



Jordan Civil Aviation Regulatory Commission

Guidance Procedure: AWS 21

JCAR Part-M CAME Checklist and Guidance

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1. Abbreviations

AD	Airworthiness Directive
ALI	Airworthiness Limitation Instructions
AMP	Aircraft Maintenance Program
ARC	Airworthiness Review Certificate
CAM	Continuing Airworthiness Management
CAME	Continuing Airworthiness Management Exposition
CAMO	Continuing Airworthiness Management Organization
CDCCL	Critical Design Configuration Control Limitations
CM	Continuing Airworthiness Manager
CMRs	Certification Maintenance Requirements
CofA	Certificate of Airworthiness
DAHD	Design Approval Holder Data
EWIS	Electrical Wiring Interconnect System
FTS	Fuel Tank Safety
HF	Human Factors
MEL	Minimum Equipment List
MIP	Maintenance Inspection Program
QM	Quality Manager
SB	Service Bulletin
SIL	Service Instruction Leaflet
TCDS	Type Certificate Data Sheet



JCAR Part-M CAME Checklist and Guidance

2. Purpose

The purpose of the Continuing Airworthiness Management Exposition (CAME) compliance checklist and user guide is to assist organization wishing to obtain JCAR Part-M Subpart G approval (CAME).

This document is complementary to the requirements of Part-M “as amended” and does not supersede or replace the information defined within the Part-M.

The checklist should show compliance by referring to the “CAME reference/comment” where the information in the CAME is located and explanation if not applicable. This checklist, when completed, should be submitted with the initial draft CAME and updated following any subsequent amendment to CAME.

3. Distribution

This procedure shall be published on the CARC official website. The holders of this procedure are CARC airworthiness standards specialists and the key management (post holders) of CARC approved maintenance organizations. Holders are responsible to download this procedure and follow its guidelines.

4. Amendment

This procedure will be reviewed each time there is a regulation change that affects it and as long as it is considered necessary by CARC.

Any amendment to this procedure shall be approved by the Chief Commissioner/CEO and becomes effective only after incorporation to this procedure and publishing it on CARC official website.

5. Important notice

This user guide is designed to be used by:

- Part M Subpart G organization (CAMO) - To assist them in the production and/or maintenance of their own CAME.
- CARC - As a comparison document for CAME submitted to them for approval.

The user guide is provided for guidance only and should be customized by each Organization to demonstrate how they comply with Part M Subpart G. It is the responsibility of the Organization to ensure compliance with Part M.

For each detailed procedure described within the CAME, the CAME should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The CAME should be written in the English language.

6. Exposition format

The CAME is to be produced in hardcopy and electronic format;

- a. Hardcopy: CARC does recommend using white paper (format A4); The CAME shall be provided in a binder with section dividers. (recto/verso can be used)
- b. Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to CARC to facilitate the document study.



7. Structure of the Continuing Airworthiness Management Exposition

The CAME may be produced in the form of a single document or may consist of several separate documents.

- Single document: The standard CAME produced I.A.W. AMC M.704 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed maintenance procedures and detailed quality system procedures (see AMC M.704 and Appendix V to AMC M.704).
- Several documents: The CAME must contain at least the information as detailed in Appendix V to AMC M.704 Part 0.1 to 0.6 (General organization). The additional material may be published in separate documents which must be referenced from the CAME. In this case:
 - The CAME should cross-refer to the associated procedures, documents, appendices, and forms which are managed separately.
 - These associated documents must meet the same rules as described for the CAME.
 - This/these associated document(s), procedure(s) and form(s), etc. must be provided to CARC, as part of the CAME.

For some Organizations, certain sections of the headings defined within AMC M.A:704 and Appendix V to AMC M.704 maybe ‘not applicable’. In this case, they should be annotated as such within the CAME.

