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Autoriteti i Aviacionit Civil i Kosovës
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Civil Aviation Authority of Kosovo

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Instructions for Preparation of Continuing Airworthiness Management Exposition

Guidance Material for Organisations Holding or
Applying for an Air Operator Certificate (AOC)

Foreword

Civil Aviation Authority of the Republic of Kosovo (CAAK) publishes this guidance material to provide the general content and method of preparation of Continuing Airworthiness Management Exposition (CAME) for organisations holding or applying for Air Operator Certificate (AOC) to conduct commercial air transport operations under the European Operations (EU OPS).

This material has been prepared for the guidance of air transport operators in order to obtain a Part M Subpart G approval as part of their Air Operators Certificate.

The contents relate directly to the requirements of CAAK Regulation No. 5/2009 on continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks, implementing Commission Regulation (EC) No. 2042/2003 as amended, in the Republic of Kosovo.

Operators CAME content should fulfil requirements of Part M as amended by, and should be based on the example of Exposition contents shown in Appendix V to AMC M.A.704 of Part M.

After completing the draft CAME, the applicant organisation should correlate each section with the Compliance Check List (CCL) provided as part of the application pack, demonstrating to the CAAK that they have fully addressed all applicable paragraphs of Part M within the CAME. The completed CCL should then be appended to the CAME as Appendix.

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Table of Approval

	Name and position	Date	Signature
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Abbreviations Used

List all of the abbreviations used in this Guidance Material

AD	Airworthiness Directive
AMC/GM Part M	Acceptable Means of Compliance and Guidance Material to Annex I Commission Regulation (EC) No. 2042/2003
AOC	Air Operator's Certificate
ARC	Airworthiness Review Certificate
AWO	All Weather Operations
BRNAV	Basic Area Navigation
CAAK	Civil Aviation Authority of the Republic of Kosovo
CAME	Continuing Airworthiness Management Exposition
CAMO	Continuing Airworthiness Management Organisation
CCL	Compliance check list
CDL	Configuration Deviation List
EASA	European Aviation Safety Agency
ETOPS	Extended Range Twin Operations
MEL	Minimum Equipment List
MNPS	Minimum Navigation Performance Service
RVSM	Reduced Vertical Separation Minima

Chapter 1

1.1 General

Civil Aviation Authority of the Republic of Kosovo (CAAK) publishes this Guidance Material to provide the general content and method of preparation of Continuing Airworthiness Management Exposition (CAME) for organisations holding or applying for Air Operator Certificate (AOC) to conduct commercial air transport operations under European Operations (EU OPS).

1.2 Application

This Guidance Material applies to all organisations required to have such manual in compliance with the applicable regulations in the Republic of Kosovo.

1.3 Applicable Regulations

Regulation No 5/2009 on continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks, implementing Commission Regulation (EC) No. 2042/2003 as amended, in the Republic of Kosovo.

Applicable provisions: M.A.704;

1.4 Approval of CAME

CAME can be approved directly or indirectly by the CAAK in accordance with Acceptable Means of Compliance (AMC) M.B.706. Direct approval is related to major changes in the organisation such as:

1. the name of the organisation;
2. the main location of the organisation;
3. additional locations of the organisation;
4. the accountable manager;
5. any of the nominated persons: M.A.706 (c); and
6. the facilities, equipment, tools, materials, procedures, work scope or (certifying) staff that could affect the approval.

In case of direct approval CAAK issues a decision and approves the list of effective pages. Direct approval may be the cause of the audit of organisation by the CAAK.

Procedures of direct and indirect approval of the CAME, previously should be approved to the organisation, through defined procedures in the CAME.

Indirect approval is related to minor changes in the organisation that do not fall into the items 1 to 6 listed above. In case of the indirect approval, the organisation is required to submit a revised manual to CAAK, accepting the changes in writing.

1.5 Recommendation of the CAAK in relation to CAME

1.5.1 Appearance

CAME must be written in official languages of the Republic of Kosovo (Albanian, Serbian) or English language on A4 or A5 format paper. In case of initial approval of the CAME, applicant must submit both, a paper version of the manual and digital version on CD/DVD. When submitting only revisions made to the CAME, the applicant may submit only a digital version of the CAME, together with the application.

