



CIVIL AVIATION PUBLICATION

CAP 32

CAR CAMO CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITIONS

CONTENTS

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CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION - USER GUIDE

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1. Introduction

This publication is intended to provide guidance to organisations applying for a CAR CAMO approval and to demonstrate compliance with the requirements of CAR CAMO.280.

Each chapter includes guidance material which an organisation can use to create their own Continuing Airworthiness Management Exposition that reflects the organisation's internal procedures standards and policies.

CAR CAMO is not a mandatory approval but offers an approval for a continuing airworthiness management organisation to be directly approved to manage the continuing airworthiness of certain CAR OPS 2A/2H aircraft on behalf of the owner/operator. As a consequence of being CAA approved it offers the ability for aircraft to have a not exceeding 36-month certificate of airworthiness. In these cases, CAR CAMO replaces the requirements contained in CAR AIR when an organisation is approved under CAR CAMO.

This CAP provides an outline of the structure and contents of an acceptable Continuing Airworthiness Exposition (CAME). Where an organisation uses a different format, then the exposition should contain a cross-reference Appendix as an index with an explanation as to where the subject matter can be found in the exposition.

Appendix 2 provides a cross reference between the CAR CAMO regulations and the CAP 32 CAME sections that provide guidance for compliance with CAR CAMO. This Appendix would be useful if the applicant's CAME does not follow the format and structure in the CAP 32.

The design of the CAME must observe human factors principles.

Below is the example CAME structure and content to demonstrate compliance with CAR CAMO and CAR GEN

1.1 Exposition Format and Language

- (a) The CAME may be produced in hard copy or electronic format but an electronic version is required for submission and retention by the CAA; and
- (b) The CAME must be in the English language.

1.2 Structure of the Exposition

As the assigned CAA Inspector will be referring to this user guide when reviewing the CAME submitted by the Continuing Airworthiness Management Organisation, a different structure will result in additional workload and time. Therefore, the Continuing Airworthiness Management Organisation is strongly recommended to adhere to the CAME structure described in this CAP.

1.2.1 Management Control of the Exposition

To properly monitor the approval, it is essential that the Organisation clearly identifies the initial edition of the Exposition and each subsequent change. Any change to the approved CAME shall be identified (depending on the numbering system chosen) by;



- (a) a new issue and/or revision number;
- (b) a new issue and/or revision date;
- (c) clear identification of the modified text in each MOE chapter/paragraph (e.g. using vertical bars, highlighting with a specific colour the changed text, etc.).

1.2.2 Exposition Page Presentation

Each page of the CAME must be identified as follows (this information may be added in the header or footer), as applicable.

- the name of the organisation;
- the issue number of the CAME;
- the issue date;
- the revision number of the CAME;
- the revision date;
- the chapter of the CAME (i.e. 1-5);
- the page number; and
- the name of the document "Continuing Airworthiness Management Exposition".

The cover page of the CAME document must specify:

- the title "San Marino CAR CAMO Continuing Airworthiness Management Exposition";
- The name of the organisation;

Note: The CAME should state the CAMO's name, and this must be legal entity that the CAA is approving. If a "Trading as", or "Doing Business as" has been accepted by the CAA, then the legal entity name must appear on the CAME and followed by the T/A or dba name. If this is done, then it is acceptable for the rest of the document to use the T/A or dba name and the logo).

- The address, telephone, fax numbers and the generic e-mail address of the organisation to be approved by the CAA;
- The copy number from the distribution list;
- The approval reference of the CAR CAMO organisation;

Note: For the initial approval of the CAME the approval reference number may not have been allocated so would remain blank until the approval of the final draft CAME.



1.3 Exposition Structure and Content

The CAME structure and content is contained in the following Appendix 1.

Where the Appendix uses text in *italics* this is providing guidance on what must be included in the applicable Section. Where normal text is used this is text that would meet the applicable CAR CAMO requirement if used. Different text may be used by the CAMO but the intent and standards must be met to satisfy the applicable CAR CAMO regulation.



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APPENDIX 1

EXAMPLE OF STRUCTURE AND CONTENT OF CAME

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PART 1 General organisation, quality policy and objectives

1.1 Accountable manager statement

An accountable manager statement includes a statement, signed by the accountable manager confirming that the CAME and any associated manuals will be complied with at all times.

1.1.1 The Accountable Manager's statement

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 amendment to the statement should not alter its intent:

This exposition and any associated referenced manuals define the organisation and procedures upon which the San Marino Civil Aviation Authority CAR CAMO approval is based.

The organisation is committed to monitoring compliance with CAR CAMO and any additional requirements of the CAA and its contracted operators. The objective is to ensure compliance and to maximise our contribution to airworthiness and aircraft safety.

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

These procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the approval of the organisation is based on the continuous compliance of the organisation with CAR CAMO and with the organisation's procedures described in this exposition. The Civil Aviation Authority is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by CAR CAMO or any conditions according to which the approval was issued.

Signed.....

Dated.....



Accountable Manager (name and position).....

For and on behalf of...(organisations name).....

1.2 General information and scope of work

1.2.1 Brief description of the organisation

This paragraph should briefly describe the whole organisation including any other San Marino CAA and other NAA approvals.

1.2.2 Relationship with other organisations

Describe any relationship with other organisations including subsidiaries and mother companies.

Where the organisation belongs to a group, this paragraph should explain the specific relationship the organisation may have with other members of that group.

Where the organisation belongs to a consortium - other members of the consortium should be specified, as well as the scope of organisation of the consortium.

1.2.3 Scope of work

The scope of work for which the continuing airworthiness management organisation is approved and that this exposition applies are detailed below:

If at the time of the application for a CAR CAMO approval the applicant does not have a contract to manage any aircraft, then the table of scope of work should be included but the fields left blank. Upon getting a contract to manage an aircraft the CAMO applies for a variation to the approval using Form SM 166.

Until such time as the CAMO has the CAME approved by the CAA with an aircraft scope of work the CAR CAMO approval privileges cannot be exercised.

This paragraph should specify the scope of the work for which the CAMO is approved.

This paragraph (or table) should include, aircraft type/series, engine model, aircraft registrations, accepted maintenance programme, owner/operator, contract references and details of aircraft managed, and that the Exposition applies to.

Appendix 3 contains an Example contract between a CAMO and an operator.

The paragraph and associated table below is revised each time an aircraft is removed from or added in the list;

Aircraft Type Designation	Engine Manufacture and Type	Aircraft serial number	CAA Accepted TCDS to which it conforms	AMP Ref	Aircraft Reg	Owner/Operator	CAMO Contract Ref
Boeing B737-7HZ	CFM Int CFM-56		FAA TCDS A16WE	xxxxxxx	T7-XXXX	xxxx	xxxxxxxxxx
Dassault Avn Falcon 7X	Pratt & Whitney PW307A		EASA A.155	xxxxxxx	T7-XXXX	xxxx	xxxxxxxxxx

The aircraft Type Designation should not be the marketing name but use the official designation from the TCDS and stated on the certificate of airworthiness.

1.2.4 Facilities

This paragraph should demonstrate that the organisation has provided suitable office accommodation at appropriate locations for the support staff and personnel specified in 0.3 of this CAME and ensure continuing airworthiness management, planning, technical records or management system staff, can carry out their designated tasks in a manner that contributes to good standards. It should include the office address. The address should not be a P.O. Box as this is a postal address and is not an address of the facilities.

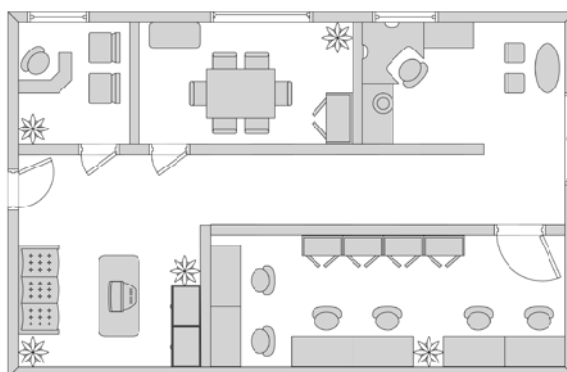
This paragraph should include details regarding office accommodation for aircraft airworthiness reviews i.e.:

- an office with normal office equipment such as desks, telephones, photocopying machines etc. whereby the continuing airworthiness records can be reviewed.

1.2.4.1 Office plan

Provide details of the office plan and location within the building.

(Example office plan)





1.3 Management personnel

Records are retained of the qualifications of all personnel involved in continuing airworthiness management.

The roles and responsibilities of personnel to demonstrate conformity with CAR CAMO.250(a)(c) should be defined in the following paragraphs.