8. Exposition pages presentation

Each page of the CAME should be identified as follows (this information may be added in the header or footer);

- the name of the Organization (official name as defined on CARC Form 18-0014 CAMO Approval Certificate)
- the issue number of the CAME
- the amendment/revision number of the CAME
- the date of the revision (amendment or issue depending on the way the Organization has chosen to revise the CAME)
- the chapter of the CAME
- the page number
- the name of the document "Continuing Airworthiness Management Exposition"

At the beginning of the volume, the Cover Page should specify:

- Part- M Continuing Airworthiness Management Exposition;
- The name of the Organization (the official one defined on CARC Form 18-0014 CAMO Approval Certificate)
- The approval number of the CAMO
- The copy number from the distribution list

9. Corporate commitment by Accountable Manger

Prior to submission of the ‘draft’ CAME to CARC for approval the Accountable Manager must sign and date the Corporate Commitment statement (General organization 0.1). This confirms that they have read the document and understand their responsibilities under the approval. In the case of change of Accountable Manager, the new incumbent should sign the document and submit a suitable amendment to CARC for approval.



10. CAME checklist (CARC Form 18-0355)

Content	JCAR	CAME Ref.	Satisfactory		Remarks
			Yes	No	
			CAME Check List		
Cover page					
Continuing Airworthiness Management Exposition					
The official name of the organization as defined on the CARC Form 18-0014 CAMO Approval Certificate.					
The approval reference of the CAME					
The copy number from the distribution list					
Introduction					
Foreword					
Table of content					
List of effective pages					
List of issues/amendments or record of revision					
CARC Letter of Approval (LOA) and Approval Page					
Internal organization approval page signed by QM and TM <ul style="list-style-type: none"> • Internal approval statement • Title, name, date, and signature (QM and TM) 					
Revision highlights / Summary of changes					
The effective date of the current revision <ul style="list-style-type: none"> • The effective date is the date that the amendment introduced in this amendment takes effect • The effective date can be established just prior to the final approval of the CAME by CARC or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms, etc. 					
Distribution list <ul style="list-style-type: none"> • CAME copy number • Location of copies • Holders of the copies • Format of copies (CD-ROM, Paper, etc.) 					
Abbreviation, terminology, and definitions					
Cross-reference list from the CAME to Appendix V to AMC M.704, if applicable					
Organization information i.e.: <ul style="list-style-type: none"> • Address of approved locations (Head Office) • Mailing Address(es) • Telephone number(s) 	M.704				



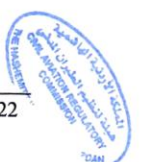
<ul style="list-style-type: none"> • Fax number(s) • E-mail address of the Head Office 					
Part 0 General organization					
<p>0.1 Corporate commitment by the accountable manager</p> <p>When the Accountable Manager is not the CEO of the organization then such CEO shall countersign the statement</p>	<p>M.704 AMC M.706</p>				
<p>0.2 General information</p> <ul style="list-style-type: none"> • Description of the organization • Relationship with other organization <ul style="list-style-type: none"> - Subsidiaries/mother company - Consortiums - Scope of work - Aircraft managed - Quote aircraft types/series - Date included in the scope of work - List of aircraft maintenance programs - List of “generic” and “baseline” maintenance programs - Quote number of aircraft of each type - Quote each aircraft registration (or elsewhere by agreement with CARC – see note 1 below) - List for each aircraft, aircraft owner/operator - CAME contract reference • Type of operation • Organization’s Scope of Work <p>Note : It is very important to be able to identify which aircraft is managed by the CAMO at a given time, especially when it comes to determine whether or not an aircraft has remained in “controlled environment” and or when aircraft are removed from an AOC, but will be kept managed by the CAMO as a private aircraft. By only referring to the current list on the AOC, will automatically discontinue the aircraft from being managed by the CAMO when removing the aircraft from the AOC. For large aircraft, that will automatically invalid the ARC.</p>	<p>M.703 M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>0.3 Management personnel</p> <ul style="list-style-type: none"> • Accountable Manager • Nominated Post Holder for Continuing Airworthiness activities (CM) (CARC Form 18-0285. • Continuing airworthiness coordination (a group of persons) • Designated Quality Manager (QM) (CARC Form 18-0285. 	<p>M.704 AMC M.704 M.706 AMC M.706</p>				



