

<p>Հավելված N 1 Հայաստանի Հանրապետության տարածքային կառավարման և ենթակառուցվածքների նախարարի 2023 թվականի մայիսի 5-ի N 3-Ն հրամանի</p>	<p>Annex N 1 Of the order 3-N of the Minister of Territorial Administration and Infrastructure of the Republic of Armenia 5 may 2023</p>
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ԳՈՐԾԱԿԱԼՈՒԹՅԱՆ «ԹՈՒԻԶՔԱՅԻՆ ՊԻՏԱՆԻՈՒԹՅԱՆ ՊԱՀՊԱՆՈՒՄ»  
ԿԱՆՈՆԱԿԱՐԳԵՐ  
ՓԱՐՏ-Մ (PART-M), ՓԱՐՏ-ՔԱՄՕ (PART-CAMO) ԵՎ ՓԱՐՏ-ՔԱՕ (PART-CAO)

## ANNEX I (PART-M)

### GENERAL

#### M.1

Regulation (EU) 2020/270

For the purpose of this Part, the competent authority shall be:

1. for the oversight of the continuing airworthiness of individual aircraft and the issue of airworthiness review certificates the authority designated by the Member State of registry;
2. for the oversight of a maintenance organisation as specified in Section A, Subpart F of this [Annex \(Part-M\)](#):
  - (i) the authority designated by the Member State where that organisation's principle place of business is located;
  - (ii) the Agency if the organisation is located in a third country;
3. for the approval of aircraft maintenance programmes ('AMP'), one of the following:
  - (i) the authority designated by the Member State of registry of the aircraft;
  - (ii) if prior to the approval of the aircraft maintenance programme the Member State of registry agrees, one of the following:
    - (a) the authority designated by the Member State where the operator has its principal place of business or, in case the operator has no principal place of business, the authority designated by the Member State where the operator has its place of establishment or where the operator resides;
    - (b) the authority responsible for the oversight of the organisation managing the continuing airworthiness of the aircraft or with which the owner has concluded a limited contract in accordance with point (i)(3) of point [M.A.201](#).
4. for the oversight of a continuing airworthiness management organisation as specified in Section A, Subpart G of this Annex (Part-M):
  - (i) the authority designated by the Member State where that organisation's principle place of business is located if the approval is not included in an air operator's certificate;
  - (ii) the authority designated by the Member State of the operator if the approval is included in an air operator's certificate;
  - (iii) the Agency if the organisation is located in a third country.

#### AMC M.1

ED Decision 2015/029/R

A competent authority may be a ministry, a national aviation authority or any aviation body designated by the Member State and located within that Member State. A Member State may designate more than one competent authority to cover different areas of responsibility, as long as the designation decision contains a list of the competencies of each authority and there is only one competent authority responsible for each given area of responsibility.

**GM1 M.1(3)(ii)**

ED Decision 2022/017/R

**TRANSFER OF RESPONSIBILITY FOR THE APPROVAL OF THE AIRCRAFT MAINTENANCE PROGRAMME**

- (a) The aircraft maintenance programme (AMP) may be approved by an authority other than the one designated by the Member State of registry of the aircraft when that Member State concludes a written contract with the Member State of the operator, of the continuing airworthiness management organisation (CAMO) or of the combined airworthiness organisation (CAO) if the conditions of point [M.1.\(3\)\(ii\)](#) apply. The written contract between the two Member States contains a reference to the aircraft and the competent authorities (CAs), as well as the terms and conditions for the transfer of responsibility between the CAs.
- (b) If the responsibility for the approval of the AMP is transferred to the competent authority that is responsible for the CAMO or CAO, that AMP may be approved through an indirect approval procedure (see point [M.A.302\(c\)](#)) that the CAMO or CAO may have prior to the transfer unless otherwise specified by the terms and conditions for the transfer that are referred to in point (a).

## SECTION A — TECHNICAL REQUIREMENTS

### SUBPART A — GENERAL

#### **M.A.101 Scope**

*Regulation (EU) 2019/1383*

This Section establishes the measures to be taken to ensure that the airworthiness of aircraft is maintained, including its maintenance. It also specifies the conditions to be met by the persons or organisations involved in such activities.

## SUBPART B — ACCOUNTABILITY

### M.A.201 Responsibilities

Regulation (EU) 2019/1383

- (a) The owner of the aircraft shall be responsible for the continuing airworthiness of aircraft and shall ensure that no flight takes place unless all of the following requirements are met:
- (1) the aircraft is maintained in an airworthy condition;
  - (2) any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable;
  - (3) the airworthiness certificate is valid;
  - (4) the maintenance of the aircraft is performed in accordance with the AMP specified in point [M.A.302](#).

Regulation (EU) No 1321/2014

- (b) When the aircraft is leased, the responsibilities of the owner are transferred to the lessee if:
1. the lessee is stipulated on the registration document; or
  2. detailed in the leasing contract.

When reference is made in this Part to the ‘owner’, the term owner covers the owner or the lessee, as applicable.

Regulation (EU) No 1321/2014

- (c) Any person or organisation performing maintenance shall be responsible for the tasks performed.

Regulation (EU) 2019/1383

- (d) The pilot-in-command or, in the case of aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, the operator, shall be responsible for the satisfactory accomplishment of the pre-flight inspection. That inspection shall be carried out by the pilot or another qualified person and shall not need to be carried out by an approved maintenance organisation or by certifying staff.

Regulation (EU) 2020/270

- (e) In the case of aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008<sup>1</sup> the operator shall be responsible for the continuing airworthiness of the aircraft it operates and shall:
- (1) ensure that no flight takes place unless the conditions set out in point (a) are met;
  - (2) take the necessary steps to ensure its approval as a continuing airworthiness management organisation (‘CAMO’) pursuant to [Annex Vc \(Part-CAMO\)](#) or Subpart G of this [Annex \(Part-M\)](#), as part of air operator certificate for the aircraft it operates;
  - (3) take the necessary steps to ensure its approval in accordance with [Annex II \(Part-145\)](#) or conclude a written contract in accordance with point [CAMO.A.315\(c\)](#) of Annex Vc (Part-CAMO) or point [M.A.708\(c\)](#) of this Annex (Part-M) with an organisation which has been approved in accordance with [Annex II \(Part-145\)](#).

<sup>1</sup> Regulation (EC) No 1008/2008 of the European Parliament and of the Council of 24 September 2008 on common rules for the operation of air services in the Community (OJ L 293, 31.10.2008, p. 3).

*Regulation (EU) 2022/410*

- (ea) By derogation to point (e)(2), at least two operators forming part of a single air carrier business grouping may use the same CAMO to assume the responsibility for the continuing airworthiness management of all the aircraft they operate, provided that all of the following requirements are met:
- (1) the CAMO is approved in accordance with [Annex Vc \(Part-CAMO\)](#) for the aircraft to be managed;
  - (2) the CAMO forms part of the same air carrier business grouping as the operators concerned;
  - (3) a contract is established in accordance with Appendix I to this Annex between the CAMO and the AOC holder not itself approved as a CAMO;
  - (4) the CAMO has its principal place of business in the territory to which the Treaties apply;
  - (5) the individual management systems of the organisations concluding a contract are harmonised with each other.

*Regulation (EU) 2022/410*

- (eb) By derogation to point [\(e\)\(2\)](#), when the termination or revocation of an air operator certificate results in a situation where an air carrier licensed in accordance with Regulation (EC) No 1008/2008 and forming part of an air carrier business grouping is no longer in compliance with point [M.A.201\(ea\)](#), that licensed air carrier shall define and implement an action plan to the satisfaction of the competent authority to comply with point [M.A.201\(e\)\(2\)](#) as soon as practicable.

*Regulation (EU) 2020/270*

- (f) For complex motor-powered aircraft used for commercial specialised operations, for CAT operations other than those performed by air carriers licensed in accordance with Regulation (EC) No 1008/2008 or by commercial Approved Training Organisations ('ATO') and Declared Training Organisations ('DTO') referred to in Article 10a of Regulation (EU) No 1178/2011<sup>1</sup>, the operator shall ensure that:
- (1) no flight takes place unless the conditions set out in point (a) are met;
  - (2) the tasks associated with continuing airworthiness are performed by a CAMO approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M); when the operator is not a CAMO approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M), it shall conclude a written contract as regards the performance of those tasks in accordance with Appendix I to this Annex with an organisation approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M);
  - (3) the CAMO referred to in point (2) is approved in accordance with Annex II (Part-145) as an organisation to qualify for the issue of an approval for the maintenance of aircraft and of components for installation thereon, or that CAMO has concluded a written contract in accordance with point [CAMO.A.315\(c\)](#) of Annex Vc (Part-CAMO) or point [M.A.708\(c\)](#) of this Annex (Part-M) with organisations approved in accordance with Annex II (Part-145).

<sup>1</sup> Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 311, 25.11.2011, p. 1).

*Regulation (EU) 2020/270*

- (g) For complex motor-powered aircraft not included in points (e) and (f), the owner shall ensure that:
- (1) no flight takes place unless the conditions set out in point (a) are met;
  - (2) the tasks associated with continuing airworthiness are performed by a CAMO approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M); when the owner is not a CAMO approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M), it shall conclude a written contract as regards the performance of those tasks in accordance with Appendix I to this Annex with an organisation approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M);
  - (3) the CAMO referred to in point (2) is approved in accordance with Annex II (Part-145) as an organisation to qualify for the issue of an approval for the maintenance of aircraft and of components for installation thereon, or that CAMO has concluded a written contract in accordance with point [CAMO.A.315\(c\)](#) of Annex Vc (Part-CAMO) or point [M.A.708\(c\)](#) of this Annex (Part-M) with organisations approved in accordance with Annex II (Part-145).

*Regulation (EU) 2021/700*

- (h) For aircraft other than complex motor-powered aircraft used for commercial specialised operations or for CAT operations other than those performed by air carriers licensed in accordance with Regulation (EC) No 1008/2008, or by commercial ATOs and commercial DTOs referred to in Article 10a of Regulation (EU) No 1178/2011, the operator shall ensure that:
- (1) no flight takes place unless the conditions set out in point (a) are met;
  - (2) the tasks associated with continuing airworthiness are performed by a CAMO approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M), or a combined airworthiness organisation ('CAO') approved in accordance with Annex Vd (Part-CAO); when the operator is not a CAMO approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M), or a CAO approved in accordance with Annex Vd (Part-CAO), it shall conclude a written contract in accordance with Appendix I to this Annex with a CAMO approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M), or a CAO approved in accordance with Annex Vd (Part-CAO);
  - (3) the CAMO or CAO referred to in point (2) is approved in accordance with Annex II (Part-145) or in accordance with Subpart F of this Annex (Part-M) or as a CAO with maintenance privileges, or that CAMO or CAO has concluded a written contract with organisations approved in accordance with Annex II (Part-145) or in accordance with Subpart F of this Annex (Part-M) or Annex Vd (Part-CAO) with maintenance privileges.

*Regulation (EU) 2020/270*

- (i) For aircraft other than complex motor-powered aircraft not included in points (e) and (h), or used for limited operations, the owner shall ensure that flight takes place only if the conditions set out in point (a) are met. To that end, the owner shall:
- (1) attribute the continuing airworthiness tasks referred to in point [M.A.301](#) to a CAMO or CAO through a written contract concluded in accordance with Appendix I; or
  - (2) carry out those tasks himself; or

- (3) carry out those tasks himself except the tasks of the development of and the processing of the approval of the AMP, only if those tasks are performed by a CAMO or CAO through a limited contract concluded in accordance with point [M.A.302](#).

*Regulation (EU) 2015/1536*

- (j) The owner/operator shall ensure that any person authorised by the competent authority is granted access to any of its facilities, aircraft or documents related to its activities, including any subcontracted activities, to determine compliance with this Part.

*Regulation (EU) 2020/270*

- (k) Where an aircraft included in an air operator certificate is used for non-commercial operations or specialised operations under point ORO.GEN.310 of Annex III or point NCO.GEN.104 of Annex VII to Regulation (EU) No 965/2012, the operator shall ensure that the tasks associated with continuing airworthiness are performed by the CAMO approved in accordance with Annex Vc (Part-CAMO) or Subpart G of this Annex (Part-M) or the combined airworthiness organisation (“CAO”) approved in accordance with Annex Vd (Part-CAO), whichever applicable, of the air operator certificate holder.



## GM M.A.201 Responsibilities

ED Decision 2022/017/R

### QUICK SUMMARY TABLE

Select your type of operation and your category of aircraft		Complex motor-powered aircraft		Other-than-complex motor-powered aircraft (aircraft subject to Part ML are excluded here)		
		Is a CAMO or CAO required for the management of continuing airworthiness?	Is maintenance by a maintenance organisation required?	Is a CAMO or CAO required for the management of continuing airworthiness?	Is maintenance by a maintenance organisation required?	
Commercial operations	CAT	Air carriers licensed in accordance with Regulation (EC) No 1008/2008	Yes, a CAMO is required. It shall be part of the AOC <a href="#">(M.A.201(e))</a> unless point <a href="#">M.A.201(ea)</a> applies.	Yes, maintenance by a Part-145 organisation is required <a href="#">(M.A.201(e))</a>	Yes, a CAMO is required. It shall be part of the AOC <a href="#">(M.A.201(e))</a> unless point <a href="#">M.A.201(ea)</a> applies.	Yes, maintenance by a Part-145 organisation is required <a href="#">(M.A.201(e))</a>
		CAT other than air carriers licensed in accordance with Regulation (EC) No 1008/2008	Yes, a CAMO is required <a href="#">(M.A.201(f))</a>	Yes, maintenance by a Part-145 organisation is required <a href="#">(M.A.201(f))</a>	Yes, a CAMO or CAO is required <a href="#">(M.A.201(h))</a>	Yes, maintenance by a Subpart F, by a Part-CAO or by a Part-145 organisation is required <a href="#">(M.A.201(h))</a>
	Commercial operations other than CAT	Commercial specialised operations	Yes, a CAMO is required <a href="#">(M.A.201(f))</a>	Yes, maintenance by a Part-145 organisation is required <a href="#">(M.A.201(f))</a>	Yes, a CAMO or CAO is required <a href="#">(M.A.201(h))</a>	Yes, maintenance by a Subpart F, by a Part-CAO or by a Part-145 organisation is required <a href="#">(M.A.201(h))</a>
		Commercial training organisations (ATOs)	Yes, a CAMO is required <a href="#">(M.A.201(f))</a>	Yes, maintenance by a Part-145 organisation is required <a href="#">(M.A.201(f))</a>	Yes, a CAMO or CAO is required <a href="#">(M.A.201(h))</a>	Yes, maintenance by a Subpart F, by a Part-CAO or by a Part-145 organisation is required <a href="#">(M.A.201(h))</a>
Other than commercial operations including limited operations as defined in Article 2(p)		Yes, a CAMO is required <a href="#">(M.A.201(g))</a>	Yes, maintenance by a <a href="#">Part-145</a> organisation is required <a href="#">(M.A.201(g))</a>	No, a CAMO or CAO is not required <a href="#">(M.A.201(i))</a>	No, maintenance by a Subpart F, by a Part-CAO or Part-145 organisation is not always required <a href="#">(M.A.201(i))</a>	

## GM M.A.201(e) Responsibilities

ED Decision 2016/011/R

The performance of ground de-icing and anti-icing activities does not require a [Part-145](#) maintenance organisation approval. Nevertheless, inspections required to detect and, when necessary, remove de-icing and/or anti-icing fluid residues are considered maintenance. Such inspections may only be carried out by suitably authorised personnel.

## AMC M.A.201(e)(2) Responsibilities

ED Decision 2016/011/R

1. An air carrier licensed in accordance with Regulation (EC) No 1008/2008 only needs to hold a CAMO approval as part of its air operator certificate (AOC) for the management of the continuing airworthiness of the aircraft listed on its AOC. The approval to carry out airworthiness reviews is optional.
2. [Part-M](#) does not provide for CAMOs to be independently approved to perform continuing airworthiness management tasks on behalf of air carriers licensed in accordance with Regulation (EC) No 1008/2008. The approval of such activity is vested in the (AOC).
3. The operator is ultimately responsible and, therefore, accountable for the airworthiness of its aircraft.

## AMC1 M.A.201(ea) Responsibilities

ED Decision 2022/017/R

### HARMONISATION OF THE MANAGEMENT SYSTEMS

- (a) The harmonised management systems of the organisations that conclude a contract should encompass safety by including the following elements:
- (1) A forum to share the results and conclusions of the safety review boards (SRBs) of each organisation, which should be attended by the accountable managers, safety managers, and any other relevant nominated person(s). That forum may for example take the form of regular joint meetings of the organisations' SRBs.
  - (2) Regular exchange between the organisations of the results and conclusions of the compliance monitoring function as well as of the results of the oversight of each organisation by the CA(s). The exchange of information on compliance monitoring and oversight provides for awareness, analysis, and hazard identification.
  - (3) A common or consistent safety policy and its related safety objectives.  
Note: establishing common or consistent safety objectives does not prevent the organisation(s) from defining additional and/or specific safety objectives to adapt to the local environment/specificities/operations and/or to the organisation safety performance, as applicable.
  - (4) Common or consistent safety management key processes (see [AMC1 CAMO.A.200\(a\)\(3\) 'Management system'](#)) that are established by the CAMO and its contracting operators unless those processes relate to activities or procedures that are specific to one of those organisations (e.g. fatigue risk management system (FRMS)).
  - (5) A cooperation mechanism to ensure prompt reaction when one of the organisations shares some serious concerns with another organisation.

- (6) A cooperation mechanism to ensure proper actions are coordinated at group level if there are findings at one organisation, which affect the harmonisation of the management systems.
  - (7) A cooperation mechanism with the operator(s) to manage the changes in the harmonised elements of the management systems in such a way that those changes produce their effect at the same time.
- (b) The CAMO/operator(s)' procedures should describe how the interface and harmonisation between the management systems are achieved, and specify the records to be retained in respect of the harmonisation of the management systems.

## AMC2 M.A.201(ea) Responsibilities

ED Decision 2022/017/R

To ensure that all parties involved can fulfil their responsibilities, all manuals, procedures, and communication between them should be, at least, in one common language, e.g. English, when the CAMO manages the continuing airworthiness of aircraft registered in (a) different Member State(s) than its principal place of business. Parties involved include the competent authority(ies) with which that common language should be agreed upon.

## GM1 M.A.201(ea) Responsibilities

ED Decision 2022/017/R

### HARMONISATION OF THE MANAGEMENT SYSTEMS — GROUP STANDARDS AND CHANGES THERETO

- (a) Depending on the size of the single air carrier business grouping and on the nature and complexity of its activities, an efficient way of harmonising the management systems of the organisations is by collectively developing group standards that are endorsed by a group management board or similar group governance body. Such group standards may include provisions for the monitoring of the obligations of the parties that have signed the contract established in accordance with [Appendix I to Annex I \(Part-M\)](#) to Regulation (EU) No 1321/2014.
- (b) The group management board or similar group governance body is composed of the accountable managers of the organisations and a coordinating member. The names of the board members are included directly, or by reference to a common document, in the contract, and are updated in the respective document in case of change in personnel.
- (c) The coordinating member may be one of the accountable managers or another person. As a consequence of applying point [M.A.201\(ea\)](#) is that several operators will use the same CAMO, the group management board may consider having as coordinating member one employee of that CAMO. The role of the coordinating member includes, but is not limited to the following:
  - ensuring that all perspectives are considered;
  - defining the by-laws of the board and ensuring they are complied with;
  - coordinating decision-making;
  - ensuring that the documentation is updated;
  - ensuring the review of the group standards;
  - ensuring the regular exchange of communication and that meetings take place; and
  - coordinating the integration of an organisation into, or, if applicable, its departure from, the business grouping.

- (d) The group standards can be documented either:
- in a common document that is cross-referenced in the continuing airworthiness management contract that is required by point [M.A.201\(ea\)](#); or
  - in the exposition/manual of each organisation, in which case the continuing airworthiness management contract that is required by point [M.A.201\(ea\)](#) should cross-reference the relevant part of the organisations' expositions/manuals; or
  - in the continuing airworthiness management contract that is required by point [M.A.201\(ea\)](#).
- (e) In particular, the group standards include:
- methods and procedures to address the safety management key processes;
  - identification of the different operators and the CAMO;
  - identification and contact details of the members of the group management board or of the similar group governance body; and
  - management of the changes that affect the group standards, e.g. consultation process.

## GM2 M.A.201(ea) Responsibilities

ED Decision 2022/017/R

### AIR CARRIER BUSINESS GROUPING

- (a) In the framework of Regulation (EU) No 1321/2014, 'a single air carrier business grouping' means a controlling undertaking and its controlled undertakings. All those undertakings are located in the territory to which the Treaties apply.

The controlling undertaking exercises directly or indirectly a dominant influence over the controlled undertaking by virtue of ownership, financial participation, right to appoint management or a supervisory body, the rules that govern it, or other.

The controlled and controlling undertakings include air carriers licensed in accordance with Regulation (EC) 1008/2008<sup>1</sup> as well as one or more organisations that are approved in accordance with [Annex Vc \(Part-CAMO\)](#) to Regulation (EU) No 1321/2014.

In the frame of Community-scale groups of undertakings, Article 3 of Directive 2009/38/EC<sup>2</sup> provides additional information about controlling undertakings, which can also be suitable to national-scale groups of undertakings.

- (b) Each approved organisation is responsible for its management system, even if they follow common group standards, policies, or procedures. The accountability of each approved organisation, as defined by the relevant EU regulation, is not affected by being part of a single air carrier business grouping. The air carrier remains ultimately responsible for the continuing airworthiness of the aircraft it operates even if the operator decides to contract the continuing airworthiness management to a CAMO. In that case, the operator is no longer responsible for

<sup>1</sup> Regulation (EC) No 1008/2008 of the European Parliament and of the Council of 24 September 2008 on common rules for the operation of air services in the Community (Recast) (OJ L 293, 31.10.2008, p. 3) (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32008R1008&qid=1660816319207>).

<sup>2</sup> Directive 2009/38/EC of the European Parliament and of the Council of 6 May 2009 on the establishment of a European Works Council or a procedure in Community-scale undertakings and Community-scale groups of undertakings for the purposes of informing and consulting employees (Recast) (OJ L 122, 16.5.2009, p. 28) (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32009L0038&qid=1660815126702>).

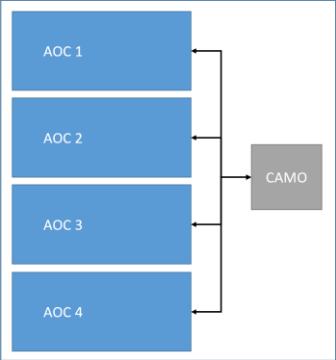
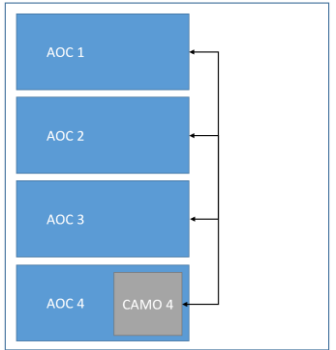
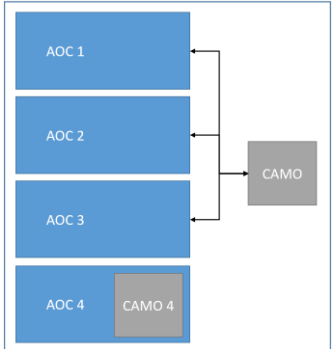
performing the continuing airworthiness tasks, as that responsibility is transferred to the contracted CAMO. The operator keeps the responsibility to fulfil the requirements in the EU regulations, e.g. to assess the CAMO to ensure that it has the capability and capacity to comply with the contract (see Part-M, [Appendix I](#), point 7).

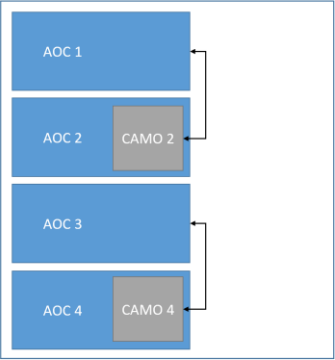
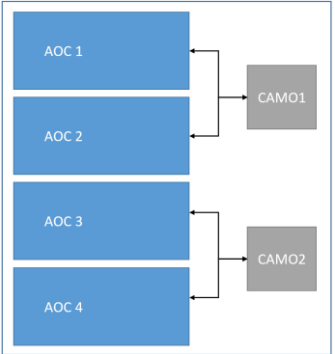
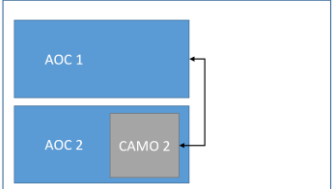
## GM3 M.A.201(ea) Responsibilities

ED Decision 2022/017/R

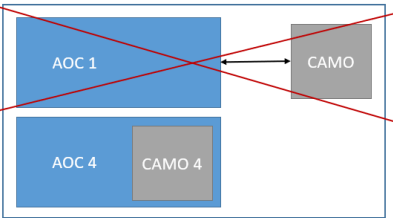
### CONFIGURATIONS

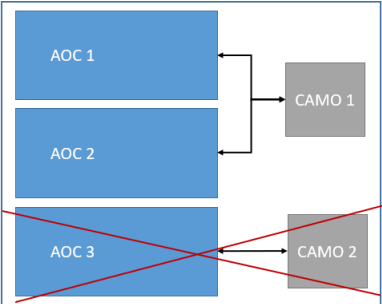
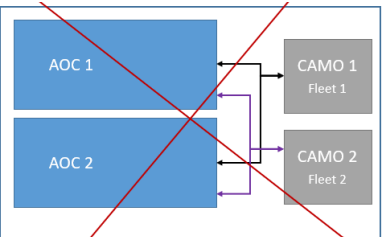
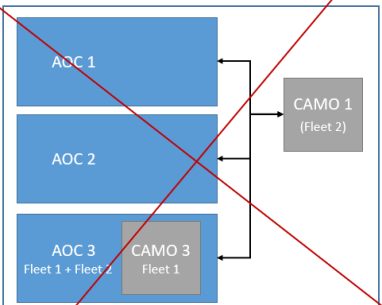
- (a) Each AOC holder of a single air carrier business grouping may choose either to remain an approved CAMO itself (in accordance with point [M.A.201\(e\)\(2\)](#)) or to contract a CAMO (in accordance with point [M.A.201\(ea\)](#)).
- (b) The following schemes illustrate possible examples of configurations:

<p>Air carriers business grouping</p> 	<p>Each AOC holder has a contract with the CAMO in accordance with point <a href="#">M.A.201(ea)</a>.</p>
	<p>AOC 1, AOC 2, and AOC 3 holders have a contract with CAMO 4 each (in accordance with point <a href="#">M.A.201(ea)</a>); CAMO 4 is integrated into AOC 4 (in accordance with point <a href="#">M.A.201(e)(2)</a>).</p>
	<p>AOC 1, AOC 2, and AOC 3 have a contract with a CAMO each (in accordance with point <a href="#">M.A.201(ea)</a>); CAMO 4 is integrated into AOC 4 (in accordance with point <a href="#">M.A.201(e)(2)</a>).</p>

	<p>AOC 1 has a contract with CAMO 2 (in accordance with point <a href="#">M.A.201(ea)</a>), AOC 3 has a contract with CAMO 4 (in accordance with point <a href="#">M.A.201(ea)</a>), while CAMO 2 and CAMO 4 remain respectively integrated into AOC 2 and AOC 4 (in accordance with point <a href="#">M.A.201(e)(2)</a>).</p>
	<p>AOC 1 and AOC 2 have a contract with CAMO 1 each (in accordance with point <a href="#">M.A.201(ea)</a>); AOC3 and AOC4 have a contract with CAMO 2 each (in accordance with point <a href="#">M.A.201(ea)</a>).</p>
	<p>AOC 1 has a contract with CAMO 2 (in accordance with point <a href="#">M.A.201(ea)</a>); CAMO 2 remains integrated into AOC 2 (in accordance with point <a href="#">M.A.201(e)(2)</a>).</p>

- (c) The following schemes illustrate examples of configurations that are not compliant with point [M.A.201\(ea\)](#) (non exhaustive list):

<p>Air carrier business grouping</p> 	<p>This configuration is not compliant with point <a href="#">M.A.201(ea)</a> because only one AOC (i.e. AOC 1) uses the contracted CAMO.</p>
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	<p>This configuration is not compliant with point <a href="#">M.A.201(ea)</a> because only one AOC (i.e. AOC 3) uses the contracted CAMO (i.e. CAMO 2).</p>
	<p>This configuration is not compliant with point <a href="#">M.A.201(ea)</a> because CAMO 1 is not contracted by the AOC holders (i.e. AOC 1 and AOC 2) for all the aircraft they operate.</p>
	<p>This configuration is not compliant with point <a href="#">M.A.201(ea)</a> because CAMO 1 is not contracted by AOC 3 for all the aircraft it operates.</p>

## GM M.A.201(i) Aircraft maintenance programme

*ED Decision 2016/011/R*

If an owner decides not to make a contract in accordance with [M.A.201\(i\)](#), the owner is fully responsible for the proper accomplishment of the corresponding tasks. As a consequence, it is recommended that the owner properly self-assesses his/her own competence to accomplish them or otherwise seeks the proper expertise.

## AMC M.A.201(i)(3) Responsibilities

*ED Decision 2020/002/R*

### LIMITED CONTRACT FOR THE DEVELOPMENT OF THE AMP

The limited contract for the development and, when applicable, processing of the approval of the aircraft maintenance programme should cover the responsibilities related to [M.A.302\(d\)](#), [M.A.302\(f\)](#) and [M.A.302\(h\)](#).

## GM1 M.A.201(k) Responsibilities

ED Decision 2020/002/R

### USE OF AIRCRAFT INCLUDED IN AN AOC FOR NCO OR SPO

As point (k) is not a derogation from the previous points of [M.A.201](#), points M.A.201(f), (g), (h) and (i) are still applicable.

## M.A.202 Occurrence reporting

Regulation (EU) 2019/1383

- (a) Without prejudice to the reporting requirements set out in Annex II (Part-145) and Annex Vc (Part-CAMO), any person or organisation responsible in accordance with point [M.A.201](#) shall report any identified condition of an aircraft or component which endangers flight safety to:
  - (1) the competent authority designated by the Member State of registry of the aircraft, and, when different to the Member State of registry, to the competent authority designated by the Member State of the operator;
  - (2) to the organisation responsible for the type design or supplemental type design.
- (b) The reports referred to in point (a) shall be made in a manner determined by the competent authority referred to in point (a) and shall contain all pertinent information about the condition known to the person or organisation making the report.
- (c) Where the maintenance or the airworthiness review of the aircraft is carried out on the basis of a written contract, the person or the organisation responsible for those activities shall also report any condition referred to in point (a) to the owner and the operator of the aircraft and, when different, to the CAMO or CAO concerned.
- (d) The person or organisation shall submit the reports referred to in points (a) and (c) as soon as possible, but no later than 72 hours from the moment when the person or organisation identified the condition to which the report relates, unless exceptional circumstances prevent this.
- (e) The person or organisation shall submit a follow-up report, providing details of actions which that person or organisation intends to take to prevent similar occurrences in the future, as soon as those actions have been identified. The follow-up report shall be submitted in a form and manner established by the competent authority.

## AMC M.A.202(a) Occurrence reporting

ED Decision 2015/029/R

Accountable persons or organisations should ensure that the type certificate (TC) holder receives adequate reports of occurrences for that aircraft type, to enable it to issue appropriate service instructions and recommendations to all owners or operators.

Liaison with the TC holder is recommended to establish whether published or proposed service information will resolve the problem or to obtain a solution to a particular problem.

An approved continuing airworthiness management or maintenance organisation should assign responsibility for co-ordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity to a suitably qualified person with clearly defined authority and status.

In respect of maintenance, reporting a condition which endangers flight safety is normally limited to:



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- serious cracks, permanent deformation, burning or serious corrosion of structure found during scheduled maintenance of the aircraft or component.
  - failure of any emergency system during scheduled testing.

## **AMC M.A.202(b) Occurrence reporting**

*ED Decision 2015/029/R*

The reports may be transmitted by any method, i.e. electronically, by post or by facsimile.

Each report should contain at least the following information:

- reporter or organisation's name and approval reference if applicable,
- information necessary to identify the subject aircraft and/or component,
- date and time relative to any life or overhaul limitation in terms of flying hours/cycles/landings etc., as appropriate,
- details of the occurrence.

AMC 20-8 General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances provides further guidance on occurrence reporting.

## SUBPART C — CONTINUING AIRWORTHINESS

### M.A.301 Continuing airworthiness tasks

Regulation (EU) 2019/1383

The aircraft continuing airworthiness and the serviceability of operational and emergency equipment shall be ensured by:

- (a) the accomplishment of pre-flight inspections;
- (b) the rectification of any defect and damage affecting safe operation in accordance with data specified in points [M.A.304](#) and [M.A.401](#), as applicable, while taking into account the minimum equipment list ('MEL') and configuration deviation list, when they exist;
- (c) the accomplishment of all maintenance in accordance with the AMP referred to in point [M.A.302](#);
- (d) the release of all maintenance in accordance with Subpart H;
- (e) for all complex motor-powered aircraft or aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, the analysis of the effectiveness of the approved AMP referred to in point [M.A.302](#);
- (f) the accomplishment of any applicable:
  - (1) airworthiness directive (AD);
  - (2) operational directive with a continuing airworthiness impact;
  - (3) continuing airworthiness requirement established by the Agency;
  - (4) measures required by the competent authority in immediate reaction to a safety problem;
- (g) the accomplishment of modifications and repairs in accordance with point [M.A.304](#);
- (h) delivering to the pilot-in-command, or to the operator in the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008, the mass and balance statement reflecting the current configuration of the aircraft;
- (i) maintenance check flights, when necessary.

### AMC M.A.301(a) Continuing airworthiness tasks

ED Decision 2020/002/R

#### PRE-FLIGHT INSPECTIONS

1. With regard to the pre-flight inspection, it is intended to mean all of the actions necessary to ensure that the aircraft is fit to make the intended flight. These should typically include but are not necessarily limited to:
  - (a) a walk-around type inspection of the aircraft and its emergency equipment for condition including, in particular, any obvious signs of wear, damage or leakage. In addition, the presence of all required equipment including emergency equipment should be established.
  - (b) an inspection of the aircraft continuing airworthiness record system or the aircraft technical log system, as applicable, to ensure that the intended flight is not adversely

- affected by any outstanding deferred defects and that no required maintenance action shown in the maintenance statement is overdue or will become due during the flight.
- (c) a control that consumable fluids, gases etc. uplifted prior to flight are of the correct specification, free from contamination, and correctly recorded.
  - (d) a control that all doors are securely fastened.
  - (e) a control that control surface and landing gear locks, pitot/static covers, restraint devices and engine/aperture blanks have been removed.
  - (f) a control that all the aircraft's external surfaces and engines are free from ice, snow, sand, dust etc. and an assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety. Alternatively to this pre-flight assessment, when the type of aircraft and nature of operations allow for it, the build-up of residues may be controlled through scheduled maintenance inspections/cleanings identified in the approved maintenance programme.
2. Tasks such as oil and hydraulic fluid uplift and tyre inflation may be considered as part of the pre-flight inspection. The related pre-flight inspection instructions should address the procedures to determine where the necessary uplift or inflation results from an abnormal consumption and possibly requires additional maintenance action by the approved maintenance organisation or certifying staff as appropriate.
3. In the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008, the CAMO should publish guidance to maintenance and flight personnel and any other personnel performing pre-flight inspection tasks, as appropriate, defining responsibilities for these actions and, where tasks are contracted to other organisations, how their accomplishment is subject to the quality system of [M.A.712](#) or the management system required by [CAMO.A.200](#). It should be demonstrated to the competent authority that pre-flight inspection personnel have received appropriate training for the relevant pre-flight inspection tasks. The training standard for personnel performing the pre-flight inspection should be described in the continuing airworthiness management exposition.

## AMC M.A.301(b) Continuing airworthiness tasks

*ED Decision 2020/002/R*

1. The operator should have a system to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved minimum equipment list (MEL), configuration deviation list (CDL) or maintenance data, as appropriate. Also that such defect rectification cannot be postponed unless agreed by the operator and in accordance with a procedure approved by the competent authority.
2. When deferring or carrying forward a defect rectification, the cumulative effect of a number of deferred or carried forward defects on a given aircraft and any restrictions contained in the MEL should be considered. Whenever possible, deferred defect rectification should be made known to the pilot/flight crew prior to their arrival at the aircraft.
3. In the case of aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008 and of complex motor-powered aircraft, a system of assessment should be in operation to support the continuing airworthiness of an aircraft and to provide a continuous analysis of the effectiveness of the CAMO defect control system in use.

The system should provide for:

- (a) significant incidents and defects: monitor incidents and defects that have occurred in flight and defects found during maintenance and overhaul, highlighting any that appear significant in their own right.
- (b) repetitive incidents and defects: monitor on a continuous basis defects occurring in flight and defects found during maintenance and overhaul, highlighting any that are repetitive.
- (c) deferred and carried forward defects: Monitor on a continuous basis deferred and carried forward defects. Deferred defects are defined as those defects reported in operational service which are deferred for later rectification. Carried forward defects are defined as those defects arising during maintenance which are carried forward for rectification at a later maintenance input.
- (d) unscheduled removals and system performance: analyse unscheduled component removals and the performance of aircraft systems for use as part of the maintenance programme efficiency.

## AMC M.A.301(c) Continuing airworthiness tasks

*ED Decision 2020/002/R*

### MAINTENANCE IN ACCORDANCE WITH THE AMP

The owner, CAO or CAMO, as applicable, should have a system to ensure that all aircraft maintenance checks are performed within the limits prescribed by the approved aircraft maintenance programme and that, whenever a maintenance check cannot be performed within the required time limit, its postponement is allowed in accordance with a procedure agreed by the appropriate competent authority.

## AMC M.A.301(e) Continuing airworthiness tasks

*ED Decision 2020/002/R*

The CAMO managing the continuing airworthiness of the aircraft should have a system to analyse the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly.

## AMC M.A.301(f) Continuing airworthiness tasks

*ED Decision 2020/002/R*

### OPERATIONAL DIRECTIVES

Operational directives with a continuing airworthiness impact include operating rules such as extended twin-engine operations (ETOPS) / long range operations (LROPS), reduced vertical separation minima (RVSM), MNPS, all-weather operations (AWOPS), RNAV, etc.

Any other continuing airworthiness requirement established by the Agency includes TC-related requirements such as: certification maintenance requirements (CMR), life-limited parts, airworthiness limitations contained in CS-25 Book 1, Appendix H, paragraph H25.4, fuel tank system airworthiness limitations including Critical Design Configuration Control Limitations (CDCCL), etc.

The operator is responsible for the incorporation of operational directives (ODs) and in cases where there is an impact on the continuing airworthiness, the CAMO has to assess this and take appropriate actions to ensure the continuing airworthiness. The process to incorporate the ODs should be detailed in an arrangement or common procedure.

## GM M.A.301(i) Continuing airworthiness tasks

ED Decision 2020/002/R

### MAINTENANCE CHECK FLIGHTS (MCFs)

- (a) The definition of and operational requirements for MCFs are laid down in the Air Operations Regulation<sup>1</sup> and are carried out under the control and responsibility of the aircraft operator. During the flight preparation, the flight and the post-flight activities as well as for the aircraft handover, the processes requiring the involvement of the maintenance organisations or their personnel should be agreed in advance with the operator. The operator should consult as necessary with the CAMO in charge of the airworthiness of the aircraft.
- (b) Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios are possible and are described below:
- (1) The aircraft maintenance manual (AMM), or any other maintenance data issued by the design approval holder, requires that an MCF be performed before completion of the maintenance ordered. In this scenario, a certificate after incomplete maintenance, when in compliance with [M.A.801\(f\)](#) or [145.A.50\(e\)](#), should be issued by the maintenance organisation and the aircraft can be flown for this purpose under its airworthiness certificate. Due to incomplete maintenance, for aircraft used in commercial air transport, it is advisable to open a new entry on the aircraft technical log system to identify the need for an MCF. This new entry should contain or refer to, as necessary, data relevant to perform the MCF, such as aircraft limitations and any potential effect on operational and emergency equipment due to incomplete maintenance, maintenance data reference and maintenance actions to be performed after the flight. After a successful MCF, the maintenance records should be completed, the remaining maintenance actions finalised and the aircraft released to service in accordance with the maintenance organisation's approved procedures.
  - (2) Based on its own experience and for reliability considerations and/or quality assurance, an operator or CAMO may wish to perform an MCF after the aircraft has undergone certain maintenance while maintenance data does not call for such a flight. Therefore, after the maintenance has been properly carried out, a certificate of release to service is issued and the aircraft airworthiness certificate remains valid for this flight.
  - (3) After troubleshooting of a system on the ground, an MCF is proposed by the maintenance organisation as confirmation that the solution applied has restored the normal system operation. During the maintenance performed, the maintenance instructions are followed for the complete restoration of the system and therefore a certificate of release to service is issued before the flight. The airworthiness certificate is valid for the flight. An open entry requesting this flight may be recorded in the aircraft technical log.
  - (4) An aircraft system has been found to fail, the dispatch of the aircraft is not possible in accordance with the maintenance data, and the satisfactory diagnosis of the cause of the fault can only be made in flight. The process for this troubleshooting is not described in the maintenance data and therefore scenario (1) does not apply. Since the aircraft cannot fly under its airworthiness certificate because it has not been released to service after maintenance, a permit to fly issued in accordance with Regulation (EU) No 748/2012 is

<sup>1</sup> Commission Regulation (EU) No 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 296, 25.10.2012, p. 1) (<https://eur-lex.europa.eu/legalcontent/EN/TXT/?qid=1568896271265&uri=CELEX:32012R0965>).

required. After the flight and the corresponding maintenance work, the aircraft can be released to service and continue to operate under its original certificate of airworthiness.

- (c) For certain MCFs the data obtained or verified in flight will be necessary for assessment or consideration after the flight by the maintenance organisation prior to issuing the maintenance release. For this purpose, when the personnel of the maintenance organisation cannot perform these functions in flight, the maintenance organisation may rely on the crew performing the flight to complete this data or to make statements about in-flight verifications. In this case, the maintenance organisation should appoint the crew personnel to play such a role on their behalf and, before the flight, brief appointed crew personnel on the scope, functions and the detailed process to be followed, including required reporting information after the flight and reporting means, in support of the final release to service to be issued by the certifying staff.

## **M.A.302 Aircraft maintenance programme**

*Regulation (EU) 2020/1159*

- (a) Maintenance of each aircraft shall be organised in accordance with an AMP.
- (b) The AMP and any subsequent amendments thereto shall be approved by the competent authority.
- (c) When the continuing airworthiness of aircraft is managed by a CAMO or CAO, or when there is a limited contract between the owner and a CAMO or CAO concluded in accordance with point [M.A.201\(i\)\(3\)](#), the AMP and its amendments may be approved through an indirect approval procedure.

In that case, the indirect approval procedure shall be established by the CAMO or CAO concerned as part of the continuing airworthiness management exposition ('CAME') referred to in point [CAMO.A.300](#) of Annex Vc or point [M.A.704](#) of this Annex, or as part of the combined airworthiness exposition ('CAE') referred to in point [CAO.A.025](#) of Annex Vd and shall be approved by the competent authority responsible for that CAMO or CAO.

The indirect approval procedure shall only be used when the CAMO or CAO concerned is under the oversight of the Member State of registry of aircraft, unless a written contract has been concluded in accordance with point 3 of point [M.1](#) transferring responsibility for the approval of the aircraft maintenance programme to the competent authority responsible for the CAMO or CAO.

- (d) The AMP shall demonstrate compliance with:
- (1) the instructions issued by the competent authority;
  - (2) the instructions for continuing airworthiness:
    - (i) issued by the holders of the type certificate, restricted type certificate, supplemental type certificate, major repair design approval, ETSO authorisation or any other relevant approval issued under Annex I (Part-21) to Regulation (EU) No 748/2012;
    - (ii) included in the certification specifications referred to in point 21.A.90B or 21.A.431B of Annex I (Part-21) to Regulation (EU) No 748/2012, if applicable;
  - (3) the applicable provisions of Annex I (Part-26) to Regulation (EU) 2015/640.

- (e) By derogation to point (d), the owner or the organisation managing the continuing airworthiness of the aircraft may deviate from the instruction referred to in point (d)(2) and propose escalated intervals in the AMP, based on data obtained from sufficient reviews carried out in accordance with point (h). Indirect approval is not permitted for the escalation of safety-related tasks. The owner or the organisation managing the continuing airworthiness of the aircraft may also propose additional instructions in the AMP.
- (f) The AMP shall contain details of all maintenance to be carried out, including frequency and any specific tasks linked to the type and specificity of operations.
- (g) For complex motor-powered aircraft, when the AMP is based on maintenance steering group logic or on condition monitoring, the AMP shall include a reliability programme.
- (h) The AMP shall be subject to periodic reviews and be amended accordingly when necessary. Those reviews shall ensure that the AMP continues to be up to date and valid in light of the operating experience and instructions from the competent authority, while taking into account new or modified maintenance instructions issued by the type certificate and supplemental type certificate holders and any other organisation that publishes such data in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012.

## AMC M.A.302 Aircraft maintenance programme

*ED Decision 2020/002/R*

### **BASIC PRINCIPLES**

1. The term ‘maintenance programme’ is intended to include scheduled maintenance tasks the associated procedures and standard maintenance practises. The term ‘maintenance schedule’ is intended to embrace the scheduled maintenance tasks alone.
2. The aircraft should only be maintained to one approved maintenance programme at a given point in time. Where an owner or operator wishes to change from one approved programme to other, a transfer check or inspection may need to be performed in order to implement the change.
3. The maintenance programme details should be reviewed at least annually. As a minimum revisions of documents affecting the programme basis need to be considered by the owner or operator for inclusion in the maintenance programme during the annual review. Applicable mandatory requirements for compliance with Part-21 should be incorporated into the aircraft maintenance programme as soon as possible.
4. The aircraft maintenance programme should contain a preface which will define the maintenance programme contents, the inspection standards to be applied, permitted variations to task frequencies and, where applicable, any procedure to manage the evolution of established check or inspection intervals.
5. Repetitive maintenance tasks derived from modifications and repairs should be incorporated into the approved maintenance programme.
6. [Appendix I to AMC M.A.302 and AMC M.B.301\(b\)](#) provide detailed information on the contents of an approved aircraft maintenance programme.

## GM M.A.302(a) Aircraft Maintenance Programme

ED Decision 2016/011/R

A maintenance programme may indicate that it applies to several aircraft registrations as long as the maintenance programme clearly identifies the effectivity of the tasks and procedures that are not applicable to all of the listed registrations.

## AMC M.A.302(d) Aircraft maintenance programme

ED Decision 2020/002/R

### AMP BASIS AND ASSOCIATED PROGRAMMES

1. An aircraft maintenance programme should normally be based upon the maintenance review board (MRB) report where applicable, the maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information on scheduling. Furthermore, an aircraft maintenance programme should also take into account any maintenance data containing information on scheduling for components.
2. Instructions issued by the competent authority can encompass all types of instructions from a specific task for a particular aircraft to complete recommended maintenance schedules for certain aircraft types that can be used by the owner/operator directly. These instructions may be issued by the competent authority in the following cases:
  - in the absence of specific recommendations of the Type Certificate Holder.
  - to provide alternate instructions to those described in the subparagraph 1 above, with the objective of providing flexibility to the operator.
3. Where an aircraft type has been subjected to the MRB report process, an operator should normally develop the initial aircraft maintenance programme based upon the MRB report.
4. Where an aircraft is maintained in accordance with an aircraft maintenance programme based upon the MRB report process, any associated programme for the continuous surveillance of the reliability, or health monitoring of the aircraft should be considered as part of the aircraft maintenance programme.
5. Aircraft maintenance programmes for aircraft types subjected to the MRB report process should contain identification cross reference to the MRB report tasks such that it is always possible to relate such tasks to the current approved aircraft maintenance programme. This does not prevent the approved aircraft maintenance programme from being developed in the light of service experience to beyond the MRB report recommendations but will show the relationship to such recommendations.
6. Some approved aircraft maintenance programmes, not developed from the MRB process, utilise reliability programmes. Such reliability programmes should be considered as a part of the approved maintenance programme.
7. Alternate and/or additional instructions to those defined in paragraphs [M.A.302\(d\)\(1\)](#) and (2), proposed by the owner or the operator, may include but are not limited to the following:
  - Escalation of the interval for certain tasks based on reliability data or other supporting information. [Appendix I to AMC M.A.302 and AMC M.B.301\(b\)](#) recommends that the maintenance programme contains the corresponding escalation procedures. The escalation of these tasks is directly approved by the competent authority, except in the case of ALLs (Airworthiness Limitations), which are approved by the Agency.



- More restrictive intervals than those proposed by the TC holder as a result of the reliability data or because of a more stringent operational environment.
- Additional tasks at the discretion of the operator.

## AMC M.A.302(g) Aircraft maintenance programme

ED Decision 2020/002/R

### RELIABILITY PROGRAMMES

1. Reliability programmes should be developed for aircraft maintenance programmes based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.
2. Reliability programmes need not be developed for aircraft not considered complex motor-powered aircraft or that contain overhaul time periods for all significant aircraft system components.
3. The purpose of a reliability programme is to ensure that the aircraft maintenance programme tasks are effective and their periodicity is adequate.
4. The reliability programme may result in the escalation or deletion of a maintenance task, as well as the de-escalation or addition of a maintenance task
5. A reliability programme provides an appropriate means of monitoring the effectiveness of the maintenance programme.
6. [Appendix I to AMC M.A.302 and M.B.301\(d\)](#) gives further guidance.

## M.A.303 Airworthiness directives

Regulation (EU) No 1321/2014

Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive, unless otherwise specified by the Agency.

## M.A.304 Data for modifications and repairs

Regulation (EU) 2019/1383

A person or organisation repairing an aircraft or a component, shall assess any damage. Modifications and repairs shall be carried out using, as appropriate, the following data:

- (a) approved by the Agency;
- (b) approved by a design organisation complying with Annex I (Part-21) to Regulation (EU) No 748/2012;
- (c) contained in the requirements referred to in point 21.A.90B or 21.A.431B of Annex I (Part-21) to Regulation (EU) No 748/2012.

## AMC M.A.304 Data for modifications and repairs

ED Decision 2015/029/R

A person or organisation repairing an aircraft or component should assess the damage against published approved repair data and the action to be taken if the damage is beyond the limits or outside the scope of such data. This could involve any one or more of the following options; repair by replacement of damaged parts, requesting technical support from the type certificate holder or from an organisation approved in accordance with Part-21 and finally Agency approval of the particular repair data.

## M.A.305 Aircraft continuing airworthiness record system

Regulation (EU) 2021/700

- (a) At the completion of any maintenance, aircraft certificate of release to service ('CRS') required by point [M.A.801](#) or point [145.A.50](#), as applicable, shall be entered in the aircraft continuing airworthiness record system, as soon as practicable and no later than 30 days after the completion of any maintenance.
- (b) The aircraft continuing airworthiness record system shall contain the following:
  - 1. the date of the entry, the total in-service life accumulated in the applicable parameter for aircraft, engine(s) and/or propeller(s);
  - 2. the aircraft continuing airworthiness records described in points (c) and (d) below together with the supporting detailed maintenance records described in point (e) below;
  - 3. if required by point [M.A.306](#), the aircraft technical log.
- (c) The aircraft continuing airworthiness records shall include the current mass and balance report and the current status of:
  - 1. ADs and measures mandated by the competent authority in immediate reaction to a safety problem;
  - 2. modifications and repairs;
  - 3. compliance with the AMP;
  - 4. deferred maintenance tasks and deferred defects rectification.
- (d) The aircraft continuing airworthiness records shall include the current status specific to components of:
  - 1. life-limited parts, including the life accumulated by each affected part in relation to the applicable airworthiness limitation parameter; and
  - 2. time-controlled components, including the life accumulated by the affected components in the applicable parameter, since the last accomplishment of scheduled maintenance, as specified in the AMP.
- (e) The owner or operator shall establish a system to keep the following documents and data in a form acceptable to the competent authority and for the periods specified below:
  - 1. aircraft technical log system: the technical log or other data equivalent in scope and detail, covering the 36 months period prior to the last entry,

2. the CRS and detailed maintenance records:
    - (i) demonstrating compliance with ADs and measures mandated by the competent authority in immediate reaction to a safety problem applicable to the aircraft, engine(s), propeller(s) and components fitted thereto, as appropriate, until such time as the information contained therein is superseded by new information equivalent in scope and detail but covering a period not shorter than 36 months;
    - (ii) demonstrating compliance with the applicable data in accordance with point [M.A.304](#) for current modifications and repairs to the aircraft, engine(s), propeller(s) and any component subject to airworthiness limitations; and
    - (iii) of all scheduled maintenance or other maintenance required for continuing airworthiness of aircraft, engine(s), propeller(s), as appropriate, until such time as the information contained therein is superseded by new information equivalent in scope and detail but covering a period not shorter than 36 months.
  3. data specific to certain components:
    - (i) an in-service history record for each life-limited part based on which the current status of compliance with airworthiness limitations is determined;
    - (ii) the CRS and detailed maintenance records for the last accomplishment of any scheduled maintenance and any subsequent unscheduled maintenance of all life-limited parts and time-controlled components until the scheduled maintenance has been superseded by another scheduled maintenance of equivalent scope and detail but covering a period not shorter than 36 months;
    - (iii) the CRS and owner's acceptance statement for any component that is fitted to an ELA2 aircraft without an EASA Form 1 in accordance with point 21.A.307(b)(2) of Annex I (Part 21) to Regulation (EU) No 748/2012 but covering a period not shorter than 36 months.
  4. Record-keeping periods when the aircraft is permanently withdrawn from service:
    - (i) the data required by point (b)(1) of point [M.A.305](#) in respect of aircraft, engine(s), and propeller(s) which shall be retained for at least 12 months;
    - (ii) the last effective status and reports as identified under points (c) and (d) of point [M.A.305](#) which shall be retained for at least 12 months; and
    - (iii) the most recent CRS(s) and detailed maintenance records as identified under points (e)(2)(ii) and (e)(3)(i) of point [M.A.305](#) which shall be retained for at least 12 months.
- (f) The person or organisation responsible for the management of continuing airworthiness tasks pursuant to point [M.A.201](#) shall comply with the requirements regarding the aircraft continuing airworthiness record system and present the records to the competent authority upon request.
- (g) All entries made in the aircraft continuing airworthiness record system shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.

## GM M.A.305 Aircraft continuing airworthiness record system

ED Decision 2022/011/R

- (a) The aircraft continuing airworthiness records are the means to assess the airworthiness status of a product and its components. An aircraft continuing airworthiness record system includes the processes to keep and manage those records and should be proportionate to the subject aircraft. Aircraft continuing airworthiness records should provide the owner/CAO/CAMO of an aircraft with the information needed:
- (1) to demonstrate that the aircraft is in compliance with the applicable airworthiness requirements; and
  - (2) to schedule all future maintenance as required by the aircraft maintenance programme based, if any, on the last accomplishment of the specific maintenance as recorded in the aircraft continuing airworthiness records.
- (b) ‘Applicable airworthiness limitation parameter’ and ‘applicable parameter’ refer to ‘flight hours’ and/or ‘flight cycles’ and/or ‘landings’ and/or ‘calendar time’, and/or any other applicable utilisation measurement unit, as appropriate.
- (c) A ‘life-limited part’ is a part for which the maintenance schedule of the aircraft maintenance programme requires the permanent removal from service when, or before, the specified mandatory life limitation in accordance with Commission Regulation (EU) No 748/2012 if any of the applicable parameters is reached.
- (d) The ‘current status’ when referring to components of life-limited parts should indicate, for each affected part, the life limitation, the total life accumulated in any applicable parameter (as appropriate) and the remaining life in any applicable parameter before the life limitation is reached.
- (e) The term ‘time-controlled components’ embraces any component for which the maintenance schedule of the aircraft maintenance programme requires periodically the removal for maintenance to be performed in an appropriate approved organisation for maintenance in components (workshop) to return the component to a specified standard, the replacement of sub-components of the assembly by new ones, or the inspection or test of component’s performance, after a service period controlled at component level in accordance with the specified airworthiness limitation defined in accordance with Commission Regulation (EU) No 748/2012, in any of the applicable parameters.
- (f) The ‘current status’ when referring to time controlled components refers to the current status of compliance with the required periodic maintenance task(s) from the maintenance schedule of the aircraft maintenance programme specific to the time-controlled components. It should include the life accumulated by the affected components in the applicable parameter, as appropriate, since the last accomplishment of scheduled maintenance specified in the maintenance schedule of the aircraft maintenance programme. Any action that alters the periodicity of the maintenance task(s) or changes the parameter of this periodicity should be recorded.
- (g) ‘Detailed maintenance records’ in this part refers to those records required to be kept by the person or organisation responsible for the aircraft continuing airworthiness in accordance with [M.A.201](#) in order that they may be able to fulfil their obligations under Part M.