This section should give an overview of management personnel who have been formally accepted by the CAA and meet the requirements of CAR CAMO.250. It can be presented in table format. The need for Deputies to management personnel is dependent upon the organisation's size, complexity and the numbers and types of aircraft being managed. Below is an example of a table:

Regulatory Role as defined in CAR CAMO.250	Job Title	Nominated Post Holder	Deputy
Accountable Manager	CEO	(Insert Name)	(Insert Name)
Continuing Airworthiness Manager (Postholder for continuing airworthiness)	Director of Engineering	(Insert Name)	(Insert Name)
Quality Assurance Manager	Director of Quality	(Insert Name)	(Insert Name)
Independent Auditor	Independent Auditor	(Insert Name)	
Other Position of persons to meet CAR CAMO.250	Other Title	(Insert Name)	(Insert Name)

1.3.1 Accountable Manager

The Accountable Manager has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out to the standard required by the CAA and any additional requirements defined by the operator. The Accountable Manager is responsible for:

- (1) being the single, identifiable person having responsibility for the effective and efficient performance of the organisation;
- (2) having direct responsibility for the conduct of the organisation's affairs;
- (3) ensuring that all necessary resources are available to accomplish the standards defined in the CAA requirements and the organisation's approved manuals;
- (4) having ultimate responsibility for airworthiness standards and compliance with the relevant regulations;
- (5) Ensuring that the organisation has sufficient, qualified staff for the expected work;



- (6) having full authority for financial matters;
- (7) having full authority for human resources;
- (8) having final responsibility for all safety and quality functions and standards;
- (9) establishing and promote the company's quality policy; and
- (10) having a basic understanding of the regulations applicable to the CAA approval granted.

1.3.2 Continuing Airworthiness

1.3.2.1 Continuing Airworthiness Manager (CAM)

The Continuing Airworthiness Manager (CAM) is the Postholder for continuing airworthiness within the organisation.

The CAM is responsible, in the day-to-day continuing airworthiness activities, for ensuring that the organisation personnel work in accordance with the applicable procedures and regulatory requirements. It is their role to ensure that compliance is proactively managed, and that any early indications of non-compliance are documented and acted upon.

- (a) The CAM in conjunction with the personnel identified in CAR CAMO.250 are responsible for ensuring;
 - (1) the aircraft, including its airframe, engine(s), propellers, appliances, emergency equipment and operational equipment, is maintained in an airworthy condition;
 - (2) all scheduled maintenance is performed in accordance with a maintenance programme acceptable to the Authority;
 - (3) appropriate maintenance arrangements are made acceptable to the Authority;
 - (4) no person certifies maintenance on the aircraft other than that prescribed in CAR GEN Subpart C;
 - (5) any defects and unserviceability are rectified by an appropriately authorised person or appropriately approve maintenance organisation, or deferred in accordance with CAR OPS 2A.405 or CAR OPS 2H.401 as applicable;
 - (i) repetitive defects are identified and controlled in accordance with procedures approved in the CAME 1.11.0;
 - (ii) procedures are in place for the notification of any MEL/CDL limitations to the operating crew;
 - (iii) procedures are established for the subsequent control of required rectification intervals; and



- (6) applicable mandatory continuing airworthiness requirements are complied with within the prescribed period;
- (7) there are suitable arrangements in place to obtain and assess relevant continuing airworthiness information and recommendations from the organisation responsible for the type design and any applicable accomplished major design changes and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the Authority;
- (8) any required technical and reliability assessments are undertaken and reports of aircraft continuing airworthiness status are made by arrangements acceptable to the Authority;
- (9) applicable continuing airworthiness data is reviewed for the determination of any required actions to be taken and records kept of such reviews are maintained;
- (10) the management of repairs ensuring they are carried out and approved in accordance with CAR 21 Subpart M;
- (11) the management of design changes ensuring they are carried out and approved in accordance with CAR 21 Subpart C and any continuing airworthiness requirements arising from them are incorporated in the aircraft maintenance programme;
- (12) [the management of the airworthiness aspects of certificate of airworthiness issue (Form SM 02) and renewals (Form SM 28A)];
- (13) establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- (14) presenting the maintenance programme and its amendments to the Authority for approval, and provide a copy of the programme to the owner/operator of the aircraft;
- (15) any applicable continuing airworthiness data is made available to those involved in the maintenance of the aircraft;
- (16) any required technical dispatch procedures for special operations approved by the Authority are complied with;
- (17) for any aircraft having systems utilising Field Loadable Software and Database Field Loadable Data, controlling procedures acceptable to the Authority are in place to ensure that;
 - (i) Field Loadable Software uploads are accomplished in accordance with the approval requirements of CAR 21 Subpart C; and
 - (ii) Database Field Loadable Data is controlled and transferred in accordance with the equipment manufacturer's instructions;



- (18) continuing airworthiness records are maintained in accordance with Subpart F of these regulations;
- (19) occurrence reporting is accomplished to the requirements of the appropriate CAR GEN Subpart F and appropriate investigations are undertaken to safeguard the aircraft and that of any other;
- (20) records of such investigations required by subparagraph (19) including any actions taken, shall be reported as required;
- (21) the monitoring and assessment of maintenance and operational experience with respect to continuing airworthiness and to provide the information as prescribed by the Authority and to report through the system specified in CAR GEN.205(f) and (g);
- (22) up-to-date mass and balance records are maintained that reflect the approved configuration of the aircraft;
- (23) arrangements are made for technical liaison with applicable type design organisations, operators and maintenance organisations to address any airworthiness issues such as faults, malfunctions, defects, any required inspection task reporting and inaccurate/misleading airworthiness data;
- (24) liaison meetings are held in compliance with any applicable reliability monitoring requirement;
- (25) only materials, parts, components and appliances that comply with CAR 21, Subpart K are installed on the aircraft;
- (26) maintenance records produced by the contracted maintenance organisation are in the English language;
- (27) all required mandatory and non-mandatory continuing airworthiness information is held and maintained up to date;
- (28) the CAME is amended as necessary to keep the information contained therein up to date;
- (29) amendments to the CAME are furnished promptly to all organisations and persons to whom the manual has been issued;
- (30) an aircraft does not fly beyond 12 months from the date of issue, or renewal, of the certificate of airworthiness unless there is a current Airworthiness Review Declaration in respect of that aircraft has been certified as required by CAR CAMO.610; and
- (31) any Permit Flight Release certifications are performed in accordance with CAR GEN.155.



- (b) The Continuing Airworthiness Manager shall possess the following as a minimum:
- (1) A relevant aeronautical engineering degree, or aircraft maintenance technician with additional education acceptable to the Authority;
 - (2) Thorough familiarity with the organisation's Continuing Airworthiness Management Exposition;
 - (3) Knowledge of the relevant type(s) of aircraft for which the organisation is approved;
 - (4) An ATA Spec 104 Level I course of an equivalent aircraft type, weight, and complexity to that being managed; or

experience of managing continuing airworthiness of aircraft of an equivalent type, weight, and complexity, acceptable to the CAA.
 - (5) Knowledge of maintenance and continuing airworthiness processes and requirements.

1.3.2.2 Continuing airworthiness support team

This paragraph should list the job functions that constitute the 'group of persons' as required by CAR CAMO.250(c) in enough detail to show that all the continuing airworthiness responsibilities are covered by the persons that constitute that group. In the case of a small organisation where the Postholder for continuing airworthiness undertakes all the tasks and responsibilities and therefore constitutes the 'group of persons, this paragraph may be annotated N/A.

1.3.3 Quality System

1.3.3.1 Quality Manager

- (a) The Quality Manager is responsible for establishing, implementing, and maintain the quality system, acceptable to the CAA, with the right of direct access to the Accountable Manager to keep him/her properly informed on quality and compliance matters.
- (b) The Quality Manager is responsible for:
- (1) Independent audits to monitor the adequacy of procedures and to ensure that the organisation's functional responsibilities are discharged effectively;
 - (2) Ensuring there is an effective feedback reporting system to the person or group of persons specified in CAR CAMO.250 and ultimately to the Accountable Manager;
 - (3) Procedures to ensure that proper and timely root cause identification and corrective action is taken in response to reports resulting from the independent audits; and
 - (4) Procedures for a regular review of the Continuing Airworthiness Management Exposition to ensure it remains effective in maintaining the aircraft in an airworthy condition.



- (c) The Quality Manager should possess the following training;
 - (1) The concept of Quality Systems;
 - (2) Quality Management;
 - (3) Audit techniques;
 - (4) Reporting and recording of quality audits; and
 - (5) Identification of root causes and contributing factors to non-compliance with procedures.
- (d) The Quality manager must be acceptable to the CAA.

1.3.3.2 Independent Auditing

Where independent auditors are contracted to perform independent audits, they will have received training on:

- (a) Audit techniques; and
- (b) Reporting and recording of quality audits

1.4 Management Organisation Structure

1.4.1 Organisation chart

This section should include a chart showing the organisational structure of the continuing airworthiness management organisation. It should provide for a comprehensive understanding of the whole company's organisation.

1.5 Procedures for changes to the Continuing Airworthiness Management Organisation and Exposition

This section should describe the procedures and responsibilities for notifying the CAA of changes to the organisation and CAME as required by CAR CAMO.230 including amending and applying to the CAA for changes to the CAME as required by CAR CAMO 250.(j).

The section should describe the procedures to ensure that all amendments to the continuing airworthiness management exposition and any associated documents are made in a timely manner and the amendment status of each document is readily identifiable by personnel as required by CAR CAMO.280(c)(11).

The Postholder for continuing airworthiness management or Accountable Manager will notify the CAA of any changes to the organisation's scope of work, location, facilities, personnel nominated and loss of support staff which could affect the continuing ability to manage and perform the activities under the approval of the organisation.



The Postholder for continuing airworthiness management or Accountable Manager will notify the CAA when a contract for continuing airworthiness management services with an owner/operator is terminated or ceases to be valid.

The Accountable Manager will notify the CAA, in writing, if it ceases to offer continuing airworthiness management services for San Marino registered aircraft within 14 days of the date of cessation. The notification will include a request for revocation of the CAMO approval.