1.5.2 Integral Parts of the CAME

Integral parts of the CAME should be:

- a) The front page with the name of the manual, organisation name and code of the manual;
- b) List of effective pages (LEP), which contains the pages of the Manual and their current revision. On LEP there should be enough space for placing the approval of the Manual by the CAAK. Approval box must contain at least name, signature of the person who approves the Manual, and the approval date. If the handbook contains several lists of effective pages then on each of them there should be the approval box as mentioned above;
- c) Distribution List of the Manual;
- d) The table of contents, where all the headings and subheadings from, M.A.704, including "AMC" (depending on manual) must be listed;
- e) Record of Amendment (RoA) - a list where all revisions of the manual are listed. Marking the revisions of the manual might look like these examples:
 - if first issue: Issue 1, Revision 0;
 - if first change: Issue 1, Revision 1;
 - if re-issue: Issue 2, Revision 0;
- f) List of provisional amendments (if the organisation anticipates such a possibility);
- g) Pages must be marked, enabling the determination of amendment of the manual it belongs and numbered;

- h) The name of the person who has developed a manual and the name of the person who is responsible for changes to the Manual;
- i) Compliance check-list demonstrating to the CAAK that the organisation has fully addressed all applicable paragraphs of Part M within the CAME. The completed check list should then be appended to the CAME as Appendix. The completed check list should be part of the application for initial approval or approval of changes.
- j) RVSM, BRNAV, AWO procedures if applicable;
- k) When developing the procedures, in order to help meeting their description it is necessary to remember the following sub-questions:

Who? What? When? Why? Where? How?

Note: The scope of work of the organisation, in the CAME, should be consistent with the authorizations granted, and should be thoroughly worked out.

Chapter 2

Continuous Airworthiness Management Exposition - Table of Contents

Part 0 - General organisation

- 0.1 Corporate commitment by the accountable manager.
- 0.2 General information.
- 0.3 Management personnel.
- 0.4 Management organisation chart.
- 0.5 Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel.
- 0.6 Exposition amendment procedures.

Part 1 - Continuing airworthiness management procedures

- 1.1 Aircraft technical log utilization and MEL application (commercial air transport). Aircraft continuing airworthiness record system utilization (non commercial air transport).
- 1.2 Aircraft maintenance programmes - development amendment and approval.
- 1.3 Time and continuing airworthiness records, responsibilities, retention, access.
- 1.4 Accomplishment and control of airworthiness directives.
- 1.5 Analysis of the effectiveness of the maintenance programme(s).
- 1.6 Non mandatory modification embodiment policy.
- 1.7 Major modification standards.
- 1.8 Defect reports.
- 1.9 Engineering activity.
- 1.10 Reliability programmes.
- 1.11 Pre-flight inspections.
- 1.12 Aircraft weighing.
- 1.13 Check flight procedures.

Part 2 - Quality system

- 2.1 Continuing airworthiness quality policy, plan and audits procedure.
- 2.2 Monitoring of continuing airworthiness management activities.
- 2.3 Monitoring of the effectiveness of the maintenance programme(s).
- 2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation.
- 2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor.
- 2.6 Quality audit personnel.

Part 3 - Contracted Maintenance

- 3.1 Maintenance contractor selection procedure.
- 3.2 Quality audit of aircraft.

Part 4 - Airworthiness review procedures

- 4.1 Airworthiness review staff.
- 4.2 Review of aircraft records.
- 4.3 Physical survey.
- 4.4 Additional procedures for recommendations to competent authorities for the import of aircraft.
- 4.5 Recommendations to competent authorities for the issue of ARC.
- 4.6 Issuance of ARC.
- 4.7 Airworthiness review records, responsibilities, retention and access.

Part 4B - Permit to fly procedures

- 4B.1 Conformity with approved flight conditions;
- 4B.2 Issue of permit to fly under the CAMO privilege;
- 4B.3 Permit to fly authorized signatories;
- 4B.4 Interface with the local authority for the flight;
- 4B.5 Permit to fly records, responsibilities, retention and access.

Part 5 - Appendices

- 5.1 Sample documents.
- 5.2 List of airworthiness review staff.
- 5.3 List of subcontractors as per AMC M.A.201 (h) 1 and M.A.711 (a) 3.
- 5.4 List of approved maintenance organisations contracted.
- 5.5 Copy of contracts for subcontracted work (Appendix II to AMC M.A.201 (h) 1).
- 5.6 Copy of contracts with approved maintenance organisations

Chapter 3

Continuous Airworthiness Management Exposition - List of Effective Pages

Page	Revision	Page	Revision	Page	Revision
1	Original	3	Original	5	Original
2	Original	4	Original

Chapter 4

Continuous Airworthiness Management Exposition - Distribution List

Copy Number	Holder

The document should include a distribution list to ensure proper distribution of the manual and to demonstrate to the competent authority that all personnel involved in continuing airworthiness has access to the relevant information.

This does not mean that all personnel have to be in receipt of a manual but that a reasonable amount of manuals are distributed within the organisation(s) so that the concerned personnel may have quick and easy access to this manual.

Accordingly, the continuing airworthiness management exposition should be distributed to:

- a) the operator's or the organisation's management personnel and any person at a lower level as necessary; and,*
- b) the Part-145 or M.A. Subpart F contracted maintenance organisation(s); and,*
- c) the competent authority.*

Chapter 5

Continuous Airworthiness Management Exposition - Record of Amendments

Reference	Revision No.	Effective Date
Issue 1	Rev. 00	Day/Month/Year

Record of Temporary Amendments (if applicable)

Temporary Revision Number	Effective Date	Entered by	Date	Validity	Cancellation	Removed by	Date

Chapter 6

Continuous Airworthiness Management Exposition Part 0 - General Organisation

0.1 Corporate commitment by the accountable manager

(The accountable manager's exposition statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.)