These are only a part of the detailed maintenance records required to be kept by a maintenance organisation under point [M.A.614](#), [CAO.A.090\(a\)](#) or [145.A.55\(a\)](#). Maintenance organisations are

required to retain all detailed records to demonstrate that they worked in compliance with their respective requirements and quality procedures.

Not all records need to be transferred from the maintenance organisation to the person or organisation responsible for the aircraft continuing airworthiness in accordance with [M.A.201](#) unless they specifically contain information relevant to aircraft configuration and future maintenance. Thus, incoming certificates of conformity, batch number references and individual task card sign-offs verified by and/or generated by the maintenance organisation are not required to be retained by the person or organisation responsible in accordance with [M.A.201](#). However, dimensional information contained in the task card sign-off or work pack may be requested by the owner/CAO/CAMO in order to verify and demonstrate the effectiveness of the aircraft maintenance programme.

Information relevant to future maintenance may be contained in specific documents related to:

- modifications;
  - airworthiness directives;
  - repaired and non-repaired damage;
  - components referred in [M.A.305\(d\)](#); and
  - measurements relating to defects.
- (h) An airworthiness limitation is a boundary beyond which an aircraft or a component thereof must not be operated, unless the instruction(s) associated with this airworthiness limitation is (are) complied with.
- (i) ‘Other maintenance required for continuing airworthiness’ refers to unscheduled or out-of-phase maintenance due to abnormal or particular conditions or events with an impact on the continuing airworthiness of the aircraft at the time of its return to service. It is not intended to request every single condition described in the maintenance data, e.g. Aircraft Maintenance Manual Chapter 5, but just those that cannot be captured by other means; for example, when they are not included in the records for repairs. Some abnormal or particular conditions or events that could be kept under this requirement could be lightning strikes, hard landings, long-term storage, propeller or rotor over-speed, over-torque, impact on a main rotor blade, etc.
- (j) The term ‘in-service history record’ embraces records from which the current status of life-limited parts can be determined. The ‘in-service history record’ template could be adjusted to the relevant characteristics of the life-limited part, e.g. an engine disk being different from a fire extinguisher squib or landing gear sliding tube.

Such records document each time a life-limited part is placed in service or removed from service. They should clearly:

- (1) identify the part by its part number and serial number,
- (2) show the date of installation and removal (i.e. date on/date off),
- (3) show the details of the installation and removal (i.e. type, serial number, weight variant, thrust rating, as appropriate, of the aircraft, engine, engine module, or propeller) at installation and removal of the part when this is necessary to appropriately control the life limitation.

- (4) Show the total in-service life accumulated in any applicable parameter, as appropriate, corresponding to the dates of installation and removal of the part.

Any other events that would affect the life limitation, such as an embodied modification (in accordance with airworthiness directives, service bulletins or any product improvements) that affects the life limitation or changes the limitation parameter, should also be included in the in-service history record. Not all modifications would necessarily be pertinent to the life limitation of the component. Additionally, if a parameter is not relevant to the life of the part, then that parameter does not need to be recorded.

- (k) The term ‘permanently withdrawn from service’ refers to moving the aircraft or component to a location that is not used for storage and/or future return to service.
- (l) The term ‘current status’ refers to the data which accurately establishes the level of compliance of an aircraft, engine, propeller or component thereof, with a requirement. Each status should:
- (1) identify the aircraft, the engine, the propeller or the component it applies to;
  - (2) be dated; and
  - (3) include the relevant total in-service life accumulated in the applicable parameter on the date of the status.

## AMC M.A.305(a) Aircraft continuing airworthiness record system

ED Decision 2020/002/R

### CERTIFICATE OF RELEASE TO SERVICE

- (a) The inclusion of the certificate of release to service in the aircraft continuing airworthiness record system means that the date and/or any applicable parameter at which the maintenance was performed, including a unique reference to the certificate of release to service, should be processed in the record system.
- (b) For components with airworthiness limitations, this information should be found on the authorised release certificate (EASA Form 1 or equivalent). For life-limited parts, some relevant information required by [M.A.305](#) may need to be introduced in the in-service history records.

## AMC M.A.305(b)1 Aircraft continuing airworthiness record system

ED Decision 2020/002/R

### IN-SERVICE LIFE FOR ENGINES, PROPELLERS AND APU’S

- (a) Some gas turbine engines and propellers are assembled from modules and the total life accumulated in service for the complete engine or propeller may not be kept. When owners and operators wish to take advantage of the modular design, then the total life accumulated in service for each module, as well as in-service history if applicable, and detailed maintenance records for each module, should be maintained. The continuing airworthiness records as specified should be kept with the module and should show compliance with any mandatory requirements pertaining to that module.
- (b) The recording of in-service life accumulation may be necessary also in other measurement units to ensure the continuing airworthiness of the aircraft. For example, a mandatory life limitation measured in cycles of auxiliary power unit (APU) usage may apply to some rotating parts. In such a case, APU cycles need to be recorded.

**AMC M.A.305(c)1 Aircraft continuing airworthiness record system**

ED Decision 2020/002/R

**AIRWORTHINESS DIRECTIVES**

- (a) The current status of ADs, and measures mandated by the competent authority in immediate reaction to a safety problem, should identify the product/component, the applicable ADs including revision or amendment numbers and the date on which the status was updated. For the purpose of assessing the AD status, there is no need to list those ADs which are superseded or cancelled.
- (b) 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 should be identified with the reason why it is not applicable.
- (c) The current status of ADs should include the release to service date on which the AD or measure was accomplished (the date the certificate of release to service was issued), and where the AD or measure is controlled by flight hours and/or flight cycles and/or landings and/or any other applicable parameter, as appropriate, it should include the corresponding total life on that parameter accumulated in service on the date when the AD or measure was accomplished and/or the due limit in the appropriate parameter. For repetitive ADs or measures, only the last and next applications with the reference to the applicable parameter should be recorded in the current status.
- (d) The status should also specify the method of compliance and which part of a multi-part AD or measure has been accomplished, where a choice is available in the AD or measure.
- (e) The current status of AD should be sufficiently detailed to identify any loadable software aircraft part which is used for operating or controlling the aircraft.
- (f) When the AD is multi-part or requests assessments of certain inspections, this information should be shown as well.

**AMC M.A.305(c)2 Aircraft continuing airworthiness record system**

ED Decision 2020/002/R

**MODIFICATIONS AND REPAIRS**

- (a) Status of current modifications and repairs means a list compiled at aircraft level of modifications and repairs currently embodied. It should include the identification of the aircraft, engine(s) or propeller(s), as appropriate, and the date of the certificate of release to service when the modification or repair was accomplished. Where a modification or repair creates the need for the accomplishment of scheduled maintenance tasks, the reference to the applicable tasks should be added to the aircraft maintenance programme. The status should include the reference to the data in accordance with [M.A.304](#) that provides the accomplishment procedure for the modification or repair. It should also specify which part of a multi-part modification or repair has been accomplished and the method of compliance, where a choice is available in the data.
- (b) In addition to the previous applicable information, in respect to structure, the status of the current repairs should contain the description of the repair (e.g. doubler, blend, crack, dent, etc.), its location (e.g. reference to stringers, frames, etc.) and the dimensions. In the case of blend-out repairs, the remaining material should be recorded too.

- (c) The status of modifications should be sufficiently detailed to identify any installed loadable software aircraft part used for operating or controlling the aircraft, the part number of which evolves independently of its associated aircraft hardware component, as identified in the maintenance data of the relevant design approval holders.

Other loadable software parts, such as navigational data bases or entertainment systems, are not considered under this recording requirement.

- (d) For the purpose of this paragraph, a component replaced by a fully interchangeable alternate component is not considered a modification if this condition is published by the design approval holder.
- (e) The status of modifications and repairs should include engine(s), propeller(s) and components subject to mandatory instructions and associated airworthiness limitations, and it is not intended that it should be retained for other components.

## **GM M.A.305(c)(2) Aircraft continuing airworthiness record system**

*ED Decision 2020/002/R*

### **IMPACT OF MODIFICATIONS AND REPAIRS**

- (a) The status of modifications and repairs may include the impact of a specific modification or repair in:
- (1) embodiment instructions;
  - (2) mass and balance change data;
  - (3) maintenance and repair manual supplements;
  - (4) maintenance programme changes and instructions for continuing airworthiness; and/or
  - (5) aircraft flight manual supplements.
- (b) When aircraft require a specific loadable software aircraft part configuration in order to operate correctly, a specific listing with this information may be necessary too.

## **AMC M.A.305(c)3 Aircraft continuing airworthiness record system**

*ED Decision 2020/002/R*

### **AIRCRAFT MAINTENANCE PROGRAMME**

- (a) The current status of compliance with the aircraft maintenance programme means the last and next accomplishment data (referring to the applicable parameter) for the tasks specified in the maintenance schedule of the aircraft maintenance programme. It should include:
- (1) an identifier specific enough to allow an easy and accurate identification of the task to be carried out, such as a task reference combined with a task title or short description of the work to be performed;
  - (2) the engine, propeller or component identification when the task is controlled at engine, propeller, or component level; and
  - (3) the date when the task was accomplished (i.e. the date the certificate of release to service was issued) and for repetitive tasks when it is next due time, as well as when the terminating action is performed.



- (b) Where the task is controlled by flight hours and/or flight cycles and/or landings and/or calendar time and/or any other applicable parameter, the total in-service life accumulated by the aircraft, engine, propeller or component (as appropriate) in the suitable parameter(s) should also be included.

## GM M.A.305(d) Aircraft continuing airworthiness record system

ED Decision 2020/002/R

### LIFE-LIMITED PARTS AND TIME-CONTROLLED COMPONENTS

- (a) A part is to be considered a life-limited part and a time-controlled component when it complies with both definitions given in paragraphs (c) and (e) of [GM M.A.305](#). For example, the maintenance schedule of the aircraft maintenance programme may include both a mandatory permanent removal for a landing gear sliding tube and a periodic removal for overhaul of the landing gear (including the sliding tube).
- (b) The following table provides a summary of the records' requirements related to life-limited parts and time-controlled components:

Maintenance task from the maintenance schedule of the AMP		Type of component	Continuing airworthiness records
Mandatory instructions (and associated airworthiness limitations) in accordance with Part 21 affecting a component	Permanent removal (replacement)	Life-limited part e.g.: engine HPT disc, landing gear sliding tube	<ul style="list-style-type: none"> <li>– Current status (M.A.305(d)(1));</li> <li>– In-service history record (M.A.305(e)(3)(i));</li> <li>– EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii));</li> <li>– EASA Form 1 and detailed maintenance records for modifications and repairs (M.A.305(e)(2)(ii))</li> </ul>
	Periodic removal for maintenance in an appropriate approved workshop, e.g.: <ul style="list-style-type: none"> <li>– Overhaul of horizontal stabiliser actuator or of a landing gear</li> <li>– Replacement of a U-joint (of a gearbox)</li> </ul>	Time-controlled component e.g.: horizontal stabiliser actuator, landing gear gearbox	<ul style="list-style-type: none"> <li>– Current status (M.A.305(d)(2));</li> <li>– EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)); and</li> <li>– EASA Form 1 and detailed maintenance records for modifications and repairs (M.A.305(e)(2)(ii)).</li> </ul>

**GM M.A.305(d)(2) Aircraft continuing airworthiness record system**

ED Decision 2020/002/R

**TASKS CONTROLLED AT COMPONENT LEVEL**

- (a) The maintenance schedule of the aircraft maintenance programme may include tasks controlled at component level coming from a mandatory requirement in accordance with Part 21 and to be performed in a workshop, such as:
- (1) the removal of a component for periodic restoration to return the component to a specified standard (e.g. removal of the landing gear for overhaul);
  - (2) the periodic removal of a component for replacement of a sub-component by a new one when it is not possible to restore the item to a specific standard of failure resistance (e.g. discarding of universal joints of a gearbox, batteries of the escape slide/raft, discharge cartridges of fire extinguishers, etc.); and
  - (3) a periodic inspection or test to confirm that a component meets specified performance standards (e.g. functional check of the portable emergency locator transmitter, etc.). The component is left in service (no further maintenance action taken) on the condition that it continues to fulfil its intended purpose within specified performance limits until the next scheduled inspection.

The above tasks apply to 'time-controlled components' as defined in paragraph (e) of [GM M.A.305](#). If a component affected by a task in accordance with (2) and (3) above is controlled at aircraft level by the aircraft maintenance programme and it has not been removed since the task was last accomplished, then its status of compliance with [M.A.305\(d\)2](#) is already demonstrated by the aircraft records.

Note: The maintenance in accordance:

- with (1) and (2) above assumes a predictable deterioration of the component: the overall reliability invariably decreases with age; and
  - with (3) assumes a gradual deterioration of the component: failure resistance can reduce and drop below a defined level.
- (b) When a component is affected by a maintenance task contained the aircraft maintenance programme (AMP) that is recommended by the design approval holder (DAH) and controlled at component level, although such component does not qualify as a time-controlled component, the status of the component may be needed to show that all the maintenance due on the aircraft according to the aircraft maintenance programme has been carried out. There is no a specific requirement to keep the EASA Form 1 or equivalent or any other detailed maintenance records.
- (c) For aircraft maintenance programmes developed under a primary maintenance process-oriented methodology (e.g. Maintenance Steering Group), the term 'time-controlled component' pertains to 'Hard Time' and 'On-Condition'. The primary maintenance processes are:
- (1) Hard Time
- This is a preventive process in which known deterioration of a component is limited to an acceptable level by the maintenance actions which are carried out at periods related to time in service (e.g. calendar time, number of cycles, number of landings). The prescribed actions restore the component utility margin to the applicable time limitation.

(2) On-Condition

It is a preventive process in which the component is inspected or tested, at specified periods, to an appropriate standard in order to determine whether it can continue in service. The purpose is to remove the component before its failure in service.

(3) Condition Monitoring

This is a process in which a parameter of a condition in a component (vibration, temperature, oil consumption, etc.) is monitored to identify the development of a fault. The purpose is to remove the component before its failure in service (e.g. due to related repair costs), but they are permitted to remain in service without preventive maintenance until a functional failure occurs.

Note: For components that are not subject to any of these primary maintenance processes, corrective maintenance is carried out after failure detection and is aimed at restoring components to a condition in which they can perform their intended function ('fly-to failure').

(d) The following table provides a summary of the records' requirements related to components subjected to primary maintenance process, including components without an EASA Form 1 in accordance with 21.A.307 (c):

	Primary maintenance process	Continuing airworthiness records
Life-limited part		<ul style="list-style-type: none"> <li>– Current status (M.A.305(d)(1));</li> <li>– In-service history record (M.A.305(e)(3)(i));</li> <li>– EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)), including modifications and repairs (M.A.305(e)(2)(ii)).</li> </ul>
Time-controlled component	<b>Hard time</b>	<ul style="list-style-type: none"> <li>– Current status (M.A.305(d)(2));</li> <li>– EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii)), including modifications and repairs (M.A.305(e)(2)(ii)).</li> </ul>
	<b>On condition</b>	<ul style="list-style-type: none"> <li>– Current status (M.A.305(d)(2)); and</li> <li>– EASA Form 1 and detailed maintenance records for last scheduled maintenance and subsequent unscheduled maintenance (M.A.305(e)(3)(ii))</li> </ul> <p>If the task is controlled at aircraft level, the above information could be already contained in the records related to the aircraft maintenance programme (M.A.305(c)(3) and M.A.305(e)(2)(iii)). If the maintenance was performed off wing, the EASA Form 1 needs to be kept.</p>
Condition monitoring		The EASA Form 1 does not need to be kept unless this is the means to fulfil another requirement; for example, an AD compliance.
ELA 2 aircraft : any component that is fitted without an EASA Form 1 in accordance with 21.A.307 (c)		The certificate of release to service and owner's acceptance statement (M.A.305(e)(3)(iii)).

**AMC M.A.305(e) Aircraft continuing airworthiness record system**

ED Decision 2020/002/R

**INFORMATION TECHNOLOGY (IT) SYSTEMS AND FORM OF RECORDS**

- (a) The information that constitutes the aircraft continuing airworthiness records may be entered in an information technology (IT) system and/or documents equivalent in scope and detail.

IT systems acceptable for supporting the aircraft continuing airworthiness records should:

- (1) include functions so that search of data and production of status is possible;
- (2) allow a transfer of the aircraft continuing airworthiness records data from one system to another using an industry-wide/worldwide data format or allow printing information;
- (3) contain safeguards which prevent unauthorised personnel from altering data; and
- (4) ensure the integrity of the data, including traceability of amendments.

- (b) 'Data equivalent in scope and detail' are included in the airworthiness record system and could be an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards for life-limited parts.

Any logbook/log card should contain:

- (1) identification of the product or component it refers to;
- (2) type, part number, serial number and registration, as appropriate, of the aircraft, engine, propeller, engine module, or component to which the component has been fitted in, along with the reference to the installation and removal;
- (3) the date and the corresponding total in-service life accumulated in any applicable parameter unit, as appropriate; and
- (4) any AD, modification, repair, maintenance or deferred maintenance tasks applicable.

When fulfilling the applicable requirements, a logbook/log card as described above could be a means to comply with the current status and the in-service history record for each life-limited part.

- (c) Form of records

Producing and/or keeping continuing airworthiness records in a form acceptable to the competent authority normally means in either material/physical or electronic state, or a combination of both.

Retention of records should be done in one of the following formats:

- (1) original paper document or electronic data (via an approved electronically signed form);
- (2) a paper reproduction of a paper document (original or copy); or
- (3) an electronic reproduction of electronic data (original or copy); or
- (4) a printed reproduction of electronic data (original or copy); or
- (5) an electronically digitised reproduction of a paper document (original or copy); or
- (6) a microfilm or scanned reproduction copy of a paper document (original or copy).

Where IT systems are used to retain documents and data, it should be possible to print a paper version of the documents and data kept.

(d) Physical (non-digitised) records

All physical records should remain legible throughout the required retention period. Physical records on either paper or microfilm systems should use robust material, which can withstand normal handling, filing and ageing. They should be stored in a safe way with regard to damage, alteration and theft.

(e) Digitised records

Digitised records may be created from a paper document (original or copy) or from electronic data.

When created from a paper document:

- (1) the creation date of the digitised record should be stored with the digitised record;
- (2) it is advisable to create an individual digitised record for each document;
- (3) if an organisation creates a large number of digitised records, the use of database technology should ease the future retrieval of the record; and
- (4) digitised records should be legible, including details such as, but not limited to, the date of signature, names, stamps, notes, or drawings.

(f) Digitised record retention

Digitised records when created from an original paper record, or as a digital electronic original, should be stored on a system which is secured and kept in an environment protected from damage (e.g. fire, flooding, excessive temperature or accidental erasing). IT systems should have at least one backup system, which should be updated at least within 24 hours of any entry in the primary system. Access to both primary and backup systems is required to be protected against the ability of unauthorised personnel to alter the database and they should preferably be located remotely from the main system.

The system used for retention of digitised records should:

- (1) ensure the integrity, accuracy and completeness of the record;
- (2) ensure that access to the digitised record has safeguards against alteration of the data;
- (3) ensure the authenticity of the record including assurance that the date has not been modified after creation;
- (4) be capable of retrieving individual records within a reasonable time period; and
- (5) be maintained against technological obsolescence which would prevent printing, displaying or retrieval of the digitised records.

Computer backup discs, tapes etc. should be stored in a different location from that containing the current working discs, tapes, etc. and in a safe environment.

Where the competent authority has accepted a system for digitised record-keeping satisfying the above, the paper document may be permanently disposed of.

(g) Lost or destroyed records

Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by maintenance organisations and reference to records maintained by individual mechanics, etc. When reconstruction has been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the

best estimate of time in service. The reconstructed records should be submitted to the competent authority for acceptance. The competent authority may require the performance of additional maintenance if not satisfied with the reconstructed records.

### AMC M.A.305(e)(1) Aircraft continuing airworthiness record system

ED Decision 2020/002/R

This retention period of 36 months could be extended in the case of an entry in the technical log system requiring an additional period of retention as defined in Part-M.

### AMC M.A.305(e)(2) Aircraft continuing airworthiness record system

ED Decision 2020/002/R

- (a) EASA Form 1 and the Certificate of Conformity of the components used to perform a modification/repair are not part of the substantiation data for a modification/repair. These certificates are retained by the maintenance organisation.
- (b) In the case of an AD with several steps or with intermediate assessments during its application, these intermediate steps should be part of the detailed maintenance records.

### GM M.A.305(e)(2) Aircraft continuing airworthiness record system

ED Decision 2020/002/R

‘Until such time as the information contained therein is superseded by new information equivalent in scope and detail but not shorter than 36 months’ means that during a maximum of 36 months the information and the one superseding it will be kept but, after these 36 months, only the new information must be kept.

For example, for a maintenance task with an interval shorter than 36 months, more than one set of information equivalent in scope and detail should be retained. If the maintenance task interval is longer than 36 months, the last set of information equivalent in scope and detail is retained.

### AMC M.A.305(e)(3) Aircraft continuing airworthiness record system

ED Decision 2020/002/R

- (a) An EASA Form 1 and detailed maintenance records are not required to be kept to support every installation/removal shown in the in-service history records.
- (b) Conservative methods to manage missing historical periods are acceptable to establish the current status of the life-limited part. In case of use of a conservative method, the supporting documents should be endorsed. Recommendations from the design approval holder on the procedures to record or reconstruct the in-service history should be considered.

### GM M.A.305(e)(3) Aircraft continuing airworthiness record system

ED Decision 2020/002/R

- (a) EASA Form 1 or equivalent is not required to be kept for the ‘condition monitoring’ process of components unless this is the means to fulfil another requirement quoted in [M.A.305](#) (e.g. demonstration of AD compliance).
- (b) For components that are not subject to any of the primary maintenance processes described in the [GM M.A.305\(d\)\(2\)](#) (i.e. Hard Time, On-Condition, Condition Monitoring), the EASA Form 1 or equivalent is not required to be kept.

## AMC M.A.305(f) Aircraft continuing airworthiness record system

ED Decision 2020/002/R

When the owner or organisation responsible for the aircraft continuing airworthiness arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on their behalf, the owner or organisation responsible for the aircraft continuing airworthiness will continue to be responsible for the retention of records. If they cease to be the owner or organisation responsible for the aircraft continuing airworthiness of the aircraft, they also remain responsible for transferring the records to the new owner or organisation.

## M.A.306 Aircraft technical log system

Regulation (EU) 2020/270

- (a) In addition to the requirements of point [M.A.305](#), for CAT, commercial specialised operations and commercial ATO or commercial DTO operations, the operator shall use a technical log system containing the following information for each aircraft:
1. information about each flight, necessary to ensure continued flight safety, and;
  2. the current aircraft certificate of release to service, and;
  3. the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that the competent authority may agree to the maintenance statement being kept elsewhere, and;
  4. all outstanding deferred defects rectifications that affect the operation of the aircraft, and;
  5. any necessary guidance instructions on maintenance support arrangements.
- (b) The initial issue of aircraft technical log system shall be approved by the competent authority specified in point [CAMO.A.105](#) of Annex Vc (Part-CAMO), or point [M.1](#) of this Annex (Part-M) or point [CAO.1\(1\)](#) of Annex Vd (Part-CAO), as applicable. Any subsequent amendment to that system shall be managed in accordance with point [CAMO.A.300\(c\)](#), or points [M.A.704\(b\)](#) and (c), or point [CAO.A.025\(c\)](#).

## AMC M.A.306(a) Aircraft technical log system

ED Decision 2020/002/R

### CONTENT OF INFORMATION ON THE ATL SYSTEM

For CAT operations, commercial specialised operations and commercial ATO or commercial DTO operations, the aircraft technical log is a system for recording 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.

Cabin or galley defects and malfunctions that affect the safe operation of the aircraft or the safety of its occupants are regarded as forming part of the aircraft log book where recorded by another means.

The aircraft technical log system may range from a simple single section document to a complex system containing many sections but in all cases it should include the information specified for the example used here which happens to use a 5 section document / computer system:

**Section 1** should contain details of the registered name and address of the operator the aircraft type and the complete international registration marks of the aircraft.

**Section 2** should contain 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 (CRS), for the complete aircraft, issued normally at the end of the last maintenance check.

NOTE: The flight crew do not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the competent authority.

**Section 3** should contain details of all information considered necessary to ensure continued flight safety. Such information includes:

- (i) the aircraft type and registration mark,
- (ii) the date and place of take-off and landing,
- (iii) the times at which the aircraft took off and landed,
- (iv) the running total of flying hours, such that the hours to the next schedule maintenance can be determined. The flight crew does not need to receive such details if the next scheduled maintenance is controlled by other means acceptable to the competent authority.
- (v) details of any failure, defect or malfunction to the aircraft affecting airworthiness or safe operation of the aircraft including emergency systems, and any failure, defect or malfunctions in the cabin or galleys that affect the safe operation of the aircraft or the safety of its occupants that are known to the commander. Provision should be made for the commander to date and sign such entries including, where appropriate, the nil defect state for continuity of the record. Provision should be made for a CRS following rectification of a defect or any deferred defect or maintenance check carried out. Such a certificate appearing on each page of this section should readily identify the defect(s) to which it relates or the particular maintenance check as appropriate.

In the case of maintenance performed by a [Part-145](#) maintenance organisation, it is acceptable to use an alternate abbreviated certificate of release to service consisting of the statement '[Part-145](#) release to service' instead of the full certification statement specified in [AMC 145.A.50\(b\)](#) paragraph 1. When the alternate abbreviated certificate of release to service is used, the introductory section of the technical log should include an example of the full certification statement from [AMC 145.A.50\(b\)](#) paragraph 1.

- (vi) the quantity of fuel and oil uplifted and the quantity of fuel available in each tank, or combination of tanks, at the beginning and end of each flight; provision to show, in the same units of quantity, both the amount of fuel planned to be uplifted and the amount of fuel actually uplifted; provision for the time when ground de-icing and/or anti-icing was started and the type of fluid applied, including mixture ratio fluid/water and any other information required by the operator's procedures in order to allow the assessment on whether inspections for and/or elimination of de-icing/anti-icing fluid residues that could endanger flight safety are required.
- (vii) the pre-flight inspection signature.

In addition to the above, it may be necessary to record the following supplementary information:

- the time spent in particular engine power ranges where use of such engine power affects the life of the engine or engine module;
- the number of landings where landings affect the life of an aircraft or aircraft component;
- flight cycles or flight pressure cycles where such cycles affect the life of an aircraft or aircraft component.



NOTE 1: Where Section 3 is of the multi-sector ‘part removable’ type, then such ‘part removable’ sections should contain all of the foregoing information where appropriate.

NOTE 2: Section 3 should be designed so that one copy of each page may remain on the aircraft and one copy may be retained on the ground until completion of the flight to which it relates.

NOTE 3: Section 3 layout 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** should contain details of all deferred defects that affect or may affect the safe operation of the aircraft and should therefore be known to the aircraft commander. Each page of this section should be pre-printed with the operator’s name and page serial number and make provision for recording the following:

- (i) a cross reference for each deferred defect such that the original defect can be identified in the particular section 3 sector record page.
- (ii) the original date of occurrence of the defect deferred.
- (iii) brief details of the defect.
- (iv) details of the eventual rectification carried out and its CRS or a clear cross-reference back to the document that contains details of the eventual rectification.

**Section 5** should contain any necessary maintenance support information that the aircraft commander needs to know. Such information would include data on how to contact maintenance if problems arise whilst operating the routes etc.

## AMC M.A.306(b) Aircraft technical log system

ED Decision 2016/011/R

The aircraft technical log system can be either a paper or computer system or any combination of both methods acceptable to the competent authority.

In case of a computer system, it should contain programme safeguards against the ability of unauthorised personnel to alter the database.

## GM1 M.A.306(b) Aircraft technical log system

ED Decision 2022/017/R

### INTEROPERABLE AIRCRAFT TECHNICAL LOG SYSTEM

If a CAMO is contracted (in accordance with point [M.A.201\(ea\)](#)) by operators that form part of a single air carrier business grouping and intend to regularly transfer aircraft from one AOC holder to another within the group, the CAMO is expected to ensure that:

- there is an interoperable aircraft technical log system for all associated operators; and
- common data formats and data exchange are defined.

## M.A.307 Transfer of aircraft continuing airworthiness records

Regulation (EU) 2019/1383

- (a) When an aircraft is permanently transferred from one owner or operator to another, the transferring owner or operator shall ensure that the continuing airworthiness records referred to in point [M.A.305](#) and, if applicable the technical log system referred to in point [M.A.306](#), are also transferred.

- (b) When the owner contracts the continuing airworthiness management tasks to a CAMO or CAO, the owner shall ensure that the continuing airworthiness records referred to in point [M.A.305](#) are transferred to that contracted organisation.
- (c) The time periods for the retention of records set out in point (e) of point [M.A.305](#) shall continue to apply to the new owner, operator, CAMO or CAO.

## AMC M.A.307(a) Transfer of aircraft continuing airworthiness records

*ED Decision 2015/029/R*

Where an owner/operator terminates his operation, all retained continuing airworthiness records should be passed on to the new owner/operator or stored.

A 'permanent transfer' does not generally include the dry lease-out of an aircraft when the duration of the lease agreement is less than 6 months. However the competent authority should be satisfied that all continuing airworthiness records necessary for the duration of the lease agreement are transferred to the lessee or made accessible to them.

## SUBPART D — MAINTENANCE STANDARDS

### M.A.401 Maintenance data

Regulation (EU) 2021/700

- (a) The person or organisation maintaining an aircraft shall have access to and use only applicable current maintenance data in the performance of maintenance including modifications and repairs.
- (b) For the purposes of this Annex, applicable maintenance data is any of the following:
  - 1. any applicable requirement, procedure, standard or information issued by the competent authority or the Agency;
  - 2. any applicable airworthiness directive;
  - 3. the applicable instructions for continuing airworthiness and other maintenance instructions, issued by the type-certificate holder, supplementary type-certificate holder and any other organisation that publishes such data in accordance with Annex I (Part 21) to Regulation (EU) No 748/2012;
  - 4. for components approved for installation by the design approval holder, the applicable maintenance instructions published by the component manufacturers and acceptable to the design approval holder;
  - 5. any applicable data issued in accordance with point [145.A.45\(d\)](#).
- (c) The person or organisation maintaining an aircraft shall ensure that all applicable maintenance data is current and readily available for use when required. The person or organisation shall establish a work card or worksheet system to be used and shall either transcribe accurately the maintenance data onto such work cards or worksheets or make precise reference to the particular maintenance task or tasks contained in such maintenance data.

### GM1 M.A.401(b)(3) and (b)(4) Maintenance data

ED Decision 2021/009/R

- (a) The maintenance data referred to in [M.A.401\(b\)\(3\) and \(4\)](#) may have been prepared by various organisations, but in any case it needs to be issued by, referenced by, or acceptable to the organisation responsible for the design in accordance with Part 21 (e.g. type certificate holder (TCH), supplemental type certificate holder (STCH), ETSO holder, repair design approval holder).
- (b) Depending on the product or component subject to maintenance and depending on how this maintenance is released, different maintenance data may be needed during the performance of maintenance.
- (c) With respect to aircraft maintenance, applicable maintenance data typically includes the following documents issued by the aircraft TCH or the design approval holder (DAH): manufacturer recommended maintenance programme (e.g. MPD, MRBR), aircraft maintenance manual including the airworthiness limitations section, repair manual, supplemental structural inspection document, corrosion prevention and/or control document, service bulletins, wiring diagram manuals, troubleshooting manual, service letter/instructions, illustrated parts catalogue, and any other specific maintenance instruction issued by the aircraft TCH or by the DAH.

- (d) With respect to engine maintenance, applicable maintenance data typically includes the engine maintenance and/or overhaul manual including the airworthiness limitations section, wiring diagrams, parts catalogue, troubleshooting manual issued by the engine TCH (or aircraft TCH if the engine is certified as part of the aircraft) or by the DAH.

With respect to APU maintenance, applicable maintenance data typically includes APU maintenance and/or overhaul manual, wiring diagrams, parts catalogue, troubleshooting manual issued by the aircraft TCH, or issued by the APU manufacturer and acceptable to the TCH of the aircraft on which it is installed or to the DAH.

When in compliance with [M.A.502\(b\)](#), it is possible to conduct maintenance on the engine or APU while installed on the aircraft or temporarily removed to gain access. In such case, the applicable maintenance data may also include aircraft maintenance data.

- (e) With respect to maintenance of components other than engine/APU, applicable maintenance data typically includes the component maintenance (and/or repair) manual, troubleshooting manual and other maintenance instructions produced by the component manufacturer, when they are acceptable to the TCH of the product in which the component is to be installed or to the DAH, or when they form part of (or are referenced together with) the product ICA. In the case of propellers, maintenance data includes its ICA.

When in compliance with [M.A.502\(b\)](#) or [M.A.502\(c\)](#), it is possible to conduct maintenance on the component while installed on the aircraft or engine or APU, or temporarily removed to gain access. In such case, the applicable maintenance data may also include, as applicable, aircraft maintenance data or engine/APU maintenance data.

- (f) With respect to maintenance considered to be specialised services (such as non-destructive testing (NDT)), applicable maintenance data typically includes non-destructive testing or inspection manual, and all applicable specialised service(s) process instructions issued or specified by the DAH.

## GM1 M.A.401(b)(4) Maintenance data

ED Decision 2021/009/R

### COMPONENT MANUFACTURER MAINTENANCE INSTRUCTIONS

The maintenance instructions published by the component manufacturers may be considered acceptable to the DAH – and hence may be used as maintenance data for maintenance on components approved for installation by the DAH – when they are referenced as additional or optional maintenance information together with the ICA, or when documented by a list by that DAH (GM3 21.A.7(a)).

## AMC M.A.401(c) Maintenance data

ED Decision 2015/029/R

1. Data being made available to personnel maintaining aircraft means that the data should be available in close proximity to the aircraft or component being maintained, for mechanics and certifying staff to perform maintenance.
2. Where computer systems are used, the number of computer terminals should be sufficient in relation to the size of the work programme to enable easy access, unless the computer system can produce paper copies. Where microfilm or microfiche readers/printers are used, a similar requirement is applicable.

3. Maintenance tasks should be transcribed onto the work cards or worksheets and subdivided into clear stages to ensure a record of the accomplishment of the maintenance task. Of particular importance is the need to differentiate and specify, when relevant, disassembly, accomplishment of task, reassembly and testing. In the case of a lengthy maintenance task involving a succession of personnel to complete such task, it may be necessary to use supplementary work cards or worksheets to indicate what was actually accomplished by each individual person. A worksheet or work card system should refer to particular maintenance tasks.
4. The workcard/worksheet system may take the form of, but is not limited to, the following:
  - a format where the mechanic writes the defect and the maintenance action taken together with information of the maintenance data used, including its revision status,
  - an aircraft log book that contains the reports of defects and the actions taken by authorised personnel together with information of the maintenance data used, including its revision status,
  - for maintenance checks, the checklist issued by the manufacturer (i.e., 100H checklist, Revision 5, Items 1 through 95)
5. Maintenance data should be kept up to date by:
  - subscribing to the applicable amendment scheme,
  - checking that all amendments are being received,
  - monitoring the amendment status of all data.

## **M.A.402 Performance of maintenance**

*Regulation (EU) 2015/1536*

Except for maintenance performed by a maintenance organisation approved in accordance with [Annex II \(Part-145\)](#), any person or organisation performing maintenance shall:

- (a) be qualified for the tasks performed, as required by this part;
- (b) ensure that the area in which maintenance is carried out is well organised and clean in respect of dirt and contamination;
- (c) use the methods, techniques, standards and instructions specified in the [M.A.401](#) maintenance data;
- (d) use the tools, equipment and material specified in the [M.A.401](#) maintenance data. If necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard;
- (e) ensure that maintenance is performed within any environmental limitations specified in the [M.A.401](#) maintenance data;
- (f) ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
- (g) ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
- (h) ensure that an error capturing method is implemented after the performance of any critical maintenance task; and

- (i) carry out a general verification after completion of maintenance to ensure the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted.

### AMC M.A.402(a) Performance of maintenance

ED Decision 2016/011/R

1. Maintenance should be performed by persons authorised to issue a certificate of release to service or under the supervision of persons authorised to issue a certificate of release to service. Supervision should be to the extent necessary to ensure that the work is performed properly and the supervisor should be readily available for consultation.
2. The person authorised to issue a certificate of release to service should ensure that:
  - (a) each person working under his/her supervision has received appropriate training or has relevant previous experience and is capable of performing the required task; and
  - (b) each person who performs specialised tasks, such as welding, is qualified in accordance to an officially recognised standard.

### GM M.A.402(a) Performance of maintenance

ED Decision 2016/011/R

In the case of limited Pilot-owner maintenance, as specified in [M.A.803](#), any person maintaining an aircraft which they own individually or jointly, provided they hold a valid pilot licence with the appropriate type or class rating, may perform the limited Pilot-owner maintenance tasks in accordance with [Appendix VIII to Annex I \(Part-M\)](#) to Regulation (EU) No 1321/2014.

### AMC M.A.402(c) Performance of maintenance

ED Decision 2016/011/R

The general maintenance and inspection standards applied to individual maintenance tasks should meet the recommended standards and practices of the organisation responsible for the type design, which are normally published in maintenance manuals. In the absence of maintenance and inspection standards published by the organisation responsible for the type design, maintenance personnel should refer to the relevant aircraft airworthiness standards and procedures published or used as guidance by the Agency or the competent authority. The maintenance standards used should contain methods, techniques and practices acceptable to the Agency or the competent authority for the maintenance of aircraft and its components.

### AMC M.A.402(d) Performance of maintenance

ED Decision 2016/011/R

When performing maintenance, personnel are required to use the tools, equipment and test apparatuses necessary to ensure completion of work in accordance with accepted maintenance and inspection standards. Inspection, service or calibration that is performed on a regular basis should be performed in accordance with the equipment manufacturers' instructions. All tools requiring calibration should be traceable to an acceptable standard.

In this context, 'officially recognised standards' means those standards established or published by an official body, being either a natural or legal person, and which are widely recognised by the air transport sector as constituting good practice.

If the organisation responsible for the type design involved recommends special equipment or test apparatuses, personnel should use the recommended equipment or apparatuses or equivalent equipment accepted by the competent authority.

All work should be performed using materials of such quality and in such a manner that the condition of the aircraft or its components after maintenance is at least equal to its or their original or modified condition (with regard to aerodynamic function, structural strength, resistance to vibration, deterioration and any other qualities affecting airworthiness).

### AMC M.A.402(e) Performance of maintenance

*ED Decision 2016/011/R*

The working environment should be appropriate for the maintenance task being performed such that the effectiveness of personnel is not impaired.

- (a) Temperature should be maintained such that personnel can perform the required tasks without undue discomfort.
- (b) Airborne contamination (e.g. dust, precipitation, paint particles, filings) should be kept to a minimum to ensure aircraft/components surfaces are not contaminated, if this is not possible all susceptible systems should be sealed until acceptable conditions are re-established.
- (c) Lighting should be adequate to ensure each inspection and maintenance task can be performed effectively.
- (d) Noise levels should not be allowed to rise to the level of distraction for inspection staff or if this is not possible inspection staff should be provided with personnel equipment to reduce excessive noise.

### AMC M.A.402(f) Performance of maintenance

*ED Decision 2016/011/R*

Facilities should be provided appropriate for all planned maintenance. This may require aircraft hangars that are both available and large enough for the planned maintenance.

Aircraft component workshops should be large enough to accommodate the components that are planned to be maintained.

Protection from inclement weather means the hangar or component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc.

### AMC M.A.402(g) Performance of maintenance

*ED Decision 2016/011/R*

- (a) To minimise the risk of multiple errors and to prevent omissions, the person or organisation performing maintenance should ensure that:
  - (1) every maintenance task is signed off only after completion;
  - (2) the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified; and
  - (3) any work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed off by an authorised person.

- (b) To minimise the possibility of an error being repeated in identical tasks that involve removal/installation or assembly/disassembly of several components of the same type fitted to more than one system, whose failure could have an impact on safety, the person or organisation performing maintenance should plan different persons to perform identical tasks in different systems. However, when only one person is available, then this person should perform reinspection of the tasks as described in [AMC2 M.A.402\(h\)](#).

## AMC1 M.A.402(h) Performance of maintenance

ED Decision 2016/011/R

### CRITICAL MAINTENANCE TASKS

The following maintenance tasks should primarily be reviewed to assess their impact on safety:

- (a) tasks that may affect the control of the aircraft, flight path and attitude, such as installation, rigging and adjustments of flight controls;
- (b) aircraft stability control systems (autopilot, fuel transfer);
- (c) tasks that may affect the propulsive force of the aircraft, including installation of aircraft engines, propellers and rotors; and
- (d) overhaul, calibration or rigging of engines, propellers, transmissions and gearboxes.

## AMC2 M.A.402(h) Performance of maintenance

ED Decision 2016/011/R

### INDEPENDENT INSPECTION

- (a) What is an independent inspection

Independent inspection is one possible error-capturing method. It consists of an inspection performed by an 'independent qualified person' of a task carried out by an 'authorised person', taking into account that:

- (1) the 'authorised person' is the person who performs the task or supervises the task and assumes the full responsibility for the completion of the task in accordance with the applicable maintenance data;
- (2) the 'independent qualified person' is the person who performs the independent inspection and attests the satisfactory completion of the task and that no deficiencies have been found. The 'independent qualified person' does not issue a certificate of release to service, therefore he/she is not required to hold certification privileges;
- (3) the certificate of release to service is issued by the 'authorised person' after the independent inspection has been carried out satisfactorily;
- (4) the work card system should record the identification of each person, the date and the details of the independent inspection, as necessary, before the certificate of release to service is issued.



(b) Qualifications of personnel performing independent inspections

- (1) When the work is performed by a [Part-M Subpart F](#) organisation, then the organisation should have procedures to demonstrate that the ‘independent qualified person’ has been trained and has gained experience in the specific control systems to be inspected. This training and experience could be demonstrated, for example, by:
  - (i) holding a [Part-66](#) licence in the same subcategory as the licence subcategory or equivalent necessary to release or sign off the critical maintenance task;
  - (ii) holding a [Part-66](#) licence in the same category and specific training in the task to be inspected; or
  - (iii) having received appropriate training and having gained relevant experience in the specific task to be inspected.
- (2) When the work is performed outside a [Part-M Subpart F](#) organisation:
  - (i) the ‘independent qualified person’ should hold:
    - (A) a [Part-66](#) licence in any category or an equivalent national qualification when national regulations apply; or
    - (B) a valid pilot licence for the aircraft type issued in accordance with European Union regulations or an equivalent national qualification when national regulations apply;
  - (ii) additionally, the ‘authorised person’ should assess the qualifications and experience of the ‘independent qualified person’ taking into account that the ‘independent qualified person’ should have received training and have experience in the particular task. It should not be acceptable that the ‘authorised person’ shows to the ‘independent qualified person’ how to perform the inspection once work has been already finalised.

(c) How should independent inspection be performed

Independent inspection should ensure for example correct assembly, locking and sense of operation. When inspecting control systems that have undergone maintenance, the ‘independent qualified person’ should consider the following points independently:

- (1) all those parts of the system that have actually been disconnected or disturbed should be inspected for correct assembly and locking;
- (2) the system as a whole should be inspected for full and free movement over the complete range;
- (3) cables should be tensioned correctly with adequate clearance at secondary stops;
- (4) the operation of the control system as a whole should be observed to ensure that the controls are operating in the correct sense;
- (5) if different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls; and
- (6) software that is part of the critical maintenance task should be checked, for example version and compatibility with the aircraft configuration.

(d) What to do in unforeseen cases when only one person is available

REINSPECTION:

- (1) Reinspection is subject to the same conditions as the independent inspection is, except that the 'authorised person' performing the maintenance task is also acting as 'independent qualified person' and performs the inspection.
- (2) For critical maintenance tasks, reinspection should only be used in unforeseen circumstances when only one person is available to carry out the task and perform the independent inspection. The circumstances cannot be considered unforeseen if the person or organisation has not assigned a suitable 'independent qualified person' to that particular task.
- (3) The certificate of release to service is issued by the 'authorised person' after the reinspection has been performed satisfactorily.
- (4) The work card system should record the identification of the 'authorised person' and the date and the details of the reinspection, as necessary, before the certificate of release to service is issued.

## GM M.A.402(h) Performance of maintenance

ED Decision 2016/011/R

Several data sources may be used for the identification of critical maintenance tasks, such as:

- information from the design approval holder;
- accident reports;
- investigation and follow-up of incidents;
- occurrence reporting;
- flight data analysis;
- results of audits;
- normal operations monitoring schemes;
- feedback from training; and
- information exchange systems.

## M.A.403 Aircraft defects

Regulation (EU) 2021/1963

- (a) Any aircraft defect that hazards seriously the flight safety shall be rectified before further flight.
- (b) Only the certifying staff referred to in point [M.A.801\(b\)\(1\)](#) or in [Subpart F](#) of this Annex or in [Annex II \(Part-145\)](#) or in [Annex Vd \(Part-CAO\)](#), or the person authorised in accordance with point [M.A.801\(c\)](#) of this Annex can decide, using maintenance data referred to in point [M.A.401](#) of this Annex, whether an aircraft defect hazards seriously the flight safety and therefore decide when and which rectification action shall be taken before further flight and which defect rectification can be deferred. However, this does not apply when the MEL is used by the pilot or by the certifying staff.

- (c) Any aircraft defect that would not hazard seriously the flight safety shall be rectified as soon as practicable, after the date the aircraft defect was first identified and within any limits specified in the maintenance data or the MEL.
- (d) Any defect not rectified before flight shall be recorded in the aircraft continuing airworthiness record system referred to in point [M.A.305](#) or, if applicable in the aircraft technical log system referred to in point [M.A.306](#).

### **AMC M.A.403(b) Aircraft defects**

*ED Decision 2015/029/R*

An assessment of both the cause and any potentially hazardous effect of any defect or combination of defects that could affect flight safety should be made in order to initiate any necessary further investigation and analysis necessary to identify the root cause of the defect.

### **AMC M.A.403(d) Aircraft defects**

*ED Decision 2015/029/R*

All deferred defects should be made known to the pilot/flight crew, whenever possible, prior to their arrival at the aircraft.

Deferred defects should be transferred on to worksheets at the next appropriate maintenance check, and any deferred defect which is not rectified during the maintenance check, should be re-entered on to a new deferred defect record sheet. The original date of the defect should be retained.

The necessary components or parts needed for the rectification of defects should be made available or ordered on a priority basis, and fitted at the earliest opportunity.

## SUBPART E — COMPONENTS

### M.A.501 Classification and installation

Regulation (EU) 2021/700

- (a) All components shall be classified into the following categories:
- (1) Components which are in a satisfactory condition, released on an EASA Form 1 or equivalent and marked in accordance with Subpart Q of Annex I (Part 21) to Regulation (EU) No 748/2012, unless otherwise specified in point 21.A.307 of Annex I (Part 21) to Regulation (EU) No 748/2012, or in this Annex (Part-M), or in Annex Vd (Part-CAO).
  - (2) Unserviceable components which shall be maintained in accordance with this Regulation.
  - (3) Components categorised as unsalvageable because they have reached their mandatory life limitation or contain a non-repairable defect.
  - (4) Standard parts used on an aircraft, engine, propeller or other aircraft component when specified in the maintenance data and accompanied by evidence of conformity traceable to the applicable standard.
  - (5) Material both raw and consumable used in the course of maintenance when the organisation is satisfied that the material meets the required specification and has appropriate traceability. All materials must be accompanied by documentation clearly relating to the particular material and containing a conformity to specification statement plus both the manufacturing and supplier source.
- (b) Components, standard parts and material shall only be installed on an aircraft or a component when they are in a satisfactory condition, belong to one of the categories listed in point (a) and the applicable maintenance data specifies the particular component, standard part or material.

### AMC1 M.A.501(a)(1) Classification and installation

ED Decision 2021/009/R

#### EASA FORM 1 OR EQUIVALENT

- (a) A document equivalent to an [EASA Form 1](#) may be:
- (1) a release document issued by an organisation under the terms of a bilateral agreement signed by the European Union;
  - (2) a release document issued by an organisation approved under the terms of a JAA bilateral agreement until superseded by the corresponding agreement signed by the European Union;
  - (3) a JAA Form One issued prior to 28 November 2004 by a JAR 145 organisation approved by a JAA Full Member State;
  - (4) in the case of new aircraft components that were released from manufacturing prior to the Part 21 compliance date, the component should be accompanied by a JAA Form One issued by a JAR 21 organisation and approved by a JAA Full Member State within the JAA mutual recognition system;
  - (5) a JAA Form One issued prior to 28 September 2005 by a production organisation approved by a competent authority in accordance with its national regulations;

- (6) a JAA Form One issued prior to 28 September 2008 by a maintenance organisation approved by a competent authority in accordance with its national regulations;
  - (7) a release document acceptable to a competent authority according to the provisions of a bilateral agreement between the competent authority and a third country until superseded by the corresponding agreement signed by the European Union. This provision is valid provided the above agreements between the competent authority and a third country are notified to the European Commission and to the other competent authorities in accordance with Article 68 of Regulation (EU) 2018/1139;
  - (8) a release document issued under the conditions described in Article 4 point 6 of Regulation (EU) No 1321/2014);
  - (9) a 'declaration of maintenance accomplished' issued by the person or organisation that performed the maintenance, as specified in point [M.A.502\(e\)](#).
- (b) Any item in storage without an [EASA Form 1](#) or equivalent cannot be installed on aircraft registered in a Member State unless an EASA Form 1 is issued for such item by an appropriately approved maintenance organisation in accordance with [AMC M.A.613\(a\)](#) or [AMC1 CAO.A.070\(a\)](#) or [AMC2 145.A.50\(d\)](#).

## GM1 M.A.501(a)(1) Classification and installation

ED Decision 2021/009/R

Point (b) of 21.A.307 specifies new components that do not need an EASA Form 1 or equivalent to be eligible for installation. Point (c) of 21.A.307 specifies the conditions for the document accompanying the component.

## GM1 M.A.501(a)(2) Classification and installation

ED Decision 2019/009/R

### UNSERVICEABLE COMPONENTS

- (a) The person or organisation that performs maintenance should ensure the proper identification of any unserviceable components. The unserviceable status of the component should be clearly declared on a tag together with the component identification data and any information that is useful to define actions that are necessary to be taken. Such information should state, as applicable, in-service times, maintenance status, preservation status, failures, defects or malfunctions reported or detected, exposure to adverse environmental conditions, and whether the component is installed on an aircraft that was involved in an accident or incident. Means should be provided to prevent unintentional separation of this tag from the component.
- (b) Unserviceable components should typically undergo maintenance due to:
  - (1) expiry of the service life limit as defined in the aircraft maintenance programme;
  - (2) non-compliance with the applicable airworthiness directives and other continuing airworthiness requirements mandated by the Agency;
  - (3) absence of the necessary information to determine the airworthiness status or eligibility for installation;
  - (4) evidence of defects or malfunctions;
  - (5) being installed on an aircraft that was involved in an incident or accident likely to affect the component's serviceability.

## AMC1 M.A.501(a)(3) Classification and installation

ED Decision 2020/002/R

### UNREPAIRABLE COMPONENTS

The following types of components should typically be classified as unrepairable:

- (a) components with non-repairable defects, whether visible or not to the naked eye;
- (b) components that do not meet design specifications, and cannot be brought into conformity with such specifications;
- (c) components subjected to unacceptable modification or rework that is irreversible;
- (d) life-limited parts that have reached or exceeded their mandatory life limitation, or have missing or incomplete records;
- (e) components whose airworthy condition cannot be restored due to exposure to extreme forces, heat or adverse environmental conditions;
- (f) components for which conformity with an applicable airworthiness directive cannot be accomplished;
- (g) components for which maintenance records and/or traceability to the manufacturer cannot be retrieved.

## AMC1 M.A.501(a)(4) Classification and installation

ED Decision 2019/009/R

### STANDARD PARTS

- (a) Standard parts are parts that are manufactured in complete compliance with an established industry, Agency, competent authority or other government specification which include design, manufacturing, test and acceptance criteria, and uniform identification requirements. The specification should include all the information that is necessary to produce and verify conformity of the part. It should be published so that any party may manufacture the part. Examples of such specifications are National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI), EN Specifications, etc.
- (b) To designate a part as a standard part, the TC holder may issue a standard parts manual accepted by the competent authority of the original TC holder or may make reference in the parts catalogue to the specification to be met by the standard part. Documentation that accompanies standard parts should clearly relate to the particular parts and contain a conformity statement plus both the manufacturing and supplier source. Some materials are subject to special conditions, such as storage conditions or life limitation, etc., and this should be included in the documentation and/or the material's packaging.
- (c) An [EASA Form 1](#) or equivalent is not normally issued and, therefore, none should be expected.

## AMC2 M.A.501(a)(4) Classification and installation

ED Decision 2019/009/R

### STANDARD PARTS

For sailplanes and powered sailplanes, non-required instruments and/or equipment that are certified under the provision of CS 22.1301(b), if those instruments or equipment, when installed, functioning, functioning improperly or not functioning at all, do not in themselves, or by their effect upon the sailplane and its operation, constitute a safety hazard.

‘Required’ in the term ‘non-required’, as used above, means required by the applicable airworthiness code (CS 22.1303, 22.1305 and 22.1307) or required by the relevant regulations for air operations and the applicable Rules of the Air or as required by air traffic management (e.g. a transponder in certain controlled airspace). Examples of non-required equipment which can be considered to be standard parts may be electrical variometers, bank/slip indicators ball-type, total energy probes, capacity bottles (for variometers), final glide calculators, navigation computers, data logger/barograph/turnpoint camera, bug-wipers and anti-collision systems. Equipment which must be approved in accordance with the airworthiness code shall comply with the applicable ETSO or equivalent and it is not considered to be a standard part (e.g. oxygen equipment).

## AMC M.A.501(a)(5) Classification and installation

ED Decision 2019/009/R

### MATERIAL

- (a) Consumable material is any material which is only used once, such as lubricants, cements, compounds, paints, chemical dyes and sealants, etc.
- (b) Raw material is any material that requires further work to make it into a component part of the aircraft, such as metals, plastics, wood, fabric, etc.
- (c) Material both raw and consumable should only be accepted when satisfied that it is to the required specification. To be satisfied, the material and/or its packaging should be marked with the applicable specification and, where appropriate, the batch number.
- (d) Documentation that accompanies all materials should clearly relate to the particular material and contain a conformity statement plus both the manufacturing and supplier source. Some materials are subject to special conditions, such as storage conditions or life limitation, etc., and this should be included in the documentation and/or the material’s packaging.
- (e) An [EASA Form 1](#) or equivalent should not be issued for such materials and, therefore, none should be expected. The material specification is normally identified in the (S)TC holder’s data except in the case where the Agency or the competent authority has agreed otherwise.

## GM1 M.A.501(b) Classification and installation

ED Decision 2021/009/R

- (a) To ensure that components, standard parts and materials are in satisfactory condition, the persons referred to under [M.A.801\(b\)\(1\)](#), [M.A.801\(b\)\(2\)](#) or [M.A.801\(c\)](#) or the approved maintenance organisation should perform an incoming physical inspection.
- (b) The incoming physical inspection should be performed before the component is installed on the aircraft.

- (c) The following list, although not exhaustive, contains typical checks to be performed:
- (1) verify the general condition of the components and their packaging in relation to damages that could affect their integrity;
  - (2) verify that the shelf life of the component has not expired;
  - (3) verify that items are received in the appropriate package in respect of the type of the component: e.g. correct ATA 300 or electrostatic sensitive devices packaging, when necessary;
  - (4) verify that the component has all plugs and caps appropriately installed to prevent damage or internal contamination. Care should be taken when tape is used to cover electrical connections or fluid fittings/openings because adhesive residues can insulate electrical connections and contaminate hydraulic or fuel units.
  - (5) verify that the release certificate accompanying each new component satisfies the release requirements established in point 21.A.307 as applicable in relation to the particular product on which the component is being installed.
- (d) Items (e.g. fasteners) purchased in batches should be supplied in a package. The packaging should state the applicable specification/standard, P/N, batch number, and the quantity of the items. The documentation that accompanies the material should contain the applicable specification/standard, P/N, batch number, supplied quantity, and the manufacturing sources. If the material is acquired from different batches, acceptance documentation for each batch should be provided.

## GM2 M.A.501(b) Classification and installation

ED Decision 2021/009/R

### INSTALLATION OF COMPONENTS

Components, standard parts and materials should only be installed when they are specified in the applicable maintenance data as specified in [M.A.401\(b\)](#). So, a component, standard part and material can only be installed after having checked the applicable maintenance data.