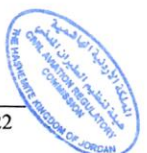
<ul style="list-style-type: none"> • Airworthiness Review Staff (CARC Form 18-0285 • Nominated person(s) authorized to extend ARC • Put in the bracket behind the title and name “(CARC Form 18-0285” as an example above or by other means make it clear who is CARC Form 18-0285 holder and therefore subject to change approval as per point M.713 • Duties and Responsibilities (job functions) <ul style="list-style-type: none"> - Accountable Manager - Continuing Airworthiness Manager (CM) - Quality Manager (QM) - Airworthiness Review staff - Nominated person(s) authorized to extend ARC - Nominated person(s) authorized to issue Permit to Fly • Title(s) and name(s) of persons above (Airworthiness Review Staff can be in 5.2) • Ensure that one of the accountable manager's responsibilities is to establish and promote the quality policy (2.1(a)) or safety and quality policy if Part-145 is approved as well, specified in point 145.65(a) as required in point 145.30(a)(2). • Manpower Resources and <ul style="list-style-type: none"> - Manpower Recourses table should show broad figures of the number of staff assigned to CAM - Should show an adequate number of staff vs. scope - The date the number is established - When the number will be updated • Man hour plan development and updating <ul style="list-style-type: none"> - All activities, also activities not performed under the Part M Subpart G approval - Include subcontracted organization if applicable • Training Policy <ul style="list-style-type: none"> - Training Policy - How the training need is assessed - How the recurrent and continuing training is assessed • Recording and follow-up 					
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<p>0.4 Management Organization Charts</p> <ul style="list-style-type: none"> • General Organization Chart • Continuing Airworthiness Management Organization Chart • The CARC Form 18-0285 holders should be identified in the chart • Quality Assurance personnel must be shown to be independent of Maintenance Managers and must report directly to the accountable manager 	<p>M.704 AMC 704</p>				
<p>0.5 Notification Procedure to the CARC Regarding Changes to the organization’s activities/ approval /location/personnel</p> <ul style="list-style-type: none"> • Changes <ul style="list-style-type: none"> - Organization name and location - Organization additional location - The group of a person as specified in 0.3 - Operation, facilities, procedures, work scope, staff, and technical arrangements, as far as they may affect the approval • Notification before such changes take place 	<p>M.713 AMC M.713</p>				
<p>0.6 Exposition amendment procedure Exposition Amendment Procedures (including, delegated procedures)</p> <ul style="list-style-type: none"> • The person is responsible for amending the Exposition. <ul style="list-style-type: none"> - Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the CARC • Sources of proposed amendments within the organization • Internal approval process <ul style="list-style-type: none"> - Verifying and validation of amended procedures before use (AMC M.712 (a) 2.) - Quality Manager sign the internal approval page, see the introduction • The approval process with CARC • Revision acknowledge receipt process • Summary of documents, including "lower-order" documents, constituting the total Exposition, if applicable • The effective date of the amendment • CAME Review (AMC M.712 (a) 1.) 	<p>M.704 AMC M.712</p>				



<p>0.7 Facilities</p> <ul style="list-style-type: none"> • Location of facilities • General description <ul style="list-style-type: none"> - Layout of premises • Office accommodation for: <ul style="list-style-type: none"> - Planning - Technical records - Quality - Technical reference area • Storage 	<p>M.704</p>				
Part 1 - Continuing airworthiness management procedures					
<p>1.1 Aircraft Technical Log Utilization and MEL Application, and/or; Aircraft continuing airworthiness record system</p> <ul style="list-style-type: none"> • Aircraft technical log and/or continuing airworthiness records system <ul style="list-style-type: none"> - General and contents - Instruction for use - Aircraft technical log approval (for CAT) • Mel application <ul style="list-style-type: none"> - 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 (only for category B, C, and D (if applicable)) • This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of a MEL limitation. This should refer to the technical log procedures. 	<p>M.301 M. 403 M.708 AWS 27</p>				
<p>1.2 Aircraft Maintenance Program General</p> <ul style="list-style-type: none"> • General • Content Development <ul style="list-style-type: none"> - Sources - Responsibilities - Manual amendments - Approval by the CARC. 	<p>M.302 AMC M.302 M.201 M.302 and M.901 Appendix I to AMC M.302 and AMC M.301 M.708 AWS 29</p>				