This exposition defines the organisation and procedures upon which the M.A. Subpart G approval of *ABC Airline* under Part-M is based.

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

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the Agency or the competent authority from time to time where these new or amended regulations are in conflict with these procedures.

The competent authority will approve this organisation when the competent authority is satisfied that the procedures are being followed. It is understood that the competent authority reserves the right to suspend, vary or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation, as applicable, if the competent authority has evidence that the procedures are not followed and the standards not upheld.

In the case of commercial air transport, suspension or revocation of the approval of the Part M Subpart G continuing airworthiness management approval would invalidate the AOC.

0.2 General Information

a) **Brief description of the organisation**

This paragraph should describe broadly how the whole organisation i.e. including the whole operator in the case of commercial air transport or the whole organisation when other approvals are held] is organized under the management of the accountable manager, and should refer to the organisation charts of paragraph 0.4.

b) **Relationship with other organisations**

This paragraph may not be applicable to every organisation.

(1) Subsidiaries / mother company

For clarity purposes, where the organisation belongs to a group, this paragraph should explain the specific relationship the organisation may have with other members of that group e.g. links between ABCAirline - Airlines, ABCAirline - Finance, ABCAirline - Leasing, ABCAirline- Maintenance, etc...

(2) Consortiums

Where the organisation belongs to a consortium, it should be indicated here. The other members of the consortium should be specified, as well as the scope of organisation of the consortium [e.g. operations, maintenance, design (modifications and repairs), production etc...]. The reason for specifying this is that consortium maintenance may be controlled through specific contracts and through consortium's policy and/or procedures manuals that might unintentionally override the maintenance contracts. In addition, in respect of international consortiums, the respective competent authorities should be consulted and their agreement to the arrangement clearly stated. This paragraph should indicate reference to any consortium's continuing airworthiness related manual or procedure and to any competent authority agreement that would apply.

c) Aircraft managed – Fleet composition

This paragraph should quote the aircraft types and the number of aircraft of each type. The following is given as an example)

ABC Airline manages, as of 01 January 2011, the following:

- B737-300
- B737-400
- 1 A 320-200
- 14 F27 (MK500), etc...

For commercial air transport, the fleet composition reference with the aircraft registrations is given by ABC-Airlines current AOC (or elsewhere e.g. in the Operations Manual, by agreement of the competent authority)

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.*

d) Type of operation

This paragraph should give broad information on the type of operations such as: commercial, aerial work, non commercial, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, etc

0.3 Management personnel**a) Accountable manager**

This paragraph should address the duties and responsibilities of the accountable manager as far as Part M.A. subpart G is concerned and demonstrate that he has corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard.

b) Nominated post holder for continuing airworthiness (for commercial air transport)

This paragraph should:

- *Emphasize that the nominated post holder for continuing airworthiness is responsible to ensure that all maintenance is carried out on time to an approved standard.*
- *Describe the extent of his/her authority as regards his/her Part M responsibility for continuing airworthiness.*

This paragraph is not necessary for organisations not holding an AOC.

c) Continuing airworthiness coordination

This paragraph should list the job functions that constitute the "group of persons" as required by M.A.706(c) in enough detail so as to show that all the continuing airworthiness responsibilities as described in Part M are covered by the persons that constitute that group. In the case of small operators, where the "Nominated Post holder for continuing airworthiness constitutes himself/herself the "group of persons", this paragraph may be merged with the previous one.

d) Duties and responsibilities

This paragraph should further develop the duties and responsibilities of:

- *the personnel listed in paragraphs c) "Continuing airworthiness coordination",*
- *the quality manager, with regards to the quality monitoring of the maintenance system [which includes the approved maintenance organisation(s)]*

e) Manpower resources and training policy**1) Manpower resources**

This paragraph should give broad figures to show that the number of people dedicated 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:

As of 28 November 2003,, the number of employees dedicated to the performance of the continuing airworthiness management system is the following:

	Full Time	Part Time in equivalent full time
Quality monitoring	AA	aa = AA'
Continuing airworthiness management	BB	bb = BB'
<i>(Detailed information about the management group of persons)</i>	BB1	bb1 = BB1'
	BB2	bb2 = BB2'
Other...	CC	cc =CC'
Total	TT	tt = TT'
Total Man hours	TT + TT'	

Note: According to the size and complexity of the organisation, this table may be further developed or simplified.

