



CAR CAMO

CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATIONS

FOREWORD

CONTENTS

REVISION RECORD

LIST of EFFECTIVE PAGES



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FOREWORD

1. The Civil Aviation and Maritime Navigation Authority (L'Autorità per l'Aviazione Civile e la Navigazione Marittima) of the Republic of San Marino is known in these regulations as the “Authority”
2. CAR CAMO addresses the approval of an organisation to manage the continuing airworthiness for General Aviation aircraft.
3. Unless otherwise stated, applicable CAR DEF definitions and abbreviations are used throughout this document.
4. The editing practices used in this document are as follows:
 - (a) ‘Shall’ or ‘Will’ or ‘Must’ is used to indicate a mandatory requirement.
 - (b) ‘Should’ is used to indicate a recommendation.
 - (c) ‘May’ is used to indicate discretion by the Authority, the industry or the applicant, as appropriate.

Note: The use of the male gender implies the female gender and vice versa.

5. Paragraphs and sub-paragraphs with new, amended and corrected text will be enclosed within square brackets until a subsequent revision is issued.



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**SUBPART A****GENERAL****CAMO.010 Purpose**

These regulations are applicable to a continuing airworthiness management organisation (CAMO) being an organisation approved by the Authority to schedule, manage and control continuing airworthiness activities on aircraft and parts.

CAMO.020 Applicability

A CAR CAMO approval may be issued to an organisation that manages continuing airworthiness activities for the following aircraft.

- (a) Aircraft operated under CAR OPS 2A that are;
 - (1) aeroplanes with a maximum certificated take-off mass exceeding 5700Kg, or;
 - (2) aeroplanes equipped with one or more turbine engines.
- (b) Turbine powered helicopters operated under CAR OPS 2H

CAMO.030 Privileges of the organisation

- (a) Manage the continuing airworthiness of aircraft as listed on the approval certificate.
- (b) Perform Airworthiness Reviews and certify Airworthiness Review Declarations (ARD).
- (c) The Continuing Airworthiness Management Exposition (CAME) shall specify the capability and scope of approval and specify the scope of continuing airworthiness management activities for each aircraft operator and aircraft type(s) for which approval has been granted.
- (d) Certifying a Permit Flight Release when authorised by the Authority.

CAMO.040 Issue of Approval

- (a) An organisation may be approved subject to its demonstrating to the satisfaction of the Authority compliance with;
 - (1) the requirements of this regulation;
 - (2) applicable requirements in CAR GEN; and
 - (3) relevant safety management system provisions contained in Subpart B of these regulations.
- (b) An approval granted by the Authority shall identify;
 - (1) the issuing authority and the name, title and signature of the person issuing the certificate;
 - (2) the continuing airworthiness management organisation name and registered address;
 - (3) the conditions of the approval;



- (4) the scope of work approved by the Authority;
- (5) the continuing airworthiness management organisation approval reference number;
- (6) the date of current issue;
- (7) in the case of certificates of limited duration, the expiration date;
- (8) the location of the continuing airworthiness management organisation's facilities unless the information is included in a separate document referred to in the certificate;
- (9) the aeroplane type(s); and
- (10) any conditions and limitations.

CAMO.050 Continuing Airworthiness Management Exposition (CAME)

An applicant for approval shall provide to the Authority a copy of the CAME and all supporting documents in the English language. The CAME and all supporting documents shall demonstrate compliance with CAR CAMO.040(a).

CAMO.060 Duration of approval

- (a) A continuing airworthiness management organisation approval remains in force until it expires, surrendered, suspended, or revoked.
- (b) The holder of a continuing airworthiness management organisation approval that is revoked or suspended shall forthwith surrender the certificate to the Authority.

CAMO.070 Continuing surveillance

The approved continuing airworthiness management organisation will be subject to a continuing surveillance programme as determined by the Authority.

**SUBPART B****SAFETY MANAGEMENT SYSTEM****CAMO.110 Applicability**

- (a) The responsibility for the identification of hazards and management of associated safety risks are addressed by the safety management system of the aircraft owner/operator.
- (b) The continuing airworthiness management organisation shall provide details of any safety hazards identified by the organisation to the applicable owner/operator(s).



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**SUBPART C****APPROVAL REQUIREMENTS****CAMO.210 Application for approval**

An application for a continuing airworthiness management organisation approval shall be in a manner established by the Authority.

