



Airworthiness Standards Department
CAMO Change/Variation Approval Process Form

S/N	Activity	Started	Completed	Initial	Remarks*
I	Assessment of Initial Enquiry, e.g. letter, application form...etc.				
(a)	Changes/variation of: <i>(select as applicable)</i>				
1.	<input type="checkbox"/> The work scope and the capability of the organization				
2.	<input type="checkbox"/> The name of the organization				
3.	<input type="checkbox"/> The location of the organization				
4.	<input type="checkbox"/> Additional locations of the organization				
5.	<input type="checkbox"/> The Accountable manager				
6.	<input type="checkbox"/> The Senior management personnel, persons specified in M.706 (c)				
7.	<input type="checkbox"/> The required technical staff affecting the approval (<i>e.g. accepted Man-hours, ARS, ...</i>)				
8.	<input type="checkbox"/> The facilities available for the planned management activities				
9.	<input type="checkbox"/> The procedures				
	<input type="checkbox"/> The maintenance Arrangement				
10.	<input type="checkbox"/> The subcontracted arrangement				
11.	<input type="checkbox"/> The Quality System				
(b)	Applicant focal point and contact details:				
(c)	Liaise with the applicant and seek additional information or clarification as may be required				
(d)	Applicant orientation to review the applicable regulations, AMC, GM and Procedures may be conducted during a meeting with the applicant focal point and representatives				
(e)	Acceptance of Initial Enquiry for change/variation; when the letter/applicant initial submittal is accepted by AWSD, the applicant will be entitled to proceed to the next Phase of the certification process				
	Note-1: In case the applicant is an AOC holder, activities in "I-(a)-(d)" are closely coordinated with Flight Operations Standards Department (FOSD).				
II	Certification Team (CT) <i>(below prints may be omitted as appropriate)</i>				
(a)	Team Leader: (Name and Initial) (The focal point in case of an AOC)				
(b)	CT Member: (Name and Initial)				

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	<i>Note-2: Add member as appropriate to the extent of activities</i>				
III	Phase –II Formal Application				
(a)	Application attachments				
1.	Completed application form CARC Form 18-0299,				
2.	Submittal, as applicable to the requested change/variation, of :				
i.	Completed CARC Form 18-0285 attached with CV’s of key Management Positions,				
ii.	The Continuing Airworthiness Management Exposition (CAME),				
iii.	Completed Compliance Checklist with Part M, Subpart G,				
	<p><i>Note-3: The aircraft registration and certification shall be processed in accordance with:</i></p> <ul style="list-style-type: none"> • <i>the applicable JCAR, and</i> • <i>the applicable procedures in CARC Order 18-9015 Airworthiness Inspector Handbook (AIH) and/or GP AWS 01 “Acceptance of an imported Aircraft, Related Products, Parts and Appliances and Data for Changes and Repairs”</i> <p><i>The requirements for registration and airworthiness certificates are shortlisted in CARC Form 18-0208-1 through 18-0208-4. The Inspector shall use the applicable parts of the form.</i></p>				
iv.	The operator's aircraft maintenance program(s),				
v.	The aircraft technical log,				
vi.	Identification where base and scheduled line maintenance is to take place				
vii.	Where appropriate, the technical specification of the maintenance contracts between the operator and Part-145 approved maintenance organization;				
viii.	Arrangements for all base and scheduled line maintenance				
ix.	Details of any contracted maintenance including arrangements for engine and component support,				
(b)	Cursory Review				
1.	Review the attachments for general acceptance and liaise with the applicant as deemed necessary				
2.	As appropriate, formal application meeting with the applicant may be arranged and				