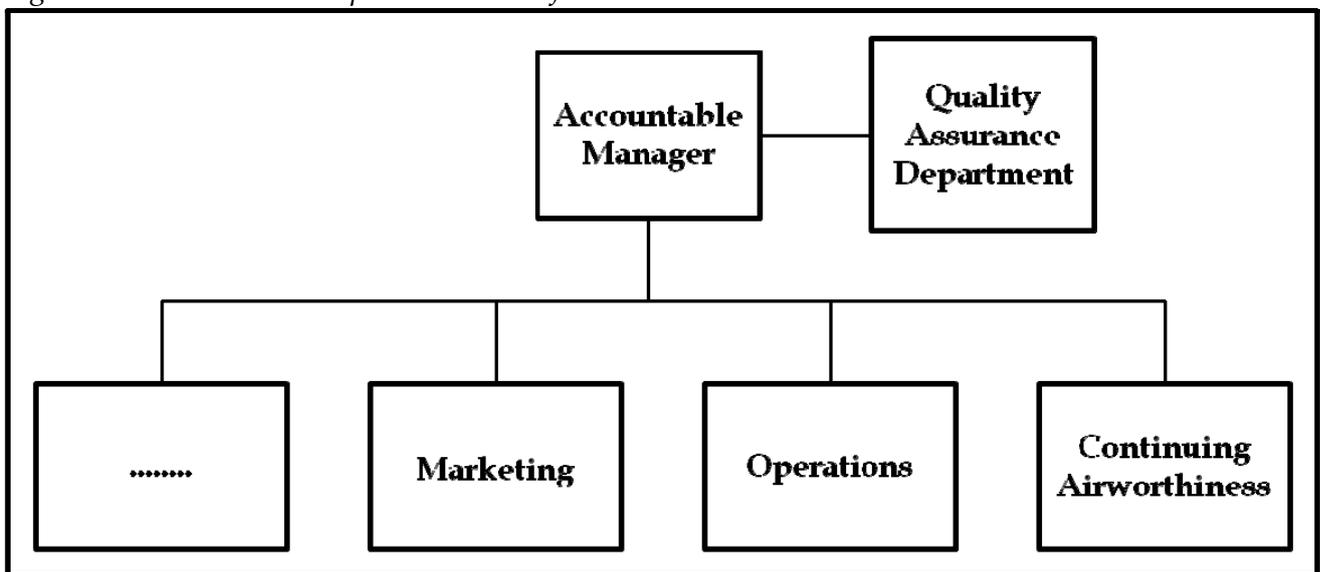
2) Training policy

This paragraph should show that the training and qualification standards for the personnel quoted above are consistent with the size and complexity of the organisation. It should also explain how the need for recurrent training is assessed and how the training recording and follow-up is performed.