This check should ensure that the part number, modification status, limitations, etc. of the component, standard part or material are the ones specified in the applicable maintenance data of the particular aircraft or component where the component, standard part or material is going to be installed. When the installation is performed outside a maintenance organisation, that is by the persons referred to in [M.A.801\(b\)\(1\)](#), [M.A.801\(b\)\(2\)](#), or [M.A.801\(c\)](#), then these persons are responsible to perform this check before installation. When the installation is performed by a [Part-M Subpart F](#) organisation or an organisation approved in accordance with [Part CAO](#), then the organisation has to establish procedures to ensure that this check is performed before installation.

## M.A.502 Component maintenance

Regulation (EU) 2021/1963

- (a) The maintenance of components other than the components referred to in points (b)(2) to (b)(6) of point 21.A.307 of Annex I (Part 21) to Regulation (EU) No 748/2012 shall be performed by maintenance organisations approved in accordance with Subpart F of this Annex or with Annex II (Part-145) or with Annex Vd (Part-CAO), as applicable.



- (b) By way of derogation from point (a), where a component is fitted to the aircraft, the maintenance of such a component may be performed by an aircraft maintenance organisation approved in accordance with Subpart F of this Annex or with Annex II (Part-145) or with Annex Vd (Part-CAO) or by the certifying staff referred to in point (b)(1) of point [M.A.801](#). Such maintenance shall be performed in accordance with the aircraft maintenance data or in accordance with the component maintenance data if agreed by the competent authority. Such aircraft maintenance organisation or the certifying staff may temporarily remove the component for maintenance if this is necessary to improve access to the component, except where additional maintenance is required due to the removal. Component maintenance performed in accordance with this point shall not be eligible for the issuance of an EASA Form 1 and shall be subject to the aircraft release requirements provided for in point [M.A.801](#).
- (c) By way of derogation from point (a), where a component is fitted to the engine or the auxiliary power unit (APU), the maintenance of such component may be performed by an engine maintenance organisation approved in accordance with Subpart F of this Annex, or with Annex II (Part-145), or with Annex Vd (Part-CAO). Such maintenance shall be performed in accordance with the engine or the APU maintenance data or in accordance with the component maintenance data if agreed by the competent authority. Such engine maintenance organisation may temporarily remove the component for maintenance if this is necessary to improve access to the component, except where additional maintenance is required due to the removal.
- (d) The maintenance of components referred to in point (b)(2) of point 21.A.307 of Annex I (Part 21) to Regulation (EU) No 748/2012, where the component is fitted to the aircraft or is temporarily removed to improve access, shall be performed by an aircraft maintenance organisation approved in accordance with Subpart F of this Annex or with Annex II (Part-145) or with Annex Vd (Part-CAO), as applicable, by the certifying staff referred to in point (b)(1) of point [M.A.801](#) or by the pilot-owner referred to in point (b)(2) of point [M.A.801](#). Component maintenance performed in accordance with this point shall not be eligible for the issuance of an EASA Form 1 and shall be subject to the aircraft release requirements provided for in point [M.A.801](#).
- (e) The maintenance of components referred to in points (b)(3) to (b)(6) of point 21.A.307 of Annex I (Part 21) to Regulation (EU) No 748/2012 shall be performed by the organisation referred to in point (a), or performed by any person or organisation and released with a “declaration of maintenance accomplished” issued by the person or organisation that performed the maintenance. The “declaration of maintenance accomplished” shall contain at least basic details of the maintenance carried out, the date on which the maintenance was completed, and the identification of the organisation or person that issues it. It shall be considered a maintenance record and equivalent to an EASA Form 1 in respect of the maintained component.

## AMC M.A.502 Component maintenance

*ED Decision 2015/029/R*

Component removal from and installation on an aircraft is considered to be aircraft maintenance and not component maintenance. As a consequence, [M.A.502](#) requirements do not apply to this case.

## AMC M.A.502(b) and (c) Component maintenance

*ED Decision 2020/002/R*

[M.A.502\(b\) and \(c\)](#) allow the performance of certain component maintenance, in accordance with component maintenance data, to maintenance organisations not holding the corresponding B/C rating and to independent certifying staff, subject to the agreement of:

- The authority responsible for the oversight of the maintenance organisation (refer to [M.1](#), paragraph 2 for [M.A. Subpart F](#) maintenance organisations, or to [145.1](#) for [Part-145](#) maintenance organisations, or to [CAO.1](#) for Part-CAO maintenance organisations) or,
- The authority of the Member State of registry in the case of maintenance performed by independent certifying staff.

This should only be permitted by the competent authority in the case of simple component maintenance, where the competent authority is satisfied that the certifying staff are appropriately qualified and the proper tooling and facilities are available. It is important to note that for more complex component maintenance, special qualifications may be required and it is not enough with holding a [Part-66](#) aircraft maintenance licence.

## GM1 M.A.502(e) Component maintenance

*ED Decision 2021/009/R*

A ‘declaration of maintenance accomplished’ is a certificate prepared in any shape/form by the person or organisation that performed any maintenance on the component covered by the certificate and subject to the conditions in [M.A.502\(e\)](#). This person or organisation does not need an approval to perform maintenance in accordance with Regulation (EU) No 1321/2014. In order for the component to be eligible for installation with a ‘declaration of maintenance accomplished’, this declaration, together with other records, should allow the determination that the component was first installed as ‘new’, as a component referred to in [M.A.502\(e\)](#). Such a component should not be installed in an aircraft if there is information on the certificate which is not readable or not understandable or states that the component is not in a satisfactory condition for operation.

## M.A.503 Life-limited parts and time-controlled components

*Regulation (EU) 2020/270*

- Installed life-limited parts and time-controlled components shall not exceed the approved limitation as specified in the AMP and ADs, except as provided for in point [M.A.504\(b\)](#).
- When the approved limitation expires, the component shall be removed from the aircraft for maintenance, or for disposal in the case of life-limited parts.

## M.A.504 Segregation of components

*Regulation (EU) 2019/1383*

- Unserviceable and unsalvageable components shall be segregated from serviceable components, standards parts and materials.
- Unsalvageable components shall not be permitted to re-enter the component supply system unless the mandatory life limitation has been extended or a repair solution has been approved in accordance with Regulation (EU) No 748/2012.

## AMC1 M.A.504 Segregation of components

ED Decision 2020/002/R

- (a) Unserviceable components should be identified and stored in a separate secure location that is managed by the maintenance organisation until a decision is made on the future status of such components. Certifying staff outside maintenance organisations ([M.A.801\(b\)\(1\)](#), or [M.A.801\(c\)](#)) that release aircraft maintenance should send, with the agreement of the aircraft owner/lessee, any unserviceable component to a maintenance organisation for controlled storage. Nevertheless, the person or organisation that declared the component unserviceable may transfer its custody, after identifying it as unserviceable, to the aircraft owner/lessee provided that such transfer is reflected in the aircraft logbook, or engine logbook, or component logbook.
- (b) ‘Secure location under the control of an approved maintenance organisation’ refers to a location that is managed by the approved maintenance organisation that prevents the component from being reused or tampered with. This may include facilities that are established by the organisation at locations different from the main maintenance facilities. These locations should be identified in the relevant procedures of the organisation.
- (c) In the case of unsalvageable components, the person or organisation should:
- (1) retain such components in the secure location referred to in paragraph (b);
  - (2) arrange for the component to be mutilated in a manner that ensures that it is cannot be restored for use, before disposing it; or
  - (3) mark the component indicating that it is unsalvageable, when, in agreement with the component owner, the component is disposed of for legitimate non-flight uses (such as training and education aids, research and development), or for non-aviation applications, mutilation is often not appropriate. Alternatively to marking, the original part number or data plate information can be removed, or a record kept of the disposal of the component for legitimate non-flight uses.

## GM1 M.A.504 Segregation of components

ED Decision 2019/009/R

### MUTILATION OF COMPONENTS

- (a) Mutilation should be accomplished in such a manner that the components become permanently unusable for their originally intended use. Mutilated components should not be able to be reworked or camouflaged to provide the appearance of being serviceable, such as by replating, shortening and rethreading long bolts, welding, straightening, machining, cleaning, polishing, or repainting.
- (b) Mutilation may be accomplished by one or a combination of the following procedures:
- (1) grinding;
  - (2) burning;
  - (3) removal of a major lug or other integral feature;
  - (4) permanent distortion of parts;
  - (5) cutting a hole with cutting torch or saw;
  - (6) melting;
  - (7) sawing into many small pieces; and

- (8) any other method accepted by the competent authority.
- (c) The following procedures are examples of mutilation that are often less successful because they may not be consistently effective:
  - (1) stamping or vibro-etching;
  - (2) spraying with paint;
  - (3) small distortions, incisions, or hammer marks;
  - (4) identification by tags or markings;
  - (5) drilling small holes; and
  - (6) sawing in two pieces only.

## SUBPART F — MAINTENANCE ORGANISATION

### M.A.601 Scope

Regulation (EU) 2015/1536

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance of aircraft other than complex motor powered aircraft and components to be installed therein not used by licenced air carriers in accordance with Regulation (EC) No 1008/2008.

### M.A.602 Application

Regulation (EU) No 1321/2014

An application for issue or change of a maintenance organisation approval shall be made on a form and in a manner established by the competent authority.

### AMC M.A.602 Application

ED Decision 2020/002/R

An application should be made on an EASA Form 2 ([Appendix IX to AMC M.A.602 and AMC M.A.702](#)) or equivalent acceptable to the competent authority.

The [EASA Form 2](#) is valid for the application for [M.A. Subpart F](#) (refer to Article 4(2)), [Part-145](#), [M.A. Subpart G](#) (refer to Article 4(2)), Part-CAMO and Part-CAO organisations. Organisations applying for several approvals may do so by using a single [EASA Form 2](#).

### M.A.603 Extent of approval

Regulation (EU) 2019/1383

- (a) An organisation involved in activities subject to this Subpart shall not exercise its activities unless approved by the competent authority. To that aim, the competent authority shall use the template set out in Appendix V.
- (b) The scope of work subject to approval shall be specified in the maintenance organisation manual in accordance with point [M.A.604](#). Classes and ratings to be used for the approval of maintenance organisations are set out in Appendix IV of this Part.
- (c) An approved maintenance organisation may fabricate, in conformity with maintenance data, a restricted range of parts for the use in the course of undergoing work within its own facilities, as identified in the maintenance organisation manual.

## AMC M.A.603(a) Extent of Approval

ED Decision 2015/029/R

The following table identifies the ATA Specification 2200 chapter for the category C component rating. If the maintenance manual (or equivalent document) does not follow the ATA Chapters, the corresponding subjects still apply to the applicable C rating.

CLASS	RATING	ATA CHAPTERS
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	21
	C2 Auto Flight	22
	C3 Comms and Nav	23 - 34
	C4 Doors - Hatches	52
	C5 Electrical Power & Lights	24 – 33 – 85
	C6 Equipment	25 - 38 - 44 - 45 - 50
	C7 Engine – APU	49 - 71 - 72 - 73 - 74 - 75 - 76 - 77 - 78 - 79 - 80 - 81 - 82 - 83
	C8 Flight Controls	27 - 55 - 57.40 - 57.50 - 57.60 - 57.70
	C9 Fuel	28 - 47
	C10 Helicopters - Rotors	62 - 64 - 66 - 67
	C11 Helicopter - Trans	63 - 65
	C12 Hydraulic Power	29
	C13 Indicating/Recording Systems	31 - 42 - 46
	C14 Landing Gear	32
	C15 Oxygen	35
	C16 Propellers	61
	C17 Pneumatic & Vacuum	36 - 37
	C18 Protection ice/rain/fire	26 - 30
	C19 Windows	56
	C20 Structural	53 - 54 - 57.10 - 57.20 - 57.30
	C21 Water Ballast	41
	C22 Propulsion Augmentation	84

## AMC M.A.603(c) Extent of approval

ED Decision 2015/029/R

1. The agreement by the competent authority for the fabrication of parts by the approved maintenance organisation should be formalised through the approval of a detailed procedure in the maintenance organisation manual. This AMC contains principles and conditions to be taken into account for the preparation of an acceptable procedure.
2. Fabrication, inspection, assembly and test should be clearly within the technical and procedural capability of the approved maintenance organisation.
3. The approved data necessary to fabricate the part are those approved either by the Agency, the TC holder, Part-21 design organisation approval holder, or STC holder.
4. Items fabricated by an approved maintenance organisation may only be used by that organisation in the course of overhaul, maintenance, modifications, or repair of aircraft or components undergoing work within its own facility. The permission to fabricate does not constitute approval for manufacture, or to supply externally and the parts do not qualify for

certification on [EASA Form 1](#). This also applies to the bulk transfer or surplus inventory, in that locally fabricated parts are physically segregated and excluded from any delivery certification.

5. Fabrication of parts, modification kits etc. for onward supply and/or sale may not be conducted under a [M.A. Subpart F](#) approval.
6. The data specified in paragraph 3 may include repair procedures involving the fabrication of parts. Where the data on such parts is sufficient to facilitate fabrication, the parts may be fabricated by an approved maintenance organisation. Care should be taken to ensure that the data include details of part numbering, dimensions, materials, processes, and any special manufacturing techniques, special raw material specification or/and incoming inspection requirement and that the approved organisation has the necessary capability. That capability should be defined by way of maintenance organisation manual content. Where special processes or inspection procedures are defined in the approved data which are not available at the approved maintenance organisation, that organisation cannot fabricate the part unless the TC/STC holder gives an approved alternative.
7. Examples of fabrication under the scope of an [M.A. Subpart F](#) approval can include but are not limited to the following:
  - (a) fabrication of bushes, sleeves and shims,
  - (b) fabrication of secondary structural elements and skin panels,
  - (c) fabrication of control cables,
  - (d) fabrication of flexible and rigid pipes,
  - (e) fabrication of electrical cable looms and assemblies,
  - (f) formed or machined sheet metal panels for repairs.

Note: It is not acceptable to fabricate any item to pattern unless an engineering drawing of the item is produced which includes any necessary fabrication processes and which is accepted to the competent authority.

8. Where a TC holder or an approved production organisation is prepared to make available complete data which is not referred to in aircraft manuals or service bulletins but provides manufacturing drawings for items specified in parts lists, the fabrication of these items is not considered to be within the scope of an [M.A. Subpart F](#) approval unless agreed otherwise by the competent authority in accordance with a procedure specified in the maintenance organisation manual.
9. Inspection and Identification.

Any locally fabricated part should be subject to an inspection stage before, separately, and preferably independently from, any inspection of its installation. The inspection should establish full compliance with the relevant manufacturing data, and the part should be unambiguously identified as fit for use by stating conformity to the approved data. Adequate records should be maintained of all such fabrication processes including heat treatment and the final inspections. All parts, excepting those with inadequate space, should carry a part number which clearly relates it to the manufacturing/inspection data. Additional to the part number the approved maintenance organisation's identity should be marked on the part for traceability purposes.

## M.A.604 Maintenance organisation manual

Regulation (EU) 2020/270

- (a) The maintenance organisation shall provide a manual containing at least the following information:
1. a statement signed by the accountable manager appointed in accordance with point [M.A.606](#), point (a) which confirms that the organisation will at all times carry out its activities in accordance with the requirements of this Annex (Part-M) or Annex Vb (Part-ML), as applicable, and with the manual;
  2. the organisation's scope of work, and;
  3. the title(s) and name(s) of person(s) referred to in point [M.A.606\(b\)](#), and;
  4. an organisation chart showing associated chains of responsibility between the person(s) referred to in point [M.A.606\(b\)](#), and;
  5. a list of certifying staff and, if applicable, airworthiness review staff, with their scope of approval, and;
  6. a list of locations where maintenance is carried out, together with a general description of the facilities, and;
  7. procedures specifying how the maintenance organisation ensures compliance with this Part, and;
  8. the maintenance organisation manual amendment procedure(s).
- (b) The maintenance organisation manual and its amendments shall be approved by the competent authority.
- (c) Notwithstanding point (b) minor amendments to the manual may be approved through a procedure (hereinafter called indirect approval).

## AMC M.A.604 Maintenance organisation manual

ED Decision 2015/029/R

1. [Appendix IV](#) to this AMC provides an outline of the format of an acceptable maintenance organisation manual for a small organisation with less than 10 maintenance staff.
2. The maintenance organisation exposition as specified in [Part-145](#) provides an outline of the format of an acceptable maintenance organisation manual for larger organisations with more than 10 maintenance staff, dependent upon the complexity of the organisation.

## M.A.605 Facilities

Regulation (EU) No 1321/2014

The organisation shall ensure that:

- (a) Facilities are provided for all planned work, specialised workshops and bays are segregated as appropriate, to ensure protection from contamination and the environment.
- (b) Office accommodation is provided for the management of all planned work including in particular, the completion of maintenance records.



- (c) Secure storage facilities are provided for components, equipment, tools and material. Storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools. Storage conditions shall be in accordance with the manufacturers' instructions and access shall be restricted to authorised personnel.

## AMC M.A.605(a) Facilities

ED Decision 2020/002/R

1. Where a hangar is not owned by the [M.A. Subpart F](#) organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned maintenance should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the aircraft maintenance programme. The aircraft hangar visit plan should be updated on a regular basis.

For balloons and airships, a hangar may not be required where maintenance of the envelope and bottom end equipment can more appropriately be performed outside, providing all necessary maintenance can be accomplished in accordance with [M.A.402](#) or [ML.A.402](#). For complex repairs or component maintenance requiring an [EASA Form 1](#), suitable approved workshops should be provided. The facilities and environmental conditions required for inspection and maintenance should be defined in the Maintenance Organisation Manual.

Depending on the scope of work of the maintenance organisation, it may not be necessary to have a hangar available. For example, an organisation maintaining ELA2 aircraft (when not performing major repairs) may perform the work in alternative suitable facilities (and possibly at remote locations) as agreed by the competent authority.

2. Protection from the weather elements relates to the normal prevailing local weather elements that are expected throughout any twelve-month period. Aircraft hangar and aircraft component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust etc. Aircraft hangar and aircraft component workshop floors should be sealed to minimise dust generation.
3. Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete continuing airworthiness records in a proper manner.
4. **Special case for ELA2 aircraft**

For ELA2 aircraft, it is acceptable not to have access to a hangar or dedicated workshops. Depending on the scope of work, other facilities are acceptable as long as protection is ensured from inclement weather and contamination. This may include, for example, working in the field or in non-aviation premises (closed or not).

These facilities do not need to be individually approved by the competent authority as long as the maintenance organisation manual describes for each type of facility the scope of work, the tooling and equipment available, and the permitted environmental conditions (weather, contamination).

The organisation should include, as part of the periodic internal organisational review, a sampling of the compliance with these conditions during certain maintenance events.

## AMC M.A.605(b) Facilities

ED Decision 2015/029/R

It is acceptable to combine any or all of the office accommodation requirements into one office subject to the staff having sufficient room to carry out assigned tasks.

## AMC M.A.605(c) Facilities

ED Decision 2020/002/R

1. Storage facilities for serviceable aircraft components should be clean, well-ventilated and maintained at an even dry temperature to minimise the effects of condensation. Manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations.
2. Adequate storage racks should be provided and strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not damaged during storage.
3. All aircraft components, wherever practicable, should remain packaged in their protective material to minimise damage and corrosion during storage. A shelf life control system should be utilised and identity tags used to identify components.
4. Segregation means storing unserviceable components in a separate secured location from serviceable components.
5. Segregation and management of any unserviceable component should be ensured according to the pertinent procedure approved to that organisation.
6. Procedures should be defined by the organisation describing the decision process for the status of unserviceable components. This procedure should identify at least the following:
  - role and responsibilities of the persons managing the decision process;
  - description of the decision process to choose between maintaining, storing or mutilating a component;
  - traceability of decision.
7. Once unserviceable components or materials have been identified as unsalvageable in accordance with [M.A.501\(a\)\(3\)](#) or [ML.A.504\(c\)](#), the organisation should establish secure areas in which to segregate such items and to prevent unauthorised access. Unsalvageable components should be managed through a procedure to ensure that these components receive the appropriate final disposal according to [M.A.504\(b\)](#) or [ML.A.504\(d\)](#) or (e). The person responsible for the implementation of this procedure should be identified.

## M.A.606 Personnel requirements

Regulation (EU) No 1321/2014

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all maintenance required by the customer can be financed and carried out to the standard required by this Part.

*Regulation (EU) No 1321/2014*
- (b) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.

*Regulation (EU) No 1321/2014*
- (c) All point (b) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft and/or component maintenance.

*Regulation (EU) No 1321/2014*

- (d) The organisation shall have appropriate staff for the normal expected contracted work. The use of temporarily sub-contracted staff is permitted in the case of higher than normally expected contracted work and only for personnel not issuing a certificate of release to service.

*Regulation (EU) 2020/270*

- (e) The qualification of all personnel involved in maintenance and airworthiness reviews shall be demonstrated and recorded.

*Regulation (EU) No 1321/2014*

- (f) Personnel who carry out specialised tasks such as welding, non-destructive testing/inspection other than colour contrast shall be qualified in accordance with an officially recognised standard.

*Regulation (EU) 2018/1142*

- (g) The maintenance organisation shall have sufficient certifying staff to issue certificates of release to service for aircraft and components provided for in points [M.A.612](#) and [M.A.613](#). The staff shall comply with the following requirements:

1. [Annex III \(Part-66\)](#) in the case of aircraft;
2. [Article 5\(6\)](#) of this Regulation in the case of components.

*Regulation (EU) No 1321/2014*

- (h) By derogation from point (g), the organisation may use certifying staff qualified in accordance with the following provisions when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the organisation's manual:

1. For a repetitive pre-flight airworthiness directive which specifically states that the flight crew may carry out such airworthiness directive, the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the airworthiness directive to the required standard;
2. In the case of aircraft operating away from a supported location the organisation may issue a limited certifying staff authorisation to the aircraft commander on the basis of the flight crew licence, provided that the organisation ensures that sufficient practical training has been carried out to ensure that such person can accomplish the task to the required standard.

*Regulation (EU) 2020/270*

- (i) If the organisation performs airworthiness reviews and issues the corresponding airworthiness review certificate for ELA1 aircraft not involved in commercial operations in accordance with point [ML.A.903](#) of Annex Vb (Part-ML), it shall have airworthiness review staff qualified and authorised meeting all of the following requirements:

1. shall hold a certifying staff authorisation for the corresponding aircraft;
2. shall have at least three years of experience as certifying staff;
3. shall be independent from the continuing airworthiness management process of the aircraft being reviewed or shall have overall authority on the continuing airworthiness management process of the complete aircraft being reviewed;

4. shall have acquired knowledge of Subpart C of this Annex (Part-M) or Subpart C of Annex Vb (Part-ML);
5. shall have acquired proven knowledge of the procedures of the maintenance organisation relevant to the airworthiness review and issue of the airworthiness review certificate;
6. shall have been formally accepted by the competent authority after having performed an airworthiness review under the supervision of the competent authority or under the supervision of the organisation's airworthiness review staff in accordance with a procedure approved by the competent authority;
7. shall have performed at least one airworthiness review in the last twelve-month period.

### AMC M.A.606(a) Personnel requirements

ED Decision 2015/029/R

With regard to the accountable manager, it is normally intended to mean the chief executive officer of the maintenance organisation approved under [M.A. Subpart F](#), who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organisation and is not required to be necessarily knowledgeable on technical matters. When the accountable manager is not the chief executive officer, the competent authority will need to be assured that such an accountable manager has direct access to chief executive officer and has a sufficiency of maintenance funding allocation.

### AMC M.A.606(b) Personnel requirements

ED Decision 2015/029/R

1. Dependent upon the size of the organisation, the functions may be subdivided under individual managers or combined in any number of ways.
2. The maintenance organisation should have, dependent upon the extent of approval, an aircraft maintenance manager, a workshop manager all of whom should report to the accountable manager. In small maintenance organisations any manager may also be the accountable manager, and may also be the aircraft maintenance manager or the workshop manager.
3. The aircraft maintenance manager is responsible for ensuring that all maintenance required to be carried out, plus any defect rectification carried out during aircraft maintenance, is carried out to the design and quality standards specified in this Part. The aircraft maintenance manager is also responsible for any corrective action resulting from the [M.A.616](#) organisational review.
4. The workshop manager is responsible for ensuring that all work on aircraft components is carried out to the standards specified in this Part and also responsible for any corrective action resulting from the [M.A.616](#) organisational review.
5. Notwithstanding the example sub-paragraphs 2 - 4 titles, the organisation may adopt any title for the foregoing managerial positions but should identify to the competent authority the titles and persons chosen to carry out these functions.

## AMC M.A.606(c) Personnel requirements

ED Decision 2020/002/R

1. All nominated persons should, in the normal way, be expected to satisfy the competent authority that they possess the appropriate experience and qualifications which are listed in paragraphs 2.1 to 2.5 below.
2. All nominated persons should have:
  - 2.1. practical experience and expertise in the application of aviation safety standards and safe maintenance practices;
  - 2.2. comprehensive knowledge of:
    - (a) [Part-M](#) and [Part-ML](#), as applicable, and any associated requirements and procedures;
    - (b) the maintenance organisation manual;
  - 2.3. five years aviation experience of which at least three years should be practical maintenance experience;
  - 2.4. knowledge of the relevant type(s) of aircraft or components maintained. This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority. This assessment should be recorded.

Training courses should be as a minimum at a level equivalent to [Part-66 Appendix III](#) Level 1 General Familiarisation, and could be imparted by a [Part-147](#) organisation, by the manufacturer, or by any other organisation accepted by the competent authority.
  - 2.5. knowledge of maintenance standards.

## AMC M.A.606(d) Personnel requirements

ED Decision 2015/029/R

1. All staff are subjected to compliance with the organisation's procedures specified in the maintenance organisation manual relevant to their duties.
2. To have sufficient staff means that the approved maintenance organisation employs or contracts staff directly, even on a volunteer basis, for the anticipated maintenance workload.
3. Temporarily sub-contracted means the person is employed by another organisation and contracted by that organisation to the approved maintenance organisation.

## AMC M.A.606(e) Personnel requirements

ED Decision 2015/029/R

1. Personnel involved in maintenance should be assessed for competence by 'on the job' evaluation and/or by examination relevant to their particular job role within the organisation before unsupervised work is permitted.
2. Adequate initial and recurrent training should be provided and recorded to ensure continued competence.

## AMC M.A.606(f) Personnel requirements

ED Decision 2021/009/R

1. Non-destructive testing means such testing specified by the type certificate holder of the aircraft, engine or propeller in the [M.A.401\(b\)](#) or [ML.A.401\(b\)](#) maintenance data for in service aircraft/aircraft components for the purpose of determining the continued fitness of the product to operate safely.
2. Appropriately qualified means to level 1, 2 or 3 as defined by European Standard EN 4179 dependent upon the non-destructive testing function to be carried out.
3. Notwithstanding the fact that level 3 personnel may be qualified via EN 4179 to establish and authorise methods, techniques, etc., this does not permit such personnel to deviate from methods and techniques published in the maintenance data, unless the maintenance data expressly permits such deviation.
4. Notwithstanding the general references in EN 4179 to a national aerospace NDT board, all examinations should be conducted by personnel or organisations under the general control of such a board. In the absence of a national aerospace NDT board, examinations should be conducted by personnel or organisations under the general control of the NDT board of a Member State designated by the competent authority.
5. Particular non-destructive test means any one or more of the following: dye penetrant, magnetic particle, eddy current, ultrasonic and radiographic methods including X ray and gamma ray.
6. In addition it should be noted that new methods are and will be developed, such as, but not limited to thermography and shearography, which are not specifically addressed by EN 4179. Until such time as an agreed standard is established such methods should be carried out in accordance with the particular equipment manufacturers' recommendations including any training and examination process to ensure competence of the personnel with the process.
7. Any approved maintenance organisation that carries out continued airworthiness non-destructive testing should establish qualification procedures for non-destructive testing.
8. Boroscopy and other techniques such as delamination coin tapping are non-destructive inspections rather than non-destructive testing. Notwithstanding such differentiation, approved maintenance organisation should establish a procedure to ensure that personnel who carry out and interpret such inspections are properly trained and assessed for their competence with the process. Non-destructive inspections, not being considered as non-destructive testing by [M.A. Subpart F](#) are not listed in [Appendix IV to Part-M](#) under class rating D1.
9. The referenced standards, methods, training and procedures should be specified in the maintenance organisation manual.
10. Any such personnel who intend to carry out and/or control a non-destructive test for which they were not qualified prior to the effective date of [Part-M](#) should qualify for such non-destructive test in accordance with EN 4179.

In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.

## AMC M.A.606(h)(2) Personnel requirements

ED Decision 2015/029/R

1. For the issue of a limited certification authorisation the commander should hold either a valid air transport pilot license (ATPL), or commercial pilots license (CPL). In addition, the limited certification authorisation is subject to the maintenance organisation manual containing procedures to address the following:
  - (a) Completion of adequate airworthiness regulation training.
  - (b) Completion of adequate task training for the specific task on the aircraft. The task training should be of sufficient duration to ensure that the individual has a thorough understanding of the task to be completed and should involve training in the use of associated maintenance data.
  - (c) Completion of the procedural training.

The above procedures should be specified in the maintenance organisation manual and be accepted by the competent authority.
2. Typical tasks that may be certified and/or carried out by the commander holding an ATPL or CPL are minor maintenance or simple checks included in the following list:
  - (a) Replacement of internal lights, filaments and flash tubes.
  - (b) Closing of cowlings and refitment of quick access inspection panels.
  - (c) Role changes, e.g., stretcher fit, dual controls, FLIR, doors, photographic equipment etc.
  - (d) Inspection for and removal of de-icing/anti-icing fluid residues, including removal/closure of panels, cowls or covers that are easily accessible but not requiring the use of special tools.
  - (e) Any check/replacement involving simple techniques consistent with this AMC and as agreed by the competent authority.
3. The authorisation should have a finite life of twelve months subject to satisfactory recurrent training on the applicable aircraft type.

## M.A.607 Certifying staff and airworthiness review staff

Regulation (EU) 2019/1383

- (a) In addition to point [M.A.606\(g\)](#), certifying staff can only exercise their privileges, if the organisation has ensured:
  1. that certifying staff can demonstrate that they meet the requirements of point (b) of point [66.A.20](#) of Annex III (Part-66) or, where that Annex so requires, the requirements of the law of the Member State;
  2. that certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures.

*Regulation (EU) 2015/1088*

- (b) In the following unforeseen cases, where an aircraft is grounded at a location other than the main base where no appropriate certifying staff is available, the maintenance organisation contracted to provide maintenance support may issue a one-off certification authorisation:
1. to one of its employees holding type qualifications on aircraft of similar technology, construction and systems; or
  2. to any person with not less than three years maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided there is no organisation appropriately approved under this Part at that location and the contracted organisation obtains and holds on file evidence of the experience and the licence of that person.

All such cases must be reported to the competent authority within seven days after issuing such certification authorisation. The approved maintenance organisation issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is re-checked.

*Regulation (EU) 2015/1088*

- (c) The approved maintenance organisation shall record all details concerning certifying staff and airworthiness review staff and maintain a current list of all certifying staff and airworthiness review staff together with their scope of approval as part of the organisation's manual pursuant to point M.A.604(a)5.

## AMC M.A.607 Certifying staff and airworthiness review staff

*ED Decision 2015/029/R*

1. Adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained together with the associated organisation procedures means that the person has received training and has relevant maintenance experience on the product type and associated organisation procedures such that the person understands how the product functions, what are the more common defects with associated consequences.
2. All prospective certifying staff are required to be assessed for competence, qualification and capability related to intended certifying duties. Competence and capability can be assessed by having the person work under the supervision of another certifying person for sufficient time to arrive at a conclusion. Sufficient time could be as little as a few weeks if the person is fully exposed to relevant work. The person need not be assessed against the complete spectrum of intended duties. When the person has been recruited from another approved maintenance organisation and was a certifying person in that organisation then it is reasonable to accept a written confirmation from the previous organisation.
3. The organisation should hold copies of all documents that attest to qualification, and to recent experience.



**AMC M.A.607(c) Certifying staff and airworthiness review staff**

ED Decision 2020/002/R

1. The following minimum information as applicable should be kept on record in respect of each certifying person:
  - (a) name;
  - (b) date of birth;
  - (c) basic training;
  - (d) type training;
  - (e) recurrent training;
  - (f) specialised training;
  - (g) experience;
  - (h) qualifications relevant to the approval;
  - (i) scope of the authorisation and personal authorisation reference;
  - (j) date of first issue of the authorisation;
  - (k) if appropriate - expiry date of the authorisation.
2. The following minimum information, as applicable, should be kept on record in respect of each airworthiness review person:
  - (a) name;
  - (b) date of birth;
  - (c) certifying staff authorisation;
  - (d) experience as certifying staff on ELA1 aircraft;
  - (e) qualifications relevant to the approval (knowledge of relevant parts of Part-ML and knowledge of the relevant airworthiness review procedures);
  - (f) scope of the airworthiness review authorisation and personal authorisation reference;
  - (g) date of the first issue of the airworthiness review authorisation; and
  - (h) if appropriate, expiry date of the airworthiness review authorisation.
3. Persons authorised to access the system should be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner or that such confidential records become accessible to unauthorised persons.
4. The competent authority should be granted access to the records upon request.

**M.A.608 Components, equipment and tools**

Regulation (EU) 2018/1142

- (a) The organisation shall:
  1. hold the equipment and tools specified in the maintenance data described in point [M.A.609](#) or verified equivalents as listed in the maintenance organisation manual as necessary for day-to-day maintenance within the scope of the approval; and,

2. demonstrate that it has access to all other equipment and tools used only on an occasional basis.
- (b) Tools and equipment shall be controlled and calibrated to an officially recognised standard. Records of such calibrations and the standard used shall be kept by the organisation.
- (c) The organisation shall inspect, classify and appropriately segregate all incoming components, standard parts and materials.

### AMC M.A.608(a) Components, equipment and tools

ED Decision 2015/029/R

1. Once the applicant for [M.A. Subpart F](#) approval has determined the intended scope of approval for consideration by the competent authority, it will be necessary to show that all tools and equipment as specified in the maintenance data can be made available when needed.
2. All such tools should be clearly identified and listed in a control register including any personal tools and equipment that the organisation agrees can be used.
3. For tools required on an occasional basis, the organisation should ensure that they are controlled in terms of servicing or calibration as required.

### AMC M.A.608(b) Components, equipment and tools

ED Decision 2015/029/R

1. The control of these tools and equipment requires that the organisation has a procedure to inspect/service and, where appropriate, calibrate such items on a regular basis and indicate to users that the item is within any inspection or service or calibration time-limit. A clear system of labelling all tooling, equipment and test equipment is therefore necessary giving information on when the next inspection or service or calibration is due and if the item is unserviceable for any other reason where it may not be obvious. A register should be maintained for all the organisation's precision tooling and equipment together with a record of calibrations and standards used.
2. Inspection, service or calibration on a regular basis should be in accordance with the equipment manufacturers' instructions except where the [M.A. Subpart F](#) organisation can show by results that a different time period is appropriate in a particular case.
3. In this context officially recognised standard means those standards established or published by an official body whether having legal personality or not, which are widely recognised by the air transport sector as constituting good practice.

### M.A.609 Maintenance data

Regulation (EU) 2019/1383

The approved maintenance organisation shall hold and use applicable current maintenance data specified in point [M.A.401](#) of this Annex or in point [ML.A.401](#) of Annex Vb (Part-ML), as applicable, in the performance of maintenance, including modifications and repairs. However, in the case of customer-provided maintenance data, the organisation shall only hold and use such data when the maintenance work is in progress.

## AMC M.A.609 Maintenance Data

ED Decision 2015/029/R

When an organisation uses customer provided maintenance data, the scope of approval indicated in the maintenance organisation manual should be limited to the individual aircraft covered by the contracts signed with those customers unless the organisation also holds its own complete set of maintenance data for that type of aircraft.

## M.A.610 Maintenance work orders

Regulation (EU) No 1321/2014

Before the commencement of maintenance a written work order shall be agreed between the organisation and the organisation requesting maintenance to clearly establish the maintenance to be carried out.

## AMC M.A.610 Maintenance work orders

ED Decision 2015/029/R

‘A written work order’ may take the form of, but not limited to, the following:

- A formal document or form specifying the work to be carried out. This form may be provided by the continuing airworthiness management organisation managing the aircraft, or by the maintenance organisation undertaking the work, or by the owner/operator himself;
- An entry in the aircraft log book specifying the defect that needs to be corrected.

## M.A.611 Maintenance standards

Regulation (EU) 2019/1383

All maintenance shall be carried out in accordance with the requirements of Subpart D, Section A of this Annex or with the requirements of Subpart D, Section A of Annex Vb (Part-ML), as set out in Article 3 paragraph 1.

## M.A.612 Aircraft certificate of release to service

Regulation (EU) 2019/1383

Upon completion of all required aircraft maintenance in accordance with this Subpart, an aircraft CRS shall be issued in accordance with point [M.A.801](#) of this Annex or point [ML.A.801](#) of Annex Vb (Part-ML), as set out in Article 3 paragraph 1.

## M.A.613 Component certificate of release to service

Regulation (EU) 2019/1383

- (a) Upon completion of all required component maintenance in accordance with this Subpart, a component CRS shall be issued in accordance with point [M.A.802](#) of this Annex or with point [ML.A.802](#) of Annex Vb (Part-ML), as applicable. An EASA Form 1 shall be issued, except for those components maintained in accordance with points (b) or (d) of point [M.A.502](#), for components fabricated in accordance with point (c) of point [M.A.603](#) of this Annex and for components in respect of which point [ML.A.502](#) of Annex Vb (Part-ML) provides otherwise.
- (b) The component CRS document, EASA Form 1, may be generated from a computer system.

**AMC M.A.613(a) Component certificate of release to service**

ED Decision 2020/002/R

1. An aircraft component which has been maintained off the aircraft requires the issuance of a CRS for such maintenance and another CRS in regard to being installed properly on the aircraft when such action occurs. When an organisation maintains a component for use by the same organisation, an [EASA Form 1](#) may not be necessary depending upon the organisation's internal release procedures defined in the maintenance organisation exposition.
2. In the case of components in storage prior to [Part-145](#), [Part-M](#) and Part-21 and not released on an EASA Form 1 or equivalent in accordance with [M.A.501\(a\)](#) or removed serviceable from a serviceable aircraft which have been withdrawn from service, this paragraph provides additional guidance regarding the conditions under which an EASA Form 1 may be issued.
  - 2.1. An EASA Form 1 may be issued for an aircraft component which has been:
    - Maintained before [Part-145](#), or [Part-M](#) became effective or manufactured before Part-21 became effective.
    - Used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components.
    - Removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes.
    - Components maintained by an unapproved organisation.
  - 2.2. An appropriately rated [M.A. Subpart F](#) maintenance organisation may issue an EASA Form 1 as detailed in this AMC subparagraph 2.5 to 2.9, as appropriate, in accordance with the procedures detailed in the manual as approved by the competent authority. The appropriately rated [M.A. Subpart F](#) maintenance organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued an EASA Form 1 under this paragraph.
  - 2.3. For the purposes of this paragraph 2 only, 'appropriately rated' means an organisation with an approval class rating for the type of component or for the product in which it may be installed.
  - 2.4. An EASA Form 1 issued in accordance with this paragraph 2 should be issued by signing in block 14b and stating 'Inspected/Tested' in block 11. In addition, block 12 should specify:
    - 2.4.1. when the last maintenance was carried out and by whom;
    - 2.4.2. if the component is unused, when the component was manufactured and by whom with a cross-reference to any original documentation which should be included with the Form;
    - 2.4.3. a list of all ADs, repairs and modifications known to have been incorporated. If no ADs or repairs or modifications are known to be incorporated then this should be so stated;
    - 2.4.4. detail of life used for life-limited parts and time-controlled components being any combination of fatigue, overhaul or storage life;
    - 2.4.5. for any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the

details that would otherwise be required in block 12. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the EASA Form 1.

## 2.5. New/unused aircraft components

2.5.1. Any unused aircraft component in storage without an EASA Form 1 up to the effective date(s) for Part-21 that was manufactured by an organisation acceptable to the competent authority at the time may be issued an EASA Form 1 by an appropriately rated maintenance organisation approved under [M.A. Subpart F](#). The [EASA Form 1](#) should be issued in accordance with the following subparagraphs which should be included in a procedure within the maintenance organisation manual.

Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this paragraph represents a maintenance release under [M.A. Subpart F](#) and not a production release under Part-21. It is not intended to bypass the production release procedure agreed by the Member State for parts and subassemblies intended for fitment on the manufacturers own production line.

- (a) An acceptance test report or statement should be available for all used and unused aircraft components that are subject to acceptance testing after manufacturing or maintenance as appropriate.
- (b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition, or in the absence of specific storage instructions, the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition.
- (c) The storage life used of any storage life-limited parts should be established.

2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in subparagraph 2.5.1 (a) to (c) inclusive, the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated ADs, repairs and modifications and inspected/tested in accordance with the maintenance data to establish satisfactory condition and, if relevant, all seals, lubricants and life-limited parts replaced. Upon satisfactory completion after reassembly, an EASA Form 1 may be issued stating what was carried out and the reference to the maintenance data included.

## 2.6. Used aircraft components removed from a serviceable aircraft.

2.6.1. Serviceable aircraft components removed from a Member State registered aircraft may be issued an EASA Form 1 by an appropriately rated organisation subject to compliance with this subparagraph.

- (a) The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person.
- (b) The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component or related system.

- (c) The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional maintenance data.
  - (d) The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may an [EASA Form 1](#) be issued in accordance with this paragraph 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could affect its operation.
  - (e) A maintenance history record should be available for all used serialised aircraft components.
  - (f) Compliance with known modifications and repairs should be established.
  - (g) The flight hours/cycles/landings as applicable of any life-limited parts and time-controlled components including time since overhaul should be established.
  - (h) Compliance with known applicable airworthiness directives should be established.
  - (i) Subject to satisfactory compliance with this subparagraph 2.6.1, an EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.
- 2.6.2. Serviceable aircraft components removed from a non-Member State registered aircraft may only be issued an EASA Form 1 if the components are leased or loaned from the maintenance organisation approved under [M.A. Subpart F](#) who retains control of the airworthiness status of the components. An EASA Form 1 may be issued and should contain the information as specified in paragraph 2.4 including the aircraft from which the aircraft component was removed.
- 2.7. Used aircraft components removed from an aircraft withdrawn from service. Serviceable aircraft components removed from a Member State registered aircraft withdrawn from service may be issued an EASA Form 1 by a maintenance organisation approved under [M.A. Subpart F](#) subject to compliance with this subparagraph.
- (a) Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under [M.A. Subpart F](#), employing procedures approved by the competent authority.
  - (b) To be eligible for installation, components removed from such aircraft may be issued with an EASA Form 1 by an appropriately rated organisation following a satisfactory assessment.
  - (c) As a minimum, the assessment will need to satisfy the standards set out in paragraphs 2.5 and 2.6 as appropriate. This should, where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with the maintenance programme applicable to the aircraft on which the component is to be installed.

- (d) Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should satisfy itself that the manner in which the components were removed and stored are compatible with the standards required by [M.A. Subpart F](#).
  - (e) A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff, who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan.
  - (f) All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered.
  - (g) Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history.
  - (h) Suitable [M.A. Subpart F](#) facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility subsequent disassembly (if required) and storage of the components should be in accordance with the manufacturer's recommendations.
- 2.8. Used aircraft components maintained by organisations not approved in accordance with M.A [Subpart F](#), [Part-145](#) or Part-CAO.

For used components maintained by a maintenance organisation not approved under [Part-M Subpart F](#) or [Part-145](#), due care should be taken before acceptance of such components. In such cases an appropriately rated maintenance organisation approved under [M.A. Subpart F](#) should establish satisfactory conditions by:

- (a) dismantling the component for sufficient inspection in accordance with the appropriate maintenance data,
- (b) replacing of all life-limited parts and time-controlled components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition,
- (c) reassembling and testing as necessary the component,
- (d) completing all certification requirements as specified in [M.A.613](#).

In the case of used components maintained by an FAA Part-145 repair station (USA) or by TCCA CAR573 approved maintenance organisations (Canada) that does not hold an EASA Part-145 or [M.A. Subpart F](#) approval, the conditions (a) through (d) described above may be replaced by the following conditions:

- (a) availability of an 8130-3 (FAA) or TCCA 24-0078 (TCCA) or an Authorized Release Certificate Form One (TCCA),

- (b) verification of compliance with all applicable airworthiness directives,
- (c) verification that the component does not contain repairs or modifications that have not been approved in accordance with Part-21,
- (d) inspection for satisfactory condition including in particular damage, corrosion or leakage,
- (e) issuance of an EASA Form 1 in compliance with paragraphs 2.2, 2.3 and 2.4.

These alleviated requirements are based on the fact that credit can be taken for their technical capabilities and their competent authority oversight, as attested by the following documents:

- Maintenance Annex Guidance (MAG) between the FAA and EASA,
- Maintenance Annex Guidance (MAG) between the EASA and TCCA.

- 2.9. Used aircraft components removed from an aircraft involved in an accident or incident. Such components should only be issued with an [EASA Form 1](#) when processed in accordance with paragraph 2.7 and a specific work order including all additional necessary tests and inspections made necessary by the accident or incident. Such a work order may require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block 12.
3. A certificate should not be issued for any component when it is known that the component is unserviceable except in the case of a component undergoing a series of maintenance processes at several approved maintenance organisations and the component needs a certificate for the previous maintenance process carried out for the next approved maintenance organisation to accept the component for subsequent maintenance processes. In such a case, a clear statement of limitation should be endorsed in block.
4. The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for components from the manufacturer/maintenance organisation to users. It should only be issued by organisations approved by a competent authority or the Agency as applicable within the scope of the approval.

## **M.A.614 Maintenance and airworthiness review records**

*Regulation (EU) 2020/270*

- (a) The approved maintenance organisation shall record all details of work carried out. Records necessary to prove all requirements have been met for the issue of the certificate of release to service including the subcontractor's release documents and for the issue of any airworthiness review certificate shall be retained.
- (b) The approved maintenance organisation shall provide a copy of each CRS to the aircraft owner or operator, together with a copy of any detailed maintenance records associated with the work carried out and necessary to demonstrate compliance with point [M.A.305](#) of this Annex (Part-M) or [ML.A.305](#) of Annex Vb (Part-ML), as applicable.
- (c) The approved maintenance organisation shall retain a copy of all maintenance records and any associated maintenance data for three years from the date the aircraft or aircraft component to which the work relates was released from the approved maintenance organisation. In addition, it shall retain a copy of all the records related to the issue of airworthiness review certificates for three years from the date of issue and shall provide a copy of them to the owner of the aircraft.



1. The records under this point shall be stored in a manner that ensures protection from damage, alteration, and theft.
2. All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
3. Where an approved maintenance organisation terminates its operation, all retained maintenance records covering the last three years shall be distributed to the last owner or customer of the respective aircraft or component or shall be stored as specified by the competent authority.

### **AMC M.A.614(a) Maintenance and airworthiness review records**

*ED Decision 2020/002/R*

1. Properly executed and retained records provide owners, operators and maintenance personnel with information essential in controlling unscheduled and scheduled maintenance, and troubleshooting to eliminate the need for re-inspection and rework to establish airworthiness.
2. The prime objective is to have secure and easily retrievable records with comprehensive and legible contents. The aircraft record should contain basic details of all serialised aircraft components and all other significant aircraft components installed, to ensure traceability to such installed aircraft component documentation, associated maintenance data and data for modifications and repairs.
3. The maintenance record can be either a paper or computer system or any combination of both. The records should remain legible throughout the required retention period.
4. Paper systems should use robust material which can withstand normal handling and filing.
5. Computer systems may be used to control maintenance and/or record details of maintenance work carried out. Computer systems used for maintenance should have at least one backup system which should be updated at least within 24 hours of any maintenance. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

### **AMC M.A.614(c) Maintenance and airworthiness review records**

*ED Decision 2015/029/R*

Associated maintenance data is specific information such as repair and modification data. This does not necessarily require the retention of all aircraft maintenance manual, component maintenance manual, parts catalogues etc. issued by the TC holder or STC holder. Maintenance records should refer to the revision status of the data used.

### **M.A.615 Privileges of the organisation**

*Regulation (EU) 2019/1383*

The maintenance organisation approved in accordance with Subpart F, Section A of this Annex may:

- (a) maintain any aircraft and/or component for which it is approved at the locations specified in the approval certificate and the maintenance organisation manual;
- (b) arrange for the performance of specialised services under the control of the maintenance organisation at another organisation appropriately qualified, as described in the maintenance organisation manual;

- (c) maintain any aircraft or component for which it is approved at any location, where the need of such maintenance arises either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance and subject to compliance with the conditions specified in the maintenance organisation manual;
- (d) issue certificates of release to service, upon completion of maintenance, in accordance with point [M.A.612](#) or [M.A.613](#) of this Annex;
- (e) if specifically approved to do so for ELA1 aircraft not involved in commercial operations, perform airworthiness reviews and issue the corresponding airworthiness review certificate in accordance with the conditions specified in point [ML.A.903](#) of Annex Vb (Part-ML).

The organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data and certifying staff are available.

## GM M.A.615 Privileges of the organisation

ED Decision 2015/029/R

[M.A.615](#) states that the organisation shall only maintain an aircraft or component for which it is approved when all the necessary facilities, equipment, tooling, material, maintenance data, and certifying staff are available.

This provision is intended to cover the situation where the larger organisation may temporarily not hold all the necessary tools, equipment, etc. for an aircraft type or variant specified in the organisation's approval. This paragraph means that the competent authority need not amend the approval to delete the aircraft type or variants on the basis that it is a temporary situation and there is a commitment from the organisation to re-acquire tools, equipment, etc. before maintenance on the type may recommence.

## GM M.A.615(a) Privileges of the organisation

ED Decision 2015/029/R

[M.A.615\(a\)](#) applies also to facilities which may not be individually approved by the competent authority, such as those described in [AMC M.A.605\(a\)](#) for ELA2 aircraft.

## AMC M.A.615(b) Privileges of the organisation

ED Decision 2020/002/R

[M.A.615\(b\)](#) refers to work carried out by another organisation which is not appropriately approved under M.A. Subpart F, [Part-145](#) or Part-CAO to carry out such tasks.

The intent is to permit the acceptance of specialised maintenance services, such as, but not limited to, non-destructive testing, surface treatment, heat-treatment, welding, fabrication of specified parts for minor repairs and modifications, etc., without the need of [Subpart F](#) approval for those tasks.

The requirement that the organisation performing the specialised services must be 'appropriately qualified' means that it should meet an officially recognised standard or, otherwise, it should be acceptable to the competent authority (through the approval of the Maintenance Organisation Manual).

'Under the control of the [Subpart F](#) organisation' means that the Subpart F organisation should investigate the capability of the subcontracted organisation (including qualifications, facilities, equipment and materials) and ensure that such organisation:

- Receives appropriate maintenance instructions and maintenance data for the task to be performed.
- Properly records the maintenance performed in the [Subpart F](#) airworthiness records.
- Notifies the [Subpart F](#) organisation for any deviation or non-conformity, which has arisen during such maintenance.

The CRS may be issued either at the subcontractors or at the organisation facility by authorised certifying staff, and always under the [M.A. Subpart F](#) organisation reference. Such staff would normally come from the [M.A. Subpart F](#) organisation but may otherwise be a person from the subcontractor who meets the [M.A. Subpart F](#) organisation certifying staff standard which itself is approved by the competent authority via the Maintenance Organisation Manual.

Subcontracted specialised services organisations should be listed in the Maintenance Organisation Manual of the Subpart F organisation together with their qualifications, and the associated control procedures.

## M.A.616 Organisational review

Regulation (EU) No 1321/2014

To ensure that the approved maintenance organisation continues to meet the requirements of this Subpart, it shall organise, on a regular basis, organisational reviews.

## AMC M.A.616 Organisational review

ED Decision 2015/029/R

1. The primary objectives of the organisational review are to enable the approved maintenance organisation to ensure that it can deliver a safe product and that approved maintenance organisation remains in compliance with the requirements.
2. The approved maintenance organisation should identify:
  - 2.1. the person responsible for the organisational review;
  - 2.2. the frequency of the reviews;
  - 2.3. the scope and content of the reviews;
  - 2.4. the persons accomplishing the reviews;
  - 2.5. the procedure for planning, performing and processing review findings; and,
  - 2.6. the procedure for ensuring corrective actions are carried out in the appropriate time frame.
3. The organisation quality system as specified in [Part-145](#) provides an acceptable basic structure for the organisational review system for organisations with more than 10 maintenance staff, dependent upon the complexity of the organisation.
4. [Appendix VIII to AMC M.A.616](#) should be used to manage the organisational reviews.

## M.A.617 Changes to the approved maintenance organisation

Regulation (EU) 2015/1088

In order to enable the competent authority to determine continued compliance with this Part, the approved maintenance organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

1. the name of the organisation;
2. the location of the organisation;
3. additional locations of the organisation;
4. the accountable manager;
5. any of the persons specified in point [M.A.606\(b\)](#);
6. the facilities, equipment, tools, material, procedures, work scope, certifying staff and airworthiness review staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

## AMC M.A.617 Changes to the approved maintenance organisation

ED Decision 2015/029/R

The competent authority should be given adequate notification of any proposed changes in order to enable the maintenance organisation to remain approved if agreed by the competent authority during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.

## M.A.618 Continued validity of approval

Regulation (EU) 2021/700

- (a) An approval shall remain valid until 24 March 2022, subject to:
  1. the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under point [M.A.619](#), and;
  2. the competent authority being granted access to the organisation to determine continued compliance with this Part, and;
  3. the approval not being surrendered or revoked;
- (b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.

## M.A.619 Findings

Regulation (EU) 2019/1383

- (a) A level 1 finding is any finding of significant non-compliance with the requirements of this Annex and Annex Vb (Part-ML) which lowers the safety standard and seriously endangers flight safety.
- (b) A level 2 finding is any finding of non-compliance with the requirements of this Annex and Annex Vb (Part-ML) which may lower the safety standard and may endanger flight safety.

- (c) After receipt of notification of findings according to point [M.B.605](#), the holder of the maintenance organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.

## SUBPART G — CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

### M.A.701 Scope

Regulation (EU) No 1321/2014

This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the management of aircraft continuing airworthiness.

### M.A.702 Application

Regulation (EU) No 1321/2014

An application for issue or change of a continuing airworthiness management organisation approval shall be made on a form and in a manner established by the competent authority.

### AMC M.A.702 Application

ED Decision 2020/002/R

An application should be made on an EASA Form 2 ([Appendix IX to AMC M.A.602 and AMC M.A.702](#)) or equivalent acceptable to the competent authority.

The [EASA Form 2](#) is valid for the application for [M.A. Subpart F](#), Part CAO, Part CAMO, [Part-145](#) and [M.A. Subpart G](#) organisations. Organisations applying for several approvals may do so using a single EASA Form 2.

### M.A.703 Extent of approval

Regulation (EU) 2015/1536

- (a) The approval is indicated on a certificate included in Appendix VI issued by the competent authority.
- (b) Notwithstanding point (a), for licenced air carriers in accordance with Regulation (EC) No 1008/2008, the approval shall be part of the air operator certificate issued by the competent authority, for the aircraft operated.
- (c) The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management exposition in accordance with point [M.A.704](#).

### M.A.704 Continuing airworthiness management exposition

Regulation (EU) 2020/270

- (a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition containing the following information:
  1. a statement signed by the accountable manager confirming that the organisation will at all times work in accordance with this Annex (Part-M) and Annex Vb (Part-ML), as applicable;
  2. the organisation's scope of work, and;
  3. the title(s) and name(s) of person(s) referred to in points [M.A.706\(a\)](#), [M.A.706\(c\)](#), [M.A.706\(d\)](#) and [M.A.706\(i\)](#), and;

4. an organisation chart showing associated chains of responsibility between all the person(s) referred to in points [M.A.706\(a\)](#), [M.A.706\(c\)](#), [M.A.706\(d\)](#) and [M.A.706\(i\)](#), and;
  5. a list of the airworthiness staff referred to in point [M.A.707](#), specifying, where applicable, the staff authorised to issue permits to fly in accordance with point [M.A.711\(c\)](#), and;
  6. a general description and location of the facilities, and;
  7. the procedures specifying how the organisation ensures compliance with this Annex (Part-M) and Annex Vb (Part-ML), as applicable, and;
  8. the continuing airworthiness management exposition amendment procedures, and;
  9. the list of approved aircraft maintenance programmes, or, for aircraft not used by licenced air carriers in accordance with Regulation (EC) No 1008/2008, the list of ‘generic’ and ‘baseline’ maintenance programmes.
- (b) The continuing airworthiness management exposition and its amendments shall be approved by the competent authority.
- (c) Notwithstanding point (b), minor amendments to the exposition may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the continuing airworthiness management organisation as part of the exposition and be approved by the competent authority responsible for that continuing airworthiness management organisation.