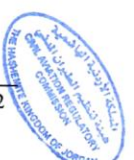
<p>1.3 Time and Continuing Airworthiness Records: Responsibilities, Retention & Access.</p> <ul style="list-style-type: none"> • Hours and Cycles Recording • Continuing Airworthiness Records • Preservation of Continuing Airworthiness records • Access to Continuing Airworthiness Records • Transfer of Continuing Airworthiness Records 	<p>M.305 AMC M.305 M.714 AMC M.714</p>				
<p>1.4 Accomplishment and control of Airworthiness Directive</p> <ul style="list-style-type: none"> • Airworthiness Directive information • Airworthiness Directive decision • Airworthiness Directive control 	<p>M.303 M.708</p>				
<p>1.5 Analysis of the Effectiveness of the Maintenance Program</p> <ul style="list-style-type: none"> • Liaison Meetings • Frequency of Meetings 	<p>M.302 M.708</p>				
<p>1.6 Non-Mandatory Changes (Modification) Embodiment Policy</p> <ul style="list-style-type: none"> • Modification – General • Assessment • Service Bulletins • Other modification • Minor modification • Standard changes and standard repairs • Instruction for continuing airworthiness - AMP • Recording of modification • Liaison with OPS/owner 	<p>M.304 AMC M.304 M.708 AMC M.708</p>				
<p>1.7 Major repair and Modification standards</p> <ul style="list-style-type: none"> • Modification – General • Type of approval required • Assessment • Instruction for continuing airworthiness - AMP • Recording of modification • Liaison with OPS / owner e.g. regarding FM, MEL and other supplements 	<p>M.304 AMC M.304 M.708 AMC M.708 AWS 01</p>				
<p>1.8 Defect Reports</p> <ul style="list-style-type: none"> • Analysis • Liaison with Manufacturers and Regulatory Authorities • Deferred Defect Policy • Non Deferrable Defects Away from Base • Repetitive Defects • Mandatory Occurrence Reporting • Liaison Meetings 	<p>M.202 AMC M.202</p>				



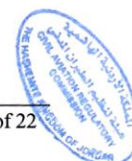
<p>1.9 Engineering Activity</p> <ul style="list-style-type: none"> • General • The person responsible for design changes • Developing the design • Application process • Form used 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>1.10 Reliability Programs</p> <ul style="list-style-type: none"> • Extent and scope of the reliability programs • Specific organizational structure, duties, and responsibilities • Establishment of reliability data • Corrective action system (AMP amendment) • Schedule reviews – reliability meetings • When participation of the CARC and/or CARC (if applicable) is needed. In general, CARC and/or competent authority should be invited to all meetings 	<p>M.302 AMC M.302 Appendix I to AMC M.302 and M.301 AWS 32</p>				
<p>1.11 Pre-flight Inspection</p> <ul style="list-style-type: none"> • General – scope, and definition • Evaluation of pre-flight inspection content <ul style="list-style-type: none"> - Walk-around - Inspection of the validity of CofA and ARC - Control of consumable fluids, gases, etc. & recording - Control of refueling - Control of cargo and baggage loading - Control of doors security - Control of control surface and landing gear locks, pitot/static covers, restraint device, and engine/aperture blanks have been removed - Control that all the aircraft’s external surfaces and engines are free from ice, snow, sand, dust, etc. - Assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied to it, there are no fluid residues that could endanger flight safety - Control of oil and hydraulic fluid uplift by the crew and tire inflation, if considered as part of the pre-flight inspection by the crew and possible maintenance action • Concurrent with AMP 	<p>M.301 AMC M.301 M.704 AMC M.704 Appendix V to AMC M.704</p>				



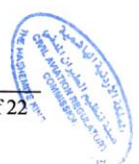
<ul style="list-style-type: none"> Responsibility of training of personnel performing a pre-flight inspection Content of pre-flight training – training standard Records of training 					
<p>1.12 Aircraft Weighing</p> <ul style="list-style-type: none"> What occasion an aircraft has to be weighed Who perform the weighing What procedure is used State who calculate the new weight and balance Process of weighing result in the organization Liaison with OPS/owner as applicable 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>1.13 Check Flight Procedures</p> <ul style="list-style-type: none"> General Criteria for a check flight Check flight procedure Process for applying for approval of Flight Condition and Permit to Flight when applicable 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>1.14 Planning procedures</p> <ul style="list-style-type: none"> General Planning of AMP tasks, modifications, AD's, SB's, open defects, etc. Monitoring of Maintenance Between Scheduled Maintenance Variation procedure 	<p>M.708 AMC M.301</p>				
<p>1.15 Airworthiness data control</p> <ul style="list-style-type: none"> Control of information <ul style="list-style-type: none"> Technical library Subscriptions control Information held / need regarding the scope of work Issue / amendment control Technical information amendment procedures <ul style="list-style-type: none"> Manuals Service Information (AD, SB, SIL, etc.) Distribution: access to the staff Company Technical Procedures / Instructions Issue / Amendments control Distribution: access to the staff Maintenance documentation Preparation from approved sources Work card/worksheet system (AMC 145.45 I) 	<p>M.401 AMC M.401 M.705 M.709</p>				