0.4 Management organisation charts

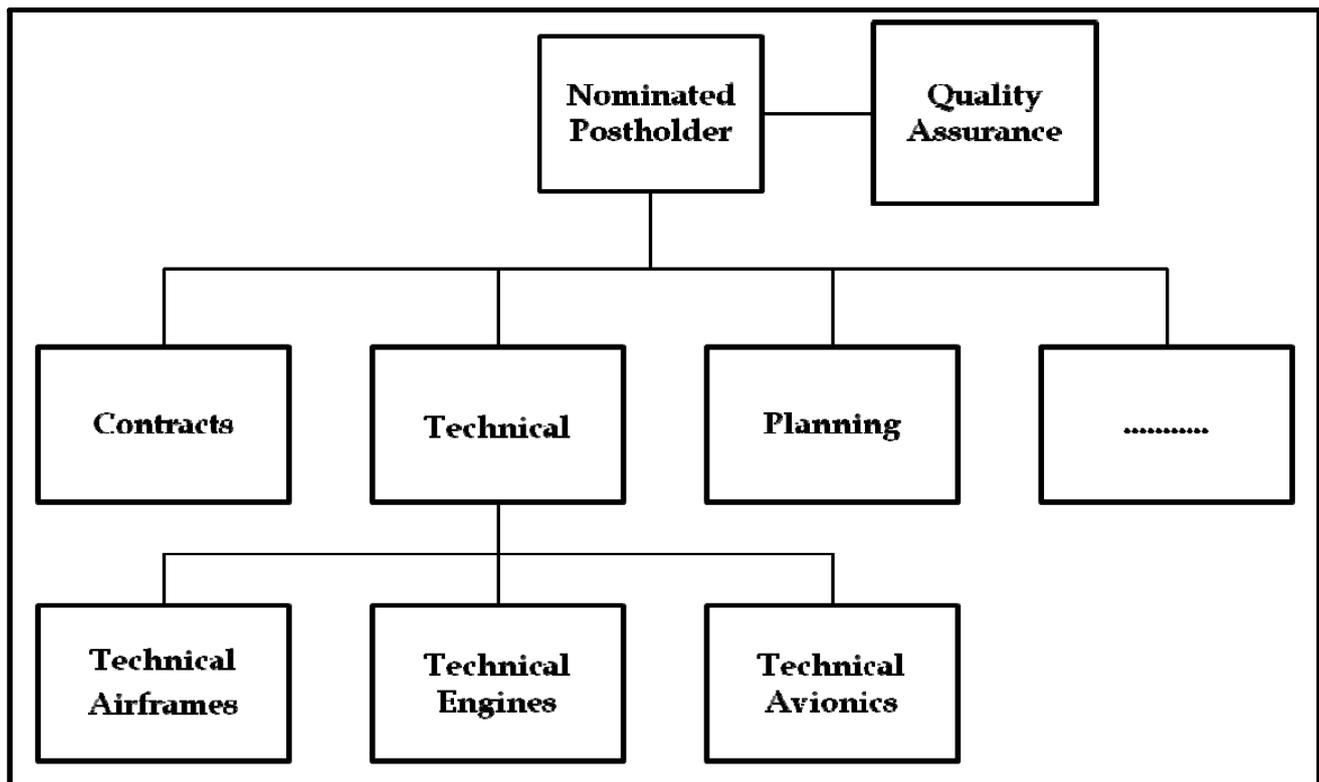
a) General organisation chart

This flow chart should provide a comprehensive understanding of the whole company's organisation. For the example in the case of AOC holder.



b) Continuing airworthiness management organisation chart

This flow chart should give further details on the continuing airworthiness management system, and should clearly show the independence of the quality monitoring system, including the links between the quality assurance department and the other departments as shown below. This flow chart may be combined with the one above or subdivided as necessary, depending on the size and the complexity of the organisation. For example in the case of an AOC holder.



0.5 Notification procedure to the competent authority regarding changes to the organisation's activities / approval / location / personnel

This paragraph should explain in which occasion the company should inform the competent authority prior to incorporating proposed changes; for instance:

The accountable manager (or any delegated person such as the engineering director or the quality manager) will notify to the competent authority any change concerning:

1. *the company's name and location(s)*
2. *the group of person as specified in paragraph 0.3.c)*
3. *operations, procedures and technical arrangements, as far as they may affect the approval.*

ABC-Airline will not incorporate such change until the change has been assessed and approved by the competent authority.

0.6 Exposition amendment procedure

This paragraph should explain who is responsible for the amendment of the exposition and submission to the competent authority for approval. This may include, if agreed by the competent authority the possibility for the approved organisation to approve internally minor changes that have no impact on the approval held. The paragraph should then specify what types of changes are considered as minor and major and what the approval procedures for both cases are.

Chapter 7

Continuous Airworthiness Management Exposition Part 1 - Continuing Airworthiness Management Procedures

1.1 Aircraft technical log utilization and MEL application (Aircraft continuing airworthiness record system utilization)

a) Aircraft technical log and/or continuing airworthiness record system

1. General

It may be useful to remind, in this introduction paragraph, the purpose of the aircraft technical log system and/or continuing airworthiness record system, with special care to the options of M.A.305 and M.A.306. For that purpose, paragraphs of M.A.305 and M.A.306 may be quoted or further explained.

2. Instructions for use

This paragraph should provide instructions for using the aircraft technical log and/or continuing airworthiness record system. It should insist on the respective responsibilities of the maintenance personnel and operating crew. Samples of the technical log and/or continuing airworthiness record system should be included in Part 5 "Appendices" in order to provide enough detailed instructions.

3. Aircraft technical log approval (for Commercial Air Transport)

This paragraph should explain who is responsible for submitting the aircraft technical log subsequent amendment to the competent authority for approval and what is the procedure to be followed.

b) M.E.L. application

Although the MEL is a document that is normally not controlled by the continuing airworthiness management system, and that the decision of whether accepting or not a MEL tolerance normally remains the responsibility of the operating crew, this paragraph should explain in sufficient detail the MEL application procedure, because MEL is a tool that the personnel involved in maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred.

(This paragraph does not apply to those types of aircraft that do not have an MEL or are not used for commercial air transport and that are not required to have one.)

1. General

This paragraph should explain broadly what a MEL document is. The information could be extracted from the aircraft flight manual.

2. MEL categories

Where an owner/operator uses a classification system placing a time constraint on the rectification of such defect, it should be explained here what are the general principles of

such a system. It is essential for the personnel involved in maintenance to be familiar with it for the management of MEL's deferred defect rectification.

3. Application

This paragraph should explain how the maintenance personnel identify a MEL limitation to the crew. This should refer to the technical log procedures.

4. Acceptance by the crew (for Commercial Air Transport)

This paragraph should explain how the crew notifies his/her acceptance or non acceptance of the MEL deferment in the technical log.

5. Management of the MEL time limits

After a technical limitation is accepted by the crew, the defect must be rectified within the time limit specified in the MEL. There should be a system to ensure that the defect will actually be corrected before that limit. This system could be the aircraft technical log for those [small] operators that use it as a planning document, or a specific follow-up system, in other cases, where control of the maintenance time limit is ensured by another means such as data processed planning systems.