The application for changes to the CAME will be submitted to the CAA before any changes take place, in order for the CAA to determine continued compliance with the relevant regulation and to amend, if necessary, the CAA approval certificate and related terms of approval.

Changes will only be implemented upon formal approval by the CAA.

Unforeseen changes will be notified to the CAA at the earliest opportunity, in order to enable the CAA to determine whether there is continued compliance with the applicable requirements, and to amend, if necessary, the CAA approval certificate and related terms of approval.

PART 2 Continuing airworthiness management procedures

2.1 Detailed procedures referenced in the CAME

This part defines the continuing airworthiness management procedures, which the organisation uses to demonstrate compliance with the continuing airworthiness aspects of CAR CAMO and CAR GEN. Where the organisation has a brief outline procedure in the CAME to demonstrate compliance and refers to detailed procedures on a subject, a list of these related continuing airworthiness procedures is included below:

CAME Reference	Procedure Reference	Title
X.X	XXX-XXX-XXXX	<i>(Insert Procedure Title)</i>
X.X	XXX-XXX-XXXX	<i>(Insert Procedure Title)</i>
X.X	XXX-XXX-XXXX	<i>(Insert Procedure Title)</i>

2.2 Aircraft technical log

- (a) The aircraft technical log system is used for the recording of defects and malfunctions during the aircraft operation and for recording details of all maintenance carried out on an aircraft between scheduled base maintenance visits. In addition, it is used for recording flight safety and maintenance information the operating crew need to know.
- (b) The technical log will be kept secure, in hard copy or in electronic coded form provided this form allows for the preservation and retrieval of information.



2.2.1 Aircraft technical log contents

The aircraft technical log does not require formal CAA approval, but the aircraft technical log must conform with the following. It is broken down into 5 sections and includes the following information:

The aeroplane technical log system can be either a paper or computer system or any combination of both methods.

The continuing airworthiness management organisation will ensure that the owner or operator of an aircraft that is required to provide a technical log, that has the provision for recording all the information required by CAR CAMO.540 unless alternative methods of recording this data is acceptable to the CAA.

Section 1 Contains details of the registered name and address of the operator, the aeroplane type and the complete international registration marks of the aeroplane.

Section 2 Contains details of when the next scheduled maintenance is due, including, if relevant any out of phase component changes due before the next maintenance check. In addition, this Section should contain the current Certificate of Release to Service, for the complete aeroplane, issued normally at the end of the last maintenance check.

Note: The flight crew does not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the CAA.

Section 3 Contains details of all information considered necessary to ensure continued flight safety. Such information must include that defined in CAR CAMO.540.

Note 1: Section 3 lay-out should be divided to show clearly what is required to be completed after flight and what is required to be completed in preparation for the next flight.

Section 4 Contains details of all deferred defects that affect or may affect the safe operation of the aeroplane and should therefore be known to the aeroplane commander. Each page of this section is pre-printed with the operator's name and page serial number and make provision for recording the following:

- (a) A cross-reference for each deferred defect such that the original defect can be identified in the particular Section 3 Sector Record Page.
- (b) The original date of occurrence of the defect deferred.
- (c) Brief details of the defect.
- (d) Details of the eventual rectification carried out and its Certificate of Release to Service or a clear cross-reference back to the document that contains details of the eventual rectification.

Section 5 Contains any necessary maintenance support information that the aeroplane commander needs to know. Such information includes details on how to contact the CAMO and maintenance engineering if problems arise whilst operating the routes etc.



The aeroplane technical log system can be either a paper or computer system or any combination of both methods.

2.2.2 Completion standards of aircraft technical log

This section should include details of the instructions for completion of the technical log system by the operating crew and maintenance personnel. Ensure details such as the referencing of correct maintenance data.

2.2.3 Updating of aircraft technical log records

This section should describe how the organisation will ensure that all technical log records are returned to the CAMO for review to ensure all maintenance actions have been completed and that the continuing airworthiness requirements have been captured in a timely manner.

2.3 Minimum Equipment List application

2.3.1 General

The operator's minimum equipment list (MEL) and configuration deviation list (CDL) provides the basis for establishing which defects and unserviceabilities may be deferred and the associated limits.

2.3.2 MEL categories

Below is the classification system used to defer defects and unserviceabilities and place time constraints on the rectification.

Category A *(Include definition as defined in MEL)*

Category B *(Include definition as defined in MEL)*

Category C *(Include definition as defined in MEL)*

Category D *(Include definition as defined in MEL)*

2.3.3 MEL application and use

This section should explain how:

- (a) responsibilities are allocated between operations, continuing airworthiness and maintenance personnel*
- (b) the CAMO personnel make the flight crew aware of an MEL limitation*
- (c) deferred defects are raised, managed and cleared*
- (d) implications resulting from multiple defects are considered*
- (e) upgrade/downgrade procedures are applied*



- (f) *specific operations approvals are managed (AWOPS, RVSM etc)*
- (g) *the operating crew are notified of any MELCDL limitations*

Reference to the relevant aircraft technical log procedure should be included.

The procedures must not conflict with that in the operator's Operations Manual.

2.3.4 Acceptance by the flight crew

This section should explain how the crew notifies their acceptance or non-acceptance of the MEL deferment in the technical log.

2.3.5 Management of the MEL time limits

Once a technical limitation is accepted by the crew, the defect must be rectified within the time limit specified in the MEL.

This section should describe the system used to ensure that the defect will actually be rectified before the time limit.

2.3.6 MEL Rectification interval extension approval

An MEL Rectification Interval Extension (RIE) approval is not applicable to aircraft operated under CAR OPS 2A and OPS 2H, only aircraft operated under an AOC.

The CAMO may apply for a one-off permission, on behalf of, and with the agreement of, an operator, to extend a Rectification Interval, but they must apply to the CAA on each occasion an RIE is required using Form SM 03A. The Rectification Interval cannot be extended without explicit prior permission from the CAA.

2.4 Validated aircraft maintenance engineers

This section is to describe the administrative arrangements between the CAMO and any validated licensed aircraft engineers that will perform and certify maintenance within their privileges on aircraft.

The section should cover the following:

- (a) *Notification of the maintenance actions required*
- (b) *Furnishing of, and access to, approve maintenance data to the engineer*
- (c) *Certification of the work that is performed*
- (d) *Control and distribution of work orders*
- (e) *Return of the documents to the CAMO for review and updating the continuing airworthiness records and system*



- (f) *A description of the maintenance procedures and the procedure for completing and signing a certificate of release to service when maintenance is performed by a validated licensed aircraft engineer.*

This section can be stated as “Not Applicable” if validated licensed aircraft engineers are not utilised for aircraft maintenance. If in the future the CAMO wished to utilise the services of validated licensed aircraft engineers then this section would have to be updated and approved by the CAA before they can be used.

2.5 Aircraft Maintenance programme

Aircraft Model and type	Procedure Reference	Title
X.X	XXX-XXX-XXXX	(Insert Procedure Title)
X.X	XXX-XXX-XXXX	(Insert Procedure Title)
X.X	XXX-XXX-XXXX	(Insert Procedure Title)

2.5.1 General

The Maintenance Programme and any applicable amendments for aircraft operated under CAR OPS 2A and OPS 2H are required to be accepted by the San Marino CAA. As such, it is therefore required to include all the maintenance that will ensure the continuing airworthiness of the aircraft. A copy of the CAA accepted maintenance programme is provided to the owner/operator.

2.5.2 Maintenance programme application to the CAA

The Postholder for continuing airworthiness, is required to submit a Form SM 13 “Maintenance Programme Declaration”. The information required to be annotated on the form is based on the policies and guidance contained in CAP 02. The Postholder for continuing airworthiness will review the document at least annually and keep the accepted maintenance programme up to date by submitting an amended Form SM 13 when applicable.

2.5.3 Annual utilisation

The Postholder for continuing airworthiness is responsible for ensuring that the Maintenance Programme is appropriate for its age, utilisation, operating environment and configuration. The recommended maintenance by the Type Certificate Holder is normally based on an assumed utilisation and operating environment.

Should the anticipated, or actual utilisation of the aircraft, vary by more than 25% from these assumptions then the Maintenance Programme will be reviewed and the tasks and frequencies adjusted as necessary. Where the Type Certificate Holder has produced specific low utilisation recommended maintenance programme this is considered and used where deemed to be appropriate.



2.5.4 Maintenance source documents

The maintenance of the aircraft, engines, propellers and equipment are in accordance with the Type Certificate Holders' and the applicable Supplemental Type Certificate Holder's instructions for continuing airworthiness, their inspection standards and any additional requirements of the San Marino CAA.

The Maintenance Programme Declaration Form SM 13, Part 3, requires these source documents to be declared. The revision status of the documents is not required to be recorded as it is expected that only the latest revisions will be applicable.

2.5.5 Additional maintenance tasks

The source documents used as the basis for the Maintenance Programme do not normally include the required maintenance for such things as seats, safety equipment, galley equipment etc. as these can be specified and sourced from different equipment manufacturers. The aircraft manufacturers recommended maintenance document (e.g. MPD) will frequently say "in accordance with the manufacturer's requirements" for these items.

The instructions for continuing airworthiness for these items are found in the documents supplied from the Original Equipment Manufacturer (OEM). These are reviewed, and the necessary maintenance tasks extracted and recorded on Part 4 of the Maintenance Programme Declaration Form. SM 13.