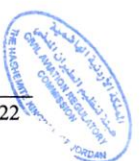
<ul style="list-style-type: none"> - Differentiate disassembly, accomplishment, reassemble, and testing - Lengthy maintenance task – supplementary work-card/worksheet • Amendment control • Transfer / transcribe of airworthiness data • Review and identification of amendment status of maintenance instructions • Distribution of airworthiness data: access to the staff • Modifying maintenance instruction (145.45 (d)) • Verification and validation of new procedures where practicable • Incorporation of best practice and human factors principles • Control of customer supplied maintenance data • Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.) • Incorporation of CDCCL concept. ED Decision No 2009/007R • compliance with CDCCL instructions <ul style="list-style-type: none"> - traceability of CDCCL completion • Awareness of Technical Publications, Instructions and Service Information by the staff 					
<p>1.16 Control of personnel competence (complex motor-powered aircraft and aircraft used by licensed air carriers)</p> <ul style="list-style-type: none"> • Establish competence • Initial training • Recurrent training (continuation training) • Records <p>For airworthiness review and quality, staff see 2.6 and 4.1</p>	<p>M.706 AMC M.706 AMC M.711(a)(3)</p>				
<p>1.17 Subcontracting management control procedure</p> <ul style="list-style-type: none"> • Subcontract content and its continuing control <ul style="list-style-type: none"> - Content as per Appendix II to the IR - The task to be subcontracted - Procedure to be used and its control - Handling of findings 	<p>M.201 AMC M.201 Appendix II to AMC M.201</p>				



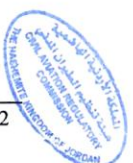
<ul style="list-style-type: none"> - No subcontracting by the subcontracted organization allowed - Individual responsibility clearly defined - The subcontracted organization to notify the operator of any changes affecting the contract • Subcontract approval by CARC <ul style="list-style-type: none"> - Notifying the CARC 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 organization <ul style="list-style-type: none"> ○ Individual responsibility clearly defined • Access to relevant data • Establish staff competence (same as in 1.16) • Assessment of subcontracted staff • Training and continuation training of subcontracted staff • Subcontracting management control procedure to ensure that the action was taken by the subcontracted organization(s) meet the standards required by M. Subpart G • Involvement of the quality system including pre-audit • CARC provision for monitoring (auditing the subcontract organization) • Effect on Man-hour planning, see Part 0.3 • The above list is not exhaustive, refer to AMC M.201(h)(1) and its Appendix II for detail information 					
Part 2 Quality system					
<p>2.1 Continuing Airworthiness Quality Policy, Plan, and Audit Procedures</p> <ul style="list-style-type: none"> • Formal Continuing Airworthiness Quality Policy statement must include a minimum <ul style="list-style-type: none"> - Monitoring compliance with Part-M, and - Any standards specified by the organization. • Quality Plan (Program) <ul style="list-style-type: none"> - All activities, including: - independent audits of the quality system - subcontractor(s) if applicable 	<p>M.712 AMC M.712</p>				