## AMC1 M.A.704 Continuing airworthiness management exposition

*ED Decision 2020/002/R*

1. The purpose of the continuing airworthiness management exposition is to set forth the procedures, means and methods of the CAMO. Compliance with its contents will assure compliance with [Part-M](#) and, as applicable, Part-ML requirements.
2. A continuing airworthiness management exposition should comprise:

Part 0	General organisation
Part 1	Continuing airworthiness procedures
Part 2	Quality system or organisational review (as applicable)
Part 3	Contracted maintenance — management of maintenance (liaison with maintenance organisations)
Part 4	Airworthiness review procedures (if applicable)
3. Personnel should be familiar with those parts of the continuing airworthiness management exposition that are relevant to their tasks.
4. The CAMO should specify in the exposition who is responsible for the amendment of the document. Unless otherwise agreed by the approving competent authority, the person responsible for the management of the quality system or for the organisational review should be responsible for monitoring and amending the continuing airworthiness management exposition, including associated procedure’s manuals, and the submission of proposed amendments to the competent authority. The competent authority may agree to a procedure, and its agreement will be stated in the amendment control section of the continuing airworthiness management exposition defining the class of amendments, which can be

- incorporated without the prior consent of the competent authority ('indirect approval procedure').
5. The CAMO may use electronic data processing (EDP) for the publication of the continuing airworthiness management exposition. The continuing airworthiness management exposition should be made available to the approving competent authority in a form acceptable to the latter. Attention should be paid to the compatibility of the EDP publication systems with the necessary dissemination, both internally and externally, of the continuing airworthiness management exposition.
  6. The continuing airworthiness management exposition should contain information, as applicable, on how the CAMO complies with CDCCL instructions.
  7. [Appendix V to AMC1 M.A.704](#) contains an example of a continuing airworthiness management exposition layout.

## AMC2 M.A.704 Continuing airworthiness management exposition

ED Decision 2020/002/R

### EXPOSITION LAYOUT FOR A CAMO HOLDING A MAINTENANCE ORGANISATION APPROVAL

1. Where a CAMO is also approved to another Part, the exposition or manual required by the other Part may form the basis of the continuing airworthiness management exposition in a combined document.
2. Example for a combined CAMO and [Part-145](#) organisation:

Part-145	Exposition (see equivalent paragraphs in <a href="#">AMC 145.A.70(a)</a> )
Part 0	General organisation
Part 1	Management
Part 2	Maintenance procedures
Part L2	Additional line maintenance procedures
Part 3	Quality system and/or organisational review (as applicable)  This chapter should cover the functions specified in <a href="#">M.A.712</a> 'Quality system' and <a href="#">145.A.65</a> 'Safety and quality system'.
Part 4	Contracts  This chapter should include: <ul style="list-style-type: none"><li>– the contracts of the CAMO with the owners/operators as per <a href="#">Appendix I to Part-M</a> or <a href="#">Appendix I to Part-ML</a>;</li><li>– the CAMO procedures for the management of maintenance and liaison with maintenance organisations.</li></ul>
Part 5	Appendices (sample of documents)
Part 6	Continuing airworthiness management procedures
Part 7	FAA supplement (if applicable)
Part 8	TCCA supplement (if applicable)
Part 9	Airworthiness review procedures (if applicable)



3. Example for a combined CAMO and [M.A. Subpart F](#) organisation:

Part 0 General organisation

Part 1 General

Part 2 Description

Part 3 General procedures

Part 4 Working procedures

This part should contain, among other things, procedures for quality system or organisation review, as applicable.

Part 5 Appendices

Part 6 Continuing airworthiness management procedures

Part 7 Airworthiness review procedures (if applicable)

## AMC M.A.704(a)(1) Continuing airworthiness management exposition

ED Decision 2020/002/R

1. Part 0 'General organisation' of the continuing airworthiness management exposition should include a corporate commitment by the CAMO, signed by the accountable manager, confirming that the continuing airworthiness management exposition and any associated manuals define the organisation's compliance with [Part-M](#) and, as applicable, with Part-ML and will be complied with at all times.
2. 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 defines the organisation and procedures upon which the competent authority's\* CAMO approval is based.*

*These procedures are approved by the undersigned and should be complied with, as applicable, in order to ensure that all continuing airworthiness tasks are carried out on time to an approved standard.*

*It is accepted that 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 competent authority\* will approve this organisation whilst the competent authority\* is satisfied that the procedures are followed and the work standard is maintained. It is understood that the competent authority\* reserves the right to suspend, limit or revoke the CAMO approval or the air operator certificate, as applicable, if the competent authority\* has evidence that the procedures are not followed and standards not upheld.*

*Signed .....*

*Dated .....*

*Accountable manager and ... (quote position) ...*

*For and on behalf of ... (quote organisation's name) ...'*

*\*Where 'competent authority' is stated, please insert the actual name of the approving competent authority organisation or administration delivering the CAMO approval or the air operator certificate.\**

3. Whenever the accountable manager is changed, it is important to ensure that the new accountable manager signs the paragraph 2 statement at the earliest opportunity as part of the acceptance by the approving competent authority. Failure to carry out this action invalidates the CAMO approval or the air operator certificate.

## M.A.705 Facilities

Regulation (EU) No 1321/2014

The continuing airworthiness management organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in point [M.A.706](#).

## AMC M.A.705 Facilities

ED Decision 2015/029/R

Office accommodation should be such that the incumbents, whether they be continuing airworthiness management, planning, technical records or quality staff, can carry out their designated tasks in a manner that contributes to good standards. In the smaller CAMO, the competent authority may agree to these tasks being conducted from one office subject to being satisfied that there is sufficient space and that each task can be carried out without undue disturbance. Office accommodation should also include an adequate technical library and room for document consultation.

## M.A.706 Personnel requirements

Regulation (EU) 2020/270

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this Annex (Part-M) and Annex Vb (Part-ML), as applicable.

Regulation (EU) 2015/1536

- (b) For licenced air carriers in accordance with Regulation (EC) No 1008/2008 the accountable manager referred to in point (a) shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate.

Regulation (EU) No 2020/270

- (c) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation always complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements of this Annex (Part-M) and Annex Vb (Part-ML). Such person(s) shall be ultimately responsible to the accountable manager.

Regulation (EU) 2015/1536

- (d) For licenced air carriers in accordance with Regulation (EC) No 1008/2008, the accountable manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to point (c).

Regulation (EU) No 1321/2014

- (e) The nominated post holder referred to in point (d) shall not be employed by a [Part-145](#) approved organisation under contract to the operator, unless specifically agreed by the competent authority.

*Regulation (EU) No 1321/2014*

- (f) The organisation shall have sufficient appropriately qualified staff for the expected work.

*Regulation (EU) No 1321/2014*

- (g) All point (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.

*Regulation (EU) No 1321/2014*

- (h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.

*Regulation (EU) 2020/270*

- (i) For organisations extending airworthiness review certificates in accordance with points [M.A.711\(a\)\(4\)](#) and [M.A.901](#) of this Annex (Part-M) or point [ML.A.901\(c\)](#) of Annex Vb (Part-ML) as applicable, the organisation shall nominate persons authorised to do so, subject to approval by the competent authority.

*Regulation (EU) No 1321/2014*

- (j) The organisation shall define and keep updated in the continuing airworthiness management exposition the title(s) and name(s) of person(s) referred to in points [M.A.706\(a\)](#), [M.A.706\(c\)](#), [M.A.706\(d\)](#) and [M.A.706\(i\)](#).

*Regulation (EU) 2015/1536*

- (k) For complex motor-powered aircraft and for aircraft used by licenced air carriers in accordance with Regulation (EC) No 1008/2008, the organisation shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or quality audits in accordance with a procedure and to a standard agreed by the competent authority.

## AMC M.A.706 Personnel requirements

*ED Decision 2015/029/R*

1. The person or group of persons should represent the continuing airworthiness management structure of the organisation and be responsible for all continuing airworthiness functions. Dependent on the size of the operation and the organisational set-up, the continuing airworthiness functions may be divided under individual managers or combined in nearly any number of ways. However, if a quality system is in place it should be independent from the other functions.
2. The actual number of persons to be employed and their necessary qualifications is dependent upon the tasks to be performed and thus dependent on the size and complexity of the organisation (general aviation aircraft, corporate aircraft, number of aircraft and the aircraft types, complexity of the aircraft and their age and for commercial air transport, route network, line or charter, ETOPS) and the amount and complexity of maintenance contracting. Consequently, the number of persons needed, and their qualifications may differ greatly from one organisation to another and a simple formula covering the whole range of possibilities is not feasible.
3. To enable the competent authority to accept the number of persons and their qualifications, an organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of man/hours and the qualifications needed to perform the tasks. With

significant changes in the aspects relevant to the number and qualifications of persons needed, this analysis should be updated.

4. Nominated person or group of persons should have:
  - 4.1. practical experience and expertise in the application of aviation safety standards and safe operating practices;
  - 4.2. a comprehensive knowledge of:
    - (a) relevant parts of operational requirements and procedures;
    - (b) the AOC holder's operations specifications when applicable;
    - (c) the need for, and content of, the relevant parts of the AOC holder's operations manual when applicable;
  - 4.3. knowledge of quality systems;
  - 4.4. five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position;
  - 4.5. a relevant engineering degree or an aircraft maintenance technician qualification with additional education acceptable to the competent authority. 'relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components;

The above recommendation may be replaced by 5 years of experience additional to those already recommended by paragraph 4.4 above. These 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks;
  - 4.6. thorough knowledge with the organisation's continuing airworthiness management exposition;
  - 4.7. knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to [Part-66 Appendix III](#) Level 1 General Familiarisation and could be imparted by a [Part-147](#) organisation, by the manufacturer, or by any other organisation accepted by the competent authority.

'Relevant sample' means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

For all balloons and any other aircraft of 2 730 kg MTOM and below the formalised training courses may be replaced by demonstration of knowledge. This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority. This assessment should be recorded.
  - 4.8. knowledge of maintenance methods.
  - 4.9. knowledge of applicable regulations.

## AMC M.A.706(a) Personnel requirements

ED Decision 2015/029/R

Accountable manager is normally intended to mean the chief executive officer of the CAMO, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one

organisation and is not required to be knowledgeable on technical matters. When the accountable manager is not the chief executive officer, the competent authority will need to be assured that such an accountable manager has direct access to the chief executive officer and has a sufficiency of continuing airworthiness funding allocation.

### AMC M.A.706(e) Personnel requirements

ED Decision 2015/029/R

1. The competent authority of the operator should only accept that the nominated post holder be employed by the organisation approved under [Part-145](#) when it is manifest that he/she is the only available competent person in a position to exercise this function, within a practical working distance from the operator's offices.
2. This paragraph only applies to contracted maintenance and therefore does not affect situations where the organisation approved under [Part-145](#) and the operator are the same organisation.

### AMC M.A.706(f) Personnel requirements

ED Decision 2020/002/R

Additional training in fuel tank safety as well as associated inspection standards and maintenance procedures should be required of CAMO technical personnel, especially the staff involved with the management of CDCCL, Service Bulletin assessment, work planning and maintenance programme management. EASA guidance is provided for training to CAMO personnel in [Appendix XII to AMC M.A.706\(f\) and AMC1 M.B.102\(c\)](#).

### AMC M.A.706(i) Personnel requirements

ED Decision 2020/002/R

The approval by the competent authority of the exposition, containing in [M.A.704\(a\)3](#) the list of [M.A.706\(i\)](#) personnel, constitutes their formal acceptance by the competent authority and also their formal authorisation by the organisation.

Airworthiness review staff are automatically recognised as persons with authority to extend an airworthiness review certificate in accordance with [M.A.711\(a\)4](#) and [M.A.901\(f\)](#) or [ML.A.901\(c\)](#) as applicable.

### AMC M.A.706(k) Personnel requirements

ED Decision 2015/029/R

Adequate initial and recurrent training should be provided and recorded to ensure continued competence.

### M.A.707 Airworthiness review staff

Regulation (EU) 2020/270

- (a) To be approved to carry out airworthiness reviews and, if applicable, to issue permits to fly, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue airworthiness review certificates or recommendations referred to in Section A, Subpart I of Annex I (Part-M) or in Section A, Subpart I of Annex Vb (Part-ML) and, if applicable, to issue a permit to fly in accordance with point [M.A.711\(c\)](#):

1. For aircraft used by licenced air carriers in accordance with Regulation (EC) No 1008/2008, and aircraft above 2 730 kg MTOM, except balloons, these staff shall have acquired:
    - (a) at least 5 years' experience in continuing airworthiness, and;
    - (b) an appropriate license in compliance with Annex III (Part-66) or an aeronautical degree or a national equivalent, and;
    - (c) formal aeronautical maintenance training, and;
    - (d) a position within the approved organisation with appropriate responsibilities.
    - (e) Notwithstanding points (a) to (d), the requirement laid down in point [M.A.707\(a\)1\(b\)](#) may be replaced by 5 years of experience in continuing airworthiness additional to those already required by point [M.A.707\(a\)1\(a\)](#).
  
  2. For aircraft not used by licenced air carriers in accordance with Regulation (EC) No 1008/2008 of 2 730 kg MTOM and below, and balloons, these staff shall have acquired:
    - (a) at least 3 years' experience in continuing airworthiness, and;
    - (b) an appropriate license in compliance with [Annex III \(Part-66\)](#) or an aeronautical degree or a national equivalent, and;
    - (c) appropriate aeronautical maintenance training, and;
    - (d) a position within the approved organisation with appropriate responsibilities;
    - (e) Notwithstanding points (a) to (d), the requirement laid down in point [M.A.707\(a\)2\(b\)](#) may be replaced by 4 years of experience in continuing airworthiness additional to those already required by point [M.A.707\(a\)2\(a\)](#).
- Regulation (EU) 2015/1088*
- (b) Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by the competent authority after satisfactory completion of an airworthiness review under the supervision of the competent authority or under the supervision of the organisation's airworthiness review staff in accordance with a procedure approved by the competent authority.
- Regulation (EU) No 1321/2014*
- (c) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.
- Regulation (EU) No 1321/2014*
- (d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.
- Regulation (EU) No 1321/2014*
- (e) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff have left the organisation.

## AMC M.A.707(a) Airworthiness review staff

ED Decision 2020/002/R

1. Airworthiness review staff are only required if the CAMO wants to be granted [M.A.711\(b\)](#) airworthiness review and, if applicable, [M.A.711\(c\)](#) permit to fly privileges.
2. 'experience in continuing airworthiness' means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.
3. A person qualified to the [AMC M.A.706](#) subparagraph 4.5 should be considered as holding the equivalent to an aeronautical degree.
4. An appropriate licence in compliance with [Annex III \(Part-66\)](#) is any one of the following:
  - a category B1 licence in the subcategory of the aircraft reviewed, or
  - a category B2 or C licence, or
  - in the case of piston-engine non-pressurised aeroplanes of 2 000 kg MTOM and below, a category B3 licence,
  - in the case of sailplanes, powered sailplanes, ELA1 aeroplanes, balloons and airships, a category L licence in the appropriate subcategory.

It is not necessary to satisfy the experience requirements of Annex III ([Part-66](#)) at the time of the review.

5. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft.

Independence from the airworthiness management process may be achieved, among other ways, by:

- Being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific model line, while being involved in the airworthiness management of a different model line.
- [M.A. Subpart G](#) organisations with [Part-145/M.A. Subpart F](#)/Part-CAO approval, may nominate maintenance personnel from their [Part-145/M.A. Subpart F](#)/Part-CAO organisation as airworthiness review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests.
- Nominating as airworthiness review staff personnel from the quality department of the CAMO.

Overall authority on the airworthiness management process of complete aircraft may be achieved, among other ways, by:

- Nominating as airworthiness review staff the accountable manager or the nominated postholder.

- Being authorised to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process.
- In the case of one-man organisations, this person has always overall authority. This means that this person can be nominated as airworthiness review staff.

### AMC M.A.707(a)(1) Airworthiness review staff

ED Decision 2016/011/R

For all aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008 and for any other aircraft, other than balloons, above 2 730 kg MTOM, formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

- Relevant parts of initial and continuing airworthiness regulations.
- Relevant parts of operational requirements and procedures, if applicable.
- The organisation's continuing airworthiness management exposition.
- Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to [Part-66 Appendix III](#) Level 1 General Familiarisation and could be imparted by a [Part-147](#) organisation, by the manufacturer, or by any other organisation accepted by the competent authority.  
  
'Relevant sample' means that these courses should cover typical systems embodied in those aircraft being within the scope of approval
- Maintenance methods.

### AMC M.A.707(a)(2) Airworthiness review staff

ED Decision 2016/011/R

For all balloons and any other aircraft of 2 730 Kg MTOM and below, not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008:

1. 'experience in continuing airworthiness' can be full-time or part-time, either as professional or on a voluntary basis.
2. Appropriate aeronautical maintenance training means demonstrated knowledge of the following subjects:
  - Relevant parts of initial and continuing airworthiness regulations.
  - Relevant parts of operational requirements and procedures, if applicable.
  - The organisation's continuing airworthiness management exposition.
  - Knowledge of a relevant sample of the type(s) of aircraft gained through training and/or work experience. Such knowledge should be at least at a level equivalent to [Part-66 Appendix III](#) Level 1 General Familiarisation and could be imparted by a [Part-147](#) organisation, by the manufacturer, or by any other organisation accepted by the competent authority.  
  
'Relevant sample' means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.
  - Maintenance methods.



This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority or by other airworthiness review staff already authorised within the organisation in accordance with approved procedures. This assessment should be recorded.

### AMC M.A.707(b) Airworthiness review staff

ED Decision 2015/029/R

The formal acceptance by the competent authority of the airworthiness review staff is granted through the corresponding [EASA Form 4](#).

If the airworthiness review is performed under the supervision of existing airworthiness review staff, evidence should be provided to the competent authority together with [EASA Form 4](#). If satisfied, the competent authority will issue the formal acceptance through [EASA Form 4](#).

Once the airworthiness review staff has been accepted by the competent authority, the inclusion of their name in the exposition (refer to [M.A.704\(a\)5](#)) constitutes the formal authorisation by the organisation.

### AMC M.A.707(c) Airworthiness review staff

ED Decision 2015/029/R

In order to keep the validity of the airworthiness review staff authorisation, the airworthiness review staff should have either:

- been involved in continuing airworthiness management activities for at least six months in every two year period, or
- conducted at least one airworthiness review in the last twelve month period.

In order to restore the validity of the authorisation, the airworthiness review staff should conduct at a satisfactory level an airworthiness review under the supervision of the competent authority or, if accepted by the competent authority, under the supervision of another currently valid authorised airworthiness review staff of the concerned continuing airworthiness management organisation in accordance with an approved procedure.

### AMC M.A.707(e) Airworthiness review staff

ED Decision 2015/029/R

The minimum content of the airworthiness review staff record should be:

- Name,
- Date of Birth,
- Basic Education,
- Experience,
- Aeronautical Degree and/or [Part-66](#) qualification and/or nationally-recognised maintenance personnel qualification,
- Initial Training received,
- Type of Training received,
- Continuation Training received,
- Experience in continuing airworthiness and within the organisation,

- Responsibilities of current role in the organisation,
- Copy of the authorisation.

## **M.A.708 Continuing airworthiness management**

*Regulation (EU) 2020/270*

- (a) The organisation shall ensure that all continuing airworthiness management is carried out in accordance with Section A, Subpart C of this Annex (Part-M), and Section A, Subpart C of Annex Vb (Part-ML), as applicable.
- (b) For every aircraft managed, the approved continuing airworthiness management organisation shall:
  1. ensure that an aircraft maintenance programme including any applicable reliability programme, as required by point [M.A.302](#) of this Annex (Part-M) or [ML.A.302](#) of Annex Vb (Part-ML), as applicable, is developed and controlled,
  2. for aircraft not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, provide a copy of the aircraft maintenance programme to the owner or operator responsible in accordance with point [M.A.201](#) of this Annex (Part-M) or [ML.A.201](#) of Annex Vb (Part-ML), as applicable,
  3. manage the approval of modification and repairs,
  4. ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with Section A, Subpart H of this Annex (Part-M) or Section A, Subpart H of Annex Vb (Part-ML), as applicable,
  5. ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact, are applied,
  6. ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation,
  7. ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary,
  8. coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly,
  9. manage and archive all continuing airworthiness records and/or operator's technical log.
  10. ensure that the mass and balance statement reflects the current status of the aircraft.
- (c) In the case of complex motor-powered aircraft or aircraft used for CAT, or aircraft used for commercial specialised operations or commercial ATO or commercial DTO operations, when the CAMO is not appropriately approved in accordance with Annex II (Part-145) or Subpart F of this Annex (Part-M) or Annex Vd (Part-CAO), the organisation shall, in consultation with the operator, establish a written maintenance contract with an organisation approved in accordance with Annex II (Part-145) or Subpart F of this Annex (Part-M) or Annex Vd (Part-CAO) or with another operator, detailing the functions specified under points [M.A.301\(b\)](#), [M.A.301\(c\)](#), [M.A.301\(f\)](#) and [M.A.301\(g\)](#) of this Annex (Part-M), or points [ML.A.301\(b\)](#) to (e) of Annex Vb (Part-ML), ensuring that all maintenance is ultimately carried out by a maintenance organisation approved in accordance with Annex II (Part-145) or Subpart F of this Annex (Part-M) or Annex Vd

(Part-CAO) and defining the support of the quality functions referred to in point [M.A.712\(b\)](#) of this Annex (Part-M).

- (d) Notwithstanding point (c), the contract may be in the form of individual work orders addressed to the maintenance organisation approved in accordance with Annex II (Part-145) or Subpart F of this Annex (Part-M) or Annex Vd (Part-CAO) in the case of:
1. an aircraft requiring unscheduled line maintenance;
  2. component maintenance, including engine maintenance.

## GM M.A.708 Continuing airworthiness management

ED Decision 2016/011/R

The CAMO should have adequate knowledge of the design status (type specification, customer options, airworthiness directives (ADs), airworthiness limitations contained in the aircraft instructions for continuing airworthiness, modifications, major repairs, operational equipment) and of the required and performed maintenance. The status of aircraft design and maintenance should be adequately documented to support the performance of the quality system.

For CS-25 aeroplanes, adequate knowledge of the airworthiness limitations should cover those contained in CS-25 Book 1, Appendix H, paragraph H25.4 and fuel tank system airworthiness limitations including critical design configuration control limitations (CDCCL).

## AMC M.A.708(b)3 Continuing Airworthiness Management

ED Decision 2015/029/R

When managing the approval of modifications or repairs the organisation should ensure that Critical Design Configuration Control Limitations are taken into account.

## GM M.A.708(b)(4) Continuing airworthiness management

ED Decision 2016/011/R

This requirement means that the CAMO is responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continued airworthiness of the aircraft.

## AMC1 M.A.708(c) Continuing airworthiness management

ED Decision 2020/002/R

1. In case of complex motor-powered aircraft, aircraft used for CAT operations, aircraft used for commercial specialised operations and aircraft used by commercial ATO, the provisions of [M.A.201](#) establish that a CAMO is required. This CAMO is in charge of the continuing airworthiness management and this includes the tasks specified in [M.A.301](#) points (2), (3), (5) and (6). If the CAMO does not hold the appropriate maintenance organisation approval, then the CAMO should conclude a contract with the appropriate organisation(s).
2. The CAMO bears the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management. Thus, it should be satisfied before the intended flight that all required maintenance has been properly carried out.
3. The CAMO should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.

4. The fact that the CAMO has contracted a maintenance organisation approved under [Subpart F](#) or [Part-145](#) should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft.
5. The contract between the CAMO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.
6. Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned that could result in a situation where work that has an effect on the airworthiness or serviceability of aircraft is not or will not be properly performed.
7. Special attention should be paid to procedures and responsibilities to ensure that all maintenance work is performed, service bulletins are analysed and decisions are taken on their accomplishment, airworthiness directives are accomplished on time and that all work, including non-mandatory modifications, is carried out to approved data and to the latest standards.
8. [Appendix XI to this AMC](#) gives further details on the subject.

## AMC2 M.A.708(c) Continuing airworthiness management

*ED Decision 2016/011/R*

### MAINTENANCE CONTRACT WITH ANOTHER CAMO/OPERATOR

1. The purpose of [M.A.708\(c\)](#) is to ensure that all maintenance is carried out by an appropriately approved maintenance organisation. It is possible to contract another operator/CAMO (secondary operator/CAMO) that does not hold a maintenance organisation approval when it proves that such a contract is in the interest of the CAMO by simplifying the management of its maintenance, and the CAMO keeps an appropriate control of it. In this case the continuing airworthiness management exposition should include appropriate procedures to ensure that all maintenance is ultimately carried out on time by approved maintenance organisations in accordance with the CAMO's data. In particular, the quality system procedures should place great emphasis on monitoring compliance with the above. The list of approved maintenance organisations, or a reference to this list, should be included in the CAMO's continuing airworthiness management exposition.
2. This contract should not preclude the CAMO from ensuring that all maintenance is performed by appropriately approved organisations which comply with the [M.A.201](#) continuing airworthiness responsibility requirements. Typical examples of such arrangements are the following:
  - Component maintenance:

The CAMO may find it more appropriate to have a primary contractor (the secondary operator/CAMO) dispatching the components to appropriately approved organisations rather than sending themselves different types of components to various maintenance organisations approved under [Part-145](#). The benefit for the CAMO is that the management of maintenance is simplified by having a single point of contact for component maintenance. The CAMO remains responsible for ensuring that all maintenance is performed by maintenance organisations approved under [Part-145](#) and in accordance with the approved standards.

- Aircraft, engine and component maintenance:

The CAMO may wish to have a maintenance contract with a secondary operator/CAMO not approved under Part-145 for the same type of aircraft. A typical case is that of a dry-leased aeroplane between operators where the parties, for consistency or continuity reasons (especially for short-term lease agreements), find it appropriate to keep the aeroplane under the current maintenance arrangement. Where this arrangement involves various Part-145 approved contractors, it might be more manageable for the lessee CAMO to have a single maintenance contract with the lessor operator/CAMO. Whatever type of acceptable maintenance contract is concluded, the CAMO is required to exercise the same level of control on contracted maintenance, particularly through the [M.A.706\(c\)](#) continuing airworthiness management group of persons and quality system as referred to in [M.A.712](#).

## GM M.A.708(c) Continuing airworthiness management

ED Decision 2016/011/R

For line maintenance, the actual layout of the IATA Standard Ground Handling Agreement may be used as a basis, but this does not preclude the CAMO from ensuring that the content of the contract is acceptable and especially that the contract allows the CAMO to properly exercise its maintenance responsibility. Those parts of the contract that have no effect on the technical or operational aspects of airworthiness are outside the scope of this paragraph.

## AMC M.A.708(d) Continuing airworthiness management

ED Decision 2016/011/R

The intent of this paragraph is that maintenance contracts are not necessary when the continuing airworthiness management exposition specifies that the relevant maintenance activity may be ordered through one-time work orders. This includes unscheduled line maintenance and may also include component maintenance up to engines, as long as the maintenance is manageable through work orders, both in terms of volume and complexity. It should be noted that this paragraph implies that even where base maintenance is ordered on a case-by-case basis, there should be a written maintenance contract.

## M.A.709 Documentation

Regulation (EU) 2020/270

- (a) The approved continuing airworthiness management organisation shall hold and use applicable current maintenance data in accordance with point [M.A.401](#) of this Annex (Part-M) or point [ML.A.401](#) of Annex Vb (Part-ML), as applicable, for the performance of continuing airworthiness tasks referred to in point [M.A.708](#) of this Annex (Part-M). That data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the continuing airworthiness management organisation only needs to keep such data for the duration of the contract, except when required by point [M.A.714](#) of this Annex (Part-M).
- (b) For aircraft not used by licenced air carriers in accordance with Regulation (EC) No 1008/2008, the approved continuing airworthiness management organisation may develop 'baseline' or 'generic' maintenance programmes, or both, in order to allow for the initial approval or the extension of the scope of an approval, without having the contracts referred to in Appendix I to this Annex (Part-M) or Appendix I to Annex Vb (Part-ML), as applicable. Those 'baseline' and

'generic' maintenance programmes however do not preclude the need to establish an adequate Aircraft Maintenance Programme in compliance with point [M.A.302](#) of this Annex (Part-M) or [ML.A.302](#) of Annex Vb (Part-ML), as applicable, in due time before exercising the privileges referred to in point [M.A.711](#) of this Annex (Part-M).

## AMC M.A.709 Documentation

ED Decision 2016/011/R

When using maintenance data provided by the customer, the CAMO is responsible for ensuring that this data is current. As a consequence, it should establish appropriate procedures or provisions in the contract with the customer.

The sentence '...', except when required by point [M.A.714](#)', means, in particular, the need to keep a copy of the customer data which was used to perform continuing airworthiness activities during the contract period.

'Baseline' maintenance programme: it is a maintenance programme developed for a particular aircraft type following, where applicable, the maintenance review board (MRB) report, the type certificate holder's maintenance planning document (MPD), the relevant chapters of the maintenance manual or any other maintenance data containing information on scheduling.

'Generic' maintenance programme: it is a maintenance programme developed to cover a group of similar types of aircraft. These programmes should be based on the same type of instructions as the baseline maintenance programme. Examples of 'generic' maintenance programmes could be Cessna 100 Series (covering Cessna 150, 172, 177, etc.).

'Baseline' and 'generic' maintenance programmes are not applicable to a particular aircraft registration mark, but to an aircraft type or group of types, and should be available to the competent authority prior to the initial approval and prior to the extension of the scope of an existing organisation approval. The intent is that the competent authority is aware of the scope and complexity of tasks that will be managed before granting an organisation approval or change of approval.

After this initial approval, when an owner/operator is contracted, the baseline or generic maintenance programme, as applicable, may be used to establish the [M.A.302](#) aircraft maintenance programme, incorporating the additional maintenance tasks and indicating those which are not applicable to a particular aircraft registration mark. This may be achieved by adding an Annex to the baseline/generic maintenance programme for each aircraft registration, specifying which tasks are added and which are not applicable. This will result in an aircraft maintenance programme specific for each customer.

However, this does not mean that this adaptation must be performed for each contracted aircraft registration. The reason is that the customer may already have an approved aircraft maintenance programme, which in that case should be used by the continuing airworthiness management organisation to manage the continuing airworthiness of such aircraft.

Continuing airworthiness management organisations may seek authorisation for indirect approval in order to amend the aircraft maintenance programme mentioned above in accordance with [M.A.302\(c\)](#). The indirect approval procedure should include provisions to notify to the competent authority that an aircraft maintenance programme specific for a customer has been created. The reason is that, according to [M.A.704\(a\)9](#), for aircraft not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, the Continuing Airworthiness Management Exposition (CAME) only needs to include the reference to the baseline/generic maintenance programme.

## GM M.A.709 Documentation

ED Decision 2015/029/R

Paragraph [M.A.709\(a\)](#) refers to continuing airworthiness tasks referred to in [M.A.708](#). As a consequence, this covers continuing airworthiness management tasks but not airworthiness reviews.

Airworthiness review requirements are established in [M.A.710](#) and the requirements for the corresponding record retention are contained in [M.A.714](#).

## M.A.710 Airworthiness review

Regulation (EU) 2020/270

When the organisation approved in accordance with point [M.A.711\(b\)](#) of this Annex (Part-M) performs airworthiness reviews, they shall be performed in accordance with point [M.A.901](#) of this Annex (Part-M) or point [ML.A.903](#) of Annex Vb (Part-ML), as applicable.

## GM M.A.710 Airworthiness review

ED Decision 2020/002/R

### Responsibilities of airworthiness review staff:

The following is a summary of the requirements contained in [M.A.710](#) as well as the associated AMCs and Appendices, in relation to the responsibilities of the airworthiness review staff:

- Airworthiness review staff are responsible for performing both the documental and the physical survey.
- Procedures must be established by the CAMO in order to perform the airworthiness review, including the depth of samplings (refer to [Appendix V to AMC1 M.A.704](#), paragraphs 4.2 and 4.3).
- Procedures must make very clear that the final word about the depth of the inspections (both documental and physical) belongs to the airworthiness review staff, who can go beyond the depth contained in the CAME if they find it necessary. At the end, it is the responsibility of the airworthiness review staff to be satisfied that the aircraft complies with [Part-M](#) or Part-ML, as applicable, and is airworthy, and the organisation must ensure that no pressure or restrictions are imposed on the airworthiness review staff when performing their duty.
- A compliance report must be produced by the airworthiness review staff, detailing all items checked and the outcome of the review.
- Airworthiness review staff are responsible for the items checked during the airworthiness review. However, they do not take over the responsibilities of the CAMO, [Part-145](#), DOA, POA or any other organisations, not being responsible for problems not detected during the airworthiness review or for the possibility that the approved or declared maintenance programme may not include certain recommendations from the Design Approval Holder. Obviously, if the airworthiness review staff are not independent of the airworthiness management process and were nominated on the basis of the option of having overall authority on such a process, they will be responsible for the full continuing airworthiness of such aircraft. Nevertheless, this responsibility will be a consequence of their position related to [M.A.706](#) and not of their position as airworthiness review staff ([M.A.707](#)).

- The issuance of the airworthiness review certificate (ARC) by the airworthiness review staff only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the airworthiness review staff are not aware of instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.

It is the responsibility of the owner or contracted CAMO to ensure that the aircraft is fully airworthy at any time.

## M.A.711 Privileges of the organisation

Regulation (EU) 2020/270

- (a) A continuing airworthiness management organisation approved in accordance with [Section A, Subpart G](#) of this [Annex \(Part-M\)](#) may:
  1. manage the continuing airworthiness of aircraft, except those used by licenced air carriers in accordance with Regulation (EC) No 1008/2008, as listed on the approval certificate;
  2. manage the continuing airworthiness of aircraft used by licenced air carriers in accordance with Regulation (EC) No 1008/2008, when listed both on its approval certificate and on its Air Operator Certificate (AOC);
  3. arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under its quality system, as listed on the approval certificate;
  4. extend, under the conditions set out in point [M.A.901\(f\)](#) of this Annex (Part-M) or [ML.A.901\(c\)](#) of Annex Vb (Part-ML), as applicable, an airworthiness review certificate that has been issued by the competent authority or by another organisation or person, as applicable;
  5. Approve the AMP, in accordance with point (b)(2) of point [ML.A.302](#), for aircraft managed in accordance with Annex Vb (Part-ML).
- (b) An approved continuing airworthiness management organisation registered in one of the Member States may, additionally, be approved to carry out airworthiness reviews referred to in point [M.A.710](#) and:
  1. issue the related airworthiness review certificate and extend it in due time under the conditions set out in points [M.A.901\(c\)\(2\)](#) or [M.A.901\(e\)\(2\)](#) of this Annex (Part-M) or point [ML.A.901\(c\)](#) of Annex Vb (Part-ML), as applicable; and,
  2. issue a recommendation for the airworthiness review to the competent authority of the Member State of registry.
- (c) A continuing airworthiness management organisation whose approval includes the privileges referred to in point [M.A.711\(b\)](#) may additionally be approved to issue a permit to fly in accordance with point 21.A.711(d) of Annex I (Part-21) to Regulation (EU) No 748/2012 for the particular aircraft for which the organisation is approved to issue the airworthiness review certificate, when the continuing airworthiness management organisation is attesting conformity with approved flight conditions, subject to an adequate approved procedure in the exposition referred to in point [M.A.704](#).



## AMC M.A.711(a)(3) Privileges of the organisation

ED Decision 2016/011/R

### SUBCONTRACTING OF CONTINUING AIRWORTHINESS TASKS

1. The CAMO may subcontract certain continuing airworthiness management tasks to qualified persons or organisations. The subcontracted person or organisation performs the continuing airworthiness management tasks as an integral part of the CAMO's continuing airworthiness management system, irrespective of any other approval held by the subcontracted person or organisation (including CAMO or [Part-145](#) approval).
2. The CAMO remains accountable for the satisfactory completion of the continuing airworthiness management tasks irrespective of any contract that may be established.
3. In order to fulfil this responsibility, the CAMO should be satisfied that the actions taken by the subcontracted person or organisation meet the standards required by [Subpart G](#). Therefore, the CAMO management of such activities should be accomplished:
  - (a) by active control through direct involvement, and/or
  - (b) by endorsing the recommendations made by the subcontracted person or organisation.
4. In order to retain ultimate responsibility, the CAMO should limit subcontracted tasks to the activities specified below:
  - (a) airworthiness directive analysis and planning;
  - (b) service bulletin analysis;
  - (c) planning of maintenance;
  - (d) reliability monitoring, engine health monitoring;
  - (e) maintenance programme development and amendments;
  - (f) any other activities, which do not limit the CAMO responsibilities, as agreed by the competent authority.
5. The CAMO's controls associated with subcontracted continuing airworthiness management tasks should be reflected in the associated contract and be in accordance with the CAMO policy and procedures defined in the continuing airworthiness management exposition. When such tasks are subcontracted, the continuing airworthiness management system is considered to be extended to the subcontracted persons or organisations.
6. With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the activities described in Appendix II. Where contracts are made with more than one organisation, the CAMO should demonstrate that adequate coordination controls are in place and that the individuals' responsibilities are clearly defined in the related contracts.
7. Contracts should not authorise the subcontracted organisation to subcontract to other organisations elements of the continuing airworthiness management tasks.
8. The competent authority should exercise oversight of the subcontracted activities through the CAMO approval. The contracts should be acceptable to the competent authority. The CAMO should only subcontract to organisations which are specified by the competent authority on [EASA Form 14](#).

9. The subcontracted organisation should agree to notify the CAMO of any changes affecting the contract as soon as practical. The CAMO should then inform its competent authority. Failure to do so may invalidate the competent authority's acceptance of the contract.
10. [Appendix II to AMC M.A.711\(a\)\(3\)](#) provides information on the subcontracting of continuing airworthiness management tasks.

## AMC M.A.711(b) Privileges of the organisation

ED Decision 2015/029/R

An organisation may be approved for the privileges of [M.A.711\(a\)](#) only, without the privilege to carry out airworthiness reviews. This can be contracted to another appropriately approved organisation. In such a case, it is not mandatory that the contracted organisation is linked to an AOC holder, being possible to contract an appropriately approved independent continuing airworthiness management organisation which is approved for the same aircraft type.

In order to be approved for the privileges of [M.A.711\(b\)](#) for a particular aircraft type, it is necessary to be approved for the privileges of [M.A.711\(a\)](#) for that aircraft type. As a consequence, the normal situation in this case is that the organisation will be performing continuing airworthiness management tasks and performing airworthiness reviews on every aircraft type contained in the approval certificate.

Nevertheless, this does not necessarily mean that the organisation needs to be currently managing an aircraft type in order to be able to perform airworthiness reviews on that aircraft type. The organisation may be performing only airworthiness reviews on an aircraft type without having any customer under contract for that type.

Furthermore, this situation should not necessarily lead to the removal of the aircraft type from the organisation approval. As a matter of fact, since in most cases the airworthiness review staff are not involved in continuing airworthiness management activities, it cannot be argued that these airworthiness review staff are going to lose their skills just because the organisation is not managing a particular aircraft type. The important issue in relation to maintaining a particular aircraft type in the organisation approval is whether the organisation continuously fulfils all the [Subpart G](#) requirements (facilities, documentation, qualified personnel, quality system, etc.) required for initial approval.

## AMC M.A.711(c) Privileges of the organisation

ED Decision 2020/002/R

The sentence 'for the particular aircraft for which the organisation is approved to issue the airworthiness review certificate' contained in [M.A.711\(c\)](#) means that:

- For aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for aircraft above 2 730kg MTOM, the permit to fly can only be issued for aircraft which are in a controlled environment and are managed by that CAMO.
- The permit to fly can be issued for any other aircraft for which the organisation can exercise the privilege in [M.A.711\(b\)](#).

## M.A.712 Quality system

Regulation (EU) 2015/1536

- (a) To ensure that the approved continuing airworthiness management organisation continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.
- (b) The quality system shall monitor activities carried out under [Section A, Subpart G](#) of this [Annex \(Part-M\)](#). It shall at least include the following functions:
  - 1. monitoring that all activities carried out under [Section A, Subpart G](#) of this [Annex \(Part-M\)](#) are being performed in accordance with the approved procedures, and;
  - 2. monitoring that all contracted maintenance is carried out in accordance with the contract, and;
  - 3. monitoring the continued compliance with the requirements of this Part.
- (c) The records of these activities shall be stored for at least two years.
- (d) Where the approved continuing airworthiness management organisation is approved in accordance with another Part, the quality system may be combined with that required by the other Part.
- (e) For licenced air carriers in accordance with Regulation (EC) No 1008/2008 the [M.A. Subpart G](#) quality system shall be an integrated part of the operator's quality system.
- (f) In the case of a small organisation not managing the continuing airworthiness of aircraft used by licenced air carriers in accordance with Regulation (EC) No 1008/2008, the quality system may be replaced by regular organisational reviews subject to the approval of the competent authority, except when the organisation issues airworthiness review certificates for aircraft above 2730 kg MTOM other than balloons. In the case where there is no quality system, the organisation shall not contract continuing airworthiness management tasks to other parties.

## AMC M.A.712(a) Quality system

ED Decision 2015/029/R

- 1. Procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all employees to report any difficulties with the procedures via their organisation's internal occurrence reporting mechanisms.
- 2. All procedures, and changes to the procedures, should be verified and validated before use where practicable.
- 3. The feedback part of the system should address who is required to rectify any non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should lead to the accountable manager specified in [M.A.706](#).
- 4. The independent quality audit reports referenced in [AMC M.A.712\(b\)](#) should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated quality auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the quality auditor of such rectification.

5. The accountable manager should hold regular meetings with staff to check progress on rectification except that in the large organisations such meetings may be delegated on a day to day basis to the quality manager subject to the accountable manager meeting at least twice per year with the senior staff involved to review the overall performance and receiving at least a half yearly summary report on findings of non-compliance.

## AMC M.A.712(b) Quality System

ED Decision 2020/002/R

1. The primary objectives of the quality system are to enable the CAMO to ensure airworthy aircraft and to remain in compliance with the [Part-M](#) and, as applicable, Part-ML requirements.
2. An essential element of the quality system is the independent audit.
3. The independent audit is an objective process of routine sample checks of all aspects of the CAMO ability to carry out continuing airworthiness management to the required standards. It includes some product sampling as this is the end result of the process.
4. The independent audit represents an objective overview of the complete continuing airworthiness management related activities. It is intended to complement the [M.A.902](#) or [ML.A.902](#) requirement for an airworthiness review to be satisfied that all aircraft managed by the organisation remain airworthy.
5. The independent audit should ensure that all aspects of [M.A. Subpart G](#) compliance are checked annually, including all the sub-contracted activities, and may be carried out as a complete single exercise or subdivided over the annual period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every year without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to the annual interval for the particular procedure. Provided that there are no safety related findings, the audit time periods specified in this AMC may be increased by up to 100% subject to agreement by the competent authority.
6. Where the organisation has more than one location approved the quality system should describe how these are integrated into the system and include a plan to audit each location every year.
7. A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.
8. The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked.
9. An organisation should establish a quality plan acceptable to the competent authority to show when and how often the activities as required by [M.A. Subpart G](#) will be audited.

## AMC M.A.712(f) Quality system

ED Decision 2015/029/R

A small organisation is considered to be an organisation with up to 5 full-time staff (including all [M.A.706](#) personnel) or equivalent proportional number when using part-time staff. The complexity of the organisation, combination of aircraft and aircraft types, the utilisation of the aircraft and the

number of approved locations of the organisations should also be considered before replacing the quality system by an organisational review.

[Appendix XIII to this AMC](#) should be used to manage the organisational reviews.

The following activities should not be considered as subcontracting and, as a consequence, they may be performed without a quality system, although they need to be described in the continuing airworthiness management exposition and be approved by the competent authority:

- Subscription to a technical publisher that provides maintenance data (Aircraft Maintenance Manuals, Illustrated Parts Catalogues, Service Bulletins, etc.), which may be applicable to a wide range of aircraft. These data may include maintenance schedules recommended by different manufacturers that can be afterwards used by the continuing airworthiness management organisation in order to produce customised maintenance programmes.
- Contracting the use of a software tool for the management of continuing airworthiness data and records, under the following conditions (in addition to [M.A.714\(d\) and \(e\)](#)):
  - If the tool is used by several organisations, each organisation should have access to its own data only.
  - Introduction of data can only be performed by personnel of the continuing airworthiness management organisation.
  - The data can be retrieved at any time.

## M.A.713 Changes to the approved continuing airworthiness organisation

Regulation (EU) No 1321/2014

In order to enable the competent authority to determine continued compliance with this Part, the approved continuing airworthiness management organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:

1. the name of the organisation.
2. the location of the organisation.
3. additional locations of the organisation.
4. the accountable manager.
5. any of the persons specified in [M.A.706\(c\)](#).
6. the facilities, procedures, work scope and staff that could affect the approval.

In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.

## AMC M.A.713 Changes to the approved continuing airworthiness organisation

ED Decision 2016/011/R

This paragraph covers scheduled changes to the CAMO approval. The primary purpose of this paragraph is to enable the CAMO to remain approved if agreed by the competent authority during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.

## M.A.714 Record-keeping

Regulation (EU) 2020/270

- (a) The continuing airworthiness management organisation shall record all details of work carried out. The records required under point [M.A.305](#) of this Annex (Part-M) or [ML.A.305](#) of Annex Vb (Part-ML), as applicable, and if applicable point M.A.306 of this Annex (Part-M), shall be retained.
- (b) If the continuing airworthiness management organisation has the privilege referred to in point [M.A.711\(b\)](#), it shall retain a copy of each airworthiness review certificate and recommendation issued or, as applicable, extended, together with all supporting documents. In addition, the organisation shall retain a copy of any airworthiness review certificate that it has extended under the privilege referred to in point [M.A.711\(a\)4](#).
- (c) If the continuing airworthiness management organisation has the privilege referred to in point [M.A.711\(c\)](#), it shall retain a copy of each permit to fly issued in accordance with the provisions of point 21A.729 of Annex I (Part-21) to Regulation (EU) No 748/2012.
- (d) The continuing airworthiness management organisation shall retain a copy of all records referred to in points (b) and (c) until two years after the aircraft has been permanently withdrawn from service.
- (e) The records shall be stored in a manner that ensures protection from damage, alteration and theft.
- (f) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.
- (g) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person.
- (h) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.

## AMC M.A.714 Record-keeping

ED Decision 2020/002/R

1. The CAMO should ensure that it always receives a complete CRS from the approved maintenance organisation, [M.A.801\(b\)\(1\)](#) certifying staff and/or from the Pilot-owner such that the required records can be retained. The system to keep the continuing airworthiness records should be described in the organisation continuing airworthiness management exposition.
2. When an organisation arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records under [M.A.714](#) relating to the preservation of records. If it ceases to be the organisation of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft.
3. Keeping continuing airworthiness records in a form acceptable to the competent authority means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. The record should remain legible throughout the required retention period.
4. Paper systems should use robust material which can withstand normal handling and filing.

5. Computer systems should have at least one backup system which should be updated within 24 hours of any new entry. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.

Microfilming or optical storage of continuing airworthiness records may be carried out at any time. The records should be as legible as the original record and remain so for the required retention period.

## **M.A.715 Continued validity of approval**

*Regulation (EU) 2021/700*

- (a) An approval shall remain valid until 24 March 2022, subject to:
  1. the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under point [M.B.705](#) and;
  2. the competent authority being granted access to the organisation to determine continued compliance with this Part, and;
  3. the approval not being surrendered or revoked.
- (b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.

## **M.A.716 Findings**

*Regulation (EU) 2020/270*

- (a) A level 1 finding is any significant non-compliance with the requirements of this Annex (Part-M) or Annex Vb (Part-ML), as applicable, which lowers the safety standard and hazards seriously the flight safety;
- (b) A level 2 finding is any non-compliance with the requirements of this Annex (Part-M) or Annex Vb (Part-ML), as applicable, which could lower the safety standard and possibly hazard the flight safety.
- (c) After receipt of notification of findings according to point [M.B.705](#), the holder of the continuing airworthiness management organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.

**SUBPART H — CERTIFICATE OF RELEASE TO SERVICE — CRS****M.A.801 Aircraft certificate of release to service**

Regulation (EU) 2021/700

- (a) Except for aircraft released to service by a maintenance organisation approved in accordance with Annex II (Part-145), the CRS shall be issued in accordance with this Subpart.
- (b) No aircraft shall be released to service unless a CRS is issued when all maintenance tasks ordered have been properly carried out. The CRS shall be issued by an authorised certifying staff of the maintenance organisation approved in accordance with Subpart F of this Annex or with Annex Vd (Part-CAO), except for maintenance tasks other than complex maintenance tasks listed in [Appendix VII](#) to this Annex where the CRS is issued, alternatively by:
1. independent certifying staff acting in accordance with the requirements laid down in Article 5 of this Regulation;
  2. the pilot-owner acting in accordance with point [M.A.803](#) of this Annex.
- (c) By derogation from point (b), in case of unforeseen situations, when an aircraft is grounded at a location where no maintenance organisation approved in accordance with this Annex, Annex II (Part-145) or Annex Vd (Part-CAO) and no independent certifying staff are available, the owner may authorise any person, with no less than 3 years of appropriate maintenance experience and holding either a valid ICAO Annex 1 compliant maintenance license for the aircraft type requiring certification or a certifying staff authorisation valid for the work requiring certification issued by an ICAO Annex 6 approved maintenance organisation to maintain the aircraft in accordance with the standards set out in Subpart D of this Annex and release it to service. In that case, the owner shall:
1. obtain and keep in the aircraft records specifying details of the maintenance carried out and of the qualifications of the person issuing the CRS;
  2. ensure that any such maintenance is later on verified and a new CRS is issued by an appropriately authorised person referred to in point (b) or an organisation approved in accordance with Subpart F of this Annex, Annex II (Part-145) or Annex Vd (Part-CAO), at the earliest opportunity and in any case within 7 calendar days from the issuance of a CRS by the person authorised by the owner;
  3. notify the organisation responsible for the continuing airworthiness management of the aircraft, when contracted, or the competent authority in the absence of such a contract, within 7 days from the issuance of such authorisation.
- (d) In case of a release to service in accordance with point (b)(1), the certifying staff may be assisted in performing the maintenance tasks by one or more persons subject to his or her direct and continuous control.
- (e) A CRS shall contain at least:
1. basic details of the maintenance carried out;
  2. the date on which the maintenance was completed;
  3. the identity of the organisation or person issuing the CRS, including, alternatively:
    - (i) the approval reference of the maintenance organisation and the certifying staff issuing the CRS;



- (ii) in the case referred to in point (b)(2), the identity and, where applicable, the licence number of the certifying staff issuing the CRS;
- 4. the limitations to airworthiness or operations, if any.
- (f) By derogation from point (b) and notwithstanding point (g), when the required maintenance cannot be completed, a CRS may be issued with the approved aircraft limitations. In that case, the certificate shall indicate that the maintenance could not be completed, as well as indicate any applicable airworthiness or operations limitations, as part of the information required by point (e)(4).
- (g) A CRS shall not be issued in the case of any known non-compliance which endangers flight safety.

## AMC M.A.801 Aircraft certificate of release to service after embodiment of a Standard Change or a Standard Repair (SC/SR)

ED Decision 2020/002/R

### 1. Release to service and eligible persons

Only natural or legal persons entitled to release to service an aircraft after maintenance in accordance with [Part-M](#), [Part-145](#) or Part-CAO are considered as an eligible installer responsible for the embodiment of a SC/SR when in compliance with applicable requirements.

For aircraft where there is no [Part-66](#) licence applicable, the release to service of an aircraft after embodiment of a SC/SR is only possible by holders of an appropriate certifying staff qualification valid in a Member State (national qualification), with the following conditions:

- If the holder signs the release to service on behalf of an Approved Maintenance Organisation (AMO), this is valid for aircraft registered in any Member State.
- If the holder signs the release to service as an independent certifying staff (not on behalf of an AMO), this is only valid for aircraft registered in the Member State responsible for such certifying staff qualification.

Depending on its nature, for certain SCs/SRs, the Certification Specification CS-STAN might restrict the eligibility for the issuance of the release to service to certain persons.

Since the design of the SC/SR does not require specific approval, the natural or legal person releasing the aircraft to service after the embodiment of the change or repair takes the responsibility that the applicable Certification Specifications within CS-STAN are fulfilled while being in compliance with [Part-M](#), [Part-145](#) and/or Part-CAO and not in conflict with TC holders' data. This includes responsibility in respect of an adequate design, the selection/manufacturing of suitable parts and their identification, documenting the change or repair, generation or amendment of aircraft manuals and instructions as needed, embodiment of the change/repair, releasing the aircraft to service and record-keeping.

### 2. Parts and appliances to be installed as part of a SC/SR

The design of the parts and appliances to be used in a SC/SR is considered a part of the change/repair, and, therefore, there is no need of a specific design approval. However, it is possible that for a particular SC, these Certification Specifications specifically require the use of parts and appliances that meet a technical standard. In this case, when the parts and appliances require to be authorised as an ETSO article, other articles recognised as equivalent by means of an international safety agreement or grandfathered in accordance with Regulation (EU) No 748/2012 are equally acceptable.

Normally, a SC/SR shall not contain specifically designed parts that should be produced by a production organisation approved in accordance with Part-21 (POA). However, in the case that the change or repair would contain such a part, it should be produced by an approved Production Organisation (POA), and delivered with an EASA Form 1. An arrangement in accordance with 21.A.122(b) is not applicable.

Eligibility for installation of parts and appliances belonging to a SC/SR is subject to compliance with the Part-21 and [Part-M](#), [Part-145](#) and Part-CAO related provisions, and the situation varies depending on the aircraft in/on which the SC/SR is to be embodied, and who the installer is. The need for an EASA Form 1 is addressed in Part-21 and [Part-M](#). Furthermore, [Part-M](#) Subpart F, [Part-145](#) and Part-CAO contain provisions (i.e. [M.A.603\(c\)](#), [145.A.42\(c\)](#) and [CAO.A.020\(c\)](#)) allowing maintenance organisations to fabricate certain parts to be installed in/on the aircraft as part of their maintenance activities.

### 3. Parts and appliances identification

The parts modified or installed during the embodiment of the SC/SR need to be permanently marked in accordance with Part-21 Subpart Q.

### 4. Documenting the SC/SR and declaring compliance with the Certification Specifications

In accordance with [Part-M](#), Part-CAO or [Part-145](#) (e.g. [AMC M.A.801 \(e\)](#) and [AMC 145.A.50\(b\)](#)), the legal or natural person responsible for the embodiment of a change or a repair should compile details of the work accomplished. In the case of SCs/SRs, this includes, as necessary, based on its complexity, an engineering file containing drawings, a list of the parts and appliances used for the change or repair, supporting analysis and the results of tests performed or any other evidence suitable to show that the design fulfils the applicable Certification Specifications within CS-STAN together with a statement of compliance and amendments to aircraft manuals, to instructions for continuing airworthiness and to other documents such as aircraft parts list, wiring diagrams, etc., as deemed necessary. EASA Form 123 is prepared for the purpose of documenting the preparation and embodiment of the SC/SR. The aircraft logbook should contain an entry referring to EASA Form 123; both EASA Form 123 and the release to service required after the embodiment of the SC/SR should be signed by the same person.

Form 123 and all the records listed on it should follow elementary principles of controlled documentation, e.g. contain reference number of documents, issue dates, revision numbers, name of persons preparing/releasing the document, etc.

### 5. Record-keeping

The legal or natural person responsible (see paragraph 1. above) for the embodiment of the change/repair should keep the records generated with the SC/SR as required by Part-M or Part-145 and CS-STAN.

In addition, [M.A.305](#) requires that the aircraft owner (or CAMO, if a contract i.a.w. [M.A.201](#) exists) keeps the status of the changes/repairs embodied in/on the aircraft in order to control the aircraft configuration and manage its continuing airworthiness.

With regard to SCs/SRs, the information provided to the owner or CAMO may be listed in Form 123 and should include, as required, a copy of any modified aircraft manual and/or instructions for continuing airworthiness. All this information should normally be consulted when the aircraft undergoes an airworthiness review, and, therefore, a clear system to record the embodiment of SCs/SRs, which is also easily traceable, would be of help during subsequent aircraft inspections.

**6. Instructions for continuing airworthiness**

As stipulated in [M.A.302](#), the aircraft owner or CAMO needs to assess if the changes in the instructions for continuing airworthiness of the aircraft require to amend the aircraft maintenance programme and to obtain its approval.

**7. Embodiment of more than one SC**

The embodiment of two or more related SCs described in Subpart B of CS-STAN is permitted as a single change (the use of one Form 123 only) as long as adequate references to and records of all SCs embodied are captured. Restrictions and limitations of the two (or more) SCs would apply. It is permitted to issue a single release to service containing adequate traceability of all the SCs embodied.