CAMO.220 Continued validity of approval

The continued validity of the approval shall depend upon the organisation remaining in compliance with these regulations.

CAMO.230 Changes to the certificate holder's organisation

- (a) The continuing airworthiness management organisation shall notify the Authority 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.
- (b) The continuing airworthiness management organisation shall notify the Authority when a contract for continuing airworthiness management services with an owner/operator is terminated or ceases to be valid.

CAMO.240 Notification of ceasing to manage continuing airworthiness

- (a) Each holder of a continuing airworthiness management organisation approval that ceases to offer continuing airworthiness management services for San Marino registered aircraft shall notify the Authority in writing within 14 days of the date of cessation.
- (b) The notification required by paragraph (a) shall include a request for revocation of the continuing airworthiness management organisation approval.

CAMO.250 Personnel requirements

- (a) The continuing airworthiness management organisation must employ a person or group of persons acceptable to the Authority to ensure that all maintenance and continuing airworthiness activities are carried out on time to an approved standard.
- (b) The organisation shall appoint an accountable manager, acceptable to the Authority, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with these regulations.
- (c) A person or group of persons shall be nominated by the accountable manager, with the responsibility of ensuring that the organisation is always in compliance with these regulations. Such personnel shall be ultimately responsible to the accountable manager through the postholder for continuing airworthiness.
- (d) The accountable manager shall nominate a postholder for continuing airworthiness (Continuing Airworthiness Manager), acceptable to the Authority. This person shall be responsible for the management, control, and supervision of continuing airworthiness activities for which the



organisation is approved. This person shall not be employed by a CAR 145, or accepted maintenance organisation, unless specifically agreed by the Authority.

- (e) The accountable manager shall nominate a quality manager responsible, acceptable to the Authority, for the quality system specified in CAMO.270. This person shall have right of direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.
- (f) The organisation shall have sufficient, appropriately qualified staff for the expected work.
- (g) All persons nominated in paragraphs (b) and (c) shall be able to show relevant knowledge, background, and appropriate experience related to aircraft continuing airworthiness acceptable to the Authority.
- (h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.
- (i) The postholder for continuing airworthiness (Continuing Airworthiness Manager) shall be responsible for the performing of Airworthiness Reviews and to certify Airworthiness Review Declarations in accordance with CAR GEN Subpart E.
- (j) The organisation shall define and keep updated in the continuing airworthiness management exposition (CAME) the title(s) and names(s) of the persons referred to in paragraphs (b), (c), (d) (e) and (h).
- (k) The organisation shall establish and control the competence of all personnel involved in continuing airworthiness management, airworthiness review and quality audits with a procedure, and to a standard agreed by the Authority.

CAMO.260 Facilities requirements

The continuing airworthiness management organisation shall provide suitable office accommodation at appropriate locations for the support staff and personnel specified in CAMO.250.

CAMO.270 Quality system

- (a) The accountable manager shall establish a quality policy for the organisation which shall be included in the continuing airworthiness management exposition.
- (b) The organisation shall establish a quality assurance system to monitor compliance with the Authority's requirements, adequacy of, and compliance with the continuing airworthiness procedures that shall detail;
 - (1) a quality system that includes independent audits to monitor the adequacy of procedures and to ensure that the organisation's functional responsibilities are discharged effectively;
 - (2) a quality feedback reporting system to the person or group of persons specified in CAMO.250 and ultimately to the accountable manager; and
 - (3) procedures to ensure that proper and timely route cause identification and corrective action is taken in response to reports resulting from the independent audits.
- (c) The quality system and Quality Manager must be acceptable to the Authority.



- (d) The quality system must be established, implemented, and maintained by the Quality manager.
- (e) The quality system must be described in relevant documentation.
- (f) In small organisations of fewer than 10 people the independent audit part of the quality system may be contracted to a person with appropriate technical, continuing airworthiness knowledge and proven satisfactory experience acceptable to the Authority.
- (g) Procedures shall be established for a regular review of the Continuing Airworthiness Management Exposition to ensure that it remains effective in maintaining the aircraft in an airworthy condition.

