel make the flight crew aware of a MEL limitation. This should refer to the technical log procedures.				
1.2	Aircraft Maintenance Programme (AMP) – development amendment and approval • General • Content Development ○ Sources ○ Responsibilities ○ AMP amendments ○ Approval by the competent authority (Part M) ○ Approval by the CAMO (Part ML) ○ Deviations, justifications, records • Indirect approval of AMP (not applicable in first oversight cycle following initial approval)	M.A.302 ML.A.302 CAMO.A.315(b)(1) CAMO.A. 315(b)(2)			
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.	M.A.305 ML.A.305 CAMO.A.220(a) CAMO.A.220(d) CAMO.A.220(e) CAMO.A.220(f)			

AMC1 CAMO.A.300 Reference	Content	Regulation	CAME / Procedure Reference (if different to AMC1 CAMO.A.300 Reference)	Comment	Check
Part 1 Continuing Airworthiness Management Procedures					
1.4	Accomplishment and control of airworthiness directives • Airworthiness directive information • Airworthiness directive decision • Airworthiness directive control • Airworthiness directive listing	CAMO.A.315(a) CAMO.A.315(c)(2) M.A.301(f) ML.A.301(d) M/ML.A.303 M.A.305(d)(1)			
1.5	Analysis of the effectiveness of the maintenance programme(s) • Procedure to analyse the effectiveness of the AMPs ◦ Spares ◦ Defects ◦ Malfunctions ◦ Damage • Procedure to analyse the effectiveness of the Part-ML AMPs ◦ AMC1 ML.A.302 • Amendment to the AMP • Liaison Meetings • Frequency of Meetings	M.A.301(e) M.A.302(h) ML.A.302(c)(9) M.A.315(b)(1)			
1.6	Non-mandatory modification and inspections Policy • Procedure to assess/analysed and decisions taken ◦ The decision on their application ◦ Use of the organisation 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	CAMO.A.315(b)(4) CAMO.A.315(c) AMC1 CAMO.A.315(c)(g) CAMO.A.200(a)(3) 21.A.90B 21.A.431B CS-STAN			