**8. Acceptable form to be used to record the embodiment of SCs/SRs**
**EASA Form 123 — Standard Change/Standard Repair (SC/SR) embodiment record**

<b>EASA Form 123 — Standard Change/Standard Repair (SC/SR) embodiment record</b>		1. SC/SR number(s):
2. SC/SR title & description:		
3. Applicability:		
4. List of parts (description/Part-No/Qty):		
5. Operational limitations/affected aircraft manuals. Copies of these manuals are provided to the aircraft owner:		
6. Documents used for the development and embodiment of this SC/SR:		
* Copies of the documents marked with an asterisk are handed to the aircraft owner.		
7. Instructions for continuing airworthiness. Copies of these manuals are provided to the aircraft owner:		
8. Other information:		
9a. <input type="checkbox"/> This SC complies with the criteria established in 21A.90B(a) and with the relevant paragraphs of CS-STAN.		
9b. <input type="checkbox"/> This SR complies with the criteria established in 21A.431B(a) and with the relevant paragraphs of CS-STAN.		
10. Date of SC/SR embodiment:	11. Identification data and signature of the person responsible for the embodiment of the SC/SR:	
12. Signature of the aircraft owner. This signature attests that all relevant documentation is handed over from the issuer of this form to the aircraft owner, and, therefore, the latter becomes aware of any impact or limitations on operations or additional continuing airworthiness requirements which may apply to the aircraft due to the embodiment of the change/repair.		

**Form 123 Issue 00**

**Notes:**

Original remains with the legal or natural person responsible for the embodiment of the SC/SR.

The aircraft owner should retain a copy of this form.

The aircraft owner should be provided with copies of the documents referenced in boxes 5 and 7 and those in box 6 marked with an asterisk '\*'.

The 'relevant paragraphs' in boxes 9a and 9b refer to the applicable paragraphs of 'Subpart A – General' of CS-STAN and those of the SC/SR quoted in box 2.

For box 12, when the aircraft owner has signed a contract i.a.w. [M.A.201](#), it is possible that the Continuing Airworthiness Management Organisation (CAMO) representative signs box 12 and provides all relevant information to the owner before next flight.

**Completion instructions:**

Use English or the official language of the State of registry to fill in the form.

1. Identify the SC/SR with a unique number and reference this number in the aircraft logbook.
  2. Specify the applicable EASA CS-STAN chapter including revision (e.g. CS-SCxxx or CS-SRxxx) & title. Provide also a short description.
  3. Identify the aircraft (a/c) registration, serial number and type.
  4. List the parts' numbers and description for the parts installed. Refer to an auxiliary document if necessary.
  5. Identify affected aircraft manuals.
  6. Refer to the documentation developed to support the SC/SR and its embodiment, including design data required by the CS-STAN: design definition, documents recording the showing of compliance with the Certification Specifications or any test result, etc. The documents' references should quote their revision/issue.
  7. Identify instructions for continuing airworthiness that need to be considered for the aircraft maintenance programme review.
  8. To be used as deemed necessary by the installer.
- 9a., 9b., 10. and 12. Self-explanatory.
11. Give full name details and certificate reference (of the natural or legal person) used for issuing the aircraft release to service.

**AMC M.A.801(b) Aircraft certificate of release to service***ED Decision 2015/029/R*

A certificate of release to service is necessary before flight, at the completion of any defect rectification, whilst the aircraft operates a flight between scheduled maintenance checks.

**AMC M.A.801(c) Aircraft certificate of release to service***ED Decision 2020/002/R***AIRCRAFT GROUNDED AT OTHER LOCATIONS**

1. '3 years of appropriate maintenance experience' means 3 years working in an aircraft maintenance environment on at least some of the aircraft type systems corresponding to the aircraft endorsed on the aircraft maintenance license or on the certifying staff authorisation that the person holds.
2. 'Holding the proper qualifications' means holding either:
  - (a) a valid ICAO Annex 1 compliant maintenance license for the aircraft type requiring certification, or;
  - (b) a certifying staff authorisation valid for the work requiring certification, issued by an ICAO Annex 6 approved maintenance organisation.

3. A release in accordance with this paragraph does not affect the controlled environment, in accordance with point (b) of [M.A.901](#), of the aircraft as long as the [M.A.801\(c\)2](#) recheck and release has been carried out by an approved maintenance organisation.

### AMC M.A.801(e) Aircraft certificate of release to service

ED Decision 2020/002/R

1. The aircraft certificate of release to service should contain the following statement:
  - (a) 'Certifies that the work specified except as otherwise specified was carried out in accordance with [Part-M](#) and in respect to that work the aircraft is considered ready for release to service'.
  - (b) For a Pilot-owner a certificate of release to service should contain the following statement:

'Certifies that the limited pilot-owner maintenance specified except as otherwise specified was carried out in accordance with Part-M and in respect to that work the aircraft is considered ready for release to service'.
2. The certificate of release to service should relate to the task specified in the manufacturer's or operator's instruction or the aircraft maintenance programme which itself may cross-refer to a manufacturer's/operator's instruction in a maintenance manual, service bulletin etc.
3. The date such maintenance was carried out should include when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/ landings etc., as appropriate.
4. When extensive maintenance has been carried out, it is acceptable for the certificate of release to service to summarise the maintenance so long as there is a unique cross-reference to the work-pack containing full details of maintenance carried out. Dimensional information should be retained in the work-pack record.
5. The person issuing the certificate of release to service should use his normal signature except in the case where a computer release to service system is used. In this latter case the competent authority will need to be satisfied that only the particular person can electronically issue the release to service. One such method of compliance is the use of a magnetic or optical personal card in conjunction with a personal identity number (PIN) known only to the individual, which is keyed into the computer. A certification stamp is optional.
6. At the completion of all maintenance, owners, certifying staff, operators and maintenance organisations should ensure they have a clear, concise, legible record of the work performed.
7. In the case of an [M.A.801\(b\)1](#) release to service, certifying staff should retain all records necessary to prove that all requirements have been met for the issuance of a certificate of release to service.

### AMC M.A.801(f) Aircraft certificate of release to service

ED Decision 2020/002/R

#### INCOMPLETE MAINTENANCE

1. Being unable to establish full compliance with sub-paragraph [M.A.801\(b\)](#) means that the maintenance required by the aircraft owner, CAO or CAMO could not be completed due either to running out of available aircraft maintenance downtime or because the maintenance data requires a flight to be performed as part of the maintenance, as described in paragraph 4.

2. The aircraft owner, CAO or CAMO is responsible for ensuring that all required maintenance has been carried out before flight. Therefore, an aircraft owner, CAO or CAMO should be informed and agree to the deferment of full compliance with [M.A.801\(b\)](#). The certificate of release to service may then be issued subject to details of the deferment, including the aircraft owner, CAO or CAMO authorisation, being endorsed on the certificate.
3. If a CRS is issued with incomplete maintenance a record should be kept stating what action the mechanic, supervisor and certifying staff should take to bring the matter to the attention of the relevant aircraft owner, CAO or CAMO so that the issue may be discussed and resolved with the aircraft owner, CAO or CAMO.
4. Certain maintenance data issued by the design approval holder (e.g. aircraft maintenance manual (AMM)) require that a maintenance task be performed in flight as a necessary condition to complete the maintenance ordered. Within the aircraft limitations, the person authorised to certify the maintenance per [M.A.801](#) should release the incomplete maintenance before this flight. [GM M.A.301\(i\)](#) describes the relations with the aircraft operator, which retains the responsibility for the MCF. After performing the flight and any additional maintenance necessary to complete the maintenance ordered, a certificate of release to service should be issued in accordance with [M.A.801](#).

## AMC M.A.801(g) Aircraft certificate of release to service

ED Decision 2020/002/R

'Endangers flight safety' means any instance where safe operation could not be assured or which could lead to an unsafe condition. It typically includes, but is not limited to, significant cracking, deformation, corrosion or failure of primary structure, any evidence of burning, electrical arcing, significant hydraulic fluid or fuel leakage and any emergency system or total system failure. An AD overdue for compliance is also considered a hazard to flight safety.

## M.A.802 Component certificate of release to service

Regulation (EU) 2021/700

- (a) Except for components released to service by a maintenance organisation that is approved in accordance with Annex II (Part-145) and for the cases covered by point (e) of point [M.A.502](#), a CRS shall be issued at the completion of any maintenance work carried out on an aircraft component in accordance with point [M.A.502](#).
- (b) The authorised release certificate identified as EASA Form 1 constitutes the component CRS, except when such maintenance on aircraft components has been performed in accordance with point (b) or (d) of point [M.A.502](#) in which case the maintenance is subject to aircraft release procedures in accordance with point [M.A.801](#).

## AMC M.A.802 Component certificate of release to service

ED Decision 2019/009/R

The purpose of the EASA Form 1 (see also [Appendix II to Part-M](#)) is to release components after manufacture and to release maintenance work carried out on such components under the approval of a competent authority, and to allow components that are removed from one aircraft/component to be fitted to another aircraft/component.

When an approved organisation maintains an aircraft component for use by the organisation, an [EASA Form 1](#) may not be necessary depending upon the organisation's internal release procedures; however all the information normally required for the EASA Form 1 should be adequately detailed in the certificate of release to service.

## M.A.803 Pilot-owner authorisation

Regulation (EU) 2019/1383

- (a) To qualify as a Pilot-owner, the person must:
1. hold a valid pilot licence (or equivalent) issued or validated by a Member State for the aircraft type or class rating; and
  2. own the aircraft, either as sole or joint owner; that owner must be:
    - (i) one of the natural persons on the registration form; or
    - (ii) a member of a non-profit recreational legal entity, where the legal entity is specified on the registration document as owner or operator, and that member is directly involved in the decision making process of the legal entity and designated by that legal entity to carry out Pilot-owner maintenance.
- (b) For any other than complex motor-powered aircraft of 2 730 kg MTOM and below, which are not used in CAT operations, in commercial specialised operations or in commercial operations by ATOs or DTOs, the pilot-owner may issue a CRS after having carried out limited pilot-owner maintenance as specified in [Appendix VIII](#) to this Annex.
- (c) The scope of the limited Pilot-owner maintenance shall be specified in the aircraft maintenance programme referred to in point [M.A.302](#).
- (d) The CRS shall be entered in the aircraft continuing airworthiness record system and contain basic details of the maintenance carried out, the maintenance data used, the date on which that maintenance was completed, as well as the identity, the signature and pilot licence number of the pilot-owner issuing such a certificate.

## AMC M.A.803 Pilot-owner authorisation

ED Decision 2021/009/R

1. Privately operated means the aircraft is operated pursuant to [M.A.201\(i\)](#).
2. A Pilot-owner may only issue a CRS for maintenance he/she has performed.
3. In the case of a jointly-owned aircraft, the maintenance programme should list:
  - The names of all Pilot-owners competent and designated to perform Pilot-owner maintenance in accordance with the basic principles described in [Appendix VIII of Part-M](#). An alternative would be the maintenance programme to contain a procedure to ensure how such a list of competent Pilot-owners should be managed separately and kept current.
  - The limited maintenance tasks they may perform.
4. An equivalent valid pilot licence may be any document attesting a pilot qualification recognised by the Member State. It does not have to be necessarily issued by the competent authority, but it should in any case be issued in accordance with the particular Member State's system. In such a case, the equivalent certificate or qualification number should be used instead of the pilot's licence number for the purpose of the [M.A.801\(b\)\(2\)](#) (certificate of release to service).



5. Not holding a valid medical examination does not invalidate the pilot licence (or equivalent) required under [M.A.803\(a\)1](#) for the purpose of the Pilot-owner authorisation.

## SUBPART I — AIRWORTHINESS REVIEW CERTIFICATE

### M.A.901 Aircraft airworthiness review

Regulation (EU) 2021/700

To ensure the validity of the aircraft airworthiness certificate, an airworthiness review of the aircraft and its continuing airworthiness records shall be carried out periodically.

- (a) An airworthiness review certificate is issued in accordance with Appendix III ([EASA Form 15a](#) or [15b](#)) to this Annex upon completion of a satisfactory airworthiness review. The airworthiness review certificate shall be valid for 1 year;
- (b) An aircraft in a controlled environment is an aircraft which, during the preceding 12 months:
  - 1. has had its airworthiness continuously managed by a unique CAMO or CAO;
  - 2. has been maintained by a maintenance organisation approved in accordance with Subpart F of this Annex, Annex II (Part-145) or Annex Vd (Part-CAO), including the cases when maintenance tasks referred to in point (b) of point [M.A.803](#) are carried out and released to service in accordance with point (b)(1) or (b)(2) of point [M.A.801](#) of this Annex.
- (c) For all aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for aircraft above 2 730 kg MTOM that are in a controlled environment, the organisation referred to in point (b)(1) managing the continuing airworthiness of the aircraft may in accordance with [CAMO.A.125\(e\)](#) of Annex Vc or point [M.A.711\(b\)](#) of this Annex or point [CAO.A.095\(c\)\(1\)](#) of Annex Vd, as applicable, and subject to compliance with point (j):
  - 1. issue an airworthiness review certificate in accordance with point [M.A.901](#);
  - 2. extend at most twice the validity of the airworthiness review certificate it has issued, for a period of 1 year each time, where the aircraft concerned has remained within a controlled environment.
- (d) The airworthiness review certificate shall be issued by the competent authority upon a satisfactory assessment based on a recommendation made by a CAMO or CAO, sent together with the application from the owner or operator for all aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for aircraft above 2 730 kg MTOM that complies with the following alternative conditions:
  - 1. they are not in a controlled environment;
  - 2. their continuing airworthiness is managed by an organisation that does not hold the privilege to carry out airworthiness reviews.

The recommendation referred to in the first subparagraph shall be based on an airworthiness review carried out in accordance with point [M.A.901](#).

- (e) For aircraft of 2 730 kg MTOM and below not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, any CAMO or CAO chosen by the owner or operator may in accordance with [CAMO.A.125\(e\)](#) of Annex Vc or point [M.A.711\(b\)](#) of this Annex or [CAO.A.095\(c\)](#) of Annex Vd, as applicable, and subject to compliance with point (j):
  - 1. issue the airworthiness review certificate in accordance with point [M.A.901](#);

2. extend at most twice the validity of the airworthiness review certificate it has issued, for a period of 1 year each time, where the aircraft has remained within a controlled environment under its management.
- (f) By derogation from points (c)(2) and (e)(2) of point [M.A.901](#), for aircraft that are in a controlled environment, the organisation referred to in point (b)(1) managing the continuing airworthiness of the aircraft, may, subject to compliance with point (j), extend at most twice the validity of an airworthiness review certificate that the competent authority or another CAMO or CAO has issued, for a period of 1 year each time.
- (g) Whenever circumstances reveal the existence of a potential risk to aviation safety, the competent authority shall carry out the airworthiness review and issue the airworthiness review certificate itself.
- (h) Without prejudice to point (g), the competent authority may carry out the airworthiness review and issue the airworthiness review certificate itself in the following cases:
1. when the continuing airworthiness of the aircraft is managed by a CAMO or CAO which has its principal place of business located in a third country;
  2. for any other aircraft of 2 730 kg MTOM and below, if the owner so requests.
- (i) Where the competent authority issues the airworthiness review certificate itself in accordance with points (g) or (h) or after assessing the recommendation in accordance with point [M.B.901](#), the owner or operator of the aircraft shall, where necessary for those purposes, provide the competent authority with:
1. any documentation required by the competent authority;
  2. suitable accommodation at the appropriate location for its personnel;
  3. the support of the certifying staff
- (j) An airworthiness review certificate shall not be issued, nor extended if there is evidence or indications that the aircraft is not airworthy.
- (k) The airworthiness review of the aircraft shall include a full documented review of the aircraft records establishing that the following requirements have been met:
1. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;
  2. the flight manual is applicable to the aircraft configuration and reflects the latest revision status;
  3. all the maintenance due on the aircraft pursuant to the approved AMP has been carried out;
  4. all known defects have been corrected or, when applicable, carried forward in a controlled manner in accordance with [M.A.403](#);
  5. all applicable ADs have been applied and properly registered;
  6. all modifications and repairs applied to the aircraft have been registered and are in compliance with point [M.A.304](#);
  7. all life-limited parts and time-controlled components installed on the aircraft are properly identified, registered and have not exceeded their limitation;
  8. all maintenance has been carried out in accordance with this Annex;

9. the current mass and balance statement reflects the current configuration of the aircraft and is valid;
  10. the aircraft complies with the latest revision of its type design approved by the Agency;
  11. if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of Annex I (Part-21) to Regulation (EU) No 748/2012.
- (l) The airworthiness review of the aircraft shall include a physical survey of the aircraft. For that survey, airworthiness review staff not appropriately qualified in accordance with Annex III (Part-66) shall be assisted by such qualified staff.
- (m) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:
1. all required markings and placards are properly installed;
  2. the aircraft complies with its approved flight manual;
  3. the aircraft configuration complies with the approved documentation;
  4. no evident defect can be found that has not been addressed in accordance with point [M.A.403](#);
  5. no inconsistencies can be found between the aircraft and the documented review of records referred to in point (k).
- (n) By derogation from point (a), the airworthiness review may be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, so as to allow for the physical review to take place during a maintenance check.
- (o) The airworthiness review certificate ([EASA Form 15b](#)) or the recommendation for the issue of the airworthiness review certificate ([EASA Form 15a](#)) referred to in Appendix III to this Annex can only be issued:
1. by authorised airworthiness review staff on behalf of the approved organisation;
  2. if the airworthiness review has been completely carried out.
- (p) A copy of any airworthiness review certificate issued or extended for an aircraft shall be sent to the Member State of registry of the aircraft concerned within 10 days.
- (q) Airworthiness review tasks shall not be subcontracted.
- (r) Should the outcome of the airworthiness review be inconclusive, the organisation having carried out the review shall inform the competent authority as soon as possible and in any case within 72 hours from the moment the organisation identifies the reason for which the airworthiness review is inconclusive.
- (s) The airworthiness review certificate shall not be issued until all findings have been closed.

## AMC M.A.901 Aircraft airworthiness review

*ED Decision 2015/029/R*

In order to ensure the validity of the aircraft airworthiness certificate, [M.A.901](#) requires performing periodically an airworthiness review of the aircraft and its continuing airworthiness records, which results in the issuance of an airworthiness review certificate valid for one year.

## GM M.A.901 Airworthiness review

ED Decision 2020/002/R

### Responsibilities of airworthiness review staff:

The following is a summary of the requirements contained in [M.A.901](#) as well as the associated AMC and Appendices, in relation to the responsibilities of the airworthiness review staff:

- Airworthiness review staff are responsible for performing both the documental and the physical survey.
- Procedures must be established by the CAMO or CAO in order to perform the airworthiness review, including the depth of samplings.
- Procedures must make very clear that the final word about the depth of the inspections (both documental and physical) belongs to the airworthiness review staff, who can go beyond the depth established in the CAME or CAE if they find it necessary. At the end, it is the responsibility of the airworthiness review staff to be satisfied that the aircraft complies with Part-M and is airworthy, and the organisation must ensure that no pressure or restrictions are imposed on the airworthiness review staff when performing their duty.
- A compliance report must be produced by the airworthiness review staff, detailing all items checked and the outcome of the review.
- Airworthiness review staff are responsible for the items checked during the airworthiness review. However, they do not take over the responsibilities of the CAMO, maintenance organisation, DOA, POA or any other organisations, not being responsible for problems not detected during the airworthiness review or for the possibility that the approved or declared maintenance programme may not include certain recommendations from the design approval holder. Obviously, if the airworthiness review staff are not independent of the airworthiness management process and were nominated on the basis of the option of having overall authority on such a process, they will be responsible for the full continuing airworthiness of such aircraft. Nevertheless, this responsibility will be a consequence of their position in the organisation and not of their function as airworthiness review staff.
- The issuance of the airworthiness review certificate (ARC) by the airworthiness review staff only certifies that the aircraft is considered airworthy in relation to the scope of the airworthiness review performed and the fact that the airworthiness review staff are not aware of instances of non-compliance which endanger flight safety. Furthermore, it only certifies that the aircraft is considered airworthy at the time of the review.

It is the responsibility of the owner or contracted CAMO or CAO to ensure that the aircraft is fully airworthy at any time.

## GM M.A.901(a) Aircraft airworthiness review

ED Decision 2020/002/R

[EASA Form 15a](#) is issued by competent authorities while [EASA Form 15b](#) is issued by a CAMO or CAO organisation.

## AMC M.A.901(b) Aircraft airworthiness review

*ED Decision 2016/011/R*

1. If the continuing airworthiness of the aircraft is not managed according to an Appendix I Continuing airworthiness contract, the aircraft should be considered to be outside a controlled environment. Nevertheless, such contract is not necessary when the operator and the CAMO are the same organisation.
2. The fact that limited pilot-owner maintenance as defined in [M.A.803\(b\)](#) is not carried out and released by an approved maintenance organisation does not change the status of an aircraft in a controlled environment providing the CAMO under contract has been informed of any such maintenance carried out.

## AMC M.A.901(c)2, (e)2 and (f) Aircraft airworthiness review

*ED Decision 2015/029/R*

When the aircraft has remained within a controlled environment, the extension of the validity of the airworthiness review certificate does not require an airworthiness review but only a verification of the continuous compliance with [M.A.901\(b\)](#).

It is acceptable to anticipate the extension of the airworthiness review certificate by a maximum of 30 days without a loss of continuity of the airworthiness review pattern, which means that the new expiration date is set up one year after the previous expiration date. This anticipation of up to 30 days also applies to the 12 month requirements shown in [M.A.901\(b\)](#), meaning that the aircraft is still considered as being in a controlled environment if it has been continuously managed by a single organisation and maintained by appropriately approved organisations, as stated in [M.A.901\(b\)](#), from the date when the last airworthiness review certificate was issued until the date when the extension is performed (this can be up to 30 days less than 12 months).

It is also acceptable to perform the extension of an airworthiness review certificate after its expiration date, as long as all the conditions for the extension are met. However, this means the following:

- The aircraft could not fly since the airworthiness review certificate expired until it is extended, and
- The new expiration date (after extension) is set one year after the previous expiration date (not one year after the extension is performed).

## AMC M.A.901(d) Aircraft airworthiness review

*ED Decision 2020/002/R*

The recommendation sent by a CAMO or CAO to the competent authority of the Member State of registry should be, at least, in English when the Member State of registry is different from the CAMO/CAO's Member State. Otherwise, it can be completed in the official language(s) of the CAMO/CAO's Member State.

The recommendation sent to the competent authority should contain at least the items described below:

- (a) General information
  - CAMO information
  - owner/lessee information
  - date and place where the document review and the aircraft survey were carried out

- period and place the aircraft can be seen if required by the competent authority
- (b) Aircraft information
  - registration
  - type
  - manufacturer
  - serial number
  - flight manual reference
  - weight and centre of gravity data
  - maintenance programme reference
- (c) Documents accompanying the recommendation
  - copy of registration papers
  - copy of the owners request for a new airworthiness review certificate
- (d) Aircraft status
  - aircraft total time and cycles
  - list of persons or organisations having carried out continuing airworthiness activities including maintenance tasks on the aircraft and its components since the last airworthiness review certificate
- (e) Aircraft survey
  - a precise list of the areas of the aircraft that were surveyed and their status
- (f) Findings
  - a list of all the findings made during the airworthiness review with the corrective action carried out
- (g) Statement

A statement signed by the airworthiness review staff recommending the issue of an airworthiness review certificate.

The statement should confirm that the aircraft in its current configuration complies with the following:

  - airworthiness directives up to the latest published issue, and;
  - type certificate datasheet;
  - maintenance programme;
  - limitation for life-limited parts and time-controlled components;
  - the valid weight and centre of gravity schedule reflecting the current configuration of the aircraft;
  - Part-21 for all modifications and repairs;
  - the current flight manual including supplements, and;
  - operational requirements.

The above items should clearly state the exact reference of the data used in establishing compliance; for instance the number and issue of the type certificate data sheet used should be stated.

The statement should also confirm that all of the above is properly entered and certified in the aircraft continuing airworthiness record system and/or in the operator's technical log.

## AMC M.A.901(i) Aircraft airworthiness review

ED Decision 2020/002/R

Suitable accommodation should include:

- (a) an office with normal office equipment such as desks, telephones, photocopying machines etc. whereby the continuing airworthiness records can be reviewed.
- (b) a hangar when needed for the physical survey.

The support of personnel appropriately qualified in accordance with [Part-66](#) is necessary when the competent authority's airworthiness review staff is not appropriately qualified.

## AMC M.A.901(k) Aircraft airworthiness review

ED Decision 2020/002/R

### FULL DOCUMENTED REVIEW

1. A full documented review is a check of at least the following categories of documents:
  - registration papers;
  - [M.A.305](#) aircraft continuing airworthiness record system;
  - [M.A.306](#) aircraft technical log system;
  - list of deferred defects, minimum equipment list and configuration deviation, list if applicable;
  - aircraft flight manual including aircraft configuration;
  - aircraft maintenance programme;
  - maintenance data;
  - relevant work packages;
  - AD status;
  - modification and SB status;
  - modification and repair approval sheets;
  - status of life-limited parts and time-controlled components;
  - relevant EASA Form 1 or equivalent;
  - mass and balance report and equipment list;
  - aircraft, engine and propeller TC data sheets.

As a minimum, sample checks within each document category should be carried out.



2. The CAMO or CAO should develop procedures for the airworthiness review staff to produce a compliance report that confirms the above have been reviewed and found in compliance with Part-M.

## AMC M.A.901(l) and (m) Aircraft airworthiness review

ED Decision 2020/002/R

### PHYSICAL SURVEY

1. The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening, etc.). In this case, after the airworthiness review, a release to service should be issued.
2. When the airworthiness review staff are not appropriately qualified as per Part-66 in order to release such maintenance, [M.A.901\(l\)](#) requires them to be assisted by such qualified personnel. However, the function of such Part-66 personnel is limited to performing and releasing the maintenance actions requested by the airworthiness review staff, it not being their function to perform the physical survey of the aircraft.
3. This means that the airworthiness review staff who is going to sign the airworthiness review certificate or the recommendation should be the one performing both the documented review and the physical survey of the aircraft. It is not the intent of the rule to delegate the survey to Part-66 personnel who are not airworthiness review staff. Furthermore, the provision of [M.A.901\(n\)](#) that allows a 90-day anticipation for the physical survey provides enough flexibility to ensure that the airworthiness review staff (ARS) are present.
4. The physical survey may include verifications to be carried out during flight.
5. The CAMO or CAO should develop procedures for the ARS to produce a compliance report that confirms that the physical survey has been carried out and found satisfactory.
6. To ensure compliance, the physical survey may include relevant sample checks of items.

## AMC M.A.901(n) Aircraft airworthiness review

ED Decision 2020/002/R

‘Without loss of continuity of the airworthiness review pattern’ means that the new expiration date is set up 1 year after the previous expiration date. As a consequence, when the airworthiness review is anticipated, the validity of the airworthiness review certificate is longer than 1 year (up to 90 days longer).

This anticipation of up to 90 days also applies to the 12-month requirements shown in [M.A.901\(b\)](#), which means that the aircraft is still considered as being in a controlled environment if it has been continuously managed by a single organisation and maintained by appropriately approved organisations, as stated in [M.A.901\(b\)](#), from the date when the last airworthiness review certificate was issued until the date when the new airworthiness review is performed (this can be up to 90 days less than 12 months).

## AMC M.A.901(o) Aircraft airworthiness review

ED Decision 2020/002/R

A copy of both the physical survey and document review compliance reports stated above should be sent to the competent authority together with any recommendation issued.

## M.A.902 Validity of the airworthiness review certificate

Regulation (EU) 2019/1383

- (a) An airworthiness review certificate becomes invalid if:
1. suspended or revoked; or
  2. the airworthiness certificate is suspended or revoked; or
  3. the aircraft is not on the aircraft register of a Member State; or
  4. the type certificate under which the airworthiness certificate was issued is suspended or revoked.
- (b) An aircraft must not fly if the airworthiness certificate is invalid or if:
1. the continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this Part; or
  2. the aircraft does not remain in conformity with the type design approved by the Agency; or
  3. the aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken; or
  4. the aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or
  5. a modification or repair is not in compliance with point [M.A.304](#).
- (c) Upon surrender or revocation, the airworthiness review certificate shall be returned to the competent authority

## M.A.903 Transfer of aircraft registration within the EU

Regulation (EU) No 1321/2014

- (a) When transferring an aircraft registration within the EU, the applicant shall:
1. inform the former Member State in which Member State it will be registered, then;
  2. apply to the new Member State for the issuance of a new airworthiness certificate in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012.
- (b) Notwithstanding point [M.A.902\(a\)\(3\)](#), the former airworthiness review certificate shall remain valid until its expiry date.

## AMC M.A.903(a)1 Transfer of aircraft registration within the EU

ED Decision 2015/029/R

The applicant should notify to the competent authority within the former Member State of registry so as to allow the proper transfer of information between the two competent authorities during the aircraft transfer process.

## AMC M.A.903(b) Transfer of aircraft registration within the EU

ED Decision 2015/029/R

In case of transfer of aircraft registration within EU, the aircraft owner/ operator should verify that the competent authority of the new Member State of registry has entered the new aircraft registration on the existing airworthiness review certificate and validated the change.

## M.A.904 Airworthiness review of aircraft imported into the EU

Regulation (EU) 2019/1383

- (a) When importing an aircraft onto a Member State register from a third country or from a regulatory system where Regulation (EU) 2018/1139 does not apply, the applicant shall:
1. apply to the competent authority of the Member State of registry for the issuance of a new airworthiness certificate in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012;
  2. for aircraft other than new, have an airworthiness review carried out in accordance with point [M.A.901](#);
  3. have all maintenance carried out to comply with the AMP approved in accordance with point [M.A.302](#).
- (b) When satisfied that the aircraft is in compliance with the relevant requirements, the organisation performing the airworthiness review, shall send a documented recommendation for the issuance of an airworthiness review certificate to the competent authority of the Member State of registry.
- (c) The owner of the aircraft shall allow access to the aircraft for inspection by the competent authority of the Member State of registry.
- (d) The competent authority of the Member State of registry shall issue an airworthiness certificate when it is satisfied that the aircraft complies with the requirements of Annex I (Part-21) to Regulation (EU) No 748/2012.
- (e) That competent authority of the Member State shall also issue the airworthiness review certificate. The certificate shall be valid for 1 year, unless the competent authority decides to reduce the period of validity for reasons of aviation safety.

## AMC M.A.904(a)1 Airworthiness reviews of aircraft imported into the EU

ED Decision 2015/029/R

In order to allow for possible participation of authority personnel, the applicant should inform the competent authority at least 10 working days in advance of the time and location of the airworthiness review.

## AMC M.A.904(a)2 Airworthiness reviews of aircraft imported into the EU

ED Decision 2020/002/R

### WORK TO BE UNDERTAKEN TO ESTABLISH AIRWORTHINESS

1. When performing an airworthiness review of aircraft imported into the EU the aircraft and the relevant records should be reviewed to determine the work to be undertaken to establish the airworthiness of the aircraft.
2. In determining the work to be undertaken during the airworthiness review on the aircraft, the following should be taken into consideration:
  - (a) the information from third country authorities such as export certificates, primary authority information;
  - (b) the information on aircraft maintenance history such as continuing airworthiness records, aircraft, engine, propeller, rotor and life limited part log books or cards as appropriate, tech log/flight log/cabin log, list of deferred defects, total flight times and cycles, times and cycles since last maintenance, accident history, former maintenance schedule, former AD compliance status;
  - (c) the information on aircraft such as aircraft, engine and propeller type certificate datasheets, noise and emission certificate data sheets, flight manual and supplements;
  - (d) the aircraft continuing airworthiness status such as the aircraft and component AD status, the SB status, the maintenance status, the status of life-limited parts and time-controlled components, weight and centre of gravity schedule including equipment list;
  - (e) the modification and repair status of the aircraft detailing elements such as owner/operator designed modifications and repairs, STCs, and parts needing European parts approval (EPA);
  - (f) the aircraft cabin configuration such as emergency equipment fitted, cockpit configuration, placards, instrument limitations, cabin layout;
  - (g) the maintenance needed for import, such as embodiment of modifications needed to comply with the EASA type certificate, bridging check to comply with the new maintenance programme;
  - (h) the avionics such as, but not limited to, radio and navigation equipment, instrument flight rules (IFR) equipment, digital flight data recorder (DFDR)/cockpit voice recorder (CVR) test, emergency locator transmitter (ELT) 406 MHz code and identification;
  - (i) the compass compensation;
  - (j) special operating rules such as extended twin-engine operations (ETOPS)/long range operations (LROPS), reduced vertical separation minima (RVSM), minimum navigation performance specifications (MNPS), all weather operations (AWOPS), area navigation (RNAV);
  - (k) the aircraft survey including verification of conformity with the flight manual and the datasheet, presence of fire proof identification plates, conformity of markings including registration, presence and serviceability of emergency equipment, internal and external lighting systems, and
  - (l) maintenance check flight including check of control system/cockpit ground check/engine run up.

3. If there is no CAMO or maintenance organisation approved for the airworthiness review of the specific aircraft type available, the competent authority may carry out the airworthiness review in accordance with this paragraph and the provisions [M.A.901\(g\)](#) and [M.B.902](#). In this case, the airworthiness review should be requested to the competent authority with a 30-day notice.

## AMC M.A.904(b) Airworthiness review of aircraft imported into the EU

ED Decision 2020/002/R

### CONTENT OF RECOMMENDATION

The recommendation sent to the competent authority should contain at least the items described below.

- (a) All the information set forth by [AMC M.A.901\(d\)](#)
- (b) Aircraft information
- aircraft assigned registration;
  - state of manufacturer;
  - previous registration;
  - export certificate number;
  - TC and TC data sheet numbers;
  - noise and emissions TC and TC data sheet numbers;
  - comparison of prior maintenance programme with the proposed new maintenance programme.
- (c) Documents accompanying the recommendation
- copy of the application;
  - original export certificate;
  - copy of the approvals of the flight manual and its supplements;
  - list of ADs incorporated up to the latest published issue;
  - proposed new maintenance programme;
  - status of all life-limited parts and time-controlled components;
  - the valid weight and centre of gravity schedule reflecting the current configuration of the aircraft, and;
  - Part-21 approval reference for all modifications and repairs.
- (d) Maintenance
- a copy of the work packages requested by the CAMO including details of any bridging check to ensure all the necessary maintenance has been carried out.
- (e) Aircraft maintenance check flight
- a copy of the maintenance check flight report.

## M.A.905 Findings

Regulation (EU) 2019/1383

- (a) A level 1 finding is any finding of significant non-compliance with the requirements of this Annex, which lowers the safety standard and seriously endangers flight safety.
- (b) A level 2 finding is any finding of non-compliance with the requirements of this Annex, which may lower the safety standard and may endanger the flight safety.
- (c) After receipt of notification of findings according to point [M.B.903](#), the person or organisation accountable referred to in point [M.A.201](#) shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority including appropriate corrective action to prevent reoccurrence of the finding and its root cause.

## SECTION B — PROCEDURE FOR COMPETENT AUTHORITIES

### SUBPART A — GENERAL

#### M.B.101 Scope

Regulation (EU) No 1321/2014

This Section establishes the administrative requirements to be followed by the competent authorities in charge of the application and the enforcement of Section A of this Part.

#### M.B.102 Competent authority

Regulation (EU) No 1321/2014

(a) General

A Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of certificates and for the oversight of continuing airworthiness. This competent authority shall establish documented procedures and an organisational structure.

(b) Resources

The number of staff shall be appropriate to carry out the requirements as detailed in this Section.

(c) Qualification and training

All staff involved in activities dealt with in this Annex shall be appropriately qualified and have appropriate knowledge, experience, initial training and continuation training to perform their allocated tasks.

(d) Procedures

The competent authority shall establish procedures detailing how compliance with this [Annex \(Part-M\)](#) is accomplished.

The procedures shall be reviewed and amended to ensure continued compliance.

#### AMC M.B.102(a) Competent authority — General

ED Decision 2020/002/R

1. In deciding upon the required airworthiness organisational structure, the competent authority should review the number of certificates to be issued, the number and size of potential operators, the number of approved maintenance organisations and CAMOs within that Member State, as well as the level of civil aviation activity, number and complexity of aircraft and the size of the Member State's aviation industry.
2. The competent authority should retain effective control of important inspection functions and not delegate them in such a way that aircraft owners, operators, approved maintenance organisations and CAMOs, in effect, regulate themselves in airworthiness matters.
3. The set-up of the organisational structure should ensure that the various tasks and obligations of the competent authority are not relying on individuals. That means that a continuing and

undisturbed fulfilment of these tasks and obligations of the competent authority should also be guaranteed in case of illness, accident or leave of individual employees.

## AMC1 M.B.102(c) Competent authority — Qualification and training

ED Decision 2016/011/R

1. Competent authority inspectors should have:
  - 1.1. practical experience and expertise in the application of aviation safety standards and safe operating practices;
  - 1.2. comprehensive knowledge of:
    - (a) relevant parts of implementing rules, certification specifications and guidance material;
    - (b) the competent authority's procedures;
    - (c) the rights and obligations of an inspector;
    - (d) quality systems;
    - (e) continuing airworthiness management;
    - (f) operational procedures when affecting the continuing airworthiness management of the aircraft or the maintenance.
  - 1.3. training on auditing techniques.
  - 1.4. five years relevant work experience to be allowed to work as an inspector independently. This may include experience gained during training to obtain the subparagraph 1.5 qualification.
  - 1.5. a relevant engineering degree or an aircraft maintenance technician qualification with additional education. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.
  - 1.6. knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course including Fuel Tank Safety (FTS) training as described in [Appendix XII to AMC M.A.706\(f\) and AMC1 M.B.102\(c\)](#). These courses should be at least at a level equivalent to [Part-66 Appendix III](#) Level 1 General Familiarisation.  
  
'Relevant sample' means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.
  - 1.7. knowledge of maintenance standards.
2. In addition to technical competency, inspectors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
3. A programme for continuation training should be developed which provides for the inspectors, at regular intervals, to visit appropriate manufacturers and attend technical symposia as well as training or refresher courses to gain first-hand knowledge of new developments. As a general policy, it is not desirable for the inspectors to obtain technical qualifications from those entities under their direct regulatory jurisdiction.



## AMC2 M.B.102(c) Competent authority — Qualification and training

*ED Decision 2016/011/R*

### AIRCRAFT CONTINUING AIRWORTHINESS MONITORING (ACAM) INSPECTORS

1. ACAM in-depth surveys should be performed by competent authority inspectors qualified in accordance with [M.B.102\(c\)](#).
2. ACAM ramp surveys may be performed by inspectors qualified for the technical tasks of ramp inspections in accordance with other Parts, or by inspectors qualified in accordance with [M.B.102\(c\)](#).

## AMC M.B.102(d) Competent authority organisation — Procedures

*ED Decision 2015/029/R*

The documented procedures should contain the following information:

- (a) The Member State's designation of the competent authority(ies).
- (b) The title(s) and name(s) of the manager(s) of the competent authority and their duties and responsibilities.
- (c) Organisation chart(s) showing associated chains of responsibility of the senior persons.
- (d) A procedure defining the qualifications for staff together with a list of staff authorised to sign certificates.
- (e) A general description of the facilities.
- (f) Procedures specifying how the competent authority(ies) ensure(s) compliance with [Part-M](#).

## M.B.103 Findings and enforcement measure - persons

*Regulation (EU) 2019/1383*

If, during oversight or by any other means, evidence is found by the competent authority responsible for oversight in accordance with this Annex that shows a non-compliance with the applicable requirements of Regulation (EU) 2018/1139 by a person holding a licence, certificate, rating or attestation issued in accordance with Regulation (EU) 2018/1139, the competent authority that identified the non-compliance shall take any enforcement measures necessary to prevent the continuation of that non-compliance.

## M.B.104 Record-keeping

*Regulation (EU) 2020/270*

- (a) The competent authorities shall establish a system of record-keeping that allows adequate traceability of the process to issue, continue, change, suspend or revoke each certificate.
- (b) The records for the oversight of organisations approved in accordance with this Annex shall include as a minimum:
  1. the application for an organisation approval;
  2. the organisation approval certificate including any changes;
  3. a copy of the audit programme listing the dates when audits are due and when audits were carried out;

4. the competent authority continued oversight records including all audit records;
  5. copies of all relevant correspondence;
  6. details of any exemption and enforcement actions;
  7. any report from other competent authorities relating to the oversight of the organisation;
  8. organisation exposition or manual and amendments;
  9. copy of any other document directly approved by the competent authority.
- (c) The retention period for the point (b) records shall be at least 5 years.
- (d) The minimum records for the oversight of each aircraft shall include, at least, a copy of:
1. the aircraft certificate of airworthiness;
  2. airworthiness review certificates;
  3. airworthiness review recommendations issued by CAO or CAMO;
  4. the reports from the airworthiness reviews carried out directly by the competent authority;
  5. all relevant correspondence relating to the aircraft;
  6. the details of any exemption and enforcement action(s);
  7. any document approved by the competent authority pursuant to this Annex or Annex II to Regulation (EU) No 965/2012 (Part-ARO).
- (e) The records specified in point (d) shall be retained until 2 years after the aircraft has been permanently withdrawn from service.
- (f) All records shall be made available upon request by another Member State or the Agency.

### AMC M.B.104(a) Record-keeping

*ED Decision 2015/029/R*

1. The record-keeping system should ensure that all records are accessible whenever needed within a reasonable time. These records should be organized in a consistent way throughout the competent authority (chronological, alphabetical order, etc.).
2. All records containing sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality of this kind of data.
3. All computer hardware used to ensure data backup should be stored in a different location from that containing the working data in an environment that ensures they remain in good condition. When hardware- or software-changes take place special care should be taken that all necessary data continues to be accessible at least through the full period specified in [M.B.104\(c\)](#) and/or [\(e\)](#).

## AMC M.B.104(f) Record-keeping

ED Decision 2015/029/R

The cases, when records shall be made available should be limited to:

- incidents or accidents,
- findings through the aircraft continuing monitoring program where organisations approved by another competent authority are involved, to determine the root cause,
- aircraft mainly operated in another Member State,
- an aircraft previously operated in another Member State,
- an organisation having approvals in several Member States.

When records are requested from another Member State, the reason for the request should be clearly stated. The records can be made available by sending a copy or by allowing their consultation.

## M.B.105 Mutual exchange of information

Regulation (EU) 2020/270

- (a) In order to contribute to the improvement of air safety, the competent authorities shall participate in a mutual exchange of all necessary information in accordance with Article 72 of Regulation (EU) 2018/1139.
- (b) Without prejudice to the competencies of the Member States, in the case of a potential safety threat involving several Member States, the concerned competent authorities shall assist each other in carrying out the necessary oversight action.

## AMC M.B.105(a) Mutual exchange of information

ED Decision 2015/029/R

One typical case where the mutual exchange of information is necessary is when an aircraft is transferred inside the EU according to [M.A.903](#). When notified of such a transfer, a competent authority should inform the competent authority where the aircraft will be registered of any known problems with the aircraft being transferred. Furthermore, the competent authority where the aircraft will be registered should ensure that the former competent authority has been properly notified that the aircraft is leaving.

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## SUBPART B — ACCOUNTABILITY

### M.B.201 Responsibilities

*Regulation (EU) 2019/1383*

The competent authorities as specified in point [M.1](#) are responsible for conducting audits, inspections and investigations in order to verify that the requirements of this Annex are complied with.

### M.B.202 Information to the Agency

*Regulation (EU) 2019/1383*

- (a) The competent authority shall without undue delay notify the Agency in case of any significant problems with the implementation of Regulation (EU) 2018/1139.
- (b) The competent authority shall provide the Agency with safety-significant information stemming from the occurrence reports it has received pursuant to point [M.A.202](#).

## SUBPART C — CONTINUING AIRWORTHINESS

### M.B.301 Aircraft maintenance programme

Regulation (EU) 2020/270

- (a) The competent authority shall verify that the AMP is in compliance with point [M.A.302](#).
- (b) Unless stated otherwise in point (c) of point [M.A.302](#), the AMP and its amendments shall be approved directly by the competent authority. The competent authority shall have access to all the data required by points (d), (e) and (f) of point M.A.302.
- (c) In the case of indirect approval as provided for in point [M.A.302\(c\)](#), the competent authority shall approve the AMP approval procedure of the CAO or CAMO through that organisation's exposition referred to in point [CAO.A.025](#) of Annex Vd, point [M.A.704](#) of this Annex, or point [CAMO.A.300](#) of Annex Vc, as applicable.

### AMC M.B.301(a) Maintenance programme

ED Decision 2015/029/R

For the competent authority of registry to verify compliance with [M.A.302](#), the auditing surveyor/inspector should have received training on maintenance programme development and control.

### AMC M.B.301(b) Maintenance programme

ED Decision 2016/011/R

1. When assessing aircraft maintenance programmes for approval, the competent authority should verify that the maintenance programme is acceptable for the continuing airworthiness of the specific aircraft listed and it is appropriate for the proposed operating environment and scheduled utilisation.
2. The competent authority should assess the contents taking into account the origins of the document, i.e. the manufacturer's recommended maintenance programme, an MRB report, the CAMO or operator's own experience or another approved programme.
3. A competent authority may elect to publish a proposed maintenance schedule for a piston engine aircraft type or a group of piston engine aircraft types below 2 730 kg maximum take-off mass (MTOM) or for a sailplane, powered sailplane or balloon type or for a group of sailplanes, powered sailplanes or balloon types. When owners/operators of the aircraft mentioned above elect to use a competent authority proposed maintenance schedule, all the out of phase manufacturer recommendations should be incorporated into the final maintenance programme in order for it to be approved.
4. A copy of the approved programme should be retained by the competent authority, unless the programme is approved by a CAMO.
5. The documentation issued by the competent authority to approve the aircraft maintenance programme may include details of who may issue certificates of release to service in a particular situation and may define which tasks are considered as complex maintenance tasks or limited pilot owner maintenance according to [Appendix VIII to Part-M](#).
6. In the case of aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008 or complex motor-powered aircraft, the development of the aircraft maintenance programme is dependent upon sufficient satisfactory in-service experience which has been

properly processed. In general, the task being considered for escalation beyond the MRB limits should have been satisfactorily repeated at the existing frequency several times before being proposed for escalation. [Appendix I to AMC M.A.302 and M.B.301\(b\)](#) gives further information.

7. The competent authority may approve an incomplete maintenance programme at the start of operation of an aircraft or an operator, subject to limiting the approval of the maintenance programme to a period that does not exceed any required maintenance not yet approved.
8. If the competent authority is no longer satisfied that a safe operation can be maintained, the approval of a maintenance programme or part of it may be suspended or revoked. Events giving rise to such action include:
  - 8.1. An operator changing the utilisation of an aircraft;
  - 8.2. The owner or CAMO has failed to ensure that the programme reflects the maintenance needs of the aircraft such that safe operation can be assured.

## AMC M.B.301(c) Maintenance Programme

*ED Decision 2020/002/R*

1. Approval of an aircraft maintenance programme through a procedure established by a CAO/CAMO should require the organisation to demonstrate to the competent authority that it has competence, procedures and record keeping provisions, which will enable the organisation to analyse aircraft reliability, TC holder's instructions, and other related operating and maintenance criteria.
2. According to the complexity of the aircraft and the nature of the operation, the maintenance programme procedures should contain reliability centred maintenance and condition monitored maintenance programme procedures and have procedures relating to the programme control which contain the following provisions:
  - (a) task escalation or adjustment,
  - (b) maintenance programme review,
  - (c) SB or Service Information assessment,
  - (d) component and structures in service performance review,
  - (e) maintenance programme revision,
  - (f) maintenance procedure effectiveness review and amendment,
  - (g) maintenance review board report (MRBR) or manufacturer maintenance planning document (MPD) review and assessment, as appropriate,
  - (h) AD review and assessment,
  - (i) owner/maintenance/CAO or CAMO liaison,
  - (j) training.
3. When the competent authority requests it, the organisation should make provision for the attendance of a representative of the competent authority at meetings held to consider maintenance implications arising from reviews of the above provisions.

## M.B.302 Exemptions

*Regulation (EU) 2020/270*

All exemptions granted in accordance with Article 71 of Regulation (EU) 2018/1139 shall be recorded and retained by the competent authority.

## M.B.303 Aircraft continuing airworthiness monitoring

*Regulation (EU) 2015/1536*

- (a) The competent authority shall develop a survey programme on a risk-based approach to monitor the airworthiness status of the fleet of aircraft on its register.
- (b) The survey programme shall include sample product surveys of aircraft and shall cover all aspects of airworthiness key risk elements.
- (c) The product survey shall sample the airworthiness standards achieved, on the basis of the applicable requirements, and identify any findings.
- (d) Any findings identified shall be categorised against the requirements of this Part and confirmed in writing to the person or organisation accountable according to [M.A.201](#). The competent authority shall have a process in place to analyse findings for their safety significance.
- (e) The competent authority shall record all findings and closure actions.
- (f) If during aircraft surveys evidence is found showing non-compliance with this Part or with any other Part, the finding shall be dealt with as prescribed by the relevant Part.
- (g) If so required to ensure appropriate enforcement action, the competent authority shall exchange information on non-compliances identified in accordance with point (f) with other competent authorities.

## AMC1 M.B.303(a) Aircraft continuing airworthiness monitoring (ACAM)

*ED Decision 2016/011/R*

### ACAM SURVEY PROGRAMME — SCOPE

1. The competent authority should establish a programme covering in-depth surveys and ramp surveys.
2. The competent authority's survey programme should select aircraft and/or operators depending on the number and complexity of aircraft on the national register, the diversity of aircraft types, local knowledge of the maintenance environment and operating conditions, airworthiness standards and past surveillance experience.
3. The programme should prioritise the operator/fleet/aircraft/key risk elements which are causing the greatest concern.
4. The survey programme should also include a certain percentage of unannounced ramp surveys.
5. The survey programme and changes thereto should be documented.

## AMC2 M.B.303(a) Aircraft continuing airworthiness monitoring (ACAM)

ED Decision 2020/002/R

### ACAM SURVEY PROGRAMME — CREDITING

1. Where the ACAM survey can be linked to the oversight of an approved organisation, then credit can be granted in the monitoring process of that approved organisation.
2. The competent authority may take credit of aircraft airworthiness inspections qualifying for the ACAM programme when these inspections are performed in accordance with the provisions of Regulation (EU) 2018/1139 and its implementing and delegated acts.

## GM M.B.303(a) Aircraft continuing airworthiness monitoring (ACAM)

ED Decision 2020/002/R

### COMBINED SURVEYS

In the interest of efficient use of competent authority resources, aircraft inspection procedures may be established covering the combined scope of various aircraft survey tasks performed by a competent authority, such as but not limited to:

- ACAM in-depth survey;
- airworthiness review;
- permit to fly physical inspection;
- Export Certificate of Airworthiness inspection;
- product survey in accordance with [M.B.704\(c\)](#);
- product audit in accordance with Part-145, Part-CAO or [Part-M Subpart F](#);
- review under supervision for airworthiness review staff authorisation, provided it covers the full scope of the physical survey in accordance with [M.A.710\(c\)](#); and
- ramp inspections performed in accordance with ARO.OPS<sup>1</sup> or ARO.RAMP<sup>2</sup>.

Depending on which type of survey is required, any actual survey performed may cover a subset of the combined scope.

## AMC1 M.B.303(b) Aircraft continuing airworthiness monitoring

ED Decision 2015/029/R

### SCOPE OF SURVEYS

1. The competent authority should undertake sample product surveys of aircraft on its register to verify that:
  - (a) the condition of an aircraft as sampled is to a standard acceptable for the Certificate of Airworthiness/Airworthiness Review Certificate to remain in force,

<sup>1</sup> Subpart OPS of Part-ARO 'Authority requirements for air operations' to Commission Regulation (EU) No 965/2012.

<sup>2</sup> Subpart RAMP of Part-ARO 'Authority requirements for air operations' to Commission Regulation (EU) No 965/2012.



- (b) the operator/owner's management of the airworthiness of the aircraft is effective,
- (c) the approvals and licenses granted to organisations and persons continue to be applied in a consistent manner to achieve the required standards.

A physical inspection of the aircraft is necessary during each ACAM survey (ramp or in-depth).

2. Sample product surveys of aircraft include:
  - (a) in-depth surveys carried out during extensive maintenance that fully encompass selected aspects of an aircraft's airworthiness,
  - (b) ramp surveys carried out during aircraft operations to monitor the apparent condition of an aircraft's airworthiness.
3. When performing a ramp survey, the inspector(s) should make all possible efforts to avoid an unreasonable delay of the aircraft inspected.
4. The further information on 'KEY RISK ELEMENTS' can be found in [Appendix III to GM1 M.B.303\(b\)](#).

## AMC2 M.B.303(b) Aircraft continuing airworthiness monitoring

ED Decision 2015/029/R

### IN-DEPTH SURVEY

1. An ACAM in-depth survey is a sample inspection of the key risk elements (KREs) and should be performed during scheduled/extensive maintenance. [Appendix III to GM1 M.B.303\(b\)](#) provides guidance on KREs that can be used for planning and/or analysis of the inspections.
2. The survey should be a 'deep cut' through the elements or systems selected.
3. The record of an ACAM inspection should identify which KREs were inspected.

## AMC3 M.B.303(b) Aircraft continuing airworthiness monitoring

ED Decision 2015/029/R

### KEY RISK ELEMENTS

1. The following KREs should be used for aircraft continuing airworthiness monitoring:
  - (a) Type design and changes to type design
  - (b) Airworthiness limitations
  - (c) Airworthiness Directives
  - (d) Aircraft documents
  - (e) Flight Manual
  - (f) Mass & Balance
  - (g) Markings & placards
  - (h) Operational requirements
  - (i) Defect management
  - (j) Aircraft Maintenance Programme
  - (k) Component control

- (l) Repairs
  - (m) Records
2. These KREs and their detailed components should be adapted to the complexity of the aircraft type being surveyed by retaining only those items that are applicable and relevant for the particular aircraft type.
  3. The further information regarding 'KEY RISK ELEMENTS' can be found in [Appendix III to GM1 M.B.303\(b\)](#).

## GM1 M.B.303(b) Aircraft continuing airworthiness monitoring (ACAM)

ED Decision 2020/002/R

### KEY RISK ELEMENTS

The KREs define the scope of continuing airworthiness. The list of KREs is intended to provide the basis for planning and control of the ACAM survey programme. It will ensure that the programme covers all aspects of continuing airworthiness. While it is not required to cover all KREs during a given inspection, the ACAM survey programme needs to ensure that there is no omission, i.e. certain KRE are never inspected.

The further information on 'KEY RISK ELEMENTS' can be found in [Appendix III to GM1 M.B.303\(b\)](#).

## AMC M.B.303(d) Aircraft continuing airworthiness monitoring (ACAM)

ED Decision 2016/011/R

### FINDINGS ANALYSIS

1. The process should analyse the findings, or combination thereof, in order to identify:
  - (a) the root causes and their recurrence;
  - (b) the potential impact on flight safety of the individual aircraft or aircraft fleet on the national register, including hazard identification and risk mitigation; and
  - (c) further necessary actions at the level of the organisation(s) or individual(s) interacting with the continuing airworthiness of the aircraft or aircraft fleet.
2. The outcome of the analysis should be used for the further adjustment of the ACAM programme as well as for the purpose of [M.B.303\(e\), \(f\) and \(g\)](#).
3. The purpose of this process is not to analyse individual findings, but to address systemic issues or issues that become apparent at individual, corporate or aggregate level.

## M.B.304 Revocation and suspension

Regulation (EU) 2015/1536

The competent authority shall:

- (a) suspend an airworthiness review certificate on reasonable grounds in the case of potential safety threat, or;
- (b) suspend or revoke an airworthiness review certificate pursuant to [M.B.903\(1\)](#).

## M.B.305 Aircraft technical log system

Regulation (EU) 2020/270

- (a) The competent authority shall approve the initial aircraft technical log system required by point [M.A.306](#).
- (b) To enable the organisation to implement changes to the aircraft technical log system without prior competent authority approval, the competent authority shall approve the relevant procedure referred to in point [CAMO.A.300\(c\)](#) of Annex Vc, or point [M.A.704\(c\)](#) of this Annex or point [CAO.A.025\(c\)](#) of Annex Vd.

## **SUBPART D — MAINTENANCE STANDARDS**

*Regulation (EU) No 1321/2014*

(to be developed as appropriate)

## **SUBPART E — COMPONENTS**

*Regulation (EU) No 1321/2014*

(to be developed as appropriate)

## SUBPART F — MAINTENANCE ORGANISATION

### M.B.601 Application

Regulation (EU) No 1321/2014

Where maintenance facilities are located in more than one Member State the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the Member States in whose territory the other maintenance facilities are located.

### M.B.602 Initial Approval

Regulation (EU) 2019/1383

- (a) Provided the requirements of points [M.A.606\(a\)](#) and (b) are complied with, the competent authority shall formally indicate its acceptance of the [M.A.606\(a\)](#) and (b) personnel to the applicant in writing.
- (b) The competent authority shall establish that the procedures specified in the maintenance organisation manual comply with Subpart F of this Annex, and shall ensure that the accountable manager signs the commitment statement.
- (c) The competent authority shall verify that the organisation is in compliance with the requirements laid down in Subpart F of this Annex.
- (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the commitment of the organisation to compliance with the procedures specified in the manual.
- (e) All findings shall be confirmed in writing to the applicant organisation.
- (f) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (g) For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.