Modifications to the aircraft, engines, propellers and equipment performed after manufacture of the aircraft are not normally included in the source documents used as the basis for the Maintenance Programme and recorded in Part 3 of the Maintenance Programme Declaration Form SM 13. The instructions for continuing airworthiness supplied with these modifications are reviewed and their details recorded in Part 4 of the Maintenance Programme Declaration Form SM 13.

Special Operating Approvals such as RVSM, All Weather Operations (AWOPS), EVS/HUD, EFB etc. frequently require further maintenance and are not normally included in the source documents used as the basis for the Maintenance Programme and recorded in Part 3 of the Maintenance Programme Declaration Form SM 13.

The additional maintenance tasks associated with maintaining these approvals are reviewed and their details recorded in Part 4 of the Maintenance Programme Declaration Form SM 13.

The Owner/Operator may elect to perform non-mandatory maintenance tasks normally derived from Service Bulletins, Service Letters etc. These should be recorded in Part 5 of the Maintenance Programme Declaration Form SM 13.

Parts 4 and 5 of the Maintenance Declaration Form must be kept up to date by the Postholder for continuing airworthiness but changes to these sections do not require to be submitted to the San Marino CAA for their acceptance after the initial assessment and acceptance by them.



2.5.6 Inspections of Flight Recorder Systems

To ensure the continued serviceability and reliability of the Flight Recorder systems, inspections are required at certain intervals. The inspection requirements in CAP 02 are used to ensure the continued serviceability.

It is the responsibility of the CAMO to review all reports associated with the condition, serviceability and defects of the flight recorder system and take any necessary actions to restore the system to a serviceable condition. A record of the review and any actions taken must be retained in the continuing airworthiness records for the aircraft.

2.5.7 Calibration of the FDR system

Certain aircraft types require the system to be calibrated at certain intervals. Where applicable, the calibration requirements in CAP 02 are used to ensure continued serviceability.

2.5.8 Maintenance programme variations

With the agreement of the owner/operator, the accepted maintenance programme may be varied by the CAMO provided that such limits are within that prescribed below.

Particulars of every variation will be entered in the appropriate aircraft continuing airworthiness records.

2.5.8.1 Permitted Variations by the Type Certificate Holder in their Recommended Maintenance Programme

Variations are permitted only when the periods prescribed by this Programme (or documents in support of this Programme) cannot be complied with due to circumstances which could not reasonably have been foreseen by the owner/operator or CAMO.

If a TC Holder identifies and includes allowable variations, sometimes called alleviations or task tolerances, in the documents referenced in Box 3 above, such variations may be utilized by the owner/operator after consultation with, and the agreement of, the Airworthiness Coordinator. Particulars of every such variation made will be entered in the appropriate aircraft continuing airworthiness records.

Any maintenance tasks performed utilizing the TC Holders tolerance, but within the "Allowable Task Tolerance" must have that period subtracted from the interval at which the task was due, in order to keep to the original schedule. Any variations to the Maintenance Programme beyond that described above must have the approval of the CAA.

2.5.8.2 Permitted Variations Where the Type Certificate Holder has not Permitted Variations in their Recommended Maintenance Programme

Where the TC Holder does not identify such variations, alleviations or allowable tolerances in the documents referenced in Box 3 above, then the periods prescribed by this Maintenance Programme may be varied by the CAMO provided that such variations are within the limits specified below.



It is important to note that the following is not applicable to Maintenance Programmes where the TC Holder has included variations, alleviations or allowable tolerances in the base documents identified in Box 3.

(a) Items Controlled by Flying Hours

- | | |
|----------------------------------|-------------------|
| (1) 5000 flying hours or less; | 10%; |
| (2) More than 5000 flying hours; | 500 flying hours. |

(b) Items Controlled by Calendar Time

- | | |
|---|--|
| (1) 1 year or less; | 10% or 1 month, whichever is the lesser; |
| (2) More than 1 year but not exceeding 3 years; | 2 months; |
| (3) More than 3 years; | 3 months. |

(c) Items Controlled by Landing/Cycles

- | | |
|------------------------------------|--|
| (1) 500 landings/cycles or less; | 10% or 25 landings/cycles, whichever is the lesser; |
| (2) More than 500 landings/cycles; | 10% or 500 landings/cycles, whichever is the lesser. |

- (d) For items controlled by more than one limit, e.g. items controlled by flying hours and calendar time or flying hours and landings/cycles, the more restrictive limit shall be applied.

The variations permitted above do not apply to:

- (a) Those components for which an ultimate (scrap) or retirement life has been prescribed (e.g. primary structure, components with limited fatigue lives, and high energy rotating parts for which containment is not provided). Details concerning all items of this nature are included in the Type Certificate holder's documents or manuals.
- (b) Those tasks included in the Maintenance Programme that have been classified as mandatory by the Type Certificate holder or the CAA.
- (c) Certification Maintenance Requirements (CMR).
- (d) When variations to the maintenance programme, as above, have been utilized, the period of the variation must be subtracted from the "next due" time in order to keep to the original schedule.

Any variations to the Maintenance Programme beyond that described above must have the approval of the CAA.



2.5.9 Inspection standards

The maintenance and inspection standards applicable to the maintenance tasks must meet the requirements of the Type Certificate Holders recommended standards and practices.

2.5.10 Systems and structural integrity programmes

Any systems or structural integrity programmes, such as Supplemental Structural Programmes Ageing Structures and Systems, Corrosion Prevention and Control, Fuel Tank Safety, Electrical Wiring Interconnection System (EWIS) published by the Type Certificate Holder are implemented into the Maintenance Programme.

2.5.11 Pre-flight inspections

It is the owner/operator's responsibility that a pre-flight check is performed before each flight by trained competent persons.

2.5.12 Aircraft parking and storage

The instructions for aircraft prolonged parking, periodic storage checks, and aircraft return to service checks contained within the Aircraft Maintenance Manual (AMM) ATA Chapter 10 "Parking and Mooring" are followed unless deviations to this are specifically agreed by the TC Holder.

2.5.13 Control of maintenance tasks

This section should describe the software used to manage and control maintenance tasks including when performed, when due, action taken, including details of scheduling, and planning of tasks etc.

This section should describe who performs the control of the data, what data is controlled, when it is updated and how it is amended. The description must include the security controls applied.

2.5.14 Maintenance programme review

The CAMO will undertake a documented analysis of the maintenance programme at least every 12 months. The analysis will ensure that the maintenance programme remains effective, that all source documentation is current and applicable and will identify any amendments required to the CAA accepted maintenance programme.

This section should detail the procedure for the review and forms used to carry out the review.

As a guide, the analysis should take into account the following:

- (a) pilot reports (PIREPS);
- (b) air Safety Reports;
- (c) technical Logs;
- (d) air turn-backs;



- (e) *aircraft Maintenance Access Terminal / On-board Maintenance System readouts;*
- (f) *maintenance Worksheets*
- (g) *spare consumption;*
- (h) *workshop Reports;*
- (i) *reports on Functional Checks;*
- (j) *reports on Special Inspections;*
- (k) *stores Issues/Reports;*
- (l) *repetitive technical occurrence and defect;*
- (m) *technical delays analysis (through statistics if relevant);*
- (n) *technical incidents analysis (through statistics if relevant);*
- (o) *engine health monitoring;*
- (p) *other sources: ETOPS, RVSM, CAT II/III;*
- (q) *Review of any escalated or de-escalated tasks from the AMP;*
- (r) *the Maintenance Programme content including a review of any escalated or de-escalated tasks from the AMP;*
- (s) *the effect on the Maintenance Programme of any ADs, modifications or repairs;*
- (t) *changes to the operation, which may affect the Maintenance Programme; and*
- (u) *Quality sample product audits of the aircraft.*

2.5.15 Maintenance programme amendment

This section should describe who is responsible for amending and distributing promptly the Form SM 13 and submitting to the CAA for their acceptance if applicable.

2.5.16 Reliability programmes and reliability data sharing

The objective of the reliability programme is to ensure the operational reliability of the aircraft, its engines and its equipment. This is achieved by monitoring, analysis of any defects and other pertinent information.

Reliability data sharing is carried out by the means of monthly reporting aircraft usage to the OEM. This will include the reporting of defects/ turn-backs/ AOG and scheduled maintenance inputs. The main goals of such reporting are for the OEM to implement a continuous monitoring routine, guarantee the quality and integrity of the data and information reported, identify main technical issues and main delays/cancellations factors on fleet and support Stock Planning with component fail rate.



Note: The above procedure is only applicable to aircraft where the operator has a very small fleet of the same type of aircraft. For larger fleet of aircraft then this section should describe the condition monitoring and reliability programme.

If the Type Certificate Holder or Supplemental Type Certificate Holder prescribe a requirement for health usage monitoring system (HUMS) then this must be described in this section.

2.6 Continuing airworthiness records, responsibilities, retention and access

The continuing airworthiness records, including the aircraft hours and cycles recording are the responsibility of the continuing airworthiness management organisation and are controlled in accordance with the requirements in CAR CAMO. Subpart F.

2.6.1 Hours and cycles recording

This section should describe how the continuing airworthiness management organisation has access to the current flight hours and cycles information and how it is processed and recorded by the organisation.

