



Airworthiness Oversight Department

CAME Check List

Content	JCAR	CAME Ref.	Satisfactory		Remarks
			Yes	No	
Cover page					
Continuing Airworthiness Management Exposition					
The official name of the organization as defined on the 18 OF-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) • Fax number(s) • E-mail address of the Head Office 	M.704				



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 invalidate 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) (18 OF-0285. • Continuing airworthiness coordination (a group of persons) • Designated Quality Manager (QM) (18 OF-0285. • Airworthiness Review Staff 18 OF-0285 • Nominated person(s) authorized to extend 	<p>M.704 AMC M.704 M.706 AMC M.706</p>				



<p>ARC</p> <ul style="list-style-type: none"> • Put in the bracket behind the title and name “(18 OF-0285” as an example above or by other means make it clear who is 18 OF-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 					
<p>0.4 Management Organization Charts</p> <ul style="list-style-type: none"> • General Organization Chart • Continuing Airworthiness Management Organization Chart • The 18 OF-0285 holders should be identified in the chart 	<p>M.704 AMC 704</p>				

<ul style="list-style-type: none"> Quality Assurance personnel must be shown to be independent of Maintenance Managers and must report directly to the accountable manager 					
<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 	M.713 AMC M.713				
<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.) 	M.704 AMC M.712				
<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 	M.704				

• Storage					
Part 1 - Continuing airworthiness management procedures					
1.1 Aircraft Technical Log Utilization and MEL Application, and/or; Aircraft continuing airworthiness record system <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. 	M.301 M. 403 M.708 AWS 27				
1.2 Aircraft Maintenance Program General <ul style="list-style-type: none"> • General • Content Development <ul style="list-style-type: none"> - Sources - Responsibilities - Manual amendments - Approval by the CARC. 	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				
1.3 Time and Continuing Airworthiness Records: Responsibilities, Retention & Access. <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 	M.305 AMC M.305 M.714 AMC M.714				
1.4 Accomplishment and control of Airworthiness Directive	M.303 M.708				

<ul style="list-style-type: none"> • Airworthiness Directive information • Airworthiness Directive decision • Airworthiness Directive control 					
1.5 Analysis of the Effectiveness of the Maintenance Program <ul style="list-style-type: none"> • Liaison Meetings • Frequency of Meetings 	M.302 M.708				
1.6 Non-Mandatory Changes (Modification) Embodiment Policy <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 	M.304 AMC M.304 M.708 AMC M.708				
1.7 Major repair and Modification standards <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 	M.304 AMC M.304 M.708 AMC M.708 AWS 01				
1.8 Defect Reports <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 	M.202 AMC M.202				
1.9 Engineering Activity <ul style="list-style-type: none"> • General • The person responsible for design changes • Developing the design • Application process • Form used 	M.704 AMC M.704 Appendix V to AMC M.704				
1.10 Reliability Programs <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) 	M.302 AMC M.302 Appendix I to AMC M.302 and M.301 AWS 32				

<ul style="list-style-type: none"> 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>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 Responsibility of training of personnel performing a pre-flight inspection Content of pre-flight training – training standard Records of training 	<p>M.301 AMC M.301 M.704 AMC M.704 Appendix V to AMC M.704</p>				
<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 	<p>M.704 AMC M.704</p>				



<ul style="list-style-type: none"> • Criteria for a check flight • Check flight procedure • Process for applying for approval of Flight Condition and Permit to Flight when applicable 	Appendix V to AMC M.704				
<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 	M.708 AMC M.301				
<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) <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 	M.401 AMC M.401 M.705 M.709				

<ul style="list-style-type: none"> • 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 - 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 	<p>M.201 AMC M.201 Appendix II to AMC M.201</p>				

<ul style="list-style-type: none"> • 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 • 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. 	M.712 AMC M.712				
2.2 Monitoring of Continuing Airworthiness Management Activities	M.712 AMC M.712				
2.3 Monitoring the Effectiveness of the Maintenance Program	M.712 AMC M.712				
2.4 Monitoring that all maintenance is carried out by an appropriately approved Part- M Organization	M.712 AMC M.712				
2.5 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Sub-contractors used by the Maintenance Contractor	M.712 AMC M.712				
2.6 Quality Audit Personnel <ul style="list-style-type: none"> • Nominated personnel 	M.706 AMC M.706				

<ul style="list-style-type: none"> • 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 • 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 <i>(In the case of a small organization)</i>					
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	M.704				



<p>Procedure to follow to develop the maintenance contract</p> <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 <p>Maintenance contractor selection procedure</p> <ul style="list-style-type: none"> • General • Maintenance contractor selection process <ul style="list-style-type: none"> - How a maintenance contractor is 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>AMC M.704 Appendix V to AMC M.704 M.708</p>				
<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; 	<p>M.201 AMC 201 Appendix II</p>				

<ul style="list-style-type: none"> Continued compliance with Part M.) 					
Part 4 airworthiness review procedures					
4.1 Airworthiness review staff <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 	M.704 AMC M.704 Appendix V to AMC M.704 M. 706 AMC 706 M.707 AMC M.707				
4.2 Review of aircraft records <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 	M.704 AMC M.704 Appendix V to AMC M.704 M.710 AMC M.710				
4.3 Physical survey <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 	M.704 AMC M.704 Appendix V to AMC M.704 M.710 AMC M.710				
4.4 Additional procedures for recommendations to CARC for the import of aircraft <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 	M.704 AMC M.704 Appendix V to AMC M.704				
4.5 Recommendations to CARC for the issue of an ARC <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 	M.704 AMC M.704 Appendix V to AMC M.704				
4.6 Issuance of an ARC <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 	M.704 AMC M.704 Appendix V to AMC M.704				

<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 performed during the year ○ 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 • 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 	<p>M.302 AMC M.302 M.710 AMC M.710 M.901</p>				
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 	<p>M.704 AMC M.704 Appendix V to AMC M.704</p>				

<p>elements of Appendix XI to AMC M.708(c) are considered)</p> <ul style="list-style-type: none"> • Task card • Revision acknowledge • Damage record sheet (Dent and buckle) form 					
<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 - Name and authorization identification 	M.704				
<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 	M.704 AMC M.704 Appendix V to AMC M.704				
<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 	M.704 AMC M.704 Appendix V to AMC M.704				
<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 	M.704 AMC M.704 Appendix V to AMC M.704				