### AMC M.B.602(a) Initial approval

ED Decision 2015/029/R

1. 'Formally indicate in writing' means that an [EASA Form 4 \(Appendix X to AMC M.B.602\(a\) and AMC M.B.702\(a\)\)](#) should be used for this activity. With the exception of the accountable manager, an [EASA Form 4](#) should be completed for each person nominated to hold a position required by [M.A.606\(b\)](#).
2. In the case of the accountable manager approval of the maintenance organisation manual containing the accountable manager's signed commitment statement constitutes formal acceptance.

### AMC M.B.602(b) Initial approval

ED Decision 2015/029/R

The competent authority should indicate approval of the maintenance organisation manual in writing.

## AMC M.B.602(c) Initial approval

ED Decision 2015/029/R

1. The competent authority should determine by whom, and how the audit shall be conducted. For example, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation.
2. The audit may be carried out on a product line type basis. For example, in the case of an organisation with Socata TB20 and Piper PA28 ratings, the audit is concentrated on one type only for a full compliance check. Dependent upon the result, the second type may only require a sample check that should at least cover the activities identified as weak for the first type.
3. The competent authority auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit.
4. The auditing surveyor should inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

## AMC M.B.602(e) Initial approval

ED Decision 2015/029/R

1. Findings should be recorded on an audit report form with a provisional categorisation as a level 1 or 2. Subsequent to the audit visit that identified the particular findings, the competent authority should review the provisional finding levels, adjusting them if necessary and change the categorisation from 'provisional' to 'confirmed'.
2. All findings should be confirmed in writing to the applicant organisation within 2 weeks of the audit visit.
3. There may be occasions when the competent authority finds situations in the applicant's organisation on which it is unsure about compliance. In this case, the organisation should be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the competent authority before a decision is made. If the review concludes that there is no finding then a verbal confirmation to the organisation will suffice.

## AMC M.B.602(f) Initial approval

ED Decision 2015/029/R

1. The audit report should be made on an [EASA Form 6F](#) (see appendix VI).
2. A quality review of the [EASA Form 6F](#) audit report should be carried out by a competent independent person nominated by the competent authority. The review should take into account the relevant paragraphs of [M.A. Subpart F](#), the categorisation of finding levels and the closure action taken. Satisfactory review of the audit form should be indicated by a signature on the [EASA Form 6F](#).

## AMC M.B.602(g) Initial approval

ED Decision 2015/029/R

The audit reports should include the date each finding was cleared together with reference to the competent authority report or letter that confirmed the clearance.

## M.B.603 Issue of approval

Regulation (EU) 2019/1383

- (a) The competent authority shall issue to the applicant an EASA Form 3 approval certificate ([Appendix V](#) to this Annex), which includes the extent of the approval, when the maintenance organisation is in compliance with the applicable points of this Annex.
- (b) The competent authority shall indicate the conditions attached to the approval on the EASA Form 3 approval certificate.
- (c) The reference number shall be included on the EASA Form 3 approval certificate in a manner specified by the Agency.

## AMC M.B.603(a) Issue of approval

ED Decision 2015/029/R

1. For approvals involving more than one competent authority, the approval should be granted in conjunction with the competent authorities of the Member States in whose territories the other maintenance organisation facilities are located. For practical reasons the initial approval should be granted on the basis of a joint audit visit by the approving competent authority and competent authorities of the Member States in whose territories the other maintenance organisation facilities are located. Audits related to the continuation of the approval should be delegated to the competent authorities of the Member States in whose territories the other maintenance organisation facilities are located. The resulting audit form and recommendation should then be submitted to the approving competent authority.
2. The approval should be based upon the organisational capability relative to [M.A. Subpart F](#) compliance and not limited by reference to individual EASA certificated products.  
  
For example, if the organisation is capable of maintaining within the limitation of [M.A. Subpart F](#) the Cessna 100 series aircraft the approval schedule should state A2 Cessna 100 series and not Cessna 172RG which is a particular designator for one of many Cessna 100 series.

### 3. **Special case for ELA1 aircraft:**

In order to promote standardisation, for this category of aircraft the following approach is recommended:

- Possible ratings to be endorsed in EASA Form 3:
  - ELA1 sailplanes;
  - ELA1 powered sailplanes and ELA1 aeroplanes;
  - ELA1 balloons;
  - ELA1 airships.
- Before endorsing any of those ratings (for example, ELA1 sailplanes) in EASA Form 3, the competent authority should audit that the organisation is capable of maintaining at least one aircraft type (for example, one type of sailplanes within the ELA1 category), including the availability of the necessary facilities, equipment, tooling, material, maintenance data, and certifying staff.



- It is acceptable that the detailed scope of work in the Maintenance Organisation Manual (MOM) contains the same ratings endorsed in EASA Form 3 (for example, ELA1 sailplanes), without a need to further limit them. However, the maintenance organisation will only be able to maintain a certain aircraft type when all the necessary facilities, equipment, tooling, material, maintenance data, and certifying staff are available.

### AMC M.B.603(c) Issue of approval

ED Decision 2015/029/R

The numeric sequence of the approval reference should be unique to the particular approved maintenance organisation.

### M.B.604 Continuing oversight

Regulation (EU) 2019/1383

- (a) The competent authority shall keep and update a programme listing, for each maintenance organisation approved in accordance with Subpart F of Section B of this Annex under its supervision, the dates when audit visits are due and when such visits were carried out.
- (b) Each organisation shall be completely audited at periods not exceeding 24 months.
- (c) All findings shall be confirmed in writing to the applicant organisation.
- (d) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (e) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

### AMC M.B.604(b) Continuing oversight

ED Decision 2020/002/R

1. Where the competent authority has decided that a series of audit visits are necessary to arrive at a complete audit of an approved maintenance organisation, the program should indicate which aspects of the approval will be covered on each visit.
2. It is recommended that part of an audit concentrates on the organisations internal self monitoring reports produced by the organisational review to determine if the organisation is identifying and correcting its problems.
3. At the successful conclusion of the audit(s) including verification of the manual, an audit report form should be completed by the auditing surveyor including all recorded findings, closure actions and recommendation. An [EASA Form 6F](#) should be used for this activity.
4. Credit may be claimed by the competent authority surveyor(s) for specific item audits completed during the preceding 23-month period subject to four conditions:
  - (a) the specific item audit should be the same as that required by [M.A. Subpart F](#) latest amendment, and
  - (b) there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and
  - (c) the competent authority surveyor(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit;

- (d) the specific item audit being granted a back credit should be audited not later than 24 months after the last audit of the item.
5. When performing the oversight of an organisation that holds more than one approval pursuant to this Regulation, the competent authority should arrange the audits to cover both approvals avoiding a duplicated visit of a particular area.

## M.B.605 Findings

Regulation (EU) 2019/1383

- (a) When during audits or by other means evidence is found showing non-compliance with a requirement laid down in this Annex or Annex Vb (Part-ML), the competent authority shall take the following actions:
1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the maintenance organisation approval, until successful corrective action has been taken by the organisation.
  2. For level 2 findings, the competent authority shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period and subject to the nature of the finding, the competent authority can extend the three month period subject to a satisfactory corrective action plan.
- (b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority.

## AMC M.B.605(a)(1) Findings

ED Decision 2015/029/R

For a level 1 finding it may be necessary for the competent authority to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding.

## M.B.606 Changes

Regulation (EU) 2019/1383

- (a) The competent authority shall comply with the applicable elements of the initial approval for any change to the organisation notified in accordance with point [M.A.617](#).
- (b) The competent authority may prescribe the conditions under which the approved maintenance organisation may operate during such changes, unless it determines that the approval should be suspended due to the nature or the extent of the changes.
- (c) For any change to the maintenance organisation manual:
1. in the case of direct approval of changes in accordance with point (b) of point [M.A.604](#), the competent authority shall verify that the procedures specified in the manual are in compliance with this Annex before formally notifying the approved organisation of the approval;

2. in the case of an indirect approval of changes in accordance with point (c) of point [M.A.604](#), the competent authority shall ensure that:
  - (i) the changes remain minor;
  - (ii) it has adequate control over the approval of the changes to ensure they remain in compliance with the requirements of this Annex.

## AMC M.B.606 Changes

ED Decision 2015/029/R

1. Changes in nominated persons.

The competent authority should have adequate control over any changes to personnel specified in [M.A.606\(a\) and \(b\)](#). Such changes will require an amendment to the manual.
2. It is recommended that a simple manual status sheet is maintained which contains information on when an amendment was received by the competent authority and when it was approved.
3. The competent authority should define the minor amendments to the manual which may be incorporated through indirect approval. In this case a procedure should be stated in the amendment section of the maintenance organisation manual.

Changes notified in accordance with [M.A.617](#) are not considered minor.

For all cases other than minor, the applicable part(s) of the [EASA Form 6F](#) should be used for the change.
4. The approved maintenance organisation should submit each manual amendment to the competent authority whether it be an amendment for competent authority approval or an indirectly approved amendment. Where the amendment requires competent authority approval, the competent authority when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the indirect approval procedure the competent authority should acknowledge receipt in writing.

## M.B.607 Revocation, suspension and limitation of an approval

Regulation (EU) No 1321/2014

The competent authority shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat, or;
- (b) suspend, revoke or limit an approval pursuant to point [M.B.605](#).

## SUBPART G — CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

### M.B.701 Application

Regulation (EU) 2015/1536

- (a) For licenced air carriers in accordance with Regulation (EC) No 1008/2008 the competent authority shall receive for approval with the initial application for the air operator's certificate and where applicable any variation applied for and for each aircraft type to be operated:
1. the continuing airworthiness management exposition;
  2. the operator's aircraft maintenance programmes;
  3. the aircraft technical log;
  4. where appropriate the technical specification of the maintenance contracts between the CAMO and [Part-145](#) approved maintenance organisation.
- (b) Where facilities are located in more than one Member State the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the Member States in whose territory the other facilities are located.

### AMC M.B.701(a) Application

ED Decision 2016/011/R

1. The documents listed in [M.B.701\(a\)](#) points (1), (2) and (3) may require approval. Draft documents should be submitted at the earliest opportunity so that assessment of the application can begin. Grant or change cannot be effected until the competent authority has received the completed documents. This information is required to enable the competent authority to conduct its assessment in order to determine the volume of oversight work necessary and the locations at which it will be accomplished.
2. If considered appropriate for the assessment, the competent authority may request that at the time of initial application or change of the approval schedule the CAMO applicant provides a copy of the technical specifications of the contracts with [Part-145](#) organisations to demonstrate that arrangements are in place for all base and scheduled line maintenance for an appropriate period of time.

### M.B.702 Initial approval

Regulation (EU) No 1321/2014

- (a) Provided the requirements of points [M.A.706\(a\), \(c\), \(d\)](#) and [M.A.707](#) are complied with, the competent authority shall formally indicate its acceptance of the [M.A.706\(a\), \(c\), \(d\)](#) and [M.A.707](#) personnel to the applicant in writing.
- (b) The competent authority shall establish that the procedures specified in the continuing airworthiness management exposition comply with [Section A, Subpart G](#) of this [Annex \(Part-M\)](#) and ensure the accountable manager signs the commitment statement.
- (c) The competent authority shall verify the organisation's compliance with requirements laid down in [Section A, Subpart G](#) of this [Annex \(Part-M\)](#).

- (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that he/she fully understands the significance of the approval and the reason for signing the exposition commitment of the organisation to compliance with the procedures specified in the continuing airworthiness management exposition.
- (e) All findings shall be confirmed in writing to the applicant organisation.
- (f) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (g) For initial approval all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.

### AMC M.B.702(a) Initial approval

ED Decision 2015/029/R

1. 'Formally indicate in writing' means that an [EASA Form 4 \(Appendix X to AMC M.B.602\(a\) and AMC M.B.702\(a\)\)](#) should be used for this activity. With the exception of the accountable manager, an [EASA Form 4](#) should be completed for each person nominated to hold a position required by [M.A.706\(c\)](#), [\(d\)](#) and [M.A.707](#).
2. In the case of the accountable manager, approval of the continuing airworthiness management exposition containing the accountable manager's signed commitment statement constitutes formal acceptance, once the authority has held a meeting with the accountable manager and is satisfied with its results.

### AMC M.B.702(b) Initial approval

ED Decision 2016/011/R

1. The competent authority should indicate approval of the continuing airworthiness management exposition in writing.
2. Contracts for sub-contracting continuing airworthiness management tasks by CAMOs should be included in the continuing airworthiness organisation exposition. The competent authorities should verify that the standards set forth in [AMC M.A.711\(a\)\(3\)](#) have been met when approving the exposition.
3. The competent authority while investigating the acceptability of the proposed subcontracted continuing airworthiness management tasks arrangements will take into account, in the subcontracted organisation, all other such contracts that are in place irrespective of state of registry in terms of sufficiency of resources, expertise, management structure, facilities and liaison between the CAMO, the subcontracted organisation and, where applicable, the contracted maintenance organisation(s).

### AMC M.B.702(c) Initial approval

ED Decision 2015/029/R

1. The competent authority should determine by whom, and how the audit shall be conducted. For example, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation.

2. The audit may be carried out on a product line type basis. For example, in the case of an organisation with Airbus A320 and Airbus A310 ratings, the audit is concentrated on one type only for a full compliance check. Dependent upon the result, the second type may only require a sample check that should at least cover the activities identified as weak for the first type.
3. When determining the scope of the audit and which activities of the organisation will be assessed during the audit, the privileges of the approved organisation should be taken into account, e.g. approval to carry out airworthiness reviews.
4. The competent authority auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. Normally this is the quality manager. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit.
5. The auditing surveyor should inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

### AMC M.B.702(e) Initial approval

*ED Decision 2015/029/R*

1. Findings should be recorded on an audit report form with a provisional categorisation as a level 1 or 2. Subsequent to the audit visit that identified the particular findings, the competent authority should review the provisional finding levels, adjusting them if necessary and change the categorisation from 'provisional' to 'confirmed'.
2. All findings should be confirmed in writing to the applicant organisation within 2 weeks of the audit visit.
3. There may be occasions when the competent authority finds situations in the applicant's organisation on which it is unsure about compliance. In this case, the organisation should be informed about possible non-compliance at the time and the fact that the situation will be reviewed within the competent authority before a decision is made. If the review concludes that there is no finding then a verbal confirmation to the organisation will suffice.

### AMC M.B.702(f) Initial approval

*ED Decision 2015/029/R*

1. The audit report form should be the [EASA Form 13](#) (Appendix VII).
2. A quality review of the [EASA Form 13](#) audit report should be carried out by a competent independent person nominated by the competent authority. The review should take into account the relevant paragraphs of [M.A. Subpart G](#), the categorisation of finding levels and the closure action taken. Satisfactory review of the audit form should be indicated by a signature on the [EASA Form 13](#).

### AMC M.B.702(g) Initial approval

*ED Decision 2015/029/R*

The audit reports should include the date each finding was cleared together with reference to the competent authority report or letter that confirmed the clearance.

## M.B.703 Issue of approval

Regulation (EU) 2020/270

- (a) The competent authority shall issue to the applicant an EASA Form 14-MG approval certificate ([Appendix VI to this Annex](#)) which includes the extent of approval, when the continuing airworthiness management organisation is in compliance with Section A, Subpart G of this Annex (Part-M).
- (b) The competent authority shall indicate the validity of the approval on the EASA Form 14-MG approval certificate.
- (c) The reference number shall be included on the Form 14-MG approval certificate in a manner specified by the Agency.
- (d) In the case of licenced air carriers in accordance with Regulation (EC) No 1008/2008, the information contained on an EASA Form 14-MG will be included on the air operator's certificate.

## AMC M.B.703 Issue of approval

ED Decision 2015/029/R

The table shown for the Approval Schedule in [EASA Form 14](#) includes a field designated as 'Aircraft type/series/group'

The intention is to give maximum flexibility to the competent authority to customise the approval to a particular organisation.

Possible alternatives to be included in this field are the following:

- A specific type designation that is part of a type certificate, such as Airbus 340-211 or Cessna 172R.
- A type rating (or series) as listed in [Part-66 Appendix I to AMC](#), which may be further subdivided, such as Boeing 737-600/700/800, Boeing 737-600, Cessna 172 Series.
- An aircraft group such as, for example, 'all sailplanes and powered sailplanes' or 'Cessna single piston engined aircraft' or 'Group 3 aircraft' (as defined in [66.A.5](#)) or 'aircraft below 2 730 kg MTOM'.

Reference to the engine type installed in the aircraft may or may not be included, as necessary.

It is important to note that the scope of work defined in EASA Form 14 is further limited to the one defined in the Continuing Airworthiness Management Exposition (CAME). It is this scope of work in the CAME which ultimately defines the approval of the organisation. As a consequence, it is possible for a competent authority to endorse in EASA Form 14, for example, a scope of work for Group 3 aircraft while the detailed scope of work defined in the CAME does not include all Group 3 aircraft.

Nevertheless, in all cases, the competent authority should be satisfied that the organisation has the capability to manage the types/groups/series endorsed in the [EASA Form 14](#).

Since the activities linked to continuing airworthiness management are mainly process-oriented rather than facility/tooling-oriented, changes to the detailed scope of work defined in the CAME (either directly or through a capability list), within the limits already included in [EASA Form 14](#), may be considered as not affecting the approval and not subject to [M.A.713](#). As a consequence, for these changes the competent authority may allow the use by the CAMO of the indirect approval procedure defined in [M.A.704\(c\)](#).

In the example mentioned above, before endorsing the Group 3 in [EASA Form 14](#) for the first time, the competent authority should make sure that the organisation is capable of managing this category

of aircraft as a whole. In particular, the competent authority should ensure that Baseline/Generic Maintenance Programmes (see [M.A.709](#)) or individual maintenance programmes (for contracted customers) are available for all the aircraft which are intended to be initially included in the scope of work detailed in the CAME. Later on, if changes need to be introduced in the detailed scope of work detailed in the CAME to include new aircraft types (within Group 3), this may be done by the CAMO through the use of the indirect approval procedure.

Since, as mentioned above, the competent authority should make sure that the organisation is capable of managing the requested category as a whole, it is not reasonable to grant a full Group 3 approval based on an intended scope of work which is limited to, for example, a Cessna 172 aircraft. However, it may be reasonable to grant such full Group 3 approval, after showing appropriate capability, for an intended scope of work covering several aircraft types or series of different complexity and which are representative of the full Group 3.

#### **Special case for ELA1 aircraft:**

In order to promote standardisation, for this category of aircraft the following approach is recommended:

- Possible ratings to be endorsed in [EASA Form 14](#):
  - ELA1 sailplanes;
  - ELA1 powered sailplanes and ELA1 aeroplanes;
  - ELA1 balloons;
  - ELA1 airships.
- Before endorsing any of those ratings (for example, ELA1 sailplanes) in [EASA Form 14](#), the competent authority should audit that the organisation is capable of managing at least one aircraft type (for example, one type of sailplanes within the ELA1 category), including the availability of the necessary facilities, data, maintenance programmes, and staff.
- It is acceptable that the detailed scope of work in the CAME contains the same ratings endorsed in [EASA Form 14](#) (for example, ELA1 sailplanes), without a need to further limit them. However, the CAMO will only be able to manage a certain aircraft type when all the necessary facilities, data, maintenance programmes and staff are available.

### **AMC M.B.703(a) Issue of approval**

*ED Decision 2015/029/R*

For approvals involving more than one competent authority, the approval should be granted in conjunction with the competent authority of the Member States in whose territories the other continuing airworthiness management organisation facilities are located. For practical reasons the initial approval should be granted on the basis of a joint audit visit by the approving competent authority and competent authority of the Member States in whose territories the other continuing airworthiness management organisation facilities are located. Audits related to the renewal of the approval should be delegated to the competent authority of the Member States in whose territories the other continuing airworthiness management organisation facilities are located. The resulting audit form and recommendation should then be submitted to the approving competent authority.



## AMC M.B.703(c) Issue of approval

ED Decision 2015/029/R

The numeric sequence should be unique to the particular CAMO.

## M.B.704 Continuing oversight

Regulation (EU) No 1321/2014

- (a) The competent authority shall keep and update a program listing, for each continuing airworthiness organisation approved under [Section A, Subpart G](#) of this [Annex \(Part-M\)](#) under its supervision, the dates when audit visits are due and when such visits were carried out.
- (b) Each organisation shall be completely audited at periods not exceeding 24 months.
- (c) A relevant sample of the aircraft managed by the organisation approved under [Section B, Subpart G](#) of this [Annex \(Part-M\)](#) shall be surveyed in every 24 month period. The size of the sample will be decided by the competent authority based on the result of prior audits and earlier product surveys.
- (d) All findings shall be confirmed in writing to the applicant organisation.
- (e) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (f) A meeting with the accountable manager shall be convened at least once every 24 months to ensure he/she remains informed of significant issues arising during audits.

## AMC M.B.704(b) Continuing oversight

ED Decision 2020/002/R

1. Where the competent authority has decided that a series of audit visits are necessary to arrive at a complete audit of an approved continuing airworthiness management organisation, the program should indicate which aspects of the approval will be covered on each visit.
2. It is recommended that part of an audit concentrates on two ongoing aspects of the [M.A. Subpart G](#) approval, namely the organisations internal self monitoring quality reports produced by the quality monitoring personnel to determine if the organisation is identifying and correcting its problems and secondly the number of concessions granted by the quality manager.
3. At the successful conclusion of the audit(s) including verification of the exposition, an audit report form should be completed by the auditing surveyor including all recorded findings, closure actions and recommendation. An [EASA Form 13](#) should be used for this activity.
4. Credit may be claimed by the competent authority surveyor(s) for specific item audits completed during the preceding 23 month period subject to four conditions:
  - (a) the specific item audit should be the same as that required by [M.A. Subpart G](#) latest amendment, and
  - (b) there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and
  - (c) the competent authority surveyor(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit;

- (d) the specific item audit being granted a back credit should be audited not later than 24 months after the last audit of the item.
- 5. When a CAMO sub-contracts continuing airworthiness management tasks all sub-contracted organisations should also be audited by the competent authority at periods not exceeding 24 months (credits per paragraph 4 above are permitted) to ensure they fully comply with [M.A. Subpart G](#). For these audits, the competent authority auditing surveyor should always ensure that he/she is accompanied throughout the audit by a senior technical member of the CAMO. All findings should be sent to and corrected by the CAMO.
- 6. When performing the oversight of organisations that hold various approvals, the competent authority should arrange the audits to cover all approvals avoiding a duplicated visit of a particular area.

## M.B.705 Findings

*Regulation (EU) 2020/270*

- (a) When during audits or by other means, evidence is found showing non-compliance to a requirement laid down in this Annex (Part-M) or Annex Vb (Part-ML), as applicable, the competent authority shall take the following actions:
  - 1. For level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the continuing airworthiness management organisation approval, until successful corrective action has been taken by the organisation.
  - 2. For level 2 findings, the competent authority shall grant a corrective action period appropriate to the nature of the finding that shall not be more than three months. In certain circumstances, at the end of this first period, and subject to the nature of the finding the competent authority can extend the three month period subject to a satisfactory corrective action plan.
- (b) Action shall be taken by the competent authority to suspend in whole or part the approval in case of failure to comply within the timescale granted by the competent authority.

## AMC M.B.705(a)(1) Findings

*ED Decision 2016/011/R*

For a level 1 finding the competent authority should inform the owner/operator and the competent authority of any potentially affected aircraft in order that corrective action can be taken to ensure possible unsafe conditions on these aircraft are corrected before further flight.

Furthermore, a level 1 finding could lead to a non-compliance to be found on an aircraft as specified in [M.B.303\(f\)](#).

## M.B.706 Changes

*Regulation (EU) 2020/270*

- (a) The competent authority shall comply with the applicable elements of the initial approval for any change to the organisation notified in accordance with point [M.A.713](#).
- (b) The competent authority may prescribe the conditions under which the approved continuing airworthiness management organisation may operate during such changes unless it determines that the approval should be suspended due to the nature or the extent of the changes.

- (c) For any change to the continuing airworthiness management exposition:
1. In the case of direct approval of changes in accordance with point [M.A.704\(b\)](#) of this Annex (Part-M), the competent authority shall verify that the procedures specified in the exposition are in compliance with this Annex (Part-M) or Annex Vb (Part-ML), as applicable, before formally notifying the approved organisation of the approval.
  2. In the case an indirect approval procedure is used for the approval of the changes in accordance with point M.A.704(c) of this Annex (Part-M), the competent authority shall ensure all of the following:
    - (i) that the changes remain minor;
    - (ii) that it has an adequate control over the approval of the changes to ensure they remain in compliance with the requirements of this Annex (Part-M) or Annex Vb (Part-ML), as applicable.

## AMC M.B.706 Changes

ED Decision 2016/011/R

1. Changes in nominated persons. The competent authority should have adequate control over any changes to the personnel specified in [M.A.706\(a\), \(c\), \(d\) and \(i\)](#). Such changes will require an amendment to the exposition.
2. It is recommended that a simple exposition status sheet is maintained which contains information on when an amendment was received by the competent authority and when it was approved.
3. The competent authority should define the minor amendments to the exposition which may be incorporated through indirect approval. In this case a procedure should be stated in the amendment section of the approved continuing airworthiness management exposition.
4. Changes notified in accordance with [M.A.713](#) are not considered minor. For all cases other than minor, the applicable part(s) of the [EASA Form 13](#) should be used for the change.
5. The CAMO should submit each exposition amendment to the competent authority whether it be an amendment for competent authority approval or an indirectly approved amendment. Where the amendment requires competent authority approval, the competent authority when satisfied, should indicate its approval in writing. Where the amendment has been submitted under the indirect approval procedure the competent authority should acknowledge receipt in writing.

## M.B.707 Revocation, suspension and limitation of an approval

Regulation (EU) No 1321/2014

The competent authority shall:

- (a) suspend an approval on reasonable grounds in the case of potential safety threat, or;
- (b) suspend, revoke or limit an approval pursuant to point [M.B.705](#).

## **SUBPART H — CERTIFICATE OF RELEASE TO SERVICE — CRS**

*Regulation (EU) No 1321/2014*

(to be developed as appropriate)

## SUBPART I — AIRWORTHINESS REVIEW CERTIFICATE

### M.B.901 Assessment of recommendations

Regulation (EU) 2019/1383

Upon receipt of an application and associated airworthiness review certificate recommendation in accordance with point [M.A.901](#):

1. Appropriately qualified personnel of the competent authority shall verify that the compliance statement contained in the recommendation demonstrates that a complete airworthiness review in accordance with point [M.A.901](#) has been carried out.
2. The competent authority shall investigate and may request further information to support the assessment of the recommendation.

### AMC M.B.901 Assessment of recommendations

ED Decision 2021/009/R

1. The result of the verification and the investigation of a recommendation should be sent to the applicant within 30 days. If corrective action has been requested before the issuance of an airworthiness review certificate, the competent authority may decide a further period for the assessment of the requested corrective action.
2. The verification of the compliance statement required by [M.B.901](#) does not mean repeating the airworthiness review itself. However, the competent authority should verify that the CAMO/CAO has carried out a complete and accurate assessment of the airworthiness of the aircraft.
3. Depending on the content of the recommendation, the history of the particular aircraft, and the knowledge of the CAMO/CAO making the recommendation in terms of experience, number and correction of findings and previous recommendations the extent of the investigation will vary. Therefore, whenever possible the person carrying out the investigation should be involved in the oversight of the CAMO/CAO making the recommendation.
4. In some cases, the inspector may decide that it is necessary to organise:
  - a physical survey of the aircraft, or
  - a full or partial airworthiness review.

In this case, the inspector should inform the CAMO/CAO making the recommendation with sufficient notice so that it may organise itself according to [M.A.901\(i\)](#).

Furthermore, this part of the investigation should be carried out by appropriate airworthiness review staff in accordance with [M.B.902\(b\)](#).

5. Only when satisfied that the aircraft is airworthy, should the inspector issue an airworthiness review certificate.

### M.B.902 Airworthiness review by the competent authority

Regulation (EU) 2019/1383

- (a) When the competent authority carries out the airworthiness review and issues the airworthiness review certificate (Appendix III ([EASA Form 15a](#)) to this Annex), the competent authority shall carry out an airworthiness review in accordance with point [M.A.901](#).

- (b) The competent authority shall have appropriate airworthiness review staff to carry out the airworthiness reviews.
1. For all aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for aircraft above 2 730 kg MTOM, such staff shall have:
    - (i) acquired at least 5 years of experience in continuing airworthiness;
    - (ii) acquired an appropriate licence in compliance with Annex III (Part-66), or a nationally recognised maintenance personnel qualification appropriate to the aircraft category (when Article 5(6) refers to national rules), or an aeronautical degree or equivalent;
    - (iii) received formal aeronautical maintenance training;
    - (iv) held a position with appropriate responsibilities.

Notwithstanding points (a) to (d), the requirement laid down in point (b)(1)(b) of point [M.B.902](#) may be replaced with 5 years of experience in continuing airworthiness additional to those already required by point (b)(1)(a) of point [M.B.902](#).
  2. For aircraft not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for aircraft of 2 730 kg MTOM and below, such staff shall have:
    - (i) at least 3 years of experience in continuing airworthiness;
    - (ii) acquired an appropriate licence in compliance with Annex III (Part-66), or a nationally recognised maintenance personnel qualification appropriate to the aircraft category when Article 5(6) refers to national rules, or an aeronautical degree or equivalent;
    - (iii) received appropriate aeronautical maintenance training;
    - (iv) held a position with appropriate responsibilities.

Notwithstanding points (a) to (d), the requirement laid down in point (b)(2)(b) of point [M.B.902](#) may be replaced by 4 years of experience in continuing airworthiness additional to those already required by point (b)(2)(a) of point [M.B.902](#).
- (c) The competent authority shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training.
- (d) The competent authority shall have access to the applicable data as specified in points [M.A.305](#), [M.A.306](#) and [M.A.401](#) in the performance of the airworthiness review.
- (e) The staff that carries out the airworthiness review shall issue a [Form 15a](#) after satisfactory completion of the airworthiness review.

### **AMC M.B.902(b) Airworthiness review by the competent authority**

*ED Decision 2020/002/R*

1. A person qualified in accordance with [AMC1 M.B.102\(c\)](#) subparagraph 1.5 should be considered as holding the equivalent to an aeronautical degree.
2. 'experience in continuing airworthiness' means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management (engineering) and/or surveillance of such tasks.

3. An appropriate licence in compliance with [Annex III \(Part-66\)](#) is a category B or C licence in the subcategory of the aircraft reviewed. It is not necessary to satisfy the recent experience requirements of Part 66 at the time of the review or to hold the type rating on the particular aircraft.
4. To hold a position with appropriate responsibilities means the airworthiness review staff should have a position within the competent authority that authorises that person to sign on behalf that competent authority.
5. A person in the competent authority carrying out airworthiness reviews or airworthiness certificate renewal inspections in a Member State, prior to the date of entry into force of [Part-M](#) should be considered as complying with [M.B.902\(b\)](#).

### AMC M.B.902(b)(1) Airworthiness review by the competent authority

ED Decision 2016/011/R

For all aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008 and for any other aircraft, other than balloons, above 2 730 kg MTOM, formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

- Relevant parts of continuing airworthiness regulations.
- Relevant parts of operational requirements and procedures, if applicable.
- Knowledge of the internal procedures for continuing airworthiness.
- Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to [Part-66 Appendix III](#) Level 1 General Familiarisation.

‘Relevant sample’ means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

### AMC M.B.902(b)(2) Airworthiness review by the competent authority

ED Decision 2020/002/R

For aircraft of 2 730 kg MTOM and below, not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, appropriate aeronautical maintenance training means demonstrated knowledge of the following subjects:

- Relevant parts of continuing airworthiness regulations.
- Relevant parts of operational requirements and procedures, if applicable.
- Knowledge of the internal procedures for continuing airworthiness.
- Knowledge of a relevant sample of the type(s) of aircraft gained through training and/or work experience. Such knowledge should be at least at a level equivalent to [Part-66 Appendix III](#) Level 1 General Familiarisation.

‘Relevant sample’ means that these courses should cover typical systems embodied in those aircraft being within the scope of approval.

This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority. This assessment should be recorded.

## AMC M.B.902(c) Airworthiness review by the competent authority

*ED Decision 2015/029/R*

**The minimum content of the airworthiness review staff record should be:**

- Name,
- Date of Birth,
- Basic Education,
- Experience,
- Aeronautical Degree and/or [Part-66](#)-qualification,
- Initial Training received,
- Type Training received,
- Continuation Training received,
- Experience in continuing airworthiness and within the organisation,
- Responsibilities of current job.

## M.B.903 Findings

*Regulation (EU) No 1321/2014*

If during aircraft surveys or by other means evidence is found showing non-compliance to a [Part-M](#) requirement, the competent authority shall take the following actions:

1. for level 1 findings, the competent authority shall require appropriate corrective action to be taken before further flight and immediate action shall be taken by the competent authority to revoke or suspend the airworthiness review certificate.
2. for level 2 findings, the corrective action required by the competent authority shall be appropriate to the nature of the finding.

## M.B.904 Exchange of information

*Regulation (EU) 2019/1383*

Upon receipt of a notification of aircraft transfer between the Member States according to point [M.A.903](#), the competent authority of the Member State where the aircraft is currently registered shall inform the competent authority of the Member State where the aircraft will be registered of any known problems with the aircraft being transferred. The competent authority of the Member State where the aircraft will be registered shall ensure that the competent authority of the Member State where the aircraft is currently registered has been properly notified about the transfer.



## APPENDICES TO ANNEX I (PART-M)

### Appendix I — Continuing airworthiness management contract

Regulation (EU) 2022/410

1. When an owner or operator contracts in accordance with point [M.A.201](#) a CAMO or CAO to carry out continuing airworthiness management tasks, upon request by the competent authority, a copy of the contract signed by both parties shall be sent by the owner or operator to the competent authority of the Member State of registry.
2. The contract shall be developed taking into account the requirements of this Annex and shall define the obligations of the signatories in relation to the continuing airworthiness of the aircraft.
3. It shall contain as a minimum the following information:
  - aircraft registration, type and serial number;
  - aircraft owner's or registered lessee's name or company details including the address,
  - details of the contracted CAMO or CAO, including the address, and
  - the type of operation.
4. It shall state the following:

*'The owner or operator entrusts the CAMO or CAO with the management of the continuing airworthiness of the aircraft, including but not limited to the development of an AMP that shall be approved by the competent authority as detailed in point M.1 and the organisation of the maintenance of the aircraft according to said AMP.'*

*According to the present contract, both signatories undertake to follow the respective obligations of this contract.*

*The owner or operator declares to the best of their knowledge that all the information given to the CAMO or CAO concerning the continuing airworthiness of the aircraft is and will continue to be accurate, and that the aircraft will not be repaired or modified without prior agreement of the CAMO or CAO.*

*In case of any non-conformity with this contract, by either of the signatories, the CAMO or CAO and the owner or operator shall assess if it impacts the continuation of the contract and shall inform the competent authority(ies) of such organisations. The assessment carried out by the organisations shall consider the safety significance of the non-conformity and if it is of repetitive nature. If either of the signatories concludes after this assessment that they cannot fulfil their responsibilities due to their own limitations or due to the failures of the signatory, the contract shall be cancelled and the competent authority(ies) of the organisations shall be informed immediately. In such a case, the owner or operator will retain full responsibility for every task linked to the continuing airworthiness of the aircraft, and the owner or operator will inform the competent authorities of the Member State of registry within 2 weeks about such non-conformity with the contract. In the case of contract concluded in accordance with M.A.201(ea), the competent authority of the Member State of registry shall be informed immediately.'*

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5. When an owner or operator contracts a CAMO or a CAO in accordance with point [M.A.201](#), the contract shall specify the obligations of each party as follows:
- 5.1. Obligations of the CAMO or CAO:
1. have the aircraft type included in its terms of approval;
  2. respect the conditions listed below with regard to maintaining the continuing airworthiness of the aircraft:
    - (a) develop an AMP for the aircraft, including any reliability programme developed, if applicable;
    - (b) declare the maintenance tasks (in the AMP) that may be carried out by the pilot-owner in accordance with point (c) of point [M.A.803](#);
    - (c) organise the approval of the AMP;
    - (d) once it has been approved, provide the owner or operator with a copy of the AMP;
    - (e) establish and order the necessary maintenance to ensure an appropriate bridging with the former aircraft maintenance programme;
    - (f) organise for all maintenance to be carried out by an approved maintenance organisation;
    - (g) organise for all applicable ADs to be applied;
    - (h) organise for all defects discovered during scheduled maintenance, airworthiness reviews or reported by the owner to be rectified by an approved maintenance organisation;
    - (i) coordinate the accomplishment of scheduled maintenance, including inspection of components, replacement of life-limited parts and the accomplishment of any applicable AD, and ensure compliance with operational requirements having a continuing airworthiness impact, continuing airworthiness requirements established by the Agency and measures required by the competent authority in immediate reaction to a safety problem;
    - (j) inform the owner or operator each time the aircraft is to be brought to an approved maintenance organisation;
    - (k) manage and archive the aircraft continuing airworthiness records;
    - (l) coordinate with the operator or owner on any request to the relevant competent authority for any deviation from the aircraft maintenance programme;
    - (m) support the operator or pilot-owner as regards the aircraft continuing airworthiness when they conduct maintenance check flights.
  3. organise the approval of any modification to the aircraft in accordance with Annex I to Regulation (EU) No 748/2012 (Part-21) before it is embodied;
  4. organise the approval of any repair to the aircraft in accordance with Annex I to Regulation (EU) No 748/2012 (Part-21) before it is carried out;

5. inform the competent authority of the Member State of registry whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the approved organisation;
  6. inform the competent authority of the Member State of registry whenever the present contract is not respected;
  7. ensure that the airworthiness review of the aircraft is carried out when necessary, and ensure that the airworthiness review certificate is issued or a recommendation is sent to the competent authority of the Member State of registry;
  8. send within 10 days a copy of any airworthiness review certificate issued or extended to the competent authority of the Member State of registry;
  9. carry out all occurrence reporting mandated by applicable regulations;
  10. inform the competent authority of the Member State of registry when the contract is denounced by either party.
- 5.2. Obligations of the owner or operator:
1. have a general understanding of the approved AMP;
  2. have a general understanding of this Annex;
  3. present the aircraft to the approved maintenance organisation agreed with the CAMO or CAO at the due time designated at the CAMO's or CAO's request;
  4. not modify the aircraft without first consulting the CAMO or CAO;
  5. inform the CAMO or CAO of all maintenance exceptionally carried out without the knowledge and control of the CAMO or CAO;
  6. report all defects found during operations to the CAMO or CAO through the logbook;
  7. inform the competent authority of the Member State of registry whenever the present contract is denounced by either party;
  8. inform the CAMO or CAO and competent authority of the Member State of registry whenever the aircraft is sold;
  9. carry out all occurrence reporting mandated by applicable regulations;
  10. inform on a regular basis the CAMO or CAO about the aircraft flying hours and any other utilisation data, as agreed with the CAMO or CAO;
  11. enter the CRS in the logbooks as mentioned in point (d) of point [M.A.803](#) when performing pilot-owner maintenance without exceeding the limits of the maintenance tasks list as declared in the approved AMP as laid down in point (c) of point [M.A.803](#);
  12. inform the CAMO or CAO not later than 30 days after completion of any pilot-owner maintenance task in accordance with point (a) of point [M.A.305](#).
  13. ensure compliance with the approved maintenance programme and coordinate with the CAMO or CAO on any request to the relevant competent authority for any one-time extension to a maintenance programme interval;
  14. inform the CAMO or CAO of any non-compliance with operational requirements that may affect the continuing airworthiness of the aircraft;

15. inform the CAMO or CAO of any operational requirement (e.g. specific approvals) necessary to be fulfilled in order to maintain the aircraft in the required configuration.
6. When an owner or operator contracts a CAMO or CAO in accordance with point [M.A.201](#), the obligations of each party in respect of mandatory and voluntary occurrence reporting in accordance with Regulation (EU) No 376/2014 of the European Parliament and of the Council<sup>1</sup> shall be clearly specified.
7. Additional requirements in the case of applying point [M.A.201\(ea\)](#)

In addition to the above-listed requirements and obligations in points 5.1 and 5.2, when a contract between the CAMO and the operator is concluded in accordance with point [M.A.201\(ea\)](#), the continuing airworthiness management contract shall also comply with the requirements of points 7.1 to 7.3.

Before the contract is signed, the operator shall assess the CAMO to ensure that the CAMO has the capability and capacity to comply with the contract.

#### 7.1. Eligibility

The continuing airworthiness contract in accordance with [M.A.201\(ea\)](#) shall only be concluded if the air carrier concerned is licensed in accordance with Regulation (EC) No 1008/2008 and the CAMO forms part of the same air carrier business grouping. The continuing airworthiness management contract shall contain a clear description of how the conditions described in [M.A.201\(ea\)](#) are met. It shall in particular describe how the individual management systems of the organisations are harmonised between each other.

#### 7.2. Additional obligations of the CAMO:

1. become knowledgeable about the operator's procedure related to the monitoring of the contract;
2. obtain the agreement from the operator before subcontracting continuing airworthiness tasks;
3. inform immediately the competent authority of the Member State of registry whenever the aircraft is not presented to the approved maintenance organisation by the operator as requested by the CAMO, when the present contract is not respected or when the contract is denounced by either party;
4. provide training for the operator's staff to ensure that they have an understanding of the CAMO's:
  - (a) policies and procedures, responsibilities, obligations, duties and areas of interface;
  - (b) lines of communication (for example aircraft records, exchange of accurate airworthiness information in a timely manner including outside of normal working hours);

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<sup>1</sup> Regulation (EU) No 376/2014 of the European Parliament and of the Council of 3 April 2014 on the reporting, analysis and follow-up of occurrences in civil aviation, amending Regulation (EU) No 996/2010 of the European Parliament and of the Council and repealing Directive 2003/42/EC of the European Parliament and of the Council and Commission Regulations (EC) No 1321/2007 and (EC) No 1330/2007 (OJ L 122, 24.4.2014, p. 18).

- (c) procedures pertaining specifically to the CAMO such as customised software utilisation, reliability monitoring, use of the aircraft technical log system, and interoperability provisions.

7.3. Additional obligations of the operator:

1. develop interface procedures with the CAMO to address the issue and renewal of the airworthiness review certificate;
2. in case of unexpected maintenance needs in locations where no maintenance organisation approved in accordance with [Annex II \(Part-145\)](#) to this Regulation is contracted, inform immediately the CAMO;
3. inform immediately the competent authority of the Member State of registry whenever the contract is denounced by either party;
4. provide training for the CAMO staff in order to ensure that they have an understanding of the operator's:
  - (a) policies and procedures, responsibilities, obligations, duties and areas of interface;
  - (b) lines of communication;
  - (c) procedures pertaining specifically to the operator such as operational procedures, customised software utilisation, use of the aircraft technical log system, and interoperability provisions.

## GM to Appendix I to Part-M — Continuing airworthiness management contract

ED Decision 2020/002/R

An operator should establish adequate coordination between flight operations and the CAO/CAMO to ensure that both will receive all the necessary information on the condition of the aircraft to enable them perform their tasks.

## Appendix II — Authorised Release Certificate — EASA Form 1

Regulation (EU) 2019/1383

These instructions relate only to the use of the [EASA Form 1](#) for maintenance purposes. Attention is drawn to Appendix I to Annex I (Part-21) of Regulation (EU) No 748/2012 which covers the use of the EASA Form 1 for production purposes.

### 1. PURPOSE AND USE

- 1.1. The primary purpose of the Certificate is to declare the airworthiness of maintenance work undertaken on products, parts and appliances (hereafter referred to as 'item(s)').
- 1.2. Correlation must be established between the Certificate and the item(s). The originator must retain a Certificate in a form that allows verification of the original data.
- 1.3. The Certificate is acceptable to many airworthiness authorities, but may be dependent on the existence of bilateral agreements and/or the policy of the airworthiness authority. The 'approved design data' mentioned in this Certificate then means approved by the airworthiness authority of the importing country.
- 1.4. The Certificate is not a delivery or shipping note.
- 1.5. Aircraft are not to be released using the Certificate.
- 1.6. The Certificate does not constitute approval to install the item on a particular aircraft, engine, or propeller but helps the end user determine its airworthiness approval status.
- 1.7. A mixture of production released and maintenance released items is not permitted on the same Certificate.

### 2. GENERAL FORMAT

- 2.1. The Certificate must comply with the format attached including block numbers and the location of each block. The size of each block may however be varied to suit the individual application, but not to the extent that would make the Certificate unrecognisable.
- 2.2. The Certificate must be in 'landscape' format but the overall size may be significantly increased or decreased so long as the Certificate remains recognisable and legible. If in doubt consult the Competent Authority.
- 2.3. The User/Installer responsibility statement can be placed on either side of the form.
- 2.4. All printing must be clear and legible to permit easy reading.
- 2.5. The Certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible and in accordance with the defined format.
- 2.6. The Certificate should be in English, and if appropriate, in one or more other languages.
- 2.7. The details to be entered on the Certificate may be either machine/computer printed or hand-written using block letters and must permit easy reading.
- 2.8. Limit the use of abbreviations to a minimum, to aid clarity.
- 2.9. The space remaining on the reverse side of the Certificate may be used by the originator for any additional information but must not include any certification statement. Any use of the reverse side of the Certificate must be referenced in the appropriate block on the front side of the Certificate.

**3. COPIES**

- 3.1. There is no restriction in the number of copies of the Certificate sent to the customer or retained by the originator.

**4. ERROR(S) ON A CERTIFICATE**

- 4.1. If an end-user finds an error(s) on a Certificate, he must identify it/them in writing to the originator. The originator may issue a new Certificate only if the error(s) can be verified and corrected.
- 4.2. The new Certificate must have a new tracking number, signature and date.
- 4.3. The request for a new Certificate may be honoured without re-verification of the item(s) condition. The new Certificate is not a statement of current condition and should refer to the previous Certificate in block 12 by the following statement; 'This Certificate corrects the error(s) in block(s) [enter block(s) corrected] of the Certificate [enter original tracking number] dated [enter original issuance date] and does not cover conformity/condition/release to service'. Both Certificates should be retained according to the retention period associated with the first.

**5. COMPLETION OF THE CERTIFICATE BY THE ORIGINATOR***Block 1 Approving Competent Authority/Country*

State the name and country of the competent authority under whose jurisdiction this Certificate is issued. When the competent authority is the Agency, only 'EASA' must be stated.

*Block 2 EASA Form 1 header*

**'AUTHORISED RELEASE CERTIFICATE  
EASA FORM 1'**

*Block 3 Form Tracking Number*

Enter the unique number established by the numbering system/procedure of the organisation identified in block 4; this may include alpha/numeric characters.

*Block 4 Organisation Name and Address*

Enter the full name and address of the approved organisation (refer to EASA form 3) releasing the work covered by this Certificate. Logos, etc., are permitted if the logo can be contained within the block.

*Block 5 Work Order/Contract/Invoice*

To facilitate customer traceability of the item(s), enter the work order number, contract number, invoice number, or similar reference number.

*Block 6 Item*

Enter line item numbers when there is more than one line item. This block permits easy cross-referencing to the Remarks block 12.

*Block 7 Description*

Enter the name or description of the item. Preference should be given to the term used in the instructions for continued airworthiness or maintenance data (e.g. Illustrated Parts Catalogue, Aircraft Maintenance Manual, Service Bulletin, Component Maintenance Manual).

*Block 8 Part Number*

Enter the part number as it appears on the item or tag/packaging. In case of an engine or propeller the type designation may be used.

*Block 9 Quantity*

State the quantity of items.

*Block 10 Serial Number*

If the item is required by regulations to be identified with a serial number, enter it here. Additionally, any other serial number not required by regulation may also be entered. If there is no serial number identified on the item, enter 'N/A'.

*Block 11 Status/Work*

The following describes the permissible entries for block 11. Enter only one of these terms — where more than one may be applicable, use the one that most accurately describes the majority of the work performed and/or the status of the article.

(i)	Overhauled	.	Means a process that ensures the item is in complete conformity with all the applicable service tolerances specified in the type certificate holder's, or equipment manufacturer's instructions for continued airworthiness, or in the data which is approved or accepted by the Authority. The item will be at least disassembled, cleaned, inspected, repaired as necessary, reassembled and tested in accordance with the above specified data.
(ii)	Repaired	.	Rectification of defect(s) using an applicable standard (1).
(iii)	Inspected/Tested	.	Examination, measurement, etc. in accordance with an applicable standard (1) (e.g. visual inspection, functional testing, bench testing etc.).
(iv)	Modified	.	Alteration of an item to conform to an applicable standard (1).
(1) Applicable standard means a manufacturing/design/maintenance/quality standard, method, technique or practice approved by or acceptable to the Competent Authority. The applicable standard shall be described in block 12.			

*Block 12 Remarks*

Describe the work identified in Block 11, either directly or by reference to supporting documentation, necessary for the user or installer to determine the airworthiness of item(s) in relation to the work being certified. If necessary, a separate sheet may be used and referenced from the main EASA Form 1. Each statement must clearly identify which item(s) in Block 6 it relates to.

Examples of information to be entered in block 12 are:

- (i) Maintenance data used, including the revision status and reference.
- (ii) Compliance with airworthiness directives or service bulletins.
- (iii) Repairs carried out.



- (iv) Modifications carried out.
- (v) Replacement parts installed.
- (vi) Life limited parts status.
- (vii) Deviations from the customer work order.
- (viii) Release statements to satisfy a foreign Civil Aviation Authority maintenance requirement.
- (ix) Information needed to support shipment with shortages or re-assembly after delivery.
- (x) For maintenance organisations approved in accordance with Subpart F of Annex I (Part-M) or Annex Vd (Part-CAO), the component CRS statement referred to in point [M.A.613](#) and [CAO.A.070](#), as applicable:

"Certifies that, unless otherwise specified in this block, the work identified in block 11 and described in this block was accomplished in accordance with the requirements of Section A, Subpart F of Annex I (Part-M) or Annex Vd (Part-CAO) to Regulation (EU) No 1321/2014, and in respect to that work the item is considered ready for release to service. THIS IS NOT A RELEASE UNDER ANNEX II (PART-145) TO REGULATION (EU) No 1321/2014."

If printing the data from an electronic EASA Form 1, any appropriate data not fit for other blocks should be entered in this block.

#### *Block 13a-13e*

General Requirements for blocks 13a-13e: Not used for maintenance release. Shade, darken, or otherwise mark to preclude inadvertent or unauthorised use.

#### *Block 14a*

Mark the appropriate box(es) indicating which regulations apply to the completed work. If the box "other regulations specified in block 12" is marked, then the regulations of the other airworthiness authority(ies) must be identified in block 12. At least one box must be marked, or both boxes may be marked, as appropriate.

For all maintenance carried out by maintenance organisations approved in accordance with Section A, Subpart F of Annex I (Part M) or Annex Vd (Part-CAO) to Regulation (EU) No 1321/2014, the box "other regulation specified in block 12" shall be ticked and the CRS statement be entered in block 12. In that case, the certification statement "unless otherwise specified in this block" is intended to address the following cases:

- (a) where maintenance could not be completed;
- (b) where maintenance deviated from the standard required by Annex I (Part-M) or Annex Vd (Part-CAO);
- (c) where maintenance was carried out in accordance with a requirement other than that specified in Annex I (Part-M) or Annex Vd (Part-CAO); in this case, block 12 shall specify the particular national regulation.

For all maintenance carried out by maintenance organisations approved in accordance with Section A of Annex II (Part-145) to Regulation (EU) No 1321/2014, the certification statement "unless otherwise specified in block 12" is intended to address the following cases:

- (a) where maintenance could not be completed;
- (b) where maintenance deviated from the standard required by Annex II (Part-145);

- (c) where maintenance was carried out in accordance with a requirement other than that specified in Annex II (Part-145); in this case, block 12 shall specify the particular national regulation.

*Block 14b Authorised Signature*

This space shall be completed with the signature of the authorised person. Only persons specifically authorised under the rules and policies of the Competent Authority are permitted to sign this block. To aid recognition, a unique number identifying the authorised person may be added.

*Block 14c Certificate/Approval Number*

Enter the Certificate/Approval number/reference. This number or reference is issued by the Competent Authority.

*Block 14d Name*

Enter the name of the person signing block 14b in a legible form.

*Block 14e Date*

Enter the date on which block 14b is signed, the date must be in the format dd = 2 digit day, mmm = first 3 letters of the month, yyyy = 4 digit year

*User/Installer Responsibilities*

Place the following statement on the Certificate to notify end users that they are not relieved of their responsibilities concerning installation and use of any item accompanied by the form:

‘THIS CERTIFICATE DOES NOT AUTOMATICALLY CONSTITUTE AUTHORITY TO INSTALL.

WHERE THE USER/INSTALLER PERFORMS WORK IN ACCORDANCE WITH REGULATIONS OF AN AIRWORTHINESS AUTHORITY DIFFERENT THAN THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1, IT IS ESSENTIAL THAT THE USER/INSTALLER ENSURES THAT HIS/HER AIRWORTHINESS AUTHORITY ACCEPTS ITEMS FROM THE AIRWORTHINESS AUTHORITY SPECIFIED IN BLOCK 1.

STATEMENTS IN BLOCKS 13A AND 14A DO NOT CONSTITUTE INSTALLATION CERTIFICATION. IN ALL CASES AIRCRAFT MAINTENANCE RECORDS MUST CONTAIN AN INSTALLATION CERTIFICATION ISSUED IN ACCORDANCE WITH THE NATIONAL REGULATIONS BY THE USER/INSTALLER BEFORE THE AIRCRAFT MAY BE FLOWN.’

1. Approving Competent Authority / Country		<b>2. AUTHORISED RELEASE CERTIFICATE</b> <b>EASA FORM 1</b>			3. Form Tracking Number
4. Organisation Name and Address:				5. Work Order/Contract/Invoice	
6. Item	7. Description	8. Part No.	9. Qty.	10. Serial No.	11. Status/Work
12. Remarks					
13a. Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in a condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12			14a <input type="checkbox"/> <a href="#">Part-145.A.50</a> Release to Service <input type="checkbox"/> Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with <a href="#">Part-145</a> and in respect to that work the items are considered ready for release to service.		
13b. Authorised Signature		13c. Approval/Authorisation Number		14b. Authorised Signature	
13d. Name		13e. Date (dd mmm yyyy)		14d. Name	
				14e. Date (dd mmm yyyy)	
<b>USER/INSTALLER RESPONSIBILITIES</b> This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.					

EASA Form 1 — MF/CAO/145 Issue 3

## AMC to Appendix II to Part-M — Use of the EASA Form 1 for maintenance

ED Decision 2015/029/R

1. The following formats of an issued [EASA Form 1](#) or equivalent certificate are acceptable:
  - A paper certificate bearing a signature (both originals and copies are accepted);
  - A paper certificate generated from an electronic system (printed from electronically stored data) when complying with the following subparagraph 2;
  - An electronic EASA Form 1 or equivalent when complying with the following subparagraph 2.
2. Electronic signature and electronic exchange of the EASA Form 1
  - a) Submission to the competent authority

Any organisation intending to implement an electronic signature procedure to issue EASA Form 1 and/or to exchange electronically such data contained on the EASA Form 1, should document it and submit it to the competent authority as part of the documents attached to its exposition.
  - b) Characteristics of the electronic system generating the EASA Form 1

The electronic system should:

    - guarantee secure access for each certifying staff;
    - ensure integrity and accuracy of the data certified by the signature on the form and be able to show evidence of the authenticity of the EASA Form 1 (recording and record keeping) with suitable security, safeguards and backups;
    - be active only at the location where the part is being released with an EASA Form 1;
    - not permit to sign a blank form;
    - provide a high degree of assurance that the data has not been modified after signature (if modification is necessary after issuance, i.e., re-certification of a part, a new form with a new number and reference to the initial issuance should be made).
    - provide for a ‘personal’ electronic signature, identifying the signatory. The signature should be generated only in presence of the signatory.

An electronic signature means data in electronic form which is attached to or logically associated with other electronic data and which serves as a method of authentication and should meet the following criteria:

    - it is uniquely linked to the signatory;
    - it is capable of identifying the signatory;
    - it is created using means that the signatory can maintain under his sole control.

This electronic signature should be an electronically generated value based on a cryptographic algorithm and appended to data in a way to enable the verification of the data’s source and integrity.

Organisation(s) are reminded that additional national and/or European requirements may need to be satisfied when operating electronic systems. 'Directive 1999/93/EC of the European Parliament and of the Council of 13 December 1999 on a Community framework for electronic signatures', as last amended, may constitute a reference.

The electronic system should be based on a policy and management structure (confidentiality, integrity and availability), such as:

- Administrators, signatories;
- Scope of authorisation, rights;
- Password and secure access, authentication, protections, confidentiality;
- Track changes;
- Minimum blocks to be completed, completeness of information;
- Archives;
- etc.