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	conducted for general review and general acceptance of the attachments.				
(c)	The outcome of this phase is general acceptance of the Formal application and its attachments.				
	<i>Note-4: In case the applicant is an AOC holder, activities in “(b)-2 &(c)” are closely coordinated with FOSD and as practical, mutually conducted during the formal Meeting.</i>				
(d)	Applicable fees settlement				
IV	Phase –III Detailed Review of Documentations , as applicable to the application;				
(a)	Review in detail the content of the CAME for compliance with the requirements of JCAR Part M Subpart G including in particular:				
1.	The Management Organization Structure, including the Accountable Manager and senior Management Personnel;				
2.	Verification that the Accountable Manager has signed the Corporate Commitment Statement in the CAME;				
3.	The proposed work scope and capability of the organization				
4.	The availability of the required technical staff with qualifications relevant to the planned work scope				
5.	The facilities available for the planned management activity;				
6.	The procedures for the provision of the required technical publications, including regulatory and type certificate holder documentation etc.				
7.	The procedures for the provision and control of technical documentation				
8.	Sub Contracted arrangements, if applicable				
9.	The Quality System				
(b)	Liaise with the applicant and seek clarification, amendment to the CAME and or other relevant documentation so as to fully comply with JCAR Part M Subpart G requirements				
(c)	The outcome of this phase is the acceptance of the CAME for initial physical audit of the organization				
(d)	Advise the applicant in writing of the CAME Acceptance				
(e)	Arrangements to conduct a physical audit of the organization				

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	<i>Note-5: In case the applicant is an AOC holder, the documentation acceptance and the arrangement for physical audit are coordinated with FOSD.</i>				
V	Phase -IV Audit of the Organization , as applicable to the application;				
	<i>Note-6: The guidelines provided in the AIH for determination on:</i> <ul style="list-style-type: none"> • <i>the extent and the scope of the audit,</i> • <i>the particular product to be audited and thereafter the required sample, and</i> • <i>the conducting of the audit and meeting with the accountable manager,</i> <i>Shall be followed by the audit team.</i>				
(a)	The physical inspection and audit of the organization is carried out using the applicable parts of CARC Form 18-0305 to the application for change/variation:				
1.	Ensure the requirements of JCAR Part M are satisfied				
2.	Ensure the procedures reflected in the CAME are actually being followed				
(b)	Compile all documentation relating to the audit and ensure that:				
1.	Findings are recorded on the form (CARC Form 18-0305 “PART-M SUBPART G APPROVAL RECOMMENDATION REPORT”) with a provisional categorization as a Level 1 or Level 2;				
2.	Provisional finding levels are reviewed with the Chief and Team members, adjusted if necessary and changed from provisional to confirmed				
3.	If the result of the review finds that the organization is in compliance, a verbal confirmation is given to the organization				
4.	All findings of confirmed non-compliance is confirmed in writing to the organization within two weeks of the audit visit				
5.	Liaison is maintained with the organization on the required corrective action to address the findings				
6.	Detailed records of all correspondence, reports, meetings, etc in relation to the approval are compiled				
	<i>Note-7: All findings are corrected before the approval can be issued</i>				
(c)	A final report is prepared using CARC Form Form 18-0305 “PART-M SUBPART G				

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	APPROVAL RECOMMENDATION REPORT” together with minutes of meetings, correspondence, and related documents. The report includes the date each finding was cleared together with a reference to the correspondence received from the organization regarding clearance of the finding.				
(d)	All applicable fees have been paid				
(e)	Quality review of all the documentation, If satisfactory, the Chief signs the recommendation				
	<i>Note-8: In case the applicant is an AOC holder, the conducting of the audit and the outcome of the audit shall be closely coordinated with FOSD.</i>				
VI	Phase -V Issue of Approval , as applicable to the application;				
(a)	Applicable fees settlement				
(b)	Formal acceptance in writing (approval) of the CAME				
(c)	Formal acceptance in writing of the Management Personnel (CARC Form 18-0285)				
(d)	Three copies of the approval certificate, CARC Form 18-014.				
(e)	Updating the register of Approved Continuing Airworthiness Management Organizations				
(f)	Forwarding the amended approval certificate to the applicant				
(g)	Presentation of all documents for filing in the technical library				
	<i>Note-9: In case of an AOC, the continuing airworthiness management organization approval is indicated by means of a statement containing the following information:</i>				
	• <i>Air Operator Certificate number</i>				
	• <i>Name of the operator</i>				
	• <i>Type(s) of aircraft for which the continuing airworthiness management organization has been approved</i>				
	• <i>Reference identification of the operator’s approved maintenance program(s)</i>				
	• <i>Reference identification of the operator’s approved continuing airworthiness management exposition</i>				
	• <i>Any limitations imposed by CARC on the approval</i>				
	• <i>Any subcontractors working under the operator’s quality system</i>				

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CARC/AWSD Recommendation:

Issue Airworthiness Approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
CT Names	Signature	Date	Remarks*
<i>TL name</i>			
<i>Members</i>			

List of remarks specifically related to AWSD recommendation (*if applicable*)

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