2.6.2 Management of continuing airworthiness record system

In this section the process for collating all the continuing airworthiness records should be described, including:

- (a) What document/record types are collated*
- (b) The format of the records*
- (c) Who is responsible for collating the records*
- (d) The timeframe in which the record system shall be updated*

2.6.3 Storage and retention of continuing airworthiness records

Continuing airworthiness records will be kept secure, in hard copy form or in electronic coded form, provided that this form allows for the preservation and retrieval of information in a manner acceptable to the CAA.

This section then describes the process for managing the storage of continuing airworthiness records:

- (a) Where the records are stored (list short and long term storage)*
- (b) Who has access to the storage?*
- (c) How protection from damage, alteration, and theft is ensured?*
- (d) Backup and restoration system for electronic records*



- (e) *Retention timeframes for each record type (this must meet as a minimum the retention requirements in CAR GEN.085)*
- (f) *Responsibilities for document storage*
- (g) *If any storage is in facilities not owned and/or controlled by the CAMO then describe the contract arrangements and quality oversight that ensures the requirements for storage are maintained.*

2.6.4 Securing of records in event of serious incident

In the event of an accident or serious incident, the organisation, on behalf of the owner/operator, will ensure that all associated records of the aircraft will be held in a secure place and control access in support of investigation by the applicable state accident investigator.

The CAMO will coordinate their activities with the affected operator to enable the operator to fulfil their SMS requirements and Emergency Response Plan (ERP) processes.

2.7 Accomplishment and control of airworthiness directives

An aircraft shall not be released to service unless for each applicable airworthiness directive;

- (a) compliance can be demonstrated with the specified compliance criteria, or
- (b) an alternative method of compliance has been approved by the Authority.

This section then describes how the organisation implements and controls all Mandatory Continuing Airworthiness Information (MCAI).

2.7.1 Airworthiness Directives applicability

- (a) Except as provided for in paragraph (b) below, the airworthiness directives applicable under CAA regulations are those airworthiness directives or equivalent Mandatory Continuing Airworthiness Information (MCAI);
 - (1) prescribed for that aircraft or product by the State of type certification on which Type Acceptance Certification rests; and
 - (2) any prescribed by the State of certification of an applicable approved design change.
- (b) Compliance with alternative or additional airworthiness directives issued by the CAA may be required as a condition of issue or continuity of the Type Acceptance Certificate.

Below are the accepted States and the websites where the applicable ADs can be found.

1. Federal Aviation Administration (FAA)
<https://drs.faa.gov/browse>



2. Transport Canada (TCCA)
https://wwwapps.tc.gc.ca/Saf-Sec-Sur/2/cawis-swimn/AD_as.aspx
3. European Aviation Safety Agency (EASA)
<https://ad.easa.europa.eu/>
4. UK Civil Aviation Authority (UK CAA)
<https://www.caa.co.uk/commercial-industry/aircraft/airworthiness/continuing-airworthiness/airworthiness-directives/>
5. Agência Nacional de Aviação Civil (ANAC)
<https://sistemas.anac.gov.br/certificacao/DA/DAE.asp>

2.7.2 Review of mandatory information

Describe in the section the process and procedures used by the organisation to obtain, distribute, and evaluate Mandatory Continuing Airworthiness Information (MCAI). This should include:

- (a) *Responsibilities of each part of the process*
- (b) *How the organisation ensures it has all the required information*
- (c) *How information is received into the organisation*
 - (1) *Source of information*
 - (2) *Frequency check of the source information*
- (d) *How the list of required information is kept current*
- (e) *Timescales for information to be distributed for review*
- (f) *The procedure to be followed for the review*
 - (1) *How the document is assessed*
 - (2) *How applicability is determined*
 - (3) *How emergency ADs are managed*
 - (4) *Responsibilities for each part of the process*
 - (5) *Timescale for information to be reviewed/evaluated*
 - (6) *How the review is recorded*
 - (7) *How any decision is validated*
- (g) *How any action required is controlled*



- (1) *Creation of work orders and task Management Information System (MIS) and the interface with the maintenance organisation*
- (2) *Check of correct task set-up in MIS*
- (3) *Timescales for embodiment*
- (4) *How repetitive tasks are managed*
- (5) *How any requirements are met e.g. blocking Part Numbers*
- (6) *Updates to associated documents e.g. Flight Manual, MEL etc*
- (7) *Communication with other departments and the operator e.g. updates for Flight Manual*
- (h) *Process for identifying delays that may prevent the ability to embody the mandatory action in time.*

2.7.3 Review of non-mandatory continuing airworthiness information

This section should describe the arrangements to obtain and assess relevant continuing airworthiness information and recommendations from the organisation responsible for the type design and any applicable accomplished major design changes. It should describe the actions taken as a result of the review and the records kept of the reviews.

2.8 Aircraft Records

The CAMO is responsible for the retention of the aircraft, engine and propeller maintenance and continuing airworthiness records. All records will be in the English language and of sufficient detail to demonstrate the airworthiness status of the aircraft at all times.

2.8.1 Maintenance records

Maintenance records will be of sufficient detail to establish the full content of the maintenance activity undertaken and shall include all relevant supporting information such as component replacement service life records.

2.8.2 Continuing airworthiness records

- (a) Continuing airworthiness records will include:
 - (1) a description of maintenance tasks including reference s to the applicable approved technical data;
 - (2) the date of completion of all scheduled of all scheduled maintenance tasks and reference to the approved maintenance programme;



- (3) the signature, identity and authorisation reference of the person certifying the aircraft for return to service;
 - (4) the total time in service by the specified time control basis of the airframe, each engine, each propeller, each rotor and installed equipment;
 - (5) the current status of lifed parts/components of each airframe, engine, propeller, rotor and appliance with reference to the specified time interval basis;
 - (6) the time since last overhaul of all items installed on the aircraft which are required to be overhauled on specified time basis;
 - (7) the current maintenance status of the aircraft, including the time since the last inspection required by the maintenance programme under which the aircraft is maintained;
 - (8) the current status of each applicable airworthiness directive including;
 - (i) the applicable airworthiness directive including revision or amendment numbers;
 - (ii) the means of compliance;
 - (iii) identification of airworthiness directives that are generally applicable to the aircraft or component but are not applicable to the particular aircraft or component;
 - (iv) the date when the airworthiness directive was accomplished, and where the airworthiness directive is controlled by flight hours or cycles/landings as appropriate; and
 - (v) the last accomplishment of repetitive airworthiness directives including the date, flying hours or cycles/landings when the next action is required;
 - (9) a list of all design changes and repairs to each airframe, engine, propeller, rotor and appliance including substantiating data required by CAR 21.73(c);
 - (10) a record of all airframe damage that shows each damage site with a reference to a certified assessment to approved data supporting continued aircraft operation; and
 - (11) a record of any defects or maintenance activities requiring rectification action to restore the aircraft to an airworthy condition.
- (b) Any additional worksheets, documents, technical logs or other documentation associated with the maintenance of the aircraft shall be referenced in the relevant log books and will become part of the records for retention of records purpose.



2.8.3 Log books

- (a) The aircraft, engine and propeller log books record at least the following:
 - (1) maintenance records;
 - (2) airworthiness records of compliance with airworthiness directives, equivalent Mandatory Continuing Airworthiness Information (MCAI) and scheduled maintenance requirements;
 - (3) records of modification and repairs; and
 - (4) life component records

2.8.4 Airworthiness Directive status

The current Airworthiness directive status is required by CAR CAMO.510(c)(8)

- (a) The current status of each applicable airworthiness directive includes the following;
 - (1) the applicable airworthiness directive including revision or amendment numbers;
 - (2) the means of compliance;
 - (3) identification of airworthiness directives that are generally applicable to the aircraft or component but are not applicable to the particular aircraft or component;
 - (4) the date when the airworthiness directive was accomplished, and where the airworthiness directive is controlled by flight hours or cycles/landings as appropriate; and
 - (5) the last accomplishment of repetitive airworthiness directives including the date, flying hours or cycles/landings when the next action is required;

For repetitive ADs only the last and next application with reference to the particular parameter is recorded in the current status.

If the AD is generally applicable to the aircraft or component type but is not applicable to the particular aircraft, engine, propeller or component, then this is identified with the reason why it is not applicable.

2.8.5 Retention of continuing airworthiness records

The CAMO will retain continuing airworthiness records as specified in CAR GEN.058.

2.8.6 Transfer of maintenance and continuing airworthiness records

- (a) The CAMO will, when transferring the aircraft to another owner or operator, transfer to that person all relevant maintenance and records of continuing airworthiness.



- (b) In the event of a temporary change of operator, the relevant maintenance and records of continuing airworthiness will be made available to the new operator.

2.9 Non-mandatory modifications and inspections

The CAMO is responsible for ensuring the airworthiness of the aircraft and the serviceability of operational and emergence equipment. As part of this process it reviews non-mandatory information.

2.9.1 Non-mandatory information sources

This section should list the non-mandatory information that are reviewed by the CAMO. For example, Service Bulletins, Service Letters, Advisory Wires etc. It should describe how these documents are received/accessed and evaluated.

The procedure for the review should include:

- (a) *how the documents are assessed*
- (b) *responsibilities for the review*
- (c) *how the review is recorded*
- (d) *how decisions are made*
- (e) *how recommendations to the owner/operator are made and recorded*

2.10 Engineering Activity

Engineering activity is determined to be those associated with modifications and repairs.