6. MEL Time Limitation Overrun

The competent authority may grant the owner/operator to overrun MEL time limitation under specified conditions. Where applicable this paragraph should describe the specific duties and responsibilities for controlling these extensions.

1.2 Aircraft maintenance programmes - development and amendment

a) General

This introductory paragraph should remind that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.

b) Content

This paragraph should explain what is [are] the format[s] of the company's aircraft maintenance programme[s]. Appendix I to AMC M.A.302 (a) and M.B.301 (d) should be used as a guideline to develop this paragraph.

c) Development

1. Sources

This paragraph should explain what are the sources [MRB, MPD, Maintenance Manual, etc..] used for the development of an aircraft maintenance programme.

2. Responsibilities

This paragraph should explain who is responsible for the development of an aircraft maintenance programme

3. Manual amendments

This paragraph should demonstrate that there is a system for ensuring the continuing validity of the aircraft maintenance programme. Particularly, it should show how any

relevant information is used to update the aircraft maintenance programme. This should include, as applicable, MRB report revisions, consequences of modifications, manufacturers and competent authority recommendations, in service experience, and reliability reports.

4. Acceptance by the authority

This paragraph should explain who is responsible for the submission of the maintenance programme to the competent authority and what the procedure to follow is. This should in particular address the issue of the competent authority approval for variation to maintenance periods. This may include, if agreed by the competent authority the possibility for the approved organisation to approve internally certain changes. The paragraph should then specify what types of changes are concerned and what the approval procedures are.

1.3 Time and continuing airworthiness records, responsibilities, retention, access

a) Hours and cycles recording

The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should explain how the continuing airworthiness management organisation has access to the current flight hours and cycle information and how it is processed through the organisation.

b) Records

This paragraph should give in detail the type of company documents that are required to be recorded and what are the recording period requirements for each of them. This can be provided by a table or series of tables that would include the following:

- Family of document [if necessary],
- Name of document,
- Retention period,
- Responsible person for retention,
- Place of retention,

c) Preservation of records

This paragraph should set out the means provided to protect the records from fire, floods, etc.. as well as the specific procedures in place to guarantee that the records will not be altered during the retention period [especially for the computer record].

d) Transfer of continuing airworthiness records

This paragraph should set out the procedure for the transfer of records, in case of purchase/lease-in, sale/lease-out and transfer to another organisation of an aircraft. In particular, it should specify which records have to be transferred and who is responsible for the coordination [if necessary] of the transfer.

1.4 Accomplishment and control of Airworthiness Directives

This paragraph should demonstrate that there is a comprehensive system for the management of airworthiness directives. This paragraph may for instance include the following Subparagraphs.

a) Airworthiness directive information

This paragraph should explain what the AD information sources are and who receives them in the company. Where available, redundant sources [e.g. agency and competent authority and manufacturer or association] may be useful.

b) Airworthiness directive decision

This paragraph should explain how and by whom the AD information is analyzed and what kind of information is provided to the contracted maintenance organisations in order to plan and to perform the airworthiness directive. This should as necessary include a specific procedure for emergency airworthiness directive management.

c) Airworthiness directive control

This paragraph should specify how the organisation manages to ensure that all the applicable airworthiness directives are performed and that they are performed on time. This should include a close loop system that allows verifying that for each new or revised airworthiness directive and for each aircraft:

- *the AD is not applicable or,*
- *if the AD is applicable:*
 - *the Airworthiness Directive is not yet performed but the time limit is not overdue,*
 - *the Airworthiness Directive is performed, and any repetitive inspection are identified and performed*

This may be a continuous process or may be based on scheduled reviews.

1.5 Analysis of the effectiveness of the maintenance programme

This paragraph should show which tools are used in order to analyze the efficiency of the maintenance programme, such as:

- *PIREPS,*
- *air turn-backs*
- *spare consumption,*
- *repetitive technical occurrence and defect,*
- *technical delays analysis [through statistics if relevant],*
- *technical incidents analysis [through statistics if relevant],*
- *etc...*

The paragraph should also indicate by whom and how these data are analyzed, what is the decision process to take action and what kind of action could be taken. This may include:

- *amendment of the maintenance programme,*
- *amendment of maintenance or operational procedures,*
- *etc...*

1.6 Non-mandatory modification embodiment policy

This paragraph should specify how the non-mandatory modification information are processed through the organisation, who is responsible for their assessment against the operator's/owner's own need and operational experience, what are the main criteria for decision and who takes the decision of implementing [or not] a non-mandatory modification.

1.7 Major repair modification standards

This paragraph should set out a procedure for the assessment of the approval status of any major modification before embodiment. This will include the assessment of the need of an Agency or design organisation approval. It should also identify the type of approval required, and the procedure to follow to have a modification approved by the Agency or design organisation.