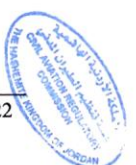
<ul style="list-style-type: none"> • Quality Audit Procedure • Quality Audit Remedial Action Procedure <ul style="list-style-type: none"> - This paragraph must describe the procedures of follow up of corrective actions including adequate root cause analysis to ensure proper corrective and preventive actions. Analysis of the root cause is an essential part of implementing satisfactory corrective actions and subsequently achieving and remaining an adequate quality and safety system. 					
<p>2.2 Monitoring of Continuing Airworthiness Management Activities</p>	<p>M.712 AMC M.712</p>				
<p>2.3 Monitoring the Effectiveness of the Maintenance Program</p>	<p>M.712 AMC M.712</p>				
<p>2.4 Monitoring that all maintenance is carried out by an appropriately approved Part- M Organization</p>	<p>M.712 AMC M.712</p>				
<p>2.5 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Sub-contractors used by the Maintenance Contractor</p>	<p>M.712 AMC M.712</p>				
<p>2.6 Quality Audit Personnel</p> <ul style="list-style-type: none"> • Nominated personnel • Required experience • Required training e.g. relevant legislation, quality system theory and auditing techniques, CAME procedures, on-the-job training, etc. • Required competence • Required recurrent / continuation training (including HF, EWIS & FTS if applicable) • Examination, test and assessment procedures (as necessary – can refer to 0.3) • Assessment must ensure adequate knowledge and competence of the quality audit personnel to perform the allocated tasks effectively including monitor compliance with Part-MG identifying non-compliance in an effective and timely manner so that the organization may remain in compliance with Part-MG. • Independence of quality audit personnel when the organization uses skilled personnel working within another department than that of Quality 	<p>M.706 AMC M.706</p>				



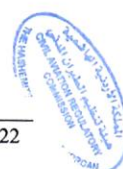
<ul style="list-style-type: none"> Retention of records <ul style="list-style-type: none"> Duration / location Type of documents This paragraph must describe how the Quality system personnel are managed and competency is ensured and assessed 					
2.7 Records keeping	M.712				
Part 2 Organizational reviews (In the case of a small organization)					
2.1 Identification of the person responsible for the organizational review program	M.712 AMC M.712 Appendix XIII to AMC M.712				
2.2 Identification and qualification criteria for the person(s) responsible for performing the OR	M.712 AMC M.712 Appendix XIII to AMC M.712				
2.3 Elaboration of the organizational review program	M.712 AMC M.712 Appendix XIII to AMC M.712				
2.4 Performance of organizational reviews	M.712 AMC M.712 Appendix XIII to AMC M.712				
2.5 Management of findings and occurrence reports	M.712 AMC M.712 Appendix XIII to AMC M.712				
Part 3 Contracted maintenance					
3.1 Procedure for contracted maintenance Procedure to follow to develop the maintenance contract <ul style="list-style-type: none"> The process to implement the different elements described in Appendix XI to AMC M.708(c) Responsibilities, task and interaction with the maintenance organization and with the owner/operator Describe when necessary, the use of work order for unscheduled line maintenance and component maintenance as per M.708(d) The work order to ensure that the applicable elements of Appendix XI to AMC M.708(c) are considered – template sample in Part 5.1 Maintenance contractor selection procedure <ul style="list-style-type: none"> General Maintenance contractor selection process <ul style="list-style-type: none"> How a maintenance contractor is 	M.704 AMC M.704 Appendix V to AMC M.704 M.708				



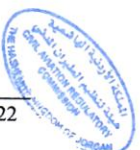
<ul style="list-style-type: none"> selected - Verification of approval - Applicable aircraft type and engine - Industrial capacity • Contract review – ensure the contract is comprehensive and that it has no gaps or unclear area • Everyone involved in the contract (both CAME and AMO) agrees with the terms of the contract and fully understands their responsibilities • Functional responsibilities of all parties are clearly identified • Liaison with owner if not air carries license operator • Listing in 5.4 					
<p>3.2 Quality audit of aircraft</p> <ul style="list-style-type: none"> • General – audit of an aircraft • Different between an airworthiness review and a quality audit • Compliance with approved procedures • Contracted maintenance carried out in accordance with the contract • Continued compliance with Part M 	<p>M.712 AMC M.712 AMC M.711(a)(3)</p>				
<p>3.3 Quality audit of sub-contracted Part M tasks</p> <ul style="list-style-type: none"> • Subcontractor selection process • Compliance with approved procedures; • Contracted continuing airworthiness functions are carried out in accordance with the contract; • Continued compliance with Part M.) 	<p>M.201 AMC 201 Appendix II</p>				
Part 4 airworthiness review procedures					
<p>4.1 Airworthiness review staff</p> <ul style="list-style-type: none"> • Independency of the AR staff • Assessment of AR staff • Experience, qualification, competence, and training of AR staff • Issuance of organization • Staff records • Maintaining the AR organization 	<p>M.704 AMC M.704 Appendix V to AMC M.704 M. 706 AMC 706 M.707 AMC M.707</p>				
<p>4.2 Review of aircraft records</p> <ul style="list-style-type: none"> • Performed by the same AR staff as a physical survey • Aircraft records to review, including the depth of sampling – in detail • Level of detail that needs to be reviewed • Number of records 	<p>M.704 AMC M.704 Appendix V to AMC M.704 M.710 AMC M.710</p>				