2.10.1 Modifications and repairs - General

Modifications and repairs can only be carried using data approved by the OEM in the form of SBs, the AMM, SRM or approved by the CAA. The development and approval of modifications and repairs will be coordinated by the Postholder for continuing airworthiness, as the person responsible for design changes. The Postholder for continuing airworthiness is required to assess the impact of such modifications and repairs on the existing aircraft design and other previously embodied modifications and repairs.

2.10.2 Approval of modifications and repair data

Modifications and repairs that are not approved by the OEM are required to be approved by the CAA in accordance with CAR 21 Subpart C or CAR 21 Subpart M, as applicable. A “No Technical Objection” (NTO) from an OEM is not acceptable. The guidance in CAP 02 chapter 19 is used when processing and undertaking design changes. Any continuing airworthiness requirements arising from design changes are incorporated in the aircraft maintenance programme.



2.11 Aircraft weighing and mass and balance

Aircraft weighing is performed by a suitably approved maintenance organisation and certified by the person responsible for compiling the report. The reports produced by that organisation will be reviewed by the Post Holder for Continuing Airworthiness to ensure that CAR CAMO.550 requirements are met. The Post Holder for Continuing Airworthiness will maintain a record for each aircraft operated. Re-weighing will be carried out at intervals not exceeding 5 years.

The Postholder for continuing airworthiness maintains an on-going record of aircraft weight and centre of gravity position, based upon the weighing reports and supplemented by modification and repair data between scheduled weighing.

If the cumulative change to the Dry Operating Weight or the cumulative change to the CG position between scheduled weighing's becomes significant, he revises the Schedule, promulgating the changes as above.

The basic record of aircraft empty mass is that defined by the Type Certificate Holder and any approved configuration.

Any item installed on the aircraft not forming part of the Type Design of the aircraft shall be entered in an equipment list with its associated weight and moment and constitutes part of the aircraft's mass and balance report.

Following any changes made to the empty mass of the aircraft or its centre of gravity, an entry is made in the aircraft records before the next flight and includes details of:

- (a) The change; and
- (b) The effective date of the change; and
- (c) The weight and moment arm of each item installed or removed.

2.11.1 Alternative configurations

Where an aircraft is operated in more than one configuration, e.g. cargo role or aeromedical evacuation etc. a separate mass and balance report is provided for each configuration and contains:

- (a) Details of the differences from the basic aircraft configuration; and
- (b) The empty mass and centre of gravity for the configuration; and
- (c) The approved modification details supporting the configuration.

A certificate of release to service is made, quoting the specific configuration, details of the approved modification and the amendment made to the aircraft's empty mass and balance report.

2.12 Repetitive defect control

This section should describe how repetitive defects are identified and controlled.



2.13 Maintenance data

This section should state that the CAMO will hold and use applicable current maintenance data and describe the procedures to hold and use applicable, current, maintenance data for the performance of continuing airworthiness tasks.

Note 1: This data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator.

Note 2: In such case, the continuing airworthiness management organisation only needs to keep such data for the duration of the contract, except when otherwise required by Subpart F

2.14 Control of field loadable software

Any aircraft having systems utilising Field Loadable Software and Database Field Loadable Data, are required to have controlling procedures to ensure that;

- (a) Field Loadable Software uploads are accomplished in accordance with the approval requirements of CAR 21 Subpart C; and*
- (b) Database Field Loadable Data is controlled and transferred in accordance with the equipment manufacturer's instructions;*

This section should include the procedures for this activity.

Note: The actual loading of the data on the aircraft is not considered a maintenance activity and no certificate of release to service is required.

2.15 Permit to Fly

If required, a Permit to Fly will be applied for by the CAMO if the owner/operator agrees to the flight(s). The CAA will determine on a case by case basis whether the CAMO can certify the required Permit Flight Release as required by CAR GEN.155.

The Postholder for continuing airworthiness shall satisfy themselves that the requirements in CAR GEN.155(b) are fulfilled and records of the assessment and determination are retained.

The Permit Flight Release statement will be:

“This aircraft, registration (complete the aircraft registration), Serial Number (complete the aircraft Serial Number) is considered in a fit condition for the intended flight(s) under the conditions and restrictions as stated on the Permit to Fly”.

The following will be entered beside the statement of fitness for flight:

Name of the Certifying person:

Signature:

Date:



Note: The name on the Permit Flight Release must be the same as that nominated on the application FORM SM 12.

PART 3 Airworthiness Review

This section should define the airworthiness review and the Airworthiness Review Declaration procedure.

3.1 Airworthiness review responsibilities

The Postholder for continuing airworthiness (CAM) is responsible for conducting the Airworthiness Review and certifying the Airworthiness Review Declaration in accordance with CAR GEN.165

[The CAM is responsible for determining that the aircraft complies with CAR CAMO, CAR GEN, any associated CAA regulations and at the time of certifying the Airworthiness Review Declaration (FORM SM 14B) the aircraft is airworthy.]

This section should then describe the procedure to verify the following and all are properly entered and certified in the aircraft continuing airworthiness record system and/or the operator's Technical Log.

- (a) all applicable airworthiness directives have been accomplished, properly certified, and properly recorded in the aircraft records;*
- (b) the aircraft conforms with the latest San Marino accepted Type Certificate Data Sheet;*
- (c) all maintenance due on the aircraft according to the Authority accepted maintenance programme have been carried out;*
- (d) all service life limited components installed on the aircraft are properly identified, recorded and have not exceeded their approved service life limits;*
- (e) all Airworthiness Limitation Items installed on the aircraft are within the required limits and recorded in the aircraft records;*
- (f) the current mass and balance report reflects the configuration of the aircraft is valid and the aircraft weighed within the last 5 years;*
- (g) all modifications and repairs to the aircraft are recorded and accepted or approved in accordance with CAR 21.81, CAR 21 Subpart C or Subpart M as applicable;*
- (h) all known defects have been corrected, or, where applicable, carried forward in a controlled and approved manner;*
- (i) the flight manual is applicable to the aircraft configuration and reflects the latest revision status;*
- (j) any operational requirements are met;*



- (k) *the navigation software is updated to the latest revision;*
- (l) *the control of further, or repeat tasks, associated with non-permanent repairs to the aircraft, engines or components are within the required limits and recorded in the aircraft records;*
- (m) *all maintenance has been released in accordance with CAR GEN Subpart C; and*
- (n) *airframe, engine and propeller flying hours and associated cycles/landings are accurate and have been properly recorded*

3.2 Airworthiness review records

This section should describe the Airworthiness Review records that are retained including any forms and checklists used for the review.

3.3 Airworthiness review anticipation

An Airworthiness Review Declaration (ARD) is valid for a period not exceeding 12 months but may be issued up to 60 days prior to the expiry date without affecting the 12-month periodicity.

3.4 Airworthiness Review Declaration distribution

This section should describe how the ARD is raised, certified and distributed as required by CAR GEN.165.

3.5 Actions taken if an Airworthiness Review Declaration cannot be issued

This section should describe the procedure that is undertaken if the ARD cannot be issued or the aircraft is not airworthy.

PART 4 Safety and Quality Assurance system procedures

This part defines the system procedures for safety and Quality Assurance.

4.1 Safety Management

Whilst the continuing airworthiness organisation is not required to have a Safety Management System it is still required that the CAMO will provides details of any safety hazards they identify to the applicable owner/operator. This section should detail how safety hazards are identified and reported to the operator and the providing of relevant employees with appropriate training that would facilitate their input into the operator's SMS.

If the continuing airworthiness organisation chooses to have their own safety management system, then this section will describe the formal link between the CAMO and operator's SMS reporting systems.



4.2 Quality Assurance system

This section, 4.2, should say what document or parts of the CAME describes the Quality system. Ref CAR CAMO.270(e).

4.2.1 Management responsibility towards Quality

The Accountable Manager has responsibility for ensuring the existence and viability of the company Quality System and for developing and monitoring it.

The Quality Manager has responsibility for developing and managing the Quality Assurance Programme and ensuring that it meets the requirements of the Quality Policy and the CAA.

Managers are responsible for:

- (a) establishing and maintaining the standards in their own departments;
- (b) placing contracts for the provision of services and products;
- (c) ensuring that adequate up to date procedures and training are available to their staff;
- (d) is aware of and accepts any Audit and Inspection Findings that affect them;
- (e) identifies the root causes and applies appropriate Corrective and Preventive Actions, and;
- (f) implements Finding closures in a timely manner.

Staff are responsible for performing their duties in accordance with the company documents, procedures and training provided by their managers.

4.2.2 Independence

The Quality Manager and Quality Auditors are independent of the line management structure. The Quality Manager reports to the Accountable Manager and is accessible to managers at all levels for advice and guidance concerning any issue.

4.2.3 Document control policy

The purpose of document control is to ensure that all documents, which impact on Quality, are:

- (a) correct and updated – to accurately reflected current practice;
- (b) available at all work locations; and
- (c) removed promptly when obsolete

Document content, publication, distribution and amendment is the responsibility of Postholder for continuing airworthiness. New documents and amendments are to be prepared, checked, reviewed and approved by personnel having adequate knowledge and authority.



Managers are responsible for ensuring that:

- (a) All policies and procedures, which impact on Quality within, and interfacing with, their area of responsibility are adequately documented;
- (b) All personnel have access to all up to date documents and publications necessary for their managing of continuing airworthiness; and
- (c) Obsolete reference material is removed promptly from all points of issue or use, and controls to preclude the use of superseded material by personnel.