1.8 Defect reports

a) Analysis

This paragraph should explain how the defect reports provided by the contracted maintenance organisations are processed by the continuing airworthiness management organisation. Analysis should be conducted in order to give elements to activities such as maintenance programme evolution and non mandatory modification policy.

b) Liaison with manufacturers and regulatory authorities

Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the manufacturer and the certification competent authority, so that they may take all the necessary action.

c) Deferred defect policy

Defects such as cracks and structural defect are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph should establish the procedure to be followed in order to be sure that the deferment of any defect will not lead to any safety concern. This will include appropriate liaison with the manufacturer.

1.9 Engineering activity

Where applicable, this paragraph should expose the scope of the organisation's engineering activity in terms of approval of modification and repairs. It should set out a procedure for developing and submitting a modification/repair design for approval to the competent authority and include reference to the supporting documentation and forms used. It should identify the person in charge of accepting the design before submission to the competent authority.

Where the organisation has a DOA capability under Part 21, it should be indicated here and the related manuals should be referred to.

1.10 Reliability programmes

This paragraph should explain appropriately the management of a reliability programme. It should at least address the following:

- *extent and scope of the operator's reliability programmes,*
- *specific organisational structure, duties and responsibilities,*
- *establishment of reliability data,*
- *analysis of the reliability data,*
- *corrective action system (maintenance programme amendment),*

- *scheduled reviews (reliability meetings, the participation of the competent authority.)*

This paragraph may be, where necessary, subdivided as follows:

- a) Airframe,
- b) Propulsion,
- c) Component.

1.11 Pre-flight inspections

This paragraph should show how the scope and definition of pre-flight inspection, that are usually performed by the operating crew, is kept consistent with the scope of the maintenance performed by the contracted maintenance organisations. It should show how the evolution of the pre-flight inspection content and the maintenance programme are concurrent, each time necessary.

The following paragraphs are self explanatory. Although these activities are normally not performed by continuing airworthiness personnel, these paragraphs have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.

- a) Preparation of aircraft for flight;
- b) Sub-contracted ground handling function;
- c) Security of Cargo and Baggage loading;
- d) Control of refueling, Quantity/Quality;
- e) Control of snow, ice dust and sand contamination to an approved standard.

1.12 Aircraft weighing

This paragraph should state in which occasion an aircraft has to be weighed [for instance after a major modification because of weight and balance operational requirements, etc.] who performs it, according to which procedure, who calculates the new weight and balance and how the result is processed into the organisation.

1.13 Check flight procedures

The criteria for performing a check flight are normally included in the aircraft maintenance programme. This paragraph should explain how the check flight procedure is established in order to meet its intended purpose (for instance after a heavy maintenance check, after engine or flight control removal installation, etc.), and the release procedures to authorize such a check flight.

Chapter 8

Continuous Airworthiness Management Exposition Part 2 - Quality System

2.1 Continuing airworthiness quality policy, plan and audits procedure

a) Continuing airworthiness quality policy

This paragraph should include a formal Quality Policy statement; that is a commitment on what the Quality System is intended to achieve. It should include at the minimum monitoring compliance with Part M and any additional standards specified by the organisation.

b) Quality plan

This paragraph should show how the quality plan is established. The quality plan will consist of a quality audit and sampling schedule that should cover all the areas specific to Part M in a definite period of time. However, the scheduling process should also be dynamic and allow for special evaluations when trends or concerns are identified. In case of sub-contracting, this paragraph should also address the planning of the auditing of subcontractors at the same frequency as the rest of the organisation.

c) Quality audit procedure

The quality audit is a key element of the quality system. Therefore, the quality audit procedure should be sufficiently detailed to address all the steps of an audit, from the preparation to the conclusion, show the audit report format (e.g. by ref. to paragraph 5.1 "sample of document"), and explain the rules for the distribution of audits reports in the organisation (e.g.: involvement of the Quality Manager, Accountable Manager, Nominated Postholder, etc...).

d) Quality audit remedial action procedure

This paragraph should explain what system is put in place in order to ensure that the corrective actions are implemented on time and that the result of the corrective action meets the intended purpose. For instance, where this system consists in periodical corrective actions review, instructions should be given how such reviews should be conducted and what should be evaluated.

2.2 Monitoring of continuing airworthiness management activities

This paragraph should set out a procedure to periodically review the activities of the maintenance management personnel and how they fulfill their responsibilities, as defined in Part 0.

2.3 Monitoring of the effectiveness of the maintenance programme(s)

This paragraph should set out a procedure to periodically review that the effectiveness of the maintenance programme is actually analyzed as defined in Part 1.

2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation

This paragraph should set out a procedure to periodically review that the approval of the contracted maintenance organisations are relevant for the maintenance being performed on the operator's fleet. This may include feedback information from any contracted organisation on any actual or contemplated amendment, in order 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:

- a) Aircraft maintenance,
- b) Engines,
- c) Components.

2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor

This paragraph should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. This may include a procedure to ensure that the system allows all the personnel involved in the contract [including the contractors and his subcontractors] to be acquainted with its terms and that, for any contract amendment, relevant information is dispatched in the organisation and at the contractor.