CAMO.280 Continuing Airworthiness Management Exposition (CAME)

- (a) The continuing airworthiness management organisation shall provide, a Continuing Airworthiness Management Exposition (CAME), the design of which shall observe Human Factors principles.
- (b) The continuing airworthiness management organisation shall ensure that the Continuing Airworthiness Management Exposition;
 - (1) is amended as necessary to keep the information contained therein up to date;
 - (2) amendments are furnished promptly to all organisations or persons to whom the manual has been issued; and
 - (3) is provided to the Authority, together with all amendments and/or revisions to it and the continuing airworthiness management organisation shall incorporate in it such mandatory material as the Authority may require.
- (c) The Continuing Airworthiness Management Exposition shall contain the following information;
 - (1) procedures that ensure that for each aircraft which the continuing airworthiness is managed, is maintained in an airworthy condition;
 - (2) procedures that ensure that the certificate of airworthiness of each aeroplane operated remains valid;
 - (3) a description of the administrative arrangements between the continuing airworthiness management organisation and the approved maintenance organisation and validated aircraft maintenance engineers if applicable;
 - (4) if applicable, a description of the maintenance procedures and the procedure for completing and signing a certificate of release to service when maintenance is based on a system other than that of an approved maintenance organisation;
 - (5) details of the organisational structure including the names and duties of the nominated postholder responsible for continuing airworthiness required by CAMO.250(d) and the person, or group of persons, referred to in CAMO.250(c);
 - (6) procedures that must be followed to satisfy the airworthiness management responsibilities contained in Subpart D;



- (7) procedures to ensure that all documents and publications necessary for managing the continuing airworthiness are up to date and available to all personnel that are required to have access to them;
- (8) reference to the maintenance programmes accepted by the Authority, as the State of Registry;
- (9) a description of the aircraft types, aircraft models, engine models, registration and serial number to which the Continuing Airworthiness Management Exposition applies;
- (10) procedures for the performance of Airworthiness Reviews and certification of Airworthiness Review Declarations;
- (11) 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;
- (12) procedures to ensure that obsolete reference material is removed promptly from all points of issue or use, and controls to preclude the use of superseded material by personnel;
- (13) procedures to hold and use applicable, current, maintenance data for the performance of continuing airworthiness tasks; and

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.

- (14) a list of definitions and acronyms used.

**SUBPART D****AIRWORTHINESS MANAGEMENT****CAMO.310 Airworthiness Management Responsibility**

- (a) The personnel identified in paragraph 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 Continuing Airworthiness Management Exposition;
 - (ii) procedures are in place for the notification of any MELCDL 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 and renewals;
- (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((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 Continuing Airworthiness Management Exposition is amended as necessary to keep the information therein up to date;
- (29) amendments to the Continuing Airworthiness Management Exposition are furnished promptly to all organisations and persons to whom the manual has been issued, and;
- (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.

CAMO.320 General maintenance arrangements

- (a) The maintenance contracts required by CAMO.310(a)(3) shall specify;
 - (1) a clear description of the work required of the maintenance organisation or person that takes account of human factors;
 - (2) any operator specific maintenance control procedures that are to be followed;
 - (3) the operator and continuing airworthiness management organisation contact information;
 - (4) details of any supplied maintenance data including its revision status and applicability; and
 - (5) details for the acceptance of materials, parts, components and appliances to comply with CAR 21 Subpart K.

Note: A maintenance contract may be a long term, formal contract, or an individual work order.

- (b) Persons signing a certificate of release to service shall be appropriately authorised in accordance with the requirements specified in CAR GEN Subpart C.



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SUBPART E

INSPECTION REQUIREMENTS

CAMO.410 Maintenance programme

- (a) Every aircraft to which this regulation applies shall be maintained in accordance with a maintenance programme accepted by the Authority, which shall be periodically reviewed and amended accordingly by the continuing airworthiness management organisation.
- (b) The maintenance programme must establish compliance with;
 - (1) instructions for continued airworthiness issued by the Type Certificate and Supplementary Type Certificate Holders;
 - (2) instructions issued by the Authority, if they differ from subparagraph (1) or in the absence of specific recommendations or instructions; or
 - (3) instructions defined by the continuing airworthiness management organisation and accepted by the Authority if they differ from subparagraphs (1) and (2).
- (c) The maintenance programme shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks associated with specific operations.
- (d) The continuing airworthiness management organisation is to ensure that all amendments to the maintenance programme are furnished promptly to all organisations or persons to whom the maintenance programme has been issued.
- (e) The periods prescribed by the Authority's accepted maintenance programme may be varied by the continuing airworthiness management organisation provided that such variations are within the limits specified in paragraph (f). Variations are only permitted when the periods prescribed by the maintenance programme, cannot be complied with due to circumstances which could not reasonably have been foreseen by the continuing airworthiness management organisation or the owner/operator. Particulars of every variation so made shall be entered in the appropriate aircraft records. The variations permitted do not include;
 - (1) those components for which an ultimate, finite or retirement life has been prescribed;
 - (2) those tasks that have been classified as mandatory by the Authority, Type Certificate Holder, or Supplementary Type Certificate Holder; or
 - (3) certification maintenance requirements.
- (f) The permitted variations to the maintenance programme in accordance with paragraph (e) are;
 - (1) Items controlled by flying hours;