4.2.4 Quality programme

The Quality Programme is a planned and systematic method of providing confidence that all maintenance management and continuing airworthiness processes are being conducted in accordance with all applicable requirements, standards and procedures to ensure airworthy aircraft and continued compliance with CAR CAMO and any additional requirements of the CAA and its contracted operators.

The Quality Programme is developed by the Quality Manager in liaison with the Postholder for continuing airworthiness. The Quality Manager will implement an audit programme which during a twelve-month period independent audits will address the whole continuing airworthiness/maintenance management activity and all of the aspects of CAR CAMO, including any additional requirements of the CAA and its contracted operators which have a bearing on the airworthiness and maintenance support arrangements of the contracted operators.

The independent audits are carried out in accordance with a scheduled plan.

The Quality Manager will ensure that Quality Audits are performed in the scheduled period. Should circumstances require the postponement of an audit, then the agreement of the Accountable Manager must first be obtained, and a second date agreed. The reasons for postponement are recorded in the Audit records.

In addition to scheduled audits, unscheduled audits may be performed; these may be unannounced and could be based on, but not limited to, any of the following:

- CAA audit and inspection findings;
- When negative trends are identified either by internal indicators or industry identified trends;
- Significant changes in aircraft or equipment;
- Changes in the operational environment;
- New procedures or significant changes in existing procedures are implemented;
- Independent investigation into an MOR incident; and



- As follow-up action to a previous audit to verify that effective Corrective Actions were implemented to close a Finding

State here which Appendix in the CAME the audit programme is that shows when and how often the audit activities are undertaken.

4.2.5 Quality audit procedure

The primary purpose of the audits is to observe, in an objective fashion, a particular event/action/document etc. in order to verify whether established operational, continuing airworthiness, maintenance procedures and requirements are followed during the accomplishment of that event. This with a view to ensuring that the required standard is being achieved.

Every audit is undertaken by the Quality Manager or an authorised Independent Quality Auditor as part of the overall audit programme and will be the subject of an audit report. Before distribution, the preliminary conclusions will be advised to the person(s) in charge of the areas subject to audit. The Quality auditor and the persons responsible for the areas/subjects audited will determine and agree together the corrective actions to be taken. This will also define the time allowed for corrective actions to be implemented. The corrective action should be determined, taking into account the root cause of the finding, such that the corrective action may be carried out in a timely manner and that will prevent possible re-occurrence of the finding.

The audit reports are distributed to the following persons;

- (a) The person responsible for the audited areas/department;
- (b) The Accountable Manager;
- (c) The Postholder for continuing airworthiness; and
- (d) The Quality Manager

The Post Holder for Continuing Airworthiness is responsible for passing on any findings/concerns that affect the contracted CAR 145 maintenance organisation or the contracted operator ensuring that appropriate corrective action measures are implemented.

4.2.6 Monitoring of continuing airworthiness activities

The Audit Plan includes an assessment of the continuing airworthiness management and continuing airworthiness activities against the procedures defined in the CAME and in particular the ability of the Postholder's and persons nominated by the accountable manager in accordance with CAR CAMO.250(c) ability to discharge their responsibilities effectively.

4.2.7 Monitoring of the effectiveness of the maintenance programme

The Audit Plan includes a review of the effectiveness of the Maintenance Programme.



4.2.8 Monitoring that all maintenance is carried out by appropriately approved organisations or authorised persons

The Annual Audit Plan includes verification that organisations and persons, if applicable, are appropriately approved or authorised to perform and certify the maintenance.

4.2.9 Quality audit personnel

Where audits are conducted by a competent independent auditor not in employment by the operator the nominated Quality Auditor will be subject to acceptance by the CAA. This person will be suitably qualified and experienced to meet the requirements of the audit tasks. With respect to CAMO.270(f), a small CAR CAMO is one that employs full-time fewer than 10 persons. Full-time in this context means employed for not less than 35 hours per week excluding vacation periods.

4.2.10 Personnel competence assurance

This section should describe how the competence is established and controlled for all personnel involved in continuing airworthiness management, airworthiness review and quality audits as required by CAR CAMO.250(k).

4.2.11 Occurrence reporting

This section should describe the occurrence reporting process and how the organisation is responsible for liaising with the manufacturer(s) and the CAA on all relevant matters concerning the airworthiness of aircraft. It should define how defects and occurrences that fall into the Mandatory Occurrence Reporting criteria defined in CAR GEN.185 and CAP 21 shall be reported to the CAA and the organisation responsible for the design of the aircraft or component.

The procedure should describe:

- (a) how reports are submitted to the CAA and the timescales required using CAA Centrik system reporting portal within 72 hours of being made aware of the occurrence.*
- (b) Reporting occurrences using the CAA Centrik system;*
- (c) how corrective actions, follow-up reports and closure of occurrences are managed including timescales and responsibilities;*
- (d) identify the main focal with direct access to the accountable manager to coordinate action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity;*
- (e) how confidentiality of the reporter and of the person(s) mentioned in the occurrence reports shall be maintained with a view to preventing the use of information for purposes other than flight safety;*
- (f) how defects which are classed as 'non-mandatory' will be reported to the CAA/Operator/Manufacturer at the discretion of the organisation;*



- (g) *how the records of all mandatory and non-mandatory reports are held; and*
- (h) *how, where a continuing airworthiness safety issue is associated with a modification or repair, the reports and information is transmitted to the individual or organisation responsible for the design of the modification or repair as required by CAR GEN.205(g).*

PART 5 Maintenance arrangements

5.1 Contracts and work orders

Maintenance arrangements include contracts for maintenance that may be a long-term contract with an AMO or an individual work order. Any applicable continuing airworthiness data is made available to those involved in the maintenance of the aircraft.

The contracts or individual work orders will specify:

- (a) a clear description of the work required of the maintenance organisation or person that takes account of human factors;
- (b) any operator specific maintenance control procedures that are to be followed;
- (c) the operator and continuing airworthiness management organisation contact information;
- (d) details of any supplied maintenance data including its revision status and applicability; and
- (e) details for the acceptance of materials, parts, components and appliances to comply with CAR 21 Subpart K.

5.2 Release to Service documentation

The release to service must be performed by a CAR 145 approved/accepted organisation or an authorised person e.g. an appropriately authorised validated aircraft maintenance engineer. The contract or work order should specify what documentation must be provided to the CAMO upon delivery of the aircraft and the timeframe for providing them.

This may include, as applicable, but not limited to:

- Certificate of release to service
- Flight test report
- List of modifications embodied, including the associated modification data
- List of Service Bulletins embodied/satisfied
- List of major repairs carried out including the repair data
- List of Airworthiness Directives incorporated



- Component test reports
- Release certification for components, e.g. EASA Form 1, FAA Form 8130-3
- Check pack detailed maintenance records

PART 6 Sample documents

This section should include sample documents it intends to use to demonstrate compliance with any part of Part CAMO, e.g. for the ARD, AD Compliance/Status, SB Reviews, Safety Hazard identification, AMP reviews, QA Audit Plan, Audit Report Format, Technical Log etc.



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APPENDIX 2

CAP 32 CAME CROSS REFERENCE WITH CAR CAMO REGULATIONS

CAR CAMO REGULATION	CAP 32 CAME SECTION
CAMO.030(d)	CAME 2.15 CAME 1.3.2.1(31)
CAMO.110'	
CAMO.220	CAME 1.1.1
CAMO.230	CAME 1.5
CAMO 240	CAME 1.5
CAMO.250(a)	CAME 1.3
CAMO.250(b)	CAME 1.3
CAMO.250(c)	CAME 1.3
CAMO.250(d)	CAME 1.3.2.1
CAMO.250(e)	CAME 1.3.1
CAMO.250(f)	CAME 1.3.1(5)
CAMO.250(g)	N/A this is done through the acceptance of persons by the CAA
CAMO.250(h)	CAME 3.1
CAMO.250(i)	CAME 3.1
CAMO.250(j)	CAME 1.5
CAMO 250(k)	CAME 4.2.10
CAMO 260	CAME 1.2.4
CAMO.270(a)	CAME 4.2
CAMO.270(b)	CAME 1.3.3.1
CAMO.270(b)(1)	CAME 1.3.3.(b)(1)
CAMO.270(b)(2)	CAME 1.3.3.(b)(2)
CAMO.270(b)(3)	CAME 4.2.5
CAMO.270(c)	CAME 1.3.3.1(a) CAME 1.3.3.1(d)
CAMO.270(d)	CAME 1.3.3.3(a)
CAMO.270(e)	CAME 4.2
CAMO.270(f)	CAME 4.2.9
CAMO.270(g)	CAME 1.3.3.3(b)(4)
CAMO.280(a)	CAME Introduction
CAMO.280(b)(1)	CAME 1.3.2.1(28)
CAMO.280(b)(2)	CAME 1.3.2.1(29)
CAMO.280(b)(3)	CAME 1.5
CAMO.280(c)(1)	CAME Part 2
CAMO.280(c)(2)	CAME Part 2
CAMO.280(c)(3)	CAME 2.4
CAMO.280(c)(4)	CAME 2.4
CAMO.280(c)(5)	CAME 1.4 CAME 1.3
CAMO.280(c)(6)	CAME Part 2