2.6 Quality audit personnel

This paragraph should establish the required training and qualification standards of auditors. Where persons act as a part time auditor, it should be emphasized that this person must not be directly involved in the activity he/she audits.

Chapter 9

Continuous Airworthiness Management Exposition Part 3 – Contracted Maintenance

3.1 Maintenance contractor selection procedure

This paragraph should explain how a maintenance contractor is selected by the continuing airworthiness management organisation. Selection should not be limited to the verification that the contractor is appropriately approved for the type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance. This selection procedure should preferably include a contract review process in order to insure that:

- *the contract is comprehensive and that no gap or unclear area remains,*
- *everyone involved in the contract [both at the continuing airworthiness management organisation and at the maintenance contractor] agrees with the terms of the contract and fully understand his responsibility.*
- *that functional responsibilities of all parties are clearly identified.*
- *is signed by the owner/lessee of the aircraft in the case of non-commercial air transport.*

In the case of non commercial air transport, this activity should be carried in agreement with the owner.

3.2 Quality audit of aircraft

This paragraph should set out the procedure when performing a quality audit of an aircraft. It should set out the differences between an airworthiness review and quality audit. This procedure may include:

- *compliance with approved procedures;*
- *contracted maintenance is carried out in accordance with the contract;*
- *continued compliance with Part M.*

Chapter 10

Continuous Airworthiness Management Exposition Part 4 – Airworthiness Review Procedures

4.1 Airworthiness review staff

This paragraph should establish the working procedures for the assessment of the airworthiness review staff. The assessment addresses experience, qualification, training etc. A description should be given regarding the issuance of authorizations for the airworthiness review staff and how records are kept and maintained.

4.2 Review of aircraft records

This paragraph should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed should be described and the number of records that need to be reviewed during a sample check.

4.3 Physical survey

This paragraph should describe how the physical survey needs to be performed. It should list the topics that need to be reviewed, the physical areas of the aircraft to be inspected, which documents onboard of the aircraft need to be reviewed etc.

4.4 Additional procedures for recommendations to competent authorities for the import of aircraft

This paragraph should describe the additional tasks regarding the recommendation for the issuance of an airworthiness review certificate in the case of an import of an aircraft. This should include: communication with the competent authority of registry, additional items to be reviewed during the airworthiness review of the aircraft, specification of maintenance required to be carried out, etc.

4.5 Recommendations to competent authorities for the issue of airworthiness review certificates

This paragraph should stipulate the communication procedures with the competent authorities in case of a recommendation for the issuance of an airworthiness review certificate. In addition content of the recommendation should be described.

4.6 Issuance of airworthiness review certificates

This paragraph should set out the procedures for the issuance of the ARC. It should address record keeping, distribution of the ARC copies etc. This procedure should ensure that only after an airworthiness review properly carried out, an ARC will be issued.

4.7 Airworthiness review records, responsibilities, retention and access

This paragraph should describe how records are kept, the periods of record keeping, location

where the records are being stored, access to the records and responsibilities.

Chapter 11

Continuous Airworthiness Management Exposition Part 4B - Permit to Fly Procedures

4B.1 Conformity with approved flight conditions

This procedure should indicate how conformity with approved flight conditions is established, documented and attested by an authorized person.

4B.2 Issue of the permit to fly under the CAMO privilege

This procedure should describe the process to prepare the EASA Form 20b (see Appendix IV to Part 21) and how compliance with 21A.711(d) and (e) is established before signature of the permit to fly. It should also describe how the organisation ensures compliance with 21A.711(g) for the revocation of the permit to fly.

4B.3 Permit to fly authorized signatories

The person(s) authorized to sign the permit to fly under the privilege of M.A.711(c) should be identified (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the CAME.

4B.4 Interface with the local authority for the flight

This procedure should include provisions describing the communication with the local authority for flight clearance and compliance with the local requirements which are outside the scope of the conditions of 21A.708(b) (see Part 21A.711(e))

4B.5 Permit to fly records, responsibilities, retention and access

This paragraph should describe how records are kept, the periods of record keeping, location where the records are being stored, access to the records and responsibilities.

Chapter 12

Continuous Airworthiness Management Exposition Part 5 - Appendixes

5.1 Sample documents

A self explanatory paragraph

5.2 List of airworthiness review staff

A self explanatory paragraph

5.3 List of sub-contractors as per AMC M.A.201 (h) 1 and M.A.711 (a) 3.

A self explanatory paragraph, in addition it should set out that the list should be periodically reviewed

5.4 List of approved maintenance organisations contracted

A self explanatory paragraph, in addition it should set out that the list should be periodically reviewed

5.5 Copy of contracts for sub-contracted work (appendix II to AMC M.A.201 (h) 1)

A self explanatory paragraph

5.6 Copy of contracts with approved maintenance organisations

A self explanatory paragraph