<ul style="list-style-type: none"> - 5000 flying hours or less - more than 5000 flying hours 	<ul style="list-style-type: none"> - 10% - 500 flying hours
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 - (2) Items controlled by calendar time;

<ul style="list-style-type: none"> - 1 year or less 	<ul style="list-style-type: none"> - 1 month
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- | | |
|--|------------|
| - more than 1 year but not exceeding 3 years | - 2 months |
| - more than 3 years | - 3 months |

(3) Items controlled by landings/cycles:

- | | |
|-------------------------------|--|
| 500 landings/cycles or less; | - 10% or 25 landings/cycles, whichever is the lesser. |
| more than 500 landings/cycles | - 10% or 250 landings/cycles, whichever is the lesser. |

(4) 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.

CAMO.420 Condition monitored and reliability maintenance programme

- (a) Where the Type Certificate Holder or Supplemental Type Certificate Holder for aircraft, engines and propellers prescribe condition monitoring, reliability programmes or health and usage monitoring systems these shall form part of the maintenance programme accepted by the Authority.
- (b) Appropriate procedures shall be established for any applicable condition monitoring or reliability, or health usage monitoring systems referred to in paragraph (a).

CAMO.430 Airworthiness Directives applicability

- (a) Except as provided for in paragraph (b), the airworthiness directives applicable under these 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 Authority may be required as a condition of issue or continuity of the Type Acceptance Certificate.

CAMO.440 Airworthiness Directives compliance

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.

**SUBPART F****AIRCRAFT RECORDS****CAMO.510 Maintenance and continuing airworthiness records**

- (a) The continuing airworthiness management organisation shall be responsible for the retention of the aircraft, engine and propeller log books recording 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 modifications and repairs; and
 - (4) life component records.
- (b) Maintenance shall 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.
- (c) Records shall be in the English language and of sufficient detail to demonstrate the airworthiness status of the aircraft at all times and shall 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.
- (d) The records shall 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 Authority.
 - (e) 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.

CAMO.520 Retention of continuing airworthiness records

The continuing airworthiness management organisation shall retain continuing airworthiness records as specified in CAR GEN.058.

CAMO.530 Transfer of maintenance and continuing airworthiness records

- (a) The continuing airworthiness management organisation shall, 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 shall be made available to the new operator.

CAMO.540 Technical Log

- (a) The continuing airworthiness management organisation shall ensure that the owner or operator of an aircraft that is required to provide a technical log, has the provision for recording;
 - (1) the name of the operator;
 - (2) the registration and designation of the aircraft;
 - (3) record of aircraft utilization including total time (daily hours, cycles, sectors) as applicable including those cycles such as landings, pressure cycles, engine power ranges, which affect the life of an aircraft or component;



- (4) the time when ground de-icing and or anti-icing was started and the type of fluid applied, including fluid/water mixture ratio;
 - (5) records of fuel and oil;
 - (6) the maintenance status of the aircraft, identity of the next scheduled inspection, including date/hours/cycles/landings at which any other out of phase maintenance inspection is required;
 - (7) any defects or abnormal occurrences found by the pilot during or following a flight, and details of rectification of defects occurring between scheduled inspections including the certificate of release to service for any rectification;
 - (8) details of any deferred rectification including any inoperative equipment with which the aircraft is permitted to be flown under the applicable CAR relating to the operation of the aircraft;
 - (9) records for special operations such as AWO;
 - (10) the information required by the applicable CAR relating to the operation of the aircraft;
 - (11) any necessary maintenance support information for the pilot;
 - (12) the pre-flight inspection signature;
 - (13) the time spent in particular engine power ranges where the use of such engine power affects the life of the engine, engine component or engine module;
 - (14) the number of landings where landings affect the life of an aircraft or aircraft component; and
 - (15) the flight pressure cycles where such cycles affect the life of an aircraft or aircraft component.
- (b) The content of the technical log may be altered from that in paragraph (a) if alternative methods of recording this data acceptable to the Authority are used.
- (c) The technical log shall be kept secure, in hard copy or in electronic coded form provided this form allows for the preservation and retrieval of information.
- (d) The continuing airworthiness management organisation shall ensure that arrangements are established with the owner/operator for the subsequent transmittal of sector record pages to the continuing airworthiness management organisation in a timely manner.