The electronic system generating the EASA Form 1 may contain additional data such as;

- Manufacturer code;
- Customer identification code;
- Workshop report;
- Inspection results;
- etc.

c) Characteristics of the EASA Form 1 generated from the electronic system.

To facilitate understanding and acceptance of the EASA Form 1 released with an electronic signature, the following statement should be in Block 14b: 'Electronic Signature on File'.

In addition to this statement, it is accepted to print or display a signature in any form, such as a representation of the hand-written signature of the person signing (i.e. scanned signature) or a representation of their name.

When printing the electronic form, the EASA Form 1 should meet the general format as specified in [Appendix II to Part-M](#). A watermark-type 'PRINTED FROM ELECTRONIC FILE' should be printed on the document.

When the electronic file contains a hyperlink to data required to determine the airworthiness of the item(s), the data associated to the hyperlink, when printed, should be in a legible format and be identified as a reference from the EASA Form 1.

Additional information not required by the EASA Form 1 completion instructions may be added to the printed copies of EASA Form 1, as long as the additional data do not prevent a person from filling out, issuing, printing, or reading any portion of the EASA Form 1. This additional data should be provided only in block 12 unless it is necessary to include it in another block to clarify the content of that block.

d) Electronic exchange of the electronic EASA Form 1

The electronic exchange of the electronic EASA Form 1 should be accomplished on a voluntary basis. Both parties (issuer and receiver) should agree on electronic transfer of the EASA Form 1.

For that purpose, the exchange needs to include:

- all data of the EASA Form 1, including referenced data required by the EASA Form 1 completion instructions;
- all data required for authentication of the EASA Form 1.
- In addition, the exchange may include:
- data necessary for the electronic format;
- additional data not required by the EASA Form 1 completion instructions, such as manufacturer code, customer identification code.
- The system used for the exchange of the electronic EASA Form 1 should provide:
- A high level of digital security; the data should be protected, not altered or not corrupted;
- Traceability of data back to its source.

Trading partners wishing to exchange EASA Form 1 electronically should do so in accordance with the means of compliance stated in this document. It is recommended that they use an established, common, industry method such as Air Transport Association (ATA) Spec 2000 Chapter 16.

The organisation(s) are reminded that additional national and/or European requirements may need to be satisfied when operating the electronic exchange of the electronic EASA Form 1.

The receiver should be capable of regenerating the EASA Form 1 from the received data without alteration; if not, the system should revert back to the paper system.

When the receiver needs to print the electronic form, refer to subparagraph c) here above.

## GM to Appendix II to Part-M — Use of the EASA Form 1 for maintenance

ED Decision 2019/009/R

### EASA FORM 1 BLOCK 12 'REMARKS'

The EASA Form 1 identifies the airworthiness status of an aircraft component in relation to the work being certified. Block 12 'Remarks' of the [EASA Form 1](#) in some cases contains vital airworthiness-related information (see also Appendix II to Part-M) which may need appropriate and necessary actions.

Examples of data to be entered in this block as appropriate:

- Maintenance documentation used, including the revision status, for all work performed and not limited to the entry made in block 11. A statement such as 'in accordance with the CMM' is not acceptable.

- NDT methods with appropriate documentation used when relevant.
- Compliance with airworthiness directives or service bulletins.
- Repairs carried out.
- Modifications carried out.
- Replacement parts installed.
- Life-limited parts status.
- Shelf life limitations.
- Deviations from the customer work order.
- Release statements to satisfy a foreign civil aviation authority maintenance requirement.
- Information needed to support shipment with shortages or re-assembly after delivery.
- References to aid traceability, such as batch numbers.

**Appendix III — Airworthiness Review Certificate — EASA Form 15****EASA FORM 15B***Regulation (EU) 2021/700*

<p>[MEMBER STATE] A Member of the European Union (*)</p> <p><b>AIRWORTHINESS REVIEW CERTIFICATE (ARC)</b></p> <p>ARC reference: .....</p> <p>Pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council the following organisation, approved in accordance with Section A of Annex Vc (Part-CAMO) or Section A of Subpart G of Annex I (Part-M) or Section A of Annex Vd (Part-CAO) to Commission Regulation (EU) No 1321/2014,</p> <p>[NAME OF ORGANISATION APPROVED AND ADDRESS]</p> <p>[APPROVAL REFERENCE]</p> <p>hereby certifies that it has performed an airworthiness review in accordance with point <a href="#">M.A.901</a> of Annex I to Commission Regulation (EU) No 1321/2014 on the following aircraft:</p> <p>Aircraft manufacturer: ..... Manufacturer's designation: ..... Aircraft registration: ..... Aircraft serial number: ..... and this aircraft is considered airworthy at the time of the review.</p> <p>Date of issue: ..... Date of expiry: ..... Airframe Flight Hours (FH) at date of issue (**): ..... Signed: ..... Authorisation No: .....</p> <p>1st extension: The aircraft has remained in a controlled environment in accordance with point <a href="#">M.A.901</a> of Annex I (Part-M) to Commission Regulation (EU) No 1321/2014 for the last year. The aircraft is considered to be airworthy at the time of the issue. Date of issue: ..... Date of expiry: ..... Airframe Flight Hours (FH) at date of issue (**): ..... Signed: ..... Authorisation No: ..... Company Name: ..... Approval reference: .....</p> <p>2nd extension: The aircraft has remained in a controlled environment in accordance with point <a href="#">M.A.901</a> of Annex I (Part-M) to Commission Regulation (EU) No 1321/2014 for the last year. The aircraft is considered to be airworthy at the time of the issue. Date of issue: ..... Date of expiry: ..... Airframe Flight Hours (FH) at date of issue (**): ..... Signed: ..... Authorisation No: ..... Company Name: ..... Approval reference: .....</p> <p>* Delete for non-EU Member States</p>
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EASA Form 15b Issue 6

(\*) Delete for non-EU Member States.

(\*\*) Except for airships.



## EASA FORM 15A

*Regulation (EU) 2019/1383*

<p>[MEMBER STATE] A Member of the European Union (*)</p> <p><b>AIRWORTHINESS REVIEW CERTIFICATE (ARC)</b></p> <p>ARC reference: .....</p> <p>Pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council the [COMPETENT AUTHORITY OF THE MEMBER STATE] hereby certifies that the following aircraft:</p> <p>Aircraft manufacturer: ..... Manufacturer's designation: ..... Aircraft registration: ..... Aircraft serial number: ..... is considered airworthy at the time of the review.</p> <p>Date of issue: ..... Date of expiry: ..... Airframe Flight Hours (FH) at date of issue (**): ..... Signed: ..... Authorisation No: .....</p> <p>1st extension: The aircraft has remained in a controlled environment in accordance with point <a href="#">M.A.901</a> of Annex I (Part-M) to Commission Regulation (EU) No 1321/2014 for the last year. The aircraft is considered to be airworthy at the time of the issue.</p> <p>Date of issue: ..... Date of expiry: ..... Airframe Flight Hours (FH) at date of issue (**): ..... Signed: ..... Authorisation No: ..... Company Name: ..... Approval reference: .....</p> <p>2nd extension: The aircraft has remained in a controlled environment in accordance with point <a href="#">M.A.901</a> of Annex I (Part-M) to Commission Regulation (EU) No 1321/2014 for the last year. The aircraft is considered to be airworthy at the time of the issue.</p> <p>Date of issue: ..... Date of expiry: ..... Airframe Flight Hours (FH) at date of issue (**): ..... Signed: ..... Authorisation No: ..... Company Name: ..... Approval reference: .....</p>
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EASA Form 15a Issue 5

(\*) Delete for non-EU Member States.

(\*\*) Except for airships.

## Appendix IV — Class and rating system for the terms of approval of maintenance organisations referred to in Annex I (Part-M), Subpart F

Regulation (EU) 2021/1963

1. Except as stated otherwise for the smallest organisations referred to in point 11, the table in point 12 provides for the standard system for the approval of a maintenance organisation referred to in [Annex I \(Part-M\), Subpart F](#). An organisation must be granted an approval that ranges from a single class and rating with limitations to all classes and ratings with limitations.
2. In addition to the table referred to in point 12, the approved maintenance organisation is required to indicate its scope of work in its maintenance organisation manual.
3. Within the approval class(es) and rating(s) granted by the competent authority, the scope of work specified in the maintenance organisation exposition defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisations scope of work are matching.
4. *A category A class rating* means that the approved maintenance organisation may carry out maintenance on the aircraft and any component (including engines and/or Auxiliary Power Units (APUs), in accordance with aircraft maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such A-rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this point. This will be subject to a control procedure in the maintenance organisation exposition to be approved by the competent authority. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval.
5. *A category B class rating* means that the approved maintenance organisation may carry out maintenance on the uninstalled engine and/or APU and engine and/or APU components, in accordance with engine and/or APU maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, only whilst such components are fitted to the engine and/or APU. Nevertheless, such B-rated approved maintenance organisation may temporarily remove a component for maintenance, in order to improve access to that component, except when such removal generates the need for additional maintenance not eligible for the provisions of this point. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved with a category B class rating may also carry out maintenance on an installed engine during 'base' and 'line' maintenance subject to a control procedure in the maintenance organisation exposition to be approved by the competent authority. The maintenance organisation exposition scope of work shall reflect such activity where permitted by the competent authority.
6. *A category C class rating* means that the approved maintenance organisation may carry out maintenance on uninstalled components (excluding engines and APUs) intended for fitment to the aircraft or engine/APU. The limitation section will specify the scope of such maintenance thereby indicating the extent of approval. A maintenance organisation approved with a category C class rating may also carry out maintenance on an installed component during base and line maintenance or at an engine/APU maintenance facility subject to a control procedure in the maintenance organisation exposition to be approved by the competent authority. The

maintenance organisation exposition scope of work shall reflect such activity where permitted by the competent authority.

7. A *category D class rating* is a self contained class rating not necessarily related to a specific aircraft, engine or other component. The D1 — Non Destructive Testing (NDT) rating is only necessary for an approved maintenance organisation that carries out NDT as a particular task for another organisation. A maintenance organisation approved with a class rating in A or B or C category may carry out NDT on products it is maintaining subject to the maintenance organisation exposition containing NDT procedures, without the need for a D1 class rating.
8. The *limitation* section is intended to give the competent authorities the flexibility to customise the approval to any particular organisation. Ratings shall be mentioned on the approval only when appropriately limited. The table referred to in point 12 specifies the types of limitation possible. Whilst maintenance is listed last in each class rating it is acceptable to stress the maintenance task rather than the aircraft or engine type or manufacturer, if this is more appropriate to the organisation (an example could be avionic systems installations and related maintenance). Such mention in the limitation section indicates that the maintenance organisation is approved to carry out maintenance up to and including this particular type/task.
9. When reference is made to *series, type and group* in the limitation section of class A and B, series means a specific type series such as Cessna 150 or Cessna 172 or Beech 55 series or continental O-200 series etc; type means a specific type or model such as Cessna 172RG type; any number of series or types may be quoted; group means for example Cessna single piston engine aircraft or Lycoming non-supercharged piston engines, etc.
10. When a *lengthy capability list* is used which could be subject to frequent amendments, then such amendments may be performed in accordance with the indirect approval procedure referred to in points [M.A.604\(c\)](#) and [M.B.606\(c\)](#).
11. A maintenance organisation which employs only one person to both plan and carry out all maintenance can only hold a limited scope of approval rating. The maximum permissible limits are:

CLASS	RATING	LIMITATION
CLASS AIRCRAFT	RATING A2 AEROPLANES 5700 KG AND BELOW	PISTON ENGINE 5700 KG AND BELOW
CLASS AIRCRAFT	RATING A3 HELICOPTERS	SINGLE PISTON ENGINE 3175 KG AND BELOW
CLASS AIRCRAFT	RATING A4 AIRCRAFT OTHER THAN A1, A2 AND A3	NO LIMITATION
CLASS ENGINES	RATING B2 PISTON	LESS THAN 450 HP
CLASS COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs.	C1 TO C22	AS PER CAPABILITY LIST
CLASS SPECIALISED	D1 NDT	NDT METHOD(S) TO BE SPECIFIED.

It should be noted that such an organisation may be further limited by the competent authority in the terms of approval depending on the capability of the particular organisation.

12. Table

CLASS	RATING	LIMITATION	BASE	LINE
AIRCRAFT	A2 Aeroplanes 5 700 kg and below	[Shall state aeroplane manufacturer or group or series or type and/or the maintenance task(s)]  <i>Example: DHC-6 Twin Otter Series</i>  State whether the issue of airworthiness review certificates is authorised	[YES/NO] (*1)	[YES/NO] (*1)
	A3 Helicopters	[Shall state helicopter manufacturer or group or series or type and/or the maintenance task(s)]  <i>Example: Robinson R44</i>	[YES/NO] (*1)	[YES/NO] (*1)
	A4 Aircraft other than A1, A2 and A3	[Shall state aircraft category (sailplane, balloon, airship, etc.), manufacturer or group or series or type and/or the maintenance task(s)]  State whether the issue of airworthiness review certificates is authorised	[YES/NO] (*1)	[YES/NO] (*1)
ENGINES	B1 Turbine	[Shall state engine series or type and/or the maintenance task(s)] <i>Example: PT6A Series</i>		
	B2 Piston	[Shall state engine manufacturer or group or series or type and/or the maintenance task(s)]		
	B3 APU	[Shall state engine manufacturer or series or type and/or the maintenance task(s)]		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C1 Air Cond & Press	[Shall state aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s).]  <i>Example: PT6A Fuel Control</i>		
	C2 Auto Flight			
	C3 Comms and Nav			
	C4 Doors — Hatches			
	C5 Electrical Power & Lights			
	C6 Equipment			
	C7 Engine — APU			
	C8 Flight Controls			
	C9 Fuel			
	C10 Helicopter — Rotors			

CLASS	RATING	LIMITATION	BASE	LINE
	C11 Helicopter — Trans			
	C12 Hydraulic Power			
	C13 Indicating — recording system			
	C14 Landing Gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic & Vacuum			
	C18 Protection ice/rain/fire			
	C19 Windows			
	C20 Structural			
	C21 Water ballast			
	C22 Propulsion Augmentation			
	<b>SPECIALISED SERVICES</b>			
(*1) Delete as appropriate.				

## Appendix V — Maintenance Organisation Certificate referred to in Annex I (Part-M), Subpart F – EASA Form 3-MF

*Regulation (EU) 2021/700*

Page 1 of 2

[MEMBER STATE (\*)]

A Member of the European Union (\*\*)

**MAINTENANCE ORGANISATION CERTIFICATE**

Reference: [MEMBER STATE CODE (\*)].MF.[XXXX]

Pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council and to Commission Regulation (EU) No 1321/2014 and subject to the conditions specified below, the [COMPETENT AUTHORITY OF THE MEMBER STATE (\*)] hereby certifies:

[COMPANY NAME AND ADDRESS]

as a maintenance organisation in compliance with Section A, Subpart F of Annex I (Part-M) to Commission Regulation (EU) No 1321/2014, approved to maintain the products, parts and appliances listed in the attached terms of approval and issue related certificates of release to service using the above references and, when stipulated, airworthiness review certificates after an airworthiness review as specified in point [MLA.903](#) of Annex Vb (Part-ML) to Commission Regulation (EU) No 1321/2014 for those aircraft listed in the attached terms of approval.

**CONDITIONS:**

1. This certificate is limited to what is specified in the scope of work section of the approved maintenance organisation manual as referred to in Section A, Subpart F of Annex I (Part-M) to Commission Regulation (EU) No 1321/2014; and
2. This certificate requires compliance with the procedures specified in the approved maintenance organisation manual; and
3. This certificate is valid whilst the approved maintenance organisation remains in compliance with Annex I (Part-M) and Annex Vb (Part-ML) to Commission Regulation (EU) No 1321/2014.
4. Subject to compliance with the foregoing conditions, this certificate shall remain valid until 24 March 2022 unless the certificate has been surrendered, superseded, suspended or revoked before that date.

Date of original issue: .....

Date of this revision: .....

Revision No: .....

Signed: .....

For the competent authority: [COMPETENT AUTHORITY OF THE MEMBER STATE (\*)]

EASA Form 3-MF Issue 6

(\*) Or 'EASA' if EASA is the competent authority

(\*\*) Delete for non-EU Member States or EASA.

**MAINTENANCE ORGANISATION TERMS OF APPROVAL**

Reference: [MEMBER STATE CODE (\*)].MF.XXXX

Organisation: [COMPANY NAME AND ADDRESS]

CLASS	RATING	LIMITATION
AIRCRAFT (**)	(***)	(****)
	(***)	(****)
ENGINES (**)	(***)	(***)
	(***)	(***)
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs (**)	(***)	(***)
	(***)	(***)
	(***)	(***)
	(***)	(***)
	(***)	(***)
	(***)	(***)
SPECIALISED SERVICES (**)	(***)	(***)
	(***)	(***)

These terms of approval are limited to the products, parts and appliances and to the activities specified in the scope of work section of the approved maintenance organisation manual.

Maintenance organisation manual reference: .....

Date of original issue: .....

Date of last revision approved: ..... Revision No: .....

Signed: .....

For the competent authority: [COMPETENT AUTHORITY OF THE MEMBER STATE (\*)]

EASA Form 3-MF Issue 6

(\*) Or 'EASA' if EASA is the competent authority.

(\*\*) Delete as appropriate if the organisation is not approved.

(\*\*\*) Complete with the appropriate rating and limitation.

(\*\*\*\*) Complete with the appropriate limitation and state whether the issue of airworthiness review certificates is authorised or not (only possible for ELA1 aircraft not involved in commercial operations when the organisation performs the airworthiness review together with the annual inspection contained in the AMP).

## AMC to Appendix V to Part-M — Maintenance Organisation Approval referred to in Annex I (Part-M) Subpart F

*ED Decision 2015/029/R*

The following fields on page 2 'Maintenance Organisation Approval Schedule' of the maintenance organisation approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the maintenance organisation manual.
- Date of last revision approved: It refers to the date of the last revision of the maintenance organisation manual affecting the content of the certificate. Changes to the maintenance organisation manual which do not affect the content of the certificate do not require the reissuance of the certificate.
- Revision No: It refers to the revision No of the last revision of the maintenance organisation manual affecting the content of the certificate. Changes to the maintenance organisation manual which do not affect the content of the certificate do not require the reissuance of the certificate.



## Appendix VI – Continuing airworthiness management organisation certificate referred to in Annex I (Part-M) Subpart G – EASA Form 14-MG

*Regulation (EU) 2021/700*

<p>[MEMBER STATE (*)] A Member of the European Union (**) <b>CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION CERTIFICATE</b> Reference: [MEMBER STATE CODE (*)].MG.XXXX (ref. AOC XX.XXXX)</p> <p>Pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council and to Commission Regulation (EU) No 1321/2014 for the time being in force and subject to the condition specified below, the [COMPETENT AUTHORITY OF THE MEMBER STATE (*)] hereby certifies:</p> <p style="text-align: center;"><b>[COMPANY NAME AND ADDRESS]</b></p> <p>as a continuing airworthiness management organisation in compliance with Section A, Subpart G of Annex I (Part-M) of Regulation (EU) No 1321/2014, approved to manage the continuing airworthiness of the aircraft listed in the attached terms of approval and, when stipulated, to issue recommendations and airworthiness review certificates after an airworthiness review as specified in point <a href="#">M.A.901</a> of Annex I (Part-M) or <a href="#">MLA.901</a> of Annex Vb (Part-ML), and, when stipulated, to issue permits to fly as specified in point <a href="#">M.A.711(c)</a> of Annex I (Part-M) to that Regulation.</p> <p><b>CONDITIONS</b></p> <ol style="list-style-type: none"><li>1. This certificate is limited to that specified in the scope of work section of the approved continuing airworthiness management exposition as referred to in Section A, Subpart G of Annex I (Part-M) to Regulation (EU) No 1321/2014.</li><li>2. This certificate requires compliance with the procedures specified in the continuing airworthiness management exposition approved in accordance with Subpart G of Annex I (Part-M) to Regulation (EU) No 1321/2014.</li><li>3. This certificate is valid whilst the approved continuing airworthiness management organisation remains in compliance with Annex I (Part-M) and, if applicable, Annex Vb (Part-ML) to Regulation (EU) No 1321/2014.</li><li>4. Where the continuing airworthiness management organisation contracts under its Quality System the service of an organisation or several organisations, this certificate remains valid subject to such organisation(s) fulfilling applicable contractual obligations.</li><li>5. Subject to compliance with the conditions 1 to 4 above, this certificate shall remain valid until 24 March 2022, unless the certificate has previously been surrendered, superseded, suspended or revoked. If this form is also used for licenced air carriers in accordance with Regulation (EC) No 1008/2008, the Air Operator Certificate (AOC) number shall be added to the reference, in addition to the standard number, and the condition 5 shall be replaced by the following extra conditions 6, 7 and 8:</li><li>6. This certificate does not constitute an authorisation to operate the types of aircraft referred in condition 1. The authorisation to operate the aircraft is the AOC.</li><li>7. Termination, suspension or revocation of the AOC automatically invalidates this certificate in relation to the aircraft registrations specified in the AOC, unless otherwise explicitly stated by the competent authority.</li><li>8. Subject to compliance with conditions 1 to 4, 6 and 7, this certificate shall remain valid until 24 March 2022, unless the certificate has previously been surrendered, superseded, suspended or revoked.</li></ol> <p>Date of original issue: ..... Signed: ..... Date of this revision: ..... Revision No: ..... For the Competent Authority: [COMPETENT AUTHORITY OF THE MEMBER STATE (*)]</p> <p style="text-align: right;">Page 1 of 2</p>
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**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION**

**TERMS OF APPROVAL**

Reference: [MEMBER STATE CODE (\*).MG.XXXX  
(ref. AOC XX.XXXX)

Organisation: [COMPANY NAME AND ADDRESS]

Aircraft type/series/group	Airworthiness review authorised	Permits to fly authorised	Organisation(s) working under quality system
	[YES/NO] (***)	[YES/NO] (***)	
	[YES/NO] (***)	[YES/NO] (***)	
	[YES/NO] (***)	[YES/NO] (***)	
	[YES/NO] (***)	[YES/NO] (***)	

These terms of approval are limited to that specified in the scope of work contained in the approved Continuing Airworthiness Management Exposition section .....

Continuing Airworthiness Management Exposition Reference: .....

Date of original issue: .....

Signed: .....

Date of this revision: ..... Revision No: .....

For the Competent Authority: [COMPETENT AUTHORITY OF THE MEMBER STATE \*]

**EASA Form 14-MG Issue 6**

(\*) Or EASA if EASA is the competent authority

(\*\*) Delete for non-EU Member State or EASA

(\*\*\*) Delete as appropriate if the organisation is not approved.

**AMC to Appendix VI to Part-M — Continuing Airworthiness Management Organisation Approval referred to in Annex I (Part-M) Subpart G**

*ED Decision 2015/029/R*

The following fields on page 2 ‘Continuing Airworthiness Management Organisation Approval Schedule’ of the continuing airworthiness management organisation approval certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the continuing airworthiness management exposition

- Date of last revision: It refers to the date of the last revision of the continuing airworthiness management exposition affecting the content of the certificate. Changes to the continuing airworthiness management exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
- Revision No: It refers to the revision No of the last revision of the continuing airworthiness management exposition affecting the content of the certificate. Changes to the continuing airworthiness management exposition which do not affect the content of the certificate do not require the reissuance of the certificate.

## Appendix VII — Complex Maintenance Tasks

Regulation (EU) 2021/1963

The following constitutes the complex maintenance tasks referred to in point [M.A.801\(b\)](#):

1. The modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts:
  - (a) a box beam;
  - (b) a wing stringer or chord member;
  - (c) a spar;
  - (d) a spar flange;
  - (e) a member of a truss-type beam;
  - (f) the web of a beam;
  - (g) a keel or chine member of a flying boat hull or a float;
  - (h) a corrugated sheet compression member in a wing or tail surface;
  - (i) a wing main rib;
  - (j) a wing or tail surface brace strut;
  - (k) an engine mount;
  - (l) a fuselage longeron or frame;
  - (m) a member of a side truss, horizontal truss or bulkhead;
  - (n) a seat support brace or bracket;
  - (o) a seat rail replacement;
  - (p) a landing gear strut or brace strut;
  - (q) an axle;
  - (r) a wheel; and
  - (s) a ski or ski pedestal, excluding the replacement of a low-friction coating.
2. The modification or repair of any of the following parts:
  - (a) aircraft skin, or the skin of an aircraft float, if the work requires the use of a support, jig or fixture;
  - (b) aircraft skin that is subject to pressurization loads, if the damage to the skin measures more than 15 cm (6 inches) in any direction;
  - (c) a load-bearing part of a control system, including a control column, pedal, shaft, quadrant, bell crank, torque tube, control horn and forged or cast bracket, but excluding
    - (i) the swaging of a repair splice or cable fitting, and
    - (ii) the replacement of a push-pull tube end fitting that is attached by riveting; and
  - (d) any other structure, not listed in (1), that a manufacturer has identified as primary structure in its maintenance manual, structural repair manual or instructions for continuing airworthiness.

3. The performance of the following maintenance on a piston engine:
  - (a) dismantling and subsequent reassembling of a piston engine other than (i) to obtain access to the piston/cylinder assemblies; or (ii) to remove the rear accessory cover to inspect and/or replace oil pump assemblies, where such work does not involve the removal and re-fitment of internal gears;
  - (b) dismantling and subsequent reassembling of reduction gears;
  - (c) welding and brazing of joints, other than minor weld repairs to exhaust units carried out by a suitably approved or authorised welder but excluding component replacement;
  - (d) the disturbing of individual parts of units which are supplied as bench tested units, except for the replacement or adjustment of items normally replaceable or adjustable in service.
4. The balancing of a propeller, except:
  - (a) for the certification of static balancing where required by the maintenance manual;
  - (b) dynamic balancing on installed propellers using electronic balancing equipment where permitted by the maintenance manual or other approved airworthiness data;
5. Any additional task that requires:
  - (a) specialized tooling, equipment or facilities; or
  - (b) significant coordination procedures because of the extensive duration of the tasks and the involvement of several persons.

## AMC to Appendix VII — Complex Maintenance Tasks

*ED Decision 2015/029/R*

The sentence ‘suitably approved or authorised welder’ contained in Appendix VII, paragraph 3(c), means that the qualification should meet an officially recognised standard or, otherwise, should be accepted by the competent authority.

## Appendix VIII — Limited Pilot-owner Maintenance

Regulation (EU) 2020/270

In addition to the requirements laid down in Annex I (Part-M), the following basic principles are to be complied with before any maintenance task is carried out under the terms of Pilot-owner maintenance:

(a) Competence and responsibility

1. The Pilot-owner is always responsible for any maintenance that he performs.
2. Before carrying out any Pilot-owner maintenance tasks, the Pilot-owner must satisfy himself that he is competent to do the task. It is the responsibility of Pilot-owners to familiarize themselves with the standard maintenance practices for their aircraft and with the aircraft maintenance programme. If the Pilot-owner is not competent for the task to be carried out, the task cannot be released by the Pilot-owner.
3. The Pilot-owner (or his contracted CAMO or CAO) is responsible for identifying the Pilot-owner tasks according to these basic principles in the maintenance programme and for ensuring that the document is updated in a timely manner.
4. The approval of the maintenance programme has to be carried out in accordance with point [M.A.302](#).

(b) Tasks

The Pilot-owner may carry out simple visual inspections or operations to check for general condition and obvious damage and normal operation of the airframe, engines, systems and components.

Maintenance tasks shall not be carried out by the Pilot-owner when the task:

1. is a critical maintenance task;
2. requires the removal of major components or major assembly and/or;
3. is carried out in compliance with an Airworthiness Directive or an Airworthiness Limitation Item, unless specifically allowed in the AD or the ALI and/or;
4. requires the use of special tools, calibrated tools (except torque wrench and crimping tool) and/or;
5. requires the use of test equipments or special testing (e.g. NDT, system tests or operational checks for avionic equipment) and/or;
6. is composed of any unscheduled special inspections (e.g. heavy landing check) and/or;
7. is effecting systems essential for the IFR operations and/or;
8. is listed in [Appendix VII](#) to this Annex or is a component maintenance task in accordance with points [M.A.502\(a\)](#), (b), (c) or (d).

The criteria 1 to 8 cannot be overridden by less restrictive instructions issued in accordance with '[M.A.302\(d\)](#) Maintenance Programme'.

Any task described in the aircraft flight manual as preparing the aircraft for flight (Example: assembling the glider wings or pre-flight), is considered to be a pilot task and is not considered a Pilot-owner maintenance task and therefore does not require a Certificate of Release to Service.

(c) Performance of the maintenance Pilot-owner tasks and records

The maintenance data as specified in point [M.A.401](#) must be always available during the conduct of Pilot-owner maintenance and must be complied with. Details of the data referred to in the conduct of Pilot-owner maintenance must be included in the Certificate of Release to Service in accordance with point [M.A.803\(d\)](#).

The Pilot-owner must inform the approved continuing airworthiness management organisation responsible for the continuing airworthiness of the aircraft (if applicable) not later than 30 days after completion of the Pilot-owner maintenance task in accordance with point [M.A.305\(a\)](#).

## AMC to Appendix VIII — Limited Pilot Owner Maintenance

ED Decision 2015/029/R

1. The lists here below specify items that can be expected to be completed by an owner who holds a current and valid pilot licence for the aircraft type involved and who meets the competence and responsibility requirements of [Appendix VIII to Part-M](#).
2. The list of tasks may not address in a detailed manner the specific needs of the various aircraft categories. In addition, the development of technology and the nature of the operations undertaken by these categories of aircraft cannot be always adequately considered.
3. Therefore, the following lists are considered to be the representative scope of limited Pilot-owner maintenance referred to in [M.A.803](#) and Appendix VIII:

- Part A applies to aeroplanes;
- Part B applies to rotorcraft;
- Part C applies to sailplanes and powered sailplanes;
- Part D applies to balloons and airships.

4. Inspection tasks/checks of any periodicity included in an approved maintenance programme can be carried out providing that the specified tasks are included in the generic lists of Parts A to D of this AMC and remains compliant with Part M Appendix VIII basic principles.

The content of periodic inspections/checks as well as their periodicity is not regulated or standardised in an aviation specification. It is the decision of the manufacturer/Type Certificate Holder (TCH) to recommend a schedule for each specific type of inspection/check.

For an inspection/check with the same periodicity for different TCHs, the content may differ, and in some cases may be critically safety-related and may need the use of special tools or knowledge and thus would not qualify for Pilot-owner maintenance. Therefore, the maintenance carried out by the Pilot-owner cannot be generalised to specific inspections such as 50 Hrs, 100 Hrs or 6 Month periodicity.

The Inspections to be carried out are limited to those areas and tasks listed in this [AMC to Appendix VIII](#); this allows flexibility in the development of the maintenance programme and does not limit the inspection to certain specific periodic inspections. A 50 Hrs/6 Month periodic inspection for a fixed wing aeroplane as well as the one-year inspection on a glider may normally be eligible for Pilot-owner maintenance.

**TABLES**

Note: Tasks in Part A or Part B shown with \*\* exclude IFR operations following Pilot-owner maintenance. For these aircraft to operate under IFR operations, these tasks should be released by an appropriate licensed engineer.

**Part A/ PILOT-OWNER MAINTENANCE TASKS for POWERED AIRCRAFT (AEROPLANES)**

PILOT-OWNER MAINTENANCE TASKS for POWERED AIRCRAFT (AEROPLANES)			
ATA	Area	Task	Aeroplanes ≤2 730kg
09	Towing	Tow release unit and tow cable retraction mechanism – Cleaning, lubrication and tow cable replacement (including weak links).	Yes
		Mirror – Installation and replacement of mirrors.	Yes
11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes
12	Servicing	Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes
20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes
		Simple Non-Structural Standard Fasteners – Replacement and adjustment, excluding the replacement of receptacles and anchor nuts requiring riveting.	Yes
21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes
23	Communication	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors, excluding IFR operations.	Yes**
24	Electrical power	Batteries – Replacement and servicing, excluding servicing of Ni-Cd batteries and IFR operations.	Yes**
		Wiring – Repairing broken circuits in non critical equipment, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes
		Bonding – Replacement of broken bonding cable.	Yes
		Fuses – Replacement with the correct rating.	Yes
25	Equipment	Safety Belts – Replacement of safety belts and harnesses excluding belts fitted with airbag systems.	Yes
		Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system.	Yes
		Non-essential instruments and/or equipment - Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes
		Oxygen System – Replacement of portable oxygen bottles and systems in approved mountings, excluding permanently installed bottles and systems.	Yes
		ELT – Removal/Reinstallation.	Yes
27	Flight controls	Removal or reinstallation of co-pilot control column and rudder pedals where provision for quick disconnect is made by design.	Yes
28	Fuel System	Fuel Filter elements – Cleaning and/or replacement.	Yes
30	Ice and Rain Protection	Windscreen Wiper – Replacement of wiper blade.	Yes



PILOT-OWNER MAINTENANCE TASKS for POWERED AIRCRAFT (AEROPLANES)			
ATA	Area	Task	Aeroplanes ≤2 730kg
31	Instruments	Instrument Panel – Removal and reinstallation provided this it is a design feature with quick disconnect connectors, excluding IFR operations.	Yes**
		Pitot Static System – Simple sense and leak check, excluding IFR operations.	Yes**
		Drainage – Drainage of water drainage traps or filters within the Pitot Static system excluding IFR operations.	Yes**
		Instruments – Check for legibility of markings and those readings are consistent with ambient conditions.	Yes
32	Landing Gear	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes
		Servicing – Replenishment of hydraulic fluid	Yes
		Shock Absorber – Replacement of elastic cords or rubber dampers.	Yes
		Shock Struts – Replenishment of oil or air.	Yes
		Skis – Changing between wheel and ski landing gear.	Yes
		Landing skids – Replacement of landing skids and skid shoes.	Yes
		Wheel fairings (spats) – Removal and reinstallation.	Yes
		Mechanical brakes – Adjustment of simple cable operated systems.	Yes
33	Lights	Brake – Replacement of worn brake pads.	Yes
		Lights – Replacement of internal and external bulbs, filaments, reflectors and lenses.	Yes
34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders.	Yes
		Navigation devices – Removal and replacement of self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system and IFR operations.	Yes**
		Self contained data logger – Installation, data restoration.	Yes
51	Structure	Fabric patches – Simple patches extending over not more than one rib and not requiring rib stitching or removal of structural parts or control surfaces.	Yes
		Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes
		Surface finish - Minor restoration where no disassembly of any primary structure or operating system is involved This includes application of signal coatings or thin foils as well as registration markings.	Yes
		Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes
52	Doors and Hatches	Doors - Removal and reinstallation	Yes
53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes

PILOT-OWNER MAINTENANCE TASKS for POWERED AIRCRAFT (AEROPLANES)			
ATA	Area	Task	Aeroplanes ≤2 730kg
56	Windows	Side Windows - Replacement if it does not require riveting, bonding or any special process	Yes
61	Propeller	Spinner – Removal and reinstallation.	Yes
71	Powerplant installation	Cowling – Removal and reinstallation not requiring removal of propeller or disconnection of flight controls.	Yes
		Induction System – Inspection and replacement of induction air filter.	Yes
72	Engine	Chip detectors – Removal, checking and reinstallation provided the chip detector is a self-sealing type and not electrically indicated.	Yes
73	Engine fuel	Strainer or Filter elements – Cleaning and/or replacement.	Yes
		Fuel - Mixing of required oil into fuel.	Yes
74	Ignition	Spark Plugs – Removal, cleaning, adjustment and reinstallation.	Yes
75	Cooling	Coolant - Replenishment of coolant fluid.	Yes
77	Engine Indicating	Engine Indicating – Removal and replacement of self contained, instrument panel mount indicators that have quick-release connectors and do not employ direct reading connections.	Yes
79	Oil System	Strainer or filter elements – Cleaning and/or replacement.	Yes
		Oil – Changing or replenishment of engine oil and gearbox fluid.	Yes

**Part B/ PILOT-OWNER MAINTENANCE TASKS for ROTORCRAFT**

PILOT-OWNER MAINTENANCE TASKS for ROTORCRAFT			
ATA	Area	Task	Single Engine Rotorcraft ≤2 730kg
11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes
12	Servicing	Fuel, oil, hydraulic, de-iced and windshield liquid replenishment.	Yes
		Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes
20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes
		Simple non-structural standard fasteners – Replacement and adjustment, excluding latches and the replacement of receptacles and anchor nuts requiring riveting.	Yes
21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes
23	Communication	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors, excluding IFR operations.	Yes**
24	Electrical power	Batteries – Replacement and servicing, excluding servicing of Ni-Cd batteries and IFR operations.	Yes**
		Wiring – Repairing broken circuits in noncritical equipment, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes

PILOT-OWNER MAINTENANCE TASKS for ROTORCRAFT			
ATA	Area	Task	Single Engine Rotorcraft <=2 730kg
		Bonding – Replacement of broken bonding cable excluding bonding on rotating parts and flying controls.	Yes
		Fuses – Replacement with the correct rating.	Yes
25	Equipment	Safety Belts - Replacement of safety belts and harnesses excluding belts fitted with airbag systems.	Yes
		Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system excluding flight crew seats.	Yes
		Removal/installation of emergency flotation gears with quick disconnect connectors.	Yes
		Non-essential instruments and/or equipment - Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes
		ELT - Removal/Reinstallation.	Yes
30	Ice and rain protection	Windshield wiper replacement	Yes
31	Instruments	Instrument Panel– Removal and reinstallation provided this it is a design feature with quick disconnect connectors, excluding IFR operations.	Yes**
		Pitot Static System – Simple sense and leak check, excluding IFR operations.	Yes**
		Drainage – Drainage of water drainage traps or filters within the Pitot Static system excluding IFR operations.	Yes**
		Instruments – Check for legibility of markings and those readings are consistent with ambient conditions.	Yes
32	Landing Gears	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes
		Replacement of skid wear shoes.	Yes
		Fit and remove snow landing pads.	Yes
		Servicing – Replenishment of hydraulic fluid.	Yes
		Brake – Replacement of worn brake pads.	Yes
33	Lights	Lights – replacement of internal and external bulbs, filaments, reflectors and lenses.	Yes
34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders.	Yes
		Navigation devices – Remove and replace self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system and IFR operations.	Yes**
		Self contained data logger – Installation, data restoration.	Yes
51	Structure	Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes
		Surface finish - Minor restoration where no disassembly of any primary structure or operating system is involved, excluding	Yes

PILOT-OWNER MAINTENANCE TASKS for ROTORCRAFT			
ATA	Area	Task	Single Engine Rotorcraft <=2 730kg
		intervention on main and tail rotors. This includes application of signal coatings or thin foils as well as Registration markings.	
		Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes
52	Doors	Doors - Removal and reinstallation.	Yes
53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes
56	Windows	Side Windows - Replacement if it does not require riveting, bonding or any special process.	Yes
62	Main rotor	Removal/installation of main rotor blades that are designed for removal where special tools are not required (tail rotor blades excluded) limited to installation of the same blades previously removed refitted in the original position.	Yes
63 65	Transmission	Chip detectors – Remove, check and replace provided the chip detector is a self-sealing type and not electrically indicated.	Yes
67	Flight control	Removal or reinstallation of co-pilot cyclic and collective controls and yaw pedals where provision for quick disconnect is made by design.	Yes
71	Powerplant installation	Cowlings - Removal and re-fitment.	Yes
72	Engine	Chip detectors –removal, checking and reinstallation provided the chip detector is a self sealing type and not electrically indicated.	Yes
79	Oil System	Filter elements – Replacement, provided that the element is of the “spin on/off” type.	Yes
		Oil - Changing or replenishment of engine oil.	Yes

**Part C/ PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES**

Abbreviations applicable to this Part:

N/A not applicable for this category

SP sailplane

SSPS self-sustained powered sailplane

SLPS/TM self-launching powered sailplane/touring motorglider

PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES					
ATA	Area	Task	SP	SSPS	SLPS/TM
08	Weighing	Recalculation – Small changes of the Trim plan without needing a reweighing.	Yes	Yes	Yes
09	Towing	Tow release unit and tow cable retraction mechanism – Cleaning, lubrication and tow cable replacement (including weak links).	Yes	Yes	Yes
		Mirror - Installation and replacement of mirrors.	Yes	Yes	Yes
11	Placards	Placards, Markings – Installation and renewal of placards and markings required by AFM and AMM.	Yes	Yes	Yes

PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES					
ATA	Area	Task	SP	SSPS	SLPS/TM
12	Servicing	Lubrication – Those items not requiring a disassembly other than of non-structural items such as cover plates, cowlings and fairings.	Yes	Yes	Yes
20	Standard Practices	Safety Wiring – Replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems.	Yes	Yes	Yes
		Simple Non-Structural Standard Fasteners – Replacement and adjustment, excluding the replacement of receptacles and anchor nuts requiring riveting.	Yes	Yes	Yes
		Free play – Measurement of the free play in the control system and the wing to fuselage attachment including minor adjustments by simple means provided by the manufacturer.	Yes	Yes	Yes
21	Air Conditioning	Replacement of flexible hoses and ducts.	Yes	Yes	Yes
23	Communication	Communication devices – Remove and replace self contained, instrument panel mount communication devices with quick disconnect connectors.	Yes	Yes	Yes
24	Electrical power	Batteries and solar panels – Replacement and servicing.	Yes	Yes	Yes
		Wiring - Installation of simple wiring connections to the existing wiring for additional non-required equipment such as electric variometers, flight computers but excluding required communication, navigation systems and engine wiring.	Yes	Yes	Yes
		Wiring – Repairing broken circuits in landing light and any other wiring for non-required equipment such as electrical variometers or flight computers, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes	Yes	Yes
		Bonding – Replacement of broken bonding cable.	Yes	Yes	Yes
		Switches – This includes soldering and crimping of non- required equipment such as electrical variometers or flight computers, but excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments.	Yes	Yes	Yes
		Fuses – Replacement with the correct rating.	Yes	Yes	Yes
25	Equipment	Safety Belts – Replacement of safety belt and harnesses.	Yes	Yes	Yes
		Seats – Replacement of seats or seat parts not involving disassembly of any primary structure or control system.	Yes	Yes	Yes
		Non-essential instruments and/or equipment - Replacement of self contained, instrument panel mount equipment with quick disconnect connectors.	Yes	Yes	Yes
		Removal and installation of non-required instruments and/or equipment.	Yes	Yes	Yes

PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES					
ATA	Area	Task	SP	SSPS	SLPS/TM
		Wing Wiper, Cleaner – Servicing, removal and reinstallation not involving disassembly or modification of any primary structure, control.	Yes	Yes	Yes
		Static Probes – Removal or reinstallation of variometer static and total energy compensation probes.	Yes	Yes	Yes
		Oxygen System – Replacement of portable oxygen bottles and systems in approved mountings, excluding permanently installed bottles and systems.	Yes	Yes	Yes
		Air Brake Chute – Installation and servicing	Yes	Yes	Yes
		ELT – Removal / Reinstallation.	Yes	Yes	Yes
26	Fire Protection	Fire Warning – Replacement of sensors and indicators.	N/A	Yes	Yes
27	Flight Control	Gap Seals – Installation and servicing if it does not require complete flight control removal.	Yes	Yes	Yes
		Control System – Measurement of the control system travel without removing the control surfaces.	Yes	Yes	Yes
		Control Cables – Simple optical Inspection for Condition.	Yes	Yes	Yes
		Gas Dampener – Replacement of Gas Dampener in the Control or Air Brake System.	Yes	Yes	Yes
		Co-pilot stick and pedals - Removal or reinstallation where provision for quick disconnect is made by design.	Yes	Yes	Yes
28	Fuel System	Fuel lines – Replacement of prefabricated fuel lines fitted with self-sealing couplings.	N/A	Yes	NO
		Fuel Filter – Cleaning and/or replacement.	N/A	Yes	Yes
31	Instruments	Instrument Panel– Removal and reinstallation provided this is a design feature with quick disconnect, excluding IFR operations.	Yes	Yes	Yes
		Pitot Static System – Simple sense and leak check.	Yes	Yes	Yes
		Instrument Panel vibration damper/shock absorbers- Replacement.	Yes	Yes	Yes
		Drainage – Drainage of water drainage traps or filters within the Pitot static system.	Yes	Yes	Yes
		Flexible tubes - Replacement of damaged tubes.	Yes	Yes	Yes
32	Landing Gear	Wheels – Removal, replacement and servicing, including replacement of wheel bearings and lubrication.	Yes	Yes	Yes
		Servicing – Replenishment of hydraulic fluid	Yes	Yes	Yes
		Shock Absorber – Replacement or servicing of elastic cords or rubber dampers.	Yes	Yes	Yes
		Shock Struts – Replenishment of oil or air.	Yes	Yes	Yes
		Landing gear doors - Removal or reinstallation and repair including operating straps.	Yes	Yes	Yes
		Skis – Changing between wheel and ski landing gear.	Yes	Yes	Yes
		Skids – Removal or reinstallation and servicing of main, wing and tail skids.	Yes	Yes	Yes

PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES					
ATA	Area	Task	SP	SSPS	SLPS/TM
		Wheels fairing (spats) – Removal and reinstallation.	Yes	Yes	Yes
		Mechanical brakes – Adjustment of simple cable operated systems.	Yes	Yes	Yes
		Brake – Replacement of worn brake pads.	Yes	Yes	Yes
		Springs – Replacement of worn or aged springs.	Yes	Yes	Yes
		Gear Warning –Removal or reinstallation of simple gear warning systems.	Yes	Yes	Yes
33	Lights	Lights – Replacement of internal and external bulbs, filaments, reflectors and lenses.	N/A	N/A	Yes
34	Navigation	Software – Updating self contained, instrument panel mount navigational software databases, excluding automatic flight control systems and transponders and including update of non-required instruments/equipment.	Yes	Yes	Yes
		Navigation devices – Removal and replacement of self contained, instrument panel mount navigation devices with quick disconnect connectors, excluding automatic flight control systems, transponders, primary flight control system.	Yes	Yes	Yes
		Self contained data logger – Installation, data restoration.	Yes	Yes	Yes
51	Structure	Fabric patches – Simple patches extending over not more than one rib and not requiring rib stitching or removal of structural parts or control surfaces.	Yes	Yes	Yes
		Protective Coating – Applying preservative material or coatings where no disassembly of any primary structure or operating system is involved.	Yes	Yes	Yes
		Surface finish - Minor restoration of paint or coating where the underlying primary structure is not affected. This includes application of signal coatings or thin foils as well as Registration markings.	Yes	Yes	Yes
		Fairings – Simple repairs to non-structural fairings and cover plates which do not change the contour.	Yes	Yes	Yes
52	Doors	Doors - Removal and reinstallation.	Yes	Yes	Yes
53	Fuselage	Upholstery, furnishing – Minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems.	Yes	Yes	Yes
56	Windows	Side Windows - Replacement if it does not require riveting, bonding or any special process.	Yes	Yes	Yes
		Canopies - Removal and re-fitment.	Yes	Yes	Yes
		Gas dampener – Replacement of Canopy Gas dampener.	Yes	Yes	Yes
57	Wings	Wing Skids – Removal or reinstallation and service of lower wing skids or wing roller including spring assembly.	Yes	Yes	Yes
		Water ballast – Removal or reinstallation of flexible tanks.	Yes	Yes	Yes

PILOT-OWNER MAINTENANCE TASKS for SAILPLANES AND POWERED SAILPLANES					
ATA	Area	Task	SP	SSPS	SLPS/TM
		Turbulator and sealing tapes – Removal or reinstallation of approved sealing tapes and turbulator tapes.	Yes	Yes	Yes
61	Propeller	Spinner – Removal and reinstallation.	N/A	Yes	Yes
71	Powerplant installation	Removal or installation of Powerplant unit including engine and propeller.	N/A	Yes	NO
		Cowling - Removal and reinstallation not requiring removal of propeller or disconnection of flight controls.	N/A	Yes	Yes
		Induction System – Inspection and replacement of induction air filter.	N/A	Yes	Yes
72	Engine	Chip detectors – Removal, checking and reinstallation provided the chip detector is a self-sealing type and not electrically indicated.	N/A	Yes	Yes
73	Engine fuel	Strainer or Filter elements – Cleaning and/or replacement.	N/A	Yes	Yes
		Fuel - Mixing of required oil into fuel.	N/A	Yes	Yes
74	Ignition	Spark Plugs – Removal, cleaning, adjustment and reinstallation.	N/A	Yes	Yes
75	Cooling	Coolant – Replenishment of coolant fluid.	N/A	Yes	Yes
76	Engine Controls	Controls – Minor adjustments of non-flight or propulsion controls whose operation is not critical for any phase of flight.	N/A	Yes	NO
77	Engine Indicating	Engine Indicating – Removal and replacement of self-contained instrument panel mount indicators that have quick-release connectors and do not employ direct reading connections.	N/A	Yes	Yes
79	Oil System	Strainer or Filter elements – Cleaning and/or replacement.	N/A	Yes	Yes
		Oil – Changing or replenishment of engine oil and gearbox fluid.	N/A	Yes	Yes

**Part D/ PILOT-OWNER MAINTENANCE TASKS for BALLOONS/AIRSHIPS**

PILOT-OWNER MAINTENANCE TASKS for BALLOONS/AIRSHIPS			
Area and Task	Hot Air Airship	Hot Air Balloon	Gas Balloon
<b>A) ENVELOPE</b>			
1- Fabric repairs - excluding complete panels (as defined in, and in accordance with, Type Certificate holders' instructions) not requiring load tape repair or replacement.	Yes	Yes	No
2- Nose line - Replacement	Yes	N/A	N/A
3- Banners - fitment, replacement or repair (without sewing).	Yes	Yes	Yes
4- Melting link (temperature flag) - replacement.	Yes	Yes	N/A
5- Temperature transmitter and temperature indication cables - removal or reinstallation.	Yes	Yes	N/A
6- Crown line - replacement (where permanently attached to the crown ring).	No	Yes	N/A



PILOT-OWNER MAINTENANCE TASKS for BALLOONS/AIRSHIPS			
Area and Task	Hot Air Airship	Hot Air Balloon	Gas Balloon
7- Scoop or skirt-replacement or repair of (including fasteners).	Yes	Yes	N/A
<b>B) BURNER</b>			
8- Burner - cleaning and lubrication.	Yes	Yes	N/A
9- Piezo igniters - adjustment.	Yes	Yes	N/A
10- Burner jets - cleaning and replacement.	Yes	Yes	N/A
11- Burner frame corner buffers - replacement or reinstallation.	Yes	Yes	N/A
12- Burner Valves - adjustment of closing valve not requiring special tools or test equipment.	Yes	Yes	N/A
<b>C) BASKET AND GONDOLA</b>			
13- Basket/gondola frame trim - repair or replacement.	Yes	Yes	Yes
14- Basket/gondola runners (including wheels) - repair or replacement.	Yes	Yes	Yes
15- External rope handles - repair.	Yes	Yes	Yes
16- Replacement of seat covers - upholsteries and safety belts.	Yes	Yes	Yes
<b>D) FUEL CYLINDER</b>			
17- Liquid valve - replacement of O-rings in the outlet.	Yes	Yes	No
<b>E) INSTRUMENTS AND EQUIPMENT</b>			
18- Batteries - replacement of for self-contained instruments and communication equipment.	Yes	Yes	Yes
19- Communication, navigation devices, instruments and/or equipment – Remove and replace self-contained, instrument panel mounted communication devices with quick disconnect connectors.	Yes	Yes	Yes
<b>F) ENGINES</b>			
20- Cleaning and Lubrication not requiring disassembly other than removal of non-structural items such as cover plates, cowlings and fairings.	Yes	N/A	N/A
21- Cowling-removal and re-fitment not requiring removal of the propeller	Yes	N/A	N/A
22- Fuel and oil strainers and/or filter elements - Removal, cleaning and/or replacement	Yes	N/A	N/A
23- Batteries - replacing and servicing (excluding servicing of Ni-Cd batteries).	Yes	N/A	N/A
24- Propeller Spinner – removal and installation for inspection.	Yes	N/A	N/A
25- Powerplant - Removal or installation of powerplant unit including engine and propeller.	Yes	N/A	N/A
26- Engine- Chip detectors – remove, check and replace.	Yes	N/A	N/A
27- Ignition Spark Plug – removal or installation and adjustment including gap clearance.	Yes	N/A	N/A
28- Coolant fluid - replenishment.	Yes	N/A	N/A
29- Engine Controls - minor adjustments of non-flight or propulsion controls whose operation is not critical for any phase of flight.	Yes	N/A	N/A
30- Engine instruments - removal and replacement.	Yes	N/A	N/A
31- Lubrication oil – changing or replenishment of engine oil and gearbox fluid.	Yes	N/A	N/A
32- Fuel lines - replacement of prefabricated hoses with self- sealing couplings.	Yes	N/A	N/A
33- Air filters (if installed) – removal, cleaning and replacement.	Yes	N/A	N/A

## APPENDICES TO AMC AND GM TO ANNEX I (PART-M)

### Appendix I to AMC M.A.302 and AMC M.B.301(b) — Content of the maintenance programme

ED Decision 2020/023/R

Note: For the purpose of this Appendix, references to CAMO should be understood as references to CAMO or CAO and references to Part145 organisations should be understood as references to Subpart F or Part-CAO organisations.

#### 1. General requirements

- 1.1. The maintenance programme should contain the following basic information.
  - 1.1.1. The type/model and registration number of the aircraft, engines and, where applicable, auxiliary power units and propellers.
  - 1.1.2. The name and address of the owner, operator or CAMO managing the aircraft airworthiness.
  - 1.1.3. The reference, the date of issue and issue number of the approved maintenance programme.
  - 1.1.4. A statement signed by the owner, operator or CAMO managing the aircraft airworthiness to the effect that the specified aircraft will be maintained to the programme and that the programme will be reviewed and updated as required.
  - 1.1.5. Contents/list of effective pages and their revision status of the document.
  - 1.1.6. Check periods, which reflect the anticipated utilisation of the aircraft. Such utilisation should be stated and include a tolerance of not more than 25%. Where utilisation cannot be anticipated, calendar time limits should also be included.
  - 1.1.7. Procedures for the escalation of established check periods, where applicable and acceptable to the competent authority of registry.
  - 1.1.8. Provision to record the date and reference of approved amendments incorporated in the maintenance programme.
  - 1.1.9. Details of pre-flight maintenance tasks that are accomplished by maintenance staff.
  - 1.1.10. The tasks and the periods (intervals/frequencies) at which each part of the aircraft, engines, APU's, propellers, components, accessories, equipment, instruments, electrical and radio apparatus, together with the associated systems and installations should be inspected. This should include the type and degree of inspection required.
  - 1.1.11. The periods at which components should be checked, cleaned, lubricated, replenished, adjusted and tested.
  - 1.1.12. If applicable details of ageing aircraft system requirements together with any specified sampling programmes.
  - 1.1.13. If applicable, details of specific structural maintenance programmes including, but not limited to:
    - (a) (supplemental) structural inspection programmes ((S)SIPs or (supplemental) structural inspection documents (S)SIDs) issued by the design approval holder.

- (b) Corrosion prevention and control programmes (CPCPs) taking into account the baseline CPCP issued by the design approval holder.
- (c) For large aeroplanes, maintenance data arising from compliance with the ageing structure requirements of point 26.370 of Annex I (Part-26) to Regulation (EU) 2015/640.

1.1.14. If applicable, details of Critical Design Configuration Control Limitations together with appropriate procedures.

1.1.15. If applicable a statement of the limit of validity in terms of total flight cycles/calendar date/flight hours for the structural programme in 1.1.13.

1.1.16. The periods at which overhauls and/or replacements by new or overhauled components should be made.

1.1.17. A cross-reference to other documents approved by EASA which contain the details of maintenance tasks related to mandatory life and inspection limitations, Certification Maintenance Requirements (CMRs) and ADs.

Note: To prevent inadvertent variations to such tasks or intervals these items should not be included in the main portion of the maintenance programme document, or any planning control system, without specific identification of their mandatory status.

1.1.18. Details of, or cross-reference to, any required reliability programme or statistical methods of continuous Surveillance.

1.1.19. A statement that practices and procedures to satisfy the programme should be to the standards specified in the TC holder's Maintenance Instructions. In the case of approved practices and procedures that differ, the statement should refer to them.

1.1.20. Each maintenance task quoted should be defined in a definition section of the programme.

## **2. Programme basis**

- 2.1. An owner or a CAMO aircraft maintenance programme should normally be based upon the MRB report, where applicable, and the TC holder's maintenance planning document or Chapter 5 of the maintenance manual, (i.e. the manufacturer's recommended maintenance programme).

The structure and format of these maintenance recommendations may be re-written by the owner or the CAMO to better suit the operation and control of the particular maintenance programme.