CAMO.280(c)(7)	CAME Part 2 CAME 4.2.3
CAMO.280(c)(8)	CAME 1.2.3
CAMO.280(c)(9)	CAME 1.2.3
CAMO.280(c)(10)	CAME Part 3
CAMO.280(c)(11)	CAME 1.5
CAMO.280(c)(12)	CAME 4.2.3
CAMO.280(c)(13)	CAME 2.13
CAMO.280(c)(14)	CAME PART 0
CAMO 310(a)	CAME 1.3.2.1
CAMO.310(a)(1)	CAME 1.3.2.1(1)
CAMO.310(a)(2)	CAME 1.3.2.1(2)
CAMO.310(a)(3)	CAME 1.3.2.1(3)
CAMO.310(a)(4)	CAME 4.2.8 CAME 2.4
CAMO.310(a)(5)	CAME 1.3.2.1(5)
CAMO.310(a)(5)(i)	CAME 2.12 CAME 1.3.2.1(5)(i)
CAMO.310(a)(5)(ii)	CAME 2.3.3 g) CAME 1.3.2.1(5)(ii)
CAMO. 310(a)(5)(iii)	CAME 2.3.5 CAME 2.3.6
CAMO.310(a)(6)	CAME 2.7
CAMO.310(a)(7)	CAME 2.7.3
CAMO.310(a)(8)	CAME 1.3.2.1(8)
CAMO.310(a)(9)	CAME 2.7.3 CAME 2.7.2.6 vi)
CAMO.310(a)(10)	CAME 1.3.2.1(10)
CAMO.310(a)(11)	CAME 1.3.2.1(11) CAME 2.10.2
CAMO.310(a)(12)	CAME 1.3.2.1(12)
CAMO.310(a)(13)	CAME 1.3.2.1(13) CAME 2.5.14
CAMO.310(a)(14)	CAME 1.3.2.1(14) CAME 2.5.1
CAMO.310(a)(15)	CAME 1.3.2.1(15) CAME Part 5
CAMO.310(a)(16)	CAME 1.3.2.1(16)
CAMO.310(a)(17)	CAME 1.3.2.1(17) CAME 2.14
CAMO.310(a)(18)	CAME 1.3.2.1(18) CAME 2.6
CAMO.310(a)(19)	CAME 1.3.2.1(19) CAME 4.2.11
CAMO.310(a)(20)	CAME 1.3.2.1(20)
CAMO.310(a)(21)	CAME 1.3.2.1(21) CAME 4.2.11(g)
CAMO.310(a)(22)	CAME 1.3.2.1(22)



	CAME 2.11 CAME 2.11.1
CAMO.310(a)(23)	CAME 1.3.2.1(23)
CAMO.310(a)(24)	CAME 1.3.2.1(24)
CAMO.310(a)(25)	CAME 1.3.2.1(25)
CAMO.310(a)(26)	CAME 1.3.2.1(26) CAME 2.8
CAMO.310(a)(27)	CAME 1.3.2.1(27)
CAMO.310(a)(28)	CAME 1.3.2.1(28) CAME 4.2.1(c)
CAMO.310(a)(29)	CAME 1.3.2.1(29) CAME 4.2.3
CAMO.310(a)(30)	CAME 1.3.2.1(30)
CAMO.320(a)(1)	CAME 5.1(a)
CAMO.320(a)(2)	CAME 5.1(b)
CAMO.320(a)(3)	CAME 5.1(c)
CAMO.320(a)(4)	CAME 5.1(d)
CAMO.320(a)(5)	CAME 5.1(e)
CAMO.320(b)	CAME 1.3.2.1(14)
CAMO.410	CAME 1.3.2.1(2) CAME 2.5
CAMO.420	CAME 2.5.16
CAMO.430	CAME 2.7.1
CAMO.440	CAME 2.7
CAMO.510(a)	CAME 2.8.3
CAMO.510(b)	CAME 2.8.1
CAMO.510(c)	CAME 2.8 CAME 2.8.2
CAMO.510(d)	CAME 2.6.3
CAMO.510(e)	CAME 2.8.2(b)
CAMO.520	CAME 2.8.5
CAMO.530	CAME 2.8.6
CAMO.540(a)	CAME 2.2.1
CAMO.540(b)	CAME 2.2.1
CAMO.540(c)	CAME 2.2(b)
CAMO.540(d)	CAME 2.2.3
CAMO.550	CAME 2.11
CAMO.560	CAME 2.11.1
CAMO.570	CAME 2.11.1
CAMO.610(a)	CAME 1.3.2.1(30) CAME Part 3
CAMO.610(b)	CAME 3.1
CAR ACC 3.2.2(d)	CAME 2.6.4
CAR ACC 3.2.2(f)	CAME 2.6.4



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APPENDIX 3

EXAMPLE CAMO CONTRACT WITH AN OPERATOR

(Insert operator name) contracts *(insert CAMO Name and approval number)* to carry out continuing airworthiness management for *(Insert operator name)* aircraft(s) listed in this arrangement whilst *(insert CAMO Name)* is CAA approved to manage the aircraft.

This contract is applicable to the following aircraft operated by *(Insert operator name)*. Example table below

Aircraft Type Designation	Engine Manufacturer and Type	Aircraft serial Number
<i>Boeing B737-7HZ</i>	<i>CFM Int CFM-56</i>	
<i>Dassault Avn Falcon 7X</i>	<i>Pratt & Whitney PW307A</i>	

The scope of continuing airworthiness management tasks will ensure the following as defined in CAR CAMO.310:

- (a) the aircraft, including its airframe, engine(s), propellers, appliances, emergency equipment and operational equipment, is maintained in an airworthy condition;
- (b) all scheduled maintenance is performed in accordance with a maintenance programme acceptable to the Authority;
- (c) appropriate maintenance arrangements are made acceptable to the Authority;
- (d) no person certifies maintenance on the aircraft other than that prescribed in CAR GEN Subpart C;
- (e) any defects and unserviceability are rectified by an appropriately authorised person or appropriately approve maintenance organisation, or deferred in accordance with CAR OPS 2A.405 or CAR OPS 2H.401 as applicable;
 - (1) repetitive defects are identified and controlled in accordance with procedures approved in the Continuing Airworthiness Management Exposition;
 - (2) procedures are in place for the notification of any MELCDL limitations to the operating crew;
 - (3) procedures are established for the subsequent control of required rectification intervals;



- (f) applicable mandatory continuing airworthiness requirements are complied with within the prescribed period;
- (g) there are suitable arrangements in place to obtain and assess relevant continuing airworthiness information and recommendations from the organisation responsible for the type design and any applicable accomplished major design changes and shall implement resulting actions considered necessary in accordance with a procedure acceptable to the Authority;
- (h) any required technical and reliability assessments are undertaken and reports of aircraft continuing airworthiness status are made by arrangements acceptable to the Authority;
- (i) applicable continuing airworthiness data is reviewed for the determination of any required actions to be taken and records kept of such reviews are maintained;
- (j) the management of repairs ensuring they are carried out and approved in accordance with CAR 21 Subpart M;
- (k) the management of design changes ensuring they are carried out and approved in accordance with CAR 21 Subpart C and any continuing airworthiness requirements arising from them are incorporated in the aircraft maintenance programme;
- (l) the management of the airworthiness aspects of certificate of airworthiness issue and renewals;
- (m) establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme;
- (n) presenting the maintenance programme and its amendments to the Authority for approval, and provide a copy of the programme to the owner/operator of the aircraft;
- (o) any applicable continuing airworthiness data is made available to those involved in the maintenance of the aircraft;
- (p) any required technical dispatch procedures for special operations approved by the Authority are complied with;
- (q) for any aircraft having systems utilising Field Loadable Software and Database Field Loadable Data, controlling procedures acceptable to the Authority are in place to ensure that;
 - (1) Field Loadable Software uploads are accomplished in accordance with the approval requirements of CAR 21 Subpart C; and
 - (2) Database Field Loadable Data is controlled and transferred in accordance with the equipment manufacturer's instructions;



- (r) continuing airworthiness records are maintained in accordance with Subpart F of these regulations;
- (s) occurrence reporting is accomplished to the requirements of the appropriate CAR GEN Subpart F and appropriate investigations are undertaken to safeguard the aircraft and that of any other;
- (t) records of such investigations required by subparagraph (19) including any actions taken, shall be reported as required;
- (u) the monitoring and assessment of maintenance and operational experience with respect to continuing airworthiness and to provide the information as prescribed by the Authority and to report through the system specified in CAR GEN.205((g);
- (v) up-to-date mass and balance records are maintained that reflect the approved configuration of the aircraft;
- (w) arrangements are made for technical liaison with applicable type design organisations, operators and maintenance organisations to address any airworthiness issues such as faults, malfunctions, defects, any required inspection task reporting and inaccurate/misleading airworthiness data;
- (x) liaison meetings are held in compliance with any applicable reliability monitoring requirement;
- (y) only materials, parts, components and appliances that comply with CAR 21, Subpart K are installed on the aircraft;
- (z) maintenance records produced by the contracted maintenance organisation are in the English language;
- (aa) all required mandatory and non-mandatory continuing airworthiness information is held and maintained up to date;
- (bb) the Continuing Airworthiness Management Exposition is amended as necessary to keep the information therein up to date;
- (cc) amendments to the Continuing Airworthiness Management Exposition are furnished promptly to all organisations and persons to whom the manual has been issued, and;
- (dd) an aircraft does not fly beyond 12 months from the date of issue, or renewal, of the certificate of airworthiness unless there is a current Airworthiness Review Declaration in respect of that aircraft.



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