CAMO.550 Mass and balance

- (a) Aircraft are to be weighed at intervals not exceeding 5 years, or
- (1) where the aircraft is part of a fleet weighing programme specified by the type certificate holder and accepted by the Authority, at intervals specified by that programme; and



- (2) whenever alterations affecting mass and balance of the aircraft are made that exceed the limits for computed mass and balance changes advised by the aircraft type certificate holder.
 - (3) When determined by the Authority
- (b) The basic record of aircraft empty mass shall be maintained in a manner acceptable to the Authority and reflect the modification and repair status by;
 - (1) calculations where approved data is available for incorporated design changes; and
 - (2) by periodic weighing of aircraft as prescribed in the applicable accepted aircraft maintenance programme.
- (c) The basic record of aircraft empty mass shall be that defined by the type certificate holder and approved configuration.
- (d) Any item installed not forming part of the Type Design shall be entered in an equipment list with its associated weight and moment and shall constitute part of the aircraft's mass and balance report.
- (e) Following any changes made to the empty mass of the aircraft or its centre of gravity, an entry shall be made in the aircraft log book or other aircraft record acceptable to the Authority before the next flight and shall include details of;
 - (1) the change;
 - (2) the effective date of the change; and
 - (3) the weight and moment of each item installed or removed.
- (f) Subject to the requirement of paragraph (b), the particulars of any changes to the empty mass of the aircraft shall be transcribed into the aircraft's empty weight and balance report.

CAMO.560 Alternative configurations

Where an aircraft is operated in more than one configuration, a separate mass and balance report shall be provided for each configuration and shall contain:

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

CAMO.570 Certification of mass and balance reports

- (a) All mass and balance reports shall be certified by the person responsible for compiling the report.
- (b) Alternative configurations and changes made to the aircraft empty mass shall be certified with an appropriate maintenance release recording;
 - (1) where applicable, the specific configuration;



- (2) details of the approved modification; and
- (3) the amendment made to the aircraft's empty mass and balance report.



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**SUBPART G****AIRWORTHINESS REVIEW****CAMO.610 Airworthiness review**

- (a) An aircraft managed by an approved continuing airworthiness management organisation shall 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 that has been certified;
- (1) within 12 months of the certificate of airworthiness being issued or renewed; or
 - (2) within 24 months of the certificate of airworthiness being issued or renewed.
- (b) To satisfy the requirement for the airworthiness review of an aircraft in (a), a fully documented review of the aircraft records shall be carried out by the postholder for continuing airworthiness management in order to be satisfied that;
- (1) all applicable airworthiness directives have been accomplished, properly certified, and properly recorded in the aircraft records;
 - (2) the aircraft conforms with the latest San Marino accepted Type Certificate Data Sheet;
 - (3) all maintenance due on the aircraft according to the Authority accepted maintenance programme have been carried out;
 - (4) all service life limited components installed on the aircraft are properly identified, recorded and have not exceeded their approved service life limits;
 - (5) all Airworthiness Limitation Items installed on the aircraft are within the required limits and recorded in the aircraft records;
 - (6) the current mass and balance report reflects the configuration of the aircraft is valid and the aircraft weighed within the last 5 years;
 - (7) 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;
 - (8) all known defects have been corrected, or, where applicable, carried forward in a controlled and approved manner;
 - (9) the flight manual is applicable to the aircraft configuration and reflects the latest revision status;
 - (10) any operational requirements are met;
 - (11) the navigation software is updated to the latest revision;
 - (12) 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;
 - (13) all maintenance has been released in accordance with CAR GEN Subpart C; and



- (14) airframe, engine and propeller flying hours and associated cycles/landings are accurate and have been properly recorded