<p>4.3 Physical survey</p> <ul style="list-style-type: none"> • Performed by the same AR staff as a review of the aircraft records • How to perform the physical review, including the depth of sampling (inspection) • Topics that need to be reviewed • The physical area that needs to be inspected • Which document on-board that need to be reviewed 	<p>M.704 AMC M.704 Appendix V to AMC M.704 M.710 AMC M.710</p>				
<p>4.4 Additional procedures for recommendations to CARC for the import of aircraft</p> <ul style="list-style-type: none"> • Additional tasks for import • Additional documents • Communication with CARC • Additional items to be reviewed, records and physical • Specification of maintenance required to be carried out 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>4.5 Recommendations to CARC for the issue of an ARC</p> <ul style="list-style-type: none"> • Communication procedure with CARC • Content of the recommendation <ul style="list-style-type: none"> - Application from the owner - Record compliance report - Physical compliance report - Recommendation for the issue of ARC - Documents accompanying the recommendation 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>4.6 Issuance of an ARC</p> <ul style="list-style-type: none"> • ARC is issued by CARC • Airworthiness of the aircraft when ARC is issued • Record keeping • Distribution of the ARC copies 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>4.7 Airworthiness review records, responsibilities, retention, and access</p> <ul style="list-style-type: none"> • How records are kept • Periods of records keeping • Location of record storage • Access to the records • Responsibilities 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>4.8 Annual review of the aircraft maintenance program (only for LA1 aircraft not involved in commercial operations)</p> <ul style="list-style-type: none"> • By the same person who performs the airworthiness review • What to review <ul style="list-style-type: none"> ○ The result of the maintenance 	<p>M.302 AMC M.302 M.710 AMC M.710 M.901</p>				



<p>performed during the year</p> <ul style="list-style-type: none"> ○ The result of the airworthiness review performed on the aircraft ○ Revisions introduced on the documents affecting the program basis, e.g.: MIP or Design Approval Holder Data (DAHD) ○ Applicable mandatory requirements for compliance with Part-21, e.g.: ADs, ALIs, CMRs, and TCDS maintenance requirements <ul style="list-style-type: none"> ● Any defects found that could have been prevented by introducing in the maintenance program certain recommendation from the DAHD which were initially disregarded by the owner ● Deficiencies in the content of the maintenance program found – inform the competent authority of the CARC within 72 hours 					
Part 5 Appendices					
<p>5.1 Sample documents</p> <ul style="list-style-type: none"> ● Sample of all forms used and referred to in the procedures ● Example of forms ● Technical log system forms ● Airworthiness Review record compliance report ● Airworthiness Review physical compliance report ● Permit to Fly if applicable ● Variation request and approval form ● MEL extension request and approval form ● Internal reporting ● Engine condition monitoring ● The audit report ● Work order (to ensure that the applicable elements of Appendix XI to AMC M.708(c) are considered) ● Task card ● Revision acknowledge ● Damage record sheet (Dent and buckle) form 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>5.2 List of airworthiness review staff</p> <ul style="list-style-type: none"> ● Name, scope and authorization identification ● List of personals authorized to extend ARC <ul style="list-style-type: none"> - Name and authorization identification 	<p>M.704</p>				



<p>5.3 List of sub-contractors as per M.711(a)</p> <ul style="list-style-type: none"> • Name of the subcontractor • Location, address • Scope of CAM tasks subcontracted 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>5.4 List of approved maintenance organizations contracted</p> <ul style="list-style-type: none"> • Name of the maintenance organization • Location, address • Part- M or Approval reference number • Scope of the work contracted 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				
<p>5.5 Copy of contracts for sub-contracted work (Appendix II to AMC M.711 (a)(3))</p> <ul style="list-style-type: none"> • A cover sheet that lists the contract reference and revision status • Copy of the contract • Period review process 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				