- 2.2. For a newly type-certificated aircraft where no previously approved maintenance programme exists, it will be necessary for the owner or the CAMO to comprehensively appraise the manufacturer's recommendations (and the MRB report where applicable), together with other airworthiness information, in order to produce a realistic programme for approval.

- 2.3. For existing aircraft types it is permissible for the owner or CAMO to make comparisons with maintenance programmes previously approved. It should not be assumed that a programme approved for one owner or the CAMO would automatically be approved for another.

Evaluation should be made of the aircraft/fleet utilisation, landing rate, equipment fit and, in particular, the experience of the owner or the CAMO when assessing an existing programme.

Where the competent authority is not satisfied that the proposed maintenance programme can be used as is, the competent authority should request appropriate changes such as additional maintenance tasks or de-escalation of check frequencies as necessary.

#### 2.4. Critical Design Configuration Control Limitations (CDCCL)

If CDCCL have been identified for the aircraft type by the TC/STC holder, maintenance instructions should be developed. CDCCL's are characterised by features in an aircraft installation or component that should be retained during modification, change, repair, or scheduled maintenance for the operational life of the aircraft or applicable component or part.

### 3. Amendments

Amendments (revisions) to the approved maintenance programme should be made by the owner or the CAMO, to reflect changes in the TC holder's recommendations, modifications, service experience, or as required by the competent authority.

### 4. Permitted variations to maintenance periods

The owner or the CAMO may only vary the periods prescribed by the programme with the approval of the competent authority or through a procedure developed in the maintenance programme and approved by the competent authority.

### 5. Periodic review of maintenance programme contents

5.1. The owner or the CAMO approved maintenance programmes should be subject to periodic review to ensure that they reflect current TC holder's recommendations, revisions to the MRB report if applicable, mandatory requirements and the maintenance needs of the aircraft.

5.2. The owner or the CAMO should review the detailed requirements at least annually for continued validity in the light of operating experience.

### 6. Reliability Programmes

#### 6.1. Applicability

6.1.1. A reliability programme should be developed in the following cases:

- (a) the aircraft maintenance programme is based upon MSG-3 logic;
- (b) the aircraft maintenance programme includes condition monitored components;
- (c) the aircraft maintenance programme does not contain overhaul time periods for all significant system components;
- (d) when specified by the Manufacturer's maintenance planning document or MRB.

6.1.2. A reliability Programme need not be developed in the following cases:

- (a) the maintenance programme is based upon the MSG-1 or 2 logic but only contains hard time or on condition items;
- (b) the aircraft is not a complex motor-powered aircraft according to [Part-M](#);
- (c) the aircraft maintenance programme provides overhaul time periods for all significant system components;
- (d) Note: for the purpose of this paragraph, a significant system is a system the failure of which could hazard the aircraft safety.

6.1.3. Notwithstanding paragraphs 6.1.1 and 6.1.2 above, a CAMO may however, develop its own reliability monitoring programme when it may be deemed beneficial from a maintenance planning point of view.

## 6.2. Applicability for CAMO/operator of small fleets of aircraft.

6.2.1. For the purpose of this paragraph, a small fleet of aircraft is a fleet of less than 6 aircraft of the same type.

6.2.2. The requirement for a reliability programme is irrespective of the CAMO fleet size.

6.2.3. Complex reliability programmes could be inappropriate for a small fleet. It is recommended that such CAMOs tailor their reliability programmes to suit the size and complexity of operation.

6.2.4. One difficulty with a small fleet of aircraft consists in the amount of available data which can be processed: when this amount is too low, the calculation of alert level is very coarse. Therefore 'alert levels' should be used carefully.

6.2.5. A CAMO of a small fleet of aircraft, when establishing a reliability programme, should consider the following:

- (a) The programme should focus on areas where a sufficient amount of data is likely to be processed.
- (b) When the amount of available data is very limited, the CAMO engineering judgement is then a vital element. In the following examples, careful engineering analysis should be exercised before taking decisions:
  - A '0' rate in the statistical calculation may possibly simply reveal that enough statistical data is missing, rather than there is no potential problem.
  - When alert levels are used, a single event may have the figures reach the alert level. Engineering judgement is necessary so as to discriminate an artefact from an actual need for a corrective action.

In making his engineering judgement, a CAMO is encouraged to establish contact and make comparisons with other CAMOs of the same aircraft, where possible and relevant. Making comparison with data provided by the manufacturer may also be possible.

6.2.6. In order to obtain accurate reliability data, it should be recommended to pool data and analysis with one or more other CAMO(s). Paragraph 6.6 of this paragraph specifies under which conditions it is acceptable that CAMOs share reliability data.

6.2.7. Notwithstanding the above there are cases where the CAMO will be unable to pool data with other CAMO, e.g. at the introduction to service of a new type. In that case the competent authority should impose additional restrictions on the MRB/MPD tasks intervals (e.g. no variations or only minor evolution are possible, and with the competent authority approval).

## 6.3. Engineering judgement

6.3.1. Engineering judgement is itself inherent to reliability programmes as no interpretation of data is possible without judgement. In approving the CAMO maintenance and reliability programmes, the competent authority is expected to ensure that the organisation which runs the programme (it may be CAMO, or an [Part-145](#) organisation under contract) hires sufficiently qualified personnel with appropriate engineering experience and understanding of reliability concept (see [AMC M.A.706](#)).

6.3.2. It follows that failure to provide appropriately qualified personnel for the reliability programme may lead the competent authority to reject the approval of the reliability programme and therefore the aircraft maintenance programme.

#### 6.4. Contracted maintenance

6.4.1. Whereas [M.A.302](#) specifies that, the aircraft maintenance programme -which includes the associated reliability programme-, should be managed and presented by the CAMO to the competent authority, the CAMO may subcontract certain functions to the maintenance organisation under contract, provided this organisation proves to have the appropriate expertise.

6.4.2. These functions are:

- (a) Developing the aircraft maintenance and reliability programmes,
- (b) Performing the collection and analysis of the reliability data,
- (c) Providing reliability reports, and
- (d) Proposing corrective actions to the CAMO.

6.4.3. Notwithstanding the above decision to implement a corrective action (or the decision to request from the competent authority the approval to implement a corrective action) remains the CAMO prerogative and responsibility. In relation to paragraph 6.4.2(d) above, a decision not to implement a corrective action should be justified and documented.

6.4.4. The arrangement between the CAMO and the maintenance organisation should be specified in the maintenance contract (see [Appendix XI to AMC M.A.708\(c\)](#)) and the relevant CAME, and maintenance organisation procedures.

#### 6.5. Reliability programme

In preparing the programme details, account should be taken of this paragraph. All associated procedures should be clearly defined.

##### 6.5.1. Objectives

6.5.1.1. A statement should be included summarising as precisely as possible the prime objectives of the programme. To the minimum it should include the following:

- (a) to recognise the need for corrective action,
- (b) to establish what corrective action is needed and,
- (c) to determine the effectiveness of that action.

6.5.1.2. The extent of the objectives should be directly related to the scope of the programme. Its scope could vary from a component defect monitoring system for a small CAMO, to an integrated maintenance management programme for a big CAMO. The manufacturer's maintenance planning documents may give guidance on the objectives and should be consulted in every case.

6.5.1.3. In case of a MSG-3 based maintenance programme, the reliability programme should provide a monitor that all MSG-3 related tasks from the maintenance programme are effective and their periodicity is adequate.

##### 6.5.2. Identification of items.

The items controlled by the programme should be stated, e.g. by ATA Chapters. Where some items (e.g. aircraft structure, engines, APU) are controlled by separate programmes, the associated procedures (e.g. individual sampling or life development

programmes, constructor's structure sampling programmes) should be cross referenced in the programme.

#### 6.5.3. Terms and definitions.

The significant terms and definitions applicable to the Programme should be clearly identified. Terms are already defined in MSG-3, [Part-145](#) and [Part-M](#).

#### 6.5.4. Information sources and collection.

6.5.4.1. Sources of information should be listed and procedures for the transmission of information from the sources, together with the procedure for collecting and receiving it, should be set out in detail in the CAME or MOE as appropriate.

6.5.4.2. The type of information to be collected should be related to the objectives of the Programme and should be such that it enables both an overall broad based assessment of the information to be made and also allow for assessments to be made as to whether any reaction, both to trends and to individual events, is necessary. The following are examples of the normal prime sources:

- (a) Pilots Reports.
- (b) Technical Logs.
- (c) Aircraft Maintenance Access Terminal / On-board Maintenance System readouts.
- (d) Maintenance Worksheets.
- (e) Workshop Reports.
- (f) Reports on Functional Checks.
- (g) Reports on Special Inspections.
- (h) Stores Issues/Reports.
- (i) Air Safety Reports.
- (j) Reports on Technical Delays and Incidents.
- (k) Other sources: ETOPS, RVSM, CAT II/III.

6.5.4.3. In addition to the normal prime sources of information, due account should be taken of continuing airworthiness and safety information promulgated under Part-21.

#### 6.5.5. Display of information.

Collected information may be displayed graphically or in a tabular format or a combination of both. The rules governing any separation or discarding of information prior to incorporation into these formats should be stated. The format should be such that the identification of trends, specific highlights and related events would be readily apparent.

6.5.5.1. The above display of information should include provisions for 'nil returns' to aid the examination of the total information.

6.5.5.2. Where 'standards' or 'alert levels' are included in the programme, the display of information should be oriented accordingly.

#### 6.5.6. Examination, analysis and interpretation of the information.

The method employed for examining, analysing and interpreting the programme information should be explained.

##### 6.5.6.1. Examination.

Methods of examination of information may be varied according to the content and quantity of information of individual programmes. These can range from examination of the initial indication of performance variations to formalised detailed procedures at specific periods, and the methods should be fully described in the programme documentation.

##### 6.5.6.2. Analysis and Interpretation.

The procedures for analysis and interpretation of information should be such as to enable the performance of the items controlled by the programme to be measured; they should also facilitate recognition, diagnosis and recording of significant problems. The whole process should be such as to enable a critical assessment to be made of the effectiveness of the programme as a total activity. Such a process may involve:

- (a) Comparisons of operational reliability with established or allocated standards (in the initial period these could be obtained from in-service experience of similar equipment of aircraft types).
- (b) Analysis and interpretation of trends.
- (c) The evaluation of repetitive defects.
- (d) Confidence testing of expected and achieved results.
- (e) Studies of life-bands and survival characteristics.
- (f) Reliability predictions.
- (g) Other methods of assessment.

6.5.6.3. The range and depth of engineering analysis and interpretation should be related to the particular programme and to the facilities available. The following, at least, should be taken into account:

- (a) Flight defects and reductions in operational reliability.
- (b) Defects occurring on-line and at main base.
- (c) Deterioration observed during routine maintenance.
- (d) Workshop and overhaul facility findings.
- (e) Modification evaluations.
- (f) Sampling programmes.
- (g) The adequacy of maintenance equipment and publications.
- (h) The effectiveness of maintenance procedures.
- (i) Staff training.
- (j) Service bulletins, technical instructions, etc.



6.5.6.4. Where the CAMO relies upon contracted maintenance and/or overhaul facilities as an information input to the programme, the arrangements for availability and continuity of such information should be established and details should be included.

#### 6.5.7. Corrective Actions.

6.5.7.1. The procedures and time scales both for implementing corrective actions and for monitoring the effects of corrective actions should be fully described. Corrective actions shall correct any reduction in reliability revealed by the programme and could take the form of:

- (a) Changes to maintenance, operational procedures or techniques.
- (b) Maintenance changes involving inspection frequency and content, function checks, overhaul requirements and time limits, which will require amendment of the scheduled maintenance periods or tasks in the approved maintenance programme. This may include escalation or de-escalation of tasks, addition, modification or deletion of tasks.
- (c) Amendments to approved manuals (e.g. maintenance manual, crew manual).
- (d) Initiation of modifications.
- (e) Special inspections of fleet campaigns.
- (f) Spares provisioning.
- (g) Staff training.
- (h) Manpower and equipment planning.

Note: Some of the above corrective actions may need the competent authority's approval before implementation.

6.5.7.2. The procedures for effecting changes to the maintenance programme should be described, and the associated documentation should include a planned completion date for each corrective action, where applicable.

#### 6.5.8. Organisational Responsibilities.

The organisational structure and the department responsible for the administration of the programme should be stated. The chains of responsibility for individuals and departments (Engineering, Production, Quality, Operations etc.) in respect of the programme, together with the information and functions of any programme control committees (reliability group), should be defined. Participation of the competent authority should be stated. This information should be contained in the CAME as appropriate.

#### 6.5.9. Presentation of information to the competent authority.

The following information should be submitted to the competent authority for approval as part of the reliability programme:

- (a) The format and content of routine reports.
- (b) The time scales for the production of reports together with their distribution.

- (c) The format and content of reports supporting request for increases in periods between maintenance (escalation) and for amendments to the approved maintenance programme. These reports should contain sufficient detailed information to enable the competent authority to make its own evaluation where necessary.

#### 6.5.10. Evaluation and review.

Each programme should describe the procedures and individual responsibilities in respect of continuous monitoring of the effectiveness of the programme as a whole. The time periods and the procedures for both routine and non-routine reviews of maintenance control should be detailed (progressive, monthly, quarterly, or annual reviews, procedures following reliability 'standards' or 'alert levels' being exceeded, etc.).

6.5.10.1. Each Programme should contain procedures for monitoring and, as necessary, revising the reliability 'standards' or 'alert levels'. The organisational responsibilities for monitoring and revising the 'standards' should be specified together with associated time scales.

6.5.10.2. Although not exclusive, the following list gives guidance on the criteria to be taken into account during the review.

- (a) Utilisation (high/low/seasonal).
- (b) Fleet commonality.
- (c) Alert Level adjustment criteria.
- (d) Adequacy of data.
- (e) Reliability procedure audit.
- (f) Staff training.
- (g) Operational and maintenance procedures.

#### 6.5.11. Approval of maintenance programme amendment

The competent authority may authorise the CAMO to implement in the maintenance programme changes arising from the reliability programme results prior to their formal approval by the authority when satisfied that;

- (a) the Reliability Programme monitors the content of the Maintenance Programme in a comprehensive manner, and
- (b) the procedures associated with the functioning of the 'Reliability Group' provide the assurance that appropriate control is exercised by the CAMO over the internal validation of such changes.

#### 6.6. Pooling Arrangements.

6.6.1. In some cases, in order that sufficient data may be analysed it may be desirable to 'pool' data: i.e. collate data from a number of CAMOs of the same type of aircraft. For the analysis to be valid, the aircraft concerned, mode of operation, and maintenance procedures applied should be substantially the same: variations in utilisation between two CAMOs may, more than anything, fundamentally corrupt the analysis. Although not exhaustive, the following list gives guidance on the primary factors which need to be taken into account.

- 
- (a) Certification factors, such as: aircraft TCDS compliance (variant)/modification status, including SB compliance.
  - (b) Operational Factors, such as: operational environment/utilisation, e.g. low/high/seasonal, etc./respective fleet size operating rules applicable (e.g. ETOPS/RVSM/All Weather etc.)/operating procedures/MEL and MEL utilisation.
  - (c) Maintenance factors, such as: aircraft age maintenance procedures; maintenance standards applicable; lubrication procedures and programme; MPD revision or escalation applied or maintenance programme applicable
- 6.6.2. Although it may not be necessary for all of the foregoing to be completely common, it is necessary for a substantial amount of commonality to prevail. Decision should be taken by the competent authority on a case by case basis.
- 6.6.3. In case of a short term lease agreement (less than 6 month) more flexibility against the para 6.6.1 criteria may be granted by the competent authority, so as to allow the owner/CAMO to operate the aircraft under the same programme during the lease agreement effectivity.
- 6.6.4. Changes by any one of the CAMO to the above, requires assessment in order that the pooling benefits can be maintained. Where a CAMO wishes to pool data in this way, the approval of the competent authority should be sought prior to any formal agreement being signed between CAMOs.
- 6.6.5. Whereas this paragraph 6.6 is intended to address the pooling of data directly between CAMOs, it is acceptable that the CAMO participates in a reliability programme managed by the aircraft manufacturer, when the competent authority is satisfied that the manufacturer manages a reliability programme which complies with the intent of this paragraph.

## Appendix II to AMC M.A.711(a)(3) — Subcontracting of continuing airworthiness management tasks

ED Decision 2021/009/R

### 1. Subcontracted continuing airworthiness management tasks

- 1.1. To actively control the standards of the subcontracted organisation, the CAMO should employ a person or group of persons who are trained and competent in the disciplines associated with [M.A. Subpart G](#). As such, they are responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continuing airworthiness of the aircraft to be operated.
- 1.2. The CAMO should conduct a pre-subcontract audit to establish that the organisation to be subcontracted can achieve the standards required by [M.A. Subpart G](#) in connection with those activities to be subcontracted.
- 1.3. The CAMO should ensure that the organisation to be subcontracted has sufficient and qualified personnel who are trained and competent in the functions to be sub-contracted. In assessing the adequacy of personnel resources, the CAMO should consider the particular needs of those activities that are to be subcontracted, while taking into account the subcontracted organisations existing commitments.
- 1.4. To be appropriately approved to subcontract continuing airworthiness management tasks, the CAMO should have procedures for the management control of these arrangements. The continuing airworthiness management exposition should contain relevant procedures to reflect its control of those arrangements made with the sub-contracted organisation.
- 1.5. Subcontracted continuing airworthiness management tasks should be addressed in a contract between the CAMO and the subcontracted organisation. The contract should also specify that the subcontracted organisation is responsible for informing the CAMO, that is in turn responsible for notifying the respective competent authority, of any subsequent changes that affect their ability to fulfil the contract.
- 1.6. The subcontracted organisation should use procedures which set out the manner of fulfilling its responsibilities with regard to the subcontracted activities. Such procedures may be developed by either the subcontracted organisation or the CAMO.
- 1.7. Where the subcontracted organisation develops its own procedures, they should be compatible with the continuing airworthiness management exposition and the terms of the contract. These should be accepted by the competent authority as extended procedures of the CAMO and as such should be cross-referenced from the continuing airworthiness management exposition. One current copy of the subcontracted organisation's relevant procedures should be kept by the CAMO and should be accessible to the competent authority when needed.

Note: Should any conflict arise between the subcontracted organisation's procedures and those of the CAMO, then the policy and procedures of the continuing airworthiness management exposition will prevail.

- 1.8. The contract should also specify that the subcontracted organisation's procedures may only be amended with the agreement of the CAMO. The CAMO should ensure that these amendments are compatible with its continuing airworthiness management exposition and comply with [M.A. Subpart G](#).

The CAMO should nominate the person responsible for continued monitoring and acceptance of the subcontracted organisation's procedures and their amendments. The controls used to

fulfil this function should be clearly set out in the amendment section of the continuing airworthiness management exposition detailing the level of CAMO involvement.

- 1.9. Whenever any elements of the continuing airworthiness management tasks are subcontracted, the CAMO personnel should have access to all relevant data in order to fulfil their responsibilities.

Note: The CAMO retains the authority to override, whenever necessary for the continuing airworthiness of their aircraft, any recommendation of the subcontracted organisation.

- 1.10. The CAMO should ensure that the subcontracted organisation continues to have qualified technical expertise and sufficient resources to perform the sub-contracted tasks while complying with the relevant procedures. Failure to do so may invalidate the CAMO approval.
- 1.11. The contract should provide for competent authority monitoring.
- 1.12. The contract should address the respective responsibilities to ensure that any findings arising from the competent authority monitoring will be closed to the satisfaction of the competent authority.

## **2. Accomplishment**

This paragraph describes the topics which may be applicable to such subcontracting arrangements.

### **2.1. Scope of work**

The type of aircraft and their registrations, engine types and/or components subject to the continuing airworthiness management tasks contract should be specified.

### **2.2. Maintenance programme development and amendment**

The CAMO may subcontract the preparation of the draft maintenance programme and any subsequent amendments. However, the CAMO remains responsible for assessing that the draft proposals meet its needs and for obtaining competent authority approval; the relevant procedures should specify these responsibilities. The contract should also stipulate that any data necessary to substantiate the approval of the initial programme or an amendment to this programme should be provided for CAMO agreement and/or competent authority upon request.

### **2.3. Maintenance programme effectiveness and reliability**

The CAMO should have a system in place to monitor and assess the effectiveness of the maintenance programme based on maintenance and operational experience. The collection of data and initial assessment may be made by the subcontracted organisation; the required actions are to be endorsed by the CAMO.

Where reliability monitoring is used to establish the effectiveness of the maintenance programme, this may be provided by the subcontracted organisation and should be specified in the relevant procedures. Reference should be made to the approved maintenance and reliability programme. Participation of the CAMO's personnel in reliability meetings with the subcontracted organisation should also be specified.

When providing reliability data, the subcontracted organisation is limited to working with primary data/documents provided by the CAMO or data provided by the CAMO's contracted maintenance organisation(s) from which the reports are derived. The pooling of reliability data is permitted if it is acceptable to the competent authority.

#### 2.4. Permitted variations to the maintenance programme

The reasons and justification for any proposed variation to scheduled maintenance may be prepared by the subcontracted organisation. Acceptance of the proposed variation should be granted by the CAMO. The means by which the CAMO acceptance is given should be specified in the relevant procedures. When outside the limits set out in the maintenance programme, the CAMO is required to obtain approval by the competent authority.

#### 2.5. Scheduled maintenance

Where the subcontracted organisation plans and defines maintenance checks or inspections in accordance with the approved maintenance programme, the required liaison with the CAMO, including feedback, should be defined.

The planning control and documentation should be specified in the appropriate supporting procedures. These procedures should typically set out the CAMO's level of involvement in each type of check. This will normally involve the CAMO assessing and agreeing to a work specification on a case-by-case basis for base maintenance checks. For routine line maintenance checks, this may be controlled on a day-to-day basis by the subcontracted organisation subject to appropriate liaison and CAMO controls to ensure timely compliance. This may typically include but is not necessarily limited to:

- applicable work package, including job cards;
- scheduled component removal list;
- ADs to be incorporated;
- modifications to be incorporated.

The associated procedures should ensure that the CAMO is informed in a timely manner on the accomplishment of such tasks.

#### 2.6. Quality monitoring

The CAMO's quality system should monitor the adequacy of the subcontracted continuing airworthiness management task performance for compliance with the contract and with [M.A. Subpart G](#). The terms of the contract should therefore include a provision allowing the CAMO to perform a quality surveillance (including audits) of the subcontracted organisation. The aim of the surveillance is primarily to investigate and judge the effectiveness of those subcontracted activities and thereby to ensure compliance with M.A Subpart G and the contract. Audit reports may be subject to review when requested by the competent authority.

#### 2.7. Access to the competent authority

The contract should specify that the subcontracted organisation should always grant access to the competent authority.

#### 2.8. Maintenance data

The maintenance data used for the purpose of the contract should be specified, together with those responsible for providing such documentation and the competent authority responsible for the acceptance/approval of such data, when applicable. The CAMO should ensure that such data, including revisions, is readily available to the CAMO personnel and to those in the subcontracted organisation who may be required to assess such data. The CAMO should establish a 'fast track' means to ensure that urgent data is transmitted to the subcontractor in a timely manner. Maintenance data is defined in [M.A.401\(b\)](#) or [ML.A.401\(b\)](#).

## 2.9. Airworthiness directives (ADs)

While the various aspects of AD assessment, planning and follow-up may be accomplished by the subcontracted organisation, AD embodiment is performed by a maintenance organisation. The CAMO is responsible for ensuring timely embodiment of the applicable ADs and is to be provided with notification of compliance. It, therefore, follows that the CAMO should have clear policies and procedures on AD embodiment supported by defined procedures which will ensure that the CAMO agrees to the proposed means of compliance.

The relevant procedures should specify:

- what information (e.g. AD publications, continuing airworthiness records, flight hours/cycles, etc.) the subcontracted organisation needs from the CAMO;
- what information (e.g. AD planning listing, detailed engineering order, etc.) the CAMO needs from the subcontracted organisation in order to ensure timely compliance with the ADs.

To fulfil the above responsibility, the CAMO should ensure that it receives current mandatory continued airworthiness information for the aircraft and equipment it is managing.

## 2.10. Service bulletin (SB) modifications

The subcontracted organisation may be required to review and make recommendations on the embodiment of an SB and other associated non-mandatory material based on a clear policy established by the CAMO. This should be specified in the contract.

## 2.11. Mandatory life limitation or scheduled maintenance controls and component control/removal forecast

Where the subcontracted organisation performs planning activities, it should be specified that the organisation should receive the current flight cycles, flight hours, landings and/or calendar controlled details, as applicable, at a frequency to be specified in the contract. The frequency should be such that it allows the organisation to properly perform the subcontracted planning functions. It, therefore, follows that there will need to be adequate liaison between the CAMO, the contracted maintenance organisation(s) and the subcontracted organisation. Additionally, the contract should specify how the CAMO will be in possession of all current flight cycles, flight hours, etc., so that it may assure the timely accomplishment of the required maintenance.

## 2.12. Engine health monitoring

If the CAMO subcontracts the on-wing engine health monitoring, the subcontracted organisation should receive all the relevant information to perform this task, including any parameter reading deemed necessary to be supplied by the CAMO for this control. The contract should also specify what kind of feedback information (such as engine limitation, appropriate technical advice, etc.) the organisation should provide to the CAMO.

## 2.13. Defect control

Where the CAMO has subcontracted the day-to-day control of technical log deferred defects, this should be specified in the contract and should be adequately described in the appropriate procedures. The operator's MEL/CDL provides the basis for establishing which defects may be deferred and the associated limits. The procedures should also define the responsibilities and actions to be taken for defects such as AOG situations, repetitive defects, and damage beyond the type certificate holder's limits.

For all other defects identified during maintenance, the information should be brought to the attention of the CAMO which, depending upon the procedural authority granted by the competent authority, may determine that some defects can be deferred. Therefore, adequate liaison between the CAMO, its subcontracted organisation and contracted maintenance organisation should be ensured.

The subcontracted organisation should make a positive assessment of potential deferred defects and consider the potential hazards arising from the cumulative effect of any combination of defects. The subcontracted organisations should liaise with the CAMO to get its agreement following this assessment.

Deferment of MEL/CDL allowable defects can be accomplished by a contracted maintenance organisation in compliance with the relevant technical log procedures, subject to the acceptance by the aircraft commander.

#### 2.14. Mandatory occurrence reporting

All incidents and occurrences that meet the reporting criteria defined in [Part-M](#) and [Part-145](#) should be reported as required by the respective requirements. The CAMO should ensure that adequate liaison exists with the subcontracted organisation and the maintenance organisation.

#### 2.15. Continuing airworthiness records

They may be maintained and kept by the subcontracted organisation on behalf of the CAMO, which remains the owner of these documents. However, the CAMO should be provided with the current status of AD compliance and life-limited parts and time-controlled components in accordance with the agreed procedures. The CAMO should also be granted unrestricted and timely access to the original records as and when needed. Online access to the appropriate information systems is acceptable.

The record-keeping requirements of [Part-M](#) should be met. Access to the records by duly authorised members of the competent authority should be granted upon request.

#### 2.16. Maintenance check flight (MCF) procedures

MCFs are performed under the control of the operator in coordination with the CAMO. MCF requirements from the subcontracted organisation or contracted maintenance organisation should be agreed by the operator/CAMO.

#### 2.17. Communication between the CAMO and the subcontracted organisation

2.17.1. In order to fulfil its airworthiness responsibility, the CAMO needs to receive all the relevant reports and relevant maintenance data. The contract should specify what information should be provided and when.

2.17.2. Meetings provide one important cornerstone whereby the CAMO can fulfil part of its responsibility for ensuring the airworthiness of the operated aircraft. They should be used to establish good communication between the CAMO, the subcontracted organisation and the contracted maintenance organisation. The terms of the contract should include, whenever appropriate, the provision for a certain number of meetings to be held between the involved parties. Details of the types of liaison meetings and associated terms of reference of each meeting should be documented. The meetings may include but are not limited to all or a combination of:

(a) Contract review

Before the contract is enforced, it is very important that the technical personnel of both parties, that are involved in the fulfilment of the contract, meet in order to



be sure that every point leads to a common understanding of the duties of both parties.

(b) Work scope planning meeting

Work scope planning meetings may be organised so that the tasks to be performed are commonly agreed.

(c) Technical meeting

Scheduled meetings should be organised in order to review on a regular basis and agree on actions on technical matters such as ADs, SBs, future modifications, major defects found during shop visit, reliability, etc.

(d) Quality meeting

Quality meetings should be organised in order to examine matters raised by the CAMO's quality surveillance and the competent authority's monitoring activity and to agree on necessary corrective actions.

(e) Reliability meeting

When a reliability programme exists, the contract should specify the involvement of the CAMO and of the subcontracted organisation in that programme, including their participation in reliability meetings. Provision to enable competent authority participation in the periodical reliability meetings should also be made.

## Appendix III to GM1 M.B.303(b) — KEY RISK ELEMENTS

ED Decision 2020/002/R

	Title	Description
<b>A. AIRCRAFT CONFIGURATION</b>		
A.1	Type design and changes to type design	The type design is the part of the approved configuration of a product, as laid down in the TCDS, common to all products of that type. With the exception of changes contained in the certification specifications referred to in Part 21 point 21A.90B or 21A.431B of the Annex (Part 21) any changes to type design shall be approved and, for those embodied, shall be recorded with the reference to the approval.
A.2	Airworthiness limitations	An airworthiness limitation is a boundary beyond which an aircraft or a component thereof must not be operated, unless the instruction(s) associated to this airworthiness limitation is (are) complied with.
A.3	Airworthiness Directives	An Airworthiness Directive means a document issued or adopted by the Agency, which mandates actions to be performed on an aircraft to restore an acceptable level of safety, when evidence shows that the safety level of this aircraft may otherwise be compromised. (Part 21A.3B)
<b>B. AIRCRAFT OPERATION</b>		
B.1	Aircraft documents	Aircraft certificates and documents necessary for operations.
B.2	Flight Manual	A manual, associated with the certificate of airworthiness, containing limitations within which operation of the aircraft is to be considered airworthy and, instructions and information necessary to the flight crew members for the safe operation of the aircraft.
B.3	Mass & balance	Mass and balance data is required to make sure the aircraft is capable of operating within the approved envelope.
B.4	Markings & placards	Markings and placards are defined in the individual aircraft type design. Some information may also be found in the Type Certificate Data Sheet, the Supplemental Type Certificates, the Flight Manual, the Aircraft Maintenance Manual, the Illustrated Parts Catalogue, etc.
B.5	Operational requirements	Items required to be installed to perform a specific type of operation.
B.6	Defect management	Defect management requires a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is captured. This system should be properly documented. It may include, amongst others, the Minimum Equipment List system, the Configuration Deviation List system and deferred defects management.

	Title	Description
<b>C. AIRCRAFT MAINTENANCE</b>		
C.1	Aircraft Maintenance Programme	A document which describes or incorporates by reference the specific scheduled maintenance tasks and their frequency of completion, the associated maintenance procedures and related standard maintenance practices necessary for the safe operation of those aircraft to which it applies.
C.2	Component control	The component control should consider a twofold objective for components maintenance: — maintenance for which compliance is mandatory; — maintenance for which compliance is recommended.
C.3	Repairs	All repairs and unrepaired damage/degradations need to comply with the instructions of the appropriate maintenance manual (e.g. the SRM, the AMM, the CMM). With the exception of repairs contained in the certification specifications referred to in Part 21 point 21A.90B or 21A.431B of the Annex (Part 21), all repairs not defined in the appropriate maintenance manual need to be appropriately approved and recorded with the reference to the approval.  This includes any damage or repairs to the aircraft/engine(s)/propeller(s), and their components.
C.4	Records	Continuing Airworthiness records are defined in <a href="#">M.A.305</a> and <a href="#">M.A.306</a> and related AMC.

A.1	Type design and changes to type design	The type design is the part of the approved configuration of a product, as laid down in the TCDS, common to all products of that type. With the exception of changes contained in the certification specifications referred to in Part 21 point 21A.90B or 21A.431B of the Annex (Part 21) any changes to type design shall be approved and, for those embodied, shall be recorded with the reference to the approval.
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>The type design consists of:</p> <ol style="list-style-type: none"> <li>the drawings and specifications, and a listing of those drawings and specifications, necessary to define the configuration and the design features of the product (i.e. the aircraft, its components, etc.) shown to comply with the applicable type-certification basis and environmental protection requirements;</li> <li>information on materials and processes and on methods of manufacture and assembly of the product necessary to ensure the conformity of the product;</li> <li>an approved Airworthiness Limitation Section (ALS) of the Instructions for Continued Airworthiness (ICA); and</li> <li>any other data necessary to allow by comparison the determination of the airworthiness, the characteristics of noise, fuel venting, and exhaust emissions (where applicable) of later products of the same type.</li> </ol> <p>The individual aircraft design is made of the type design supplemented with changes to the type design (e.g. modifications) embodied on the considered aircraft.</p> <p>Depending on the product State of Design, Bilateral Agreements and/or Agency decisions on acceptance of certification findings exist and should be taken into account.</p>		<ol style="list-style-type: none"> <li>Use the current type certificate data sheets (airframe, engine, propeller as applicable) and check that the aircraft conforms to its type design (correct engine installed, seat configuration, etc.).</li> <li>Check that changes have been approved properly (approved data is used, and a direct relation to the approved data).</li> <li>Check for unintentional deviations from the approved type design, sometimes referred to as concessions, divergences, or non-conformances, Technical Adaptations, Technical Variations, etc.</li> <li>Check cabin configuration (LOPA).</li> <li>Check for embodiment of STC's, and, if any Airworthiness Limitations Section (ALS)/ FM/MEL/WBM and revisions are needed, they have been approved and complied with.             <ol style="list-style-type: none"> <li>Aircraft S/N applicable</li> <li>Applicable engines</li> <li>Applicable APU</li> <li>Max. certified weights</li> <li>Seating configuration</li> <li>Exits</li> </ol> </li> <li>Check that the individual aircraft design/configuration is properly established and used as a reference.</li> </ol>
		<ul style="list-style-type: none"> <li>– 21.A.31</li> <li>– 21.A.41</li> <li>– 21.A.61</li> <li>– 21.A.90A</li> <li>– 21.A.90B</li> <li>– <a href="#">M.A.304</a></li> <li>– <a href="#">M.A.305</a></li> <li>– <a href="#">M.A.401</a></li> </ul>

A.2	Airworthiness limitations	An airworthiness limitation is a boundary beyond which an aircraft or a component thereof must not be operated, unless the instruction(s) associated with this airworthiness limitation is complied with.
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>Airworthiness limitations are exclusively associated with instructions whose compliance is mandatory as part of the type design. They apply to some scheduled or unscheduled instructions that have been developed to prevent and/or to detect the most severe failure.</p> <p>They mainly apply to maintenance (mandatory modification, replacement, inspections, checks, etc.), but can also apply to instructions to control critical design configurations (for example Critical Design Configuration Control Limitations (CDCCL) for the fuel tank safety).</p>		<ol style="list-style-type: none"> <li>1. Check that the Aircraft Maintenance Programme (AMP) reflects airworthiness limitations and associated instructions (standard or alternative) issued by the relevant design approval holders and is approved by the competent authority, if applicable.</li> <li>2. Check that the aircraft and the components thereof comply with the approved AMP.</li> <li>3. Check the current status of life-limited parts. The current status of life-limited parts is to be maintained throughout the operating life of the part.</li> </ol> <p>Typical Airworthiness Limitation items:</p> <ul style="list-style-type: none"> <li>– Safe Life ALI (SL ALI)/Life-limited parts,</li> <li>– Damage Tolerant ALI (DT ALI)/Structure, including ageing aircraft structure,</li> <li>– Certification Maintenance Requirements (CMR),</li> <li>– Ageing Systems Maintenance (ASM), including Airworthiness Limitations for Electrical Wiring Interconnection System (EWIS),</li> <li>– Fuel Tank Ignition Prevention (FTIP)/Flammability Reduction Means (FRM),</li> <li>– CDCCL, check wiring if any maintenance carried out in same area - wiring separation,</li> <li>– Ageing fleet inspections mandated through ALS or AD are included in the AMP.</li> </ul>
<b>Reference documents: EASA</b>		<ul style="list-style-type: none"> <li>– 21.A.31</li> <li>– 21.A.61</li> <li>– CS 22.1529</li> <li>– CS 23.1529, Appendix G, para. G25.4</li> <li>– CS 25.1529, Appendix H, para. H25.4</li> <li>– CS 27.1529, Appendix A, para. A27.4</li> <li>– CS 29.1529, Appendix A, para. A29.4</li> <li>– CS 31HB.82</li> <li>– CS-APU 30</li> <li>– CS-E 25</li> <li>– CS-P 40</li> <li>– CS VLR.1529, Appendix A, para. A.VLR.4</li> <li>– <a href="#">M.A.302</a></li> <li>– <a href="#">M.A.305</a></li> </ul>

		– <a href="#">M.A.710(a)(7)</a>
A.3	Airworthiness Directives	An Airworthiness Directive means a document issued or adopted by the Agency, which mandates actions to be performed on an aircraft to restore an acceptable level of safety, when evidence shows that the safety level of this aircraft may otherwise be compromised (Part 21A.3B).
<b>Supporting information</b>		<b>Typical inspection items</b>
Any Airworthiness Directive issued by a State of Design for an aircraft imported from a third country, or for an engine, propeller, part or appliance imported from a third country and installed on an aircraft registered in a Member State, shall apply unless the Agency has issued a different Decision before the date of entry into force of that airworthiness directive.		<ol style="list-style-type: none"> <li>1. Check if all ADs applicable to the airframe, engine(s), propeller(s) and equipment have been incorporated in the AD-status, including their revisions.</li> <li>2. Check records for correct AD applicability (including ADs incorrectly listed as non-applicable).</li> <li>3. Check by sampling in the current AD status that applicable ADs have been or are planned to be (as appropriate) carried out within the requirements of these Airworthiness Directives, unless otherwise specified by the Agency (AMOC).</li> <li>4. Check that applicable ADs related to maintenance are included into the Aircraft Maintenance Programme.</li> <li>5. Check that task-cards correctly reflect AD requirements or refer to procedures and standard practises referenced in ADs.</li> <li>6. Sample during a physical survey some ADs for which compliance can be physically checked.</li> </ol>
<b>Reference documents: EASA</b>		<ul style="list-style-type: none"> <li>– 21.A.3B</li> <li>– 21.B.60</li> <li>– 21.B.326</li> <li>– 21.B.327</li> <li>– <a href="#">M.A.303</a></li> <li>– <a href="#">M.A.305(d) &amp; (h)</a></li> <li>– <a href="#">M.A.401(a) &amp; (b)</a></li> <li>– <a href="#">M.A.501(b)</a></li> <li>– <a href="#">M.A.503(a)</a></li> <li>– <a href="#">M.A.504(a)2</a></li> <li>– <a href="#">M.A.504</a> &amp; <a href="#">AMC M.A.504(c)</a> § 1 (f)</li> <li>– <a href="#">M.A.613</a> &amp; <a href="#">AMC M.A.613(a)</a> § 2.4.3, 2.5.2, 2.6.1(h) &amp; 2.8(b)</li> <li>– <a href="#">M.A.708(b)8</a></li> </ul>

		<ul style="list-style-type: none"> <li>– <a href="#">M.A.709(a)</a></li> <li>– <a href="#">M.A.710(a)5</a></li> <li>– <a href="#">M.A.801</a> &amp; <a href="#">AMC M.A.801(h)</a></li> </ul>
B.1	Aircraft documents	Aircraft certificates and documents necessary for operations.
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>The aircraft certificates and documents necessary for operations may include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>– Certificate of Registration;</li> <li>– Certificate of Airworthiness;</li> <li>– Noise certificate;</li> <li>– Aircraft certificate of release to service;</li> <li>– Technical log book, if required;</li> <li>– Airworthiness Review Certificate;</li> <li>– Etc.</li> </ul>		<ol style="list-style-type: none"> <li>1. Check that all certificates and documents pertinent to the aircraft and necessary for operations (or copies, as appropriate) are on board.</li> <li>2. Check C of A modification/Aircraft identification.</li> <li>3. Check that noise certificate corresponds to aircraft configuration.</li> <li>4. Check Permit to fly and Flight Condition when necessary.</li> <li>5. Check that there is an appropriate aircraft certificate of release to service.</li> </ol>
<b>Reference documents: EASA</b>		<ul style="list-style-type: none"> <li>– Part-21 Subpart H</li> <li>– 21.A.175</li> <li>– 21.A.177</li> <li>– 21.A.182</li> <li>– Part-21 Subpart I</li> <li>– Part-21 Subpart P</li> <li>– Part-21 Subpart Q</li> <li>– 21.A.801</li> <li>– 21.A.807</li> <li>– <a href="#">M.A.201(a)(3)</a></li> <li>– <a href="#">M.A.801</a></li> </ul>

B.2	Flight Manual	A manual, associated with the certificate of airworthiness, containing operational limitations, instructions and information necessary for the flight crew members for the safe operation of the aircraft.
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>The Flight Manual needs to reflect the current status/configuration of the aircraft. When it does not, it may provide flight crew members with wrong information.</p> <p>This may lead to errors and/or to override limitations that could contribute to severe failure.</p>		<ol style="list-style-type: none"> <li>1. Check the conformity of the Flight Manual (FM), latest issue, with aircraft configuration, including modification status, (AD, SB, STC etc.).</li> <li>2. Check: <ul style="list-style-type: none"> <li>– the FM approval, revision control, Supplement to FM;</li> <li>– the impact of modification status on noise and weight &amp; balance;</li> <li>– additional required manuals (QRH/FCOM/OM-B etc.);</li> <li>– FM limitations.</li> </ul> </li> </ol>
<b>Reference documents: EASA</b>		<ul style="list-style-type: none"> <li>– 21.A.174(b)2(iii), (b)3(ii)</li> <li>– 21.A.204(b)1(ii), (b)2(i)</li> <li>– <a href="#">M.A.305</a>, AMC M.A.305(d)</li> <li>– <a href="#">M.A.710(a)2</a></li> <li>– <a href="#">M.A.710(c)2</a></li> <li>– AMC M.A.710(a)1</li> <li>– <a href="#">AMC M.A.901(d) and (g)</a></li> <li>– <a href="#">M.A.902(b)3</a></li> <li>– <a href="#">AMC M.A.904(a)2</a> points 2(c) and 2(k)</li> <li>– <a href="#">AMC M.A.904(b)</a> point (c)</li> </ul>



B.3	Mass & balance	Mass and balance data is required to make sure the aircraft is capable of operating within the approved envelope.
<b>Supporting information</b>		<b>Typical inspection items</b>
The mass and balance report needs to reflect the actual configuration of the aircraft. When it does not, the aircraft might be operated outside the certified operating envelope.		<ol style="list-style-type: none"> <li>1. Check that mass and balance report is valid, considering current configuration.</li> <li>2. Make sure that modifications and repairs are taken into account in the report.</li> <li>3. Check that equipment status is recorded on the mass and balance report.</li> <li>4. Compare current mass and balance report with previous report for consistency.</li> </ol>
<b>Reference documents: EASA</b>		<ul style="list-style-type: none"> <li>– <a href="#">M.A.305(d)5</a></li> <li>– <a href="#">M.A.708(b)(10)</a></li> <li>– <a href="#">M.A.710(a)(9)</a>, AMC M.A.710(a)1</li> <li>– Part-CAT: CAT.POL.MAB.100 and related AMCs/GM</li> <li>– Part-NCC: NCC.POL.105 and related AMC/GM</li> <li>– Part-NCO: NCO.POL.105 and related AMC/GM</li> <li>– Part-SPO: SPO.POL.105 and related AMC/GM</li> </ul>

B.4	Markings & placards	Markings and placards are defined in the individual aircraft type design. Some information may also be found in the TCDS, the Supplemental Type Certificates (STC), the FM, the AMM, the IPC, etc.
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>Markings and placards on instruments, equipment, controls, etc. shall include such limitations or information as necessary for the direct attention of the crew during flight.</p> <p>Markings and placards or instructions shall be provided to give any information that is essential to the ground handling in order to preclude the possibility of mistakes in ground servicing (e.g. towing, refuelling) that could pass unnoticed and that could jeopardise the safety of the aircraft in subsequent flights.</p> <p>Markings and placards or instructions shall be provided to give any information essential in the prevention of passenger injuries.</p> <p>National registration markings must be installed. They include registration, possible flag, fireproof registration plate.</p> <p>Product data plates must be installed.</p> <p>When markings and placards are missing, or unreadable, or not properly installed, mistakes or aircraft damages may occur and could subsequently contribute to a severe failure.</p>		<ol style="list-style-type: none"> <li>1. Check that the required markings and placards are installed on the aircraft, especially the emergency exit markings instructions and passenger information signs and placards.</li> <li>2. Check that all installed placards are readable.</li> <li>3. Check the Flight Manual versus the instruments. (General Aviation usually).</li> <li>4. Check registration markings, including State of Registry fireproof nameplate.</li> <li>5. Check product data plates.</li> </ol> <p>Examples of markings &amp; placards:</p> <ul style="list-style-type: none"> <li>– door means of opening,</li> <li>– each compartment’s weight/load limitation/placards stating limitation on contents,</li> <li>– passenger information signs, including no smoking signs,</li> <li>– emergency exit marking,</li> <li>– pressurised cabin warning,</li> <li>– calibration placards,</li> <li>– cockpit placards and instrument markings,</li> <li>– O<sup>2</sup> system information data,</li> <li>– accesses to the fuel tanks with flammability reduction means (CDCCL),</li> <li>– fuelling markings (fuel vent, fuel dip stick markings),</li> <li>– EWIS identification,</li> <li>– towing limit markings,</li> <li>– break-in markings,</li> <li>– inflate tyres with nitrogen,</li> <li>– RVSM + static markings.</li> </ul>
<b>Reference documents: EASA</b>		<ul style="list-style-type: none"> <li>– 21.A.175</li> <li>– 21.A.715</li> <li>– 21.A.801</li> <li>– 21.A.803</li> <li>– 21.A.804</li> </ul>

- 21.A.805
- 21.A.807
- relevant CS for the aircraft type being inspected
- [M.A.501](#)
- [M.A.710\(c\)](#)
- AMC M.A.504(e)
- [AMC M.A.603\(c\)](#)
- [AMC M.A.904\(a\)\(2\)](#) points 2(f) & 2(k)

B.5	Operational requirements	Requirements for the type of operation are complied with (e.g. equipment, documents, approvals).
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>This includes all equipment required by the applicable operational code including national requirements.</p> <p>In case of malfunction, it can create a hazardous situation. Especially emergency equipment needs attention during this inspection.</p>		<ol style="list-style-type: none"> <li>1. Check permits &amp; approvals required for type of operation.</li> <li>2. Check for the presence and serviceability of equipment required by operational approvals.</li> <li>3. Check safety equipment, check that emergency equipment is readily accessible.</li> </ol>
<b>Reference documents: EASA</b>		<ul style="list-style-type: none"> <li>– <a href="#">M.A.201(a)(2)</a></li> <li>– Part-21 Subpart I</li> <li>– Part-CAT, Part-NCC, Part-NCO, Part-SPO Subpart D ‘Instruments, Data and Equipment’.</li> </ul>

B.6	Defect management	Defect management requires a system whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft is captured. This system should be properly documented. It includes, amongst others, the MEL system, the CDL system and deferred defects management.
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>This KRE addresses the effectiveness of defect management, it should also consider defects found during the physical inspection.</p>		<ol style="list-style-type: none"> <li>1. Check that the deferred defects have been identified, recorded, and rectified/deferred in accordance with approved procedures and within approved time limits.</li> <li>2. Check that operations outside published approved data have only been performed under a Permit to Fly or under flexibility provisions (Article 71 of Regulation (EU) 2008/1139). Sample on:             <ol style="list-style-type: none"> <li>a. TLB and hold item list,</li> <li>b. maintenance task cards,</li> <li>c. engine shop report,</li> <li>d. (major) component shop report,</li> <li>e. maintenance/repair/modification working party files after embodiment of modifications or repairs,</li> <li>f. occurrence reporting data,</li> <li>g. communications between the user of maintenance data and the maintenance data author in case of inaccurate, incomplete, ambiguous procedures and practices.</li> </ol> </li> <li>3. Check that the consequences of the deferral have been managed with Operation/Crew.</li> <li>4. Check that defects are being deferred in accordance with approved data (current revision of the MEL, CDL, aircraft maintenance programme).</li> <li>5. Compare physical location of parts/serial numbers with recorded locations to identify undocumented parts swaps for troubleshooting.</li> </ol>
<b>Reference documents: EASA /EU</b>		<ul style="list-style-type: none"> <li>– <a href="#">M.A.301(b)</a></li> <li>– <a href="#">AMC M.A.301(b)</a></li> <li>– <a href="#">M.A.403</a></li> <li>– <a href="#">AMC M.A.710(a)</a></li> <li>– <a href="#">145.A.60</a></li> <li>– AMC 20-8</li> <li>– Regulation (EU) No 376/2014</li> </ul>

C.1	Aircraft Maintenance Programme	A document which describes the specific scheduled maintenance tasks and their frequency of completion, related standard maintenance practices and the associated procedures necessary for the safe operation of those aircraft to which it applies.
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>The Aircraft Maintenance Programme (AMP) is intended to include scheduled maintenance tasks, the associated procedures and standard maintenance practises. It also includes the reliability programme, when required.</p> <p>Tasks included in the maintenance programme can originate from:</p> <ul style="list-style-type: none"> <li>– tasks for which compliance is mandatory: instructions specified in repetitive Airworthiness Directives (AD), or in the Airworthiness Limitations Section (ALS), which may include Certification Maintenance Requirements (CMRs). The ALS is included in the Instructions for Continuing Airworthiness (ICA) of a design approval holder;</li> <li>– tasks for which compliance is recommended: additional instructions specified in the Maintenance Review Board Report (MRBR), the Maintenance Planning Document (MPD), Service Bulletins (SB), or any other non-mandatory continuing airworthiness information issued by the design approval holder;</li> <li>– additional or alternative instructions proposed by the owner or the continuing airworthiness management organisation once approved in accordance with point <a href="#">M.A.302(e)</a>;</li> </ul> <p>The AMP shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to the type and the specificity of operations.</p>		<p><b>Review of AMP contents:</b></p> <ol style="list-style-type: none"> <li>1. Check that the AMP properly reflects mandatory continuing airworthiness instructions (ALIs, CMRs (the latest source documents' revision. Sample check that tasks are implemented within approved compliance times and that no tasks have been omitted.</li> <li>2. Check how recommended scheduled maintenance tasks (such as TBO intervals, recommended through Service Bulletins, Service Letters, etc., the latest source documents' revision) are considered when updating the AMP.</li> <li>3. Check that the AMP properly reflects the maintenance tasks specified in repetitive ADs.</li> <li>4. Check that the AMP properly reflects additional instructions for continuing airworthiness resulting from specific installed equipment or modifications embodied.</li> <li>5. Check that the AMP properly reflects additional instructions for continuing airworthiness resulting from repairs embodied.</li> <li>6. If applicable, check that the AMP properly reflects additional maintenance tasks required by specific approvals (e.g. RVSM, ETOPS, MNPS, B-RNAV).</li> <li>7. Check for any additional scheduled maintenance measures required due to the use of the aircraft and the operational environment.</li> <li>8. If applicable, check for proper identification of pilot-owner maintenance tasks and identification of the pilot-owner(s) or the alternative procedure described in <a href="#">AMC M.A.803</a> point 3.</li> <li>9. Check approval status of additional or alternative instructions (<a href="#">M.A.302(e)</a>).</li> <li>10. Check if a reliability programme is present and active when required.</li> <li>11. Check if the AMP is approved by the competent authority directly, or by the CAMO via indirect approval procedure, or if it is a self-declared maintenance programme.</li> </ol>

	<p><b>Review of aircraft compliance with an AMP:</b></p> <ol style="list-style-type: none"><li>12. Check if the AMP used is valid for the aircraft, and is reviewed annually.</li><li>13. Check if tasks are performed within the value(s) quoted in AMP and the source documents</li><li>14. Sample check that no task has been omitted without justifications accepted by the Competent Authority (at the time of decision).</li><li>15. Check the reporting of performed scheduled maintenance into the records system.</li><li>16. Analyse the effectiveness of the AMP and reliability by reviewing the unscheduled tasks.</li></ol>
<p><b>Reference documents: EASA</b></p>	<ul style="list-style-type: none"><li>– <a href="#">M.A.302</a> and its AMC.</li><li>– <a href="#">M.A.708(b)(1), (b)(2) and (b)(4)</a></li><li>– <a href="#">M.A.803</a> and its AMC</li></ul>

C.2	Component control	<p>The component control should consider a twofold objective for components maintenance:</p> <ul style="list-style-type: none"> <li>– maintenance for which compliance is mandatory.</li> <li>– maintenance for which compliance is recommended.</li> </ul>
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>Depending on each maintenance task, accomplishment is <u>scheduled</u> or <u>unscheduled</u>. Refer to KRE C.1 'Aircraft Maintenance Programme'.</p> <p>Components with a mandatory life limitation must be <u>permanently</u> removed from service when, or before, their operating limitation is exceeded. The life limitation is controlled at the component level (in opposition to aircraft level).</p> <p>Components which are 'time-controlled components' include the following:</p> <ul style="list-style-type: none"> <li>– components for which removal and restoration are scheduled, regardless of their level of failure resistance. Reference is made to hard time components: They are subject to periodic maintenance dealing with a deterioration that is assumed to be <u>predictable</u> (the overall reliability invariably decreases with age): Failure is less likely to occur before restoration is necessary;</li> <li>– components for which failure resistance can reduce and drop below a defined level: Inspections are scheduled to detect potential failures. Reference is made to 'On-condition' components: They are called such because components, which are inspected, are left in service (no further maintenance action taken) on the condition that they continue to meet specified performance standards.</li> </ul> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Restoration tasks for hard time components are not the same as 'On-condition' tasks, since they do not monitor gradual deterioration, but are primarily done to ensure the item may continue to remain in service until the next planned restoration.</li> </ol>		<ol style="list-style-type: none"> <li>1. Check that the mandatory maintenance tasks are identified as such and managed separately from recommendations.</li> <li>2. Sample check installed components (PN and SN) against aircraft records:             <ol style="list-style-type: none"> <li>a. Correct Part Number and Serial Number installed.</li> <li>b. Correct authorised release document available.</li> </ol> </li> <li>3. Check the current status of time-controlled components, with due consideration to deferred items. They must identify:             <ol style="list-style-type: none"> <li>a. The affected components (Part Number and Serial Number).</li> <li>b. For components subject to a repetitive task: the task description and reference, the applicable threshold/interval, the last accomplishment data (date, the component's total accumulated life in Hours, Cycles, Landings, Calendar time, as necessary) and the next planned accomplishment data.</li> <li>c. For components subject to an unscheduled task: the task description and reference, the accomplishment data (date, the component's total accumulated life in Hours, Cycles, Landings, Calendar time, as necessary). Pay attention to ETOPS and CDCCL components.</li> </ol> </li> <li>4. Check current status of life-limited parts. This status can be requested upon each transfer throughout the operating life of the part:             <ol style="list-style-type: none"> <li>a. The life limitation, the component's total accumulated life, and the life remaining before the component's life limitation is reached (indicating Hours, Cycles, Landings, Calendar time, as necessary).</li> <li>b. If relevant for the determination of the remaining life, a full installation history indicating the number of hours, cycles or calendar time relevant to each installation on these different types of aircraft/engine.</li> </ol> </li> </ol>



2. Components subject to 'condition-monitoring' are permitted to remain in service without preventive maintenance until functional failure occurs. Reference is made to 'fly-to-failure'. Such components are subject to unscheduled tasks.	5. Check if the aircraft maintenance programme and reliability programme results impact the component control. 6. Check that life-limited and time controlled components are correctly marked during a physical survey.
<b>Reference documents: EASA</b>	– 21.A.805 – <a href="#">M.A.302</a> – <a href="#">M.A.305</a> – <a href="#">M.A.501</a> – <a href="#">M.A.503</a> – <a href="#">M.A.710</a>

C.3	Repairs	All repairs and unrepaired damage/degradations need to comply with the instructions of the appropriate maintenance manual (e.g. the SRM, the AMM, the CMM). With the exception of repairs contained in the certification specifications referred to in Part 21 point 21A.90B or 21A.431B of the Annex (Part 21), all repairs not defined in the appropriate maintenance manual need to be appropriately approved and recorded with the reference to the approval. This includes any damage or repairs to the aircraft/engine(s)/propeller(s), and their components.
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>The data substantiating repairs should include, but is not limited to, the damage assessment, the rationale for the classification of the repair, the evidence the repair has been designed in accordance with approved data, i.e. by reference to the appropriate manual, procedure or to a Part 21 repair design approval, the drawings/material and accomplishment instructions, as well as the maintenance and operational instructions.</p> <p>'Repair status' means a list of:</p> <ul style="list-style-type: none"> <li>– the repairs embodied since the original delivery of (and still existent upon) the aircraft/engine/propeller/component; and</li> <li>– the un-repaired damage/degradations.</li> </ul> <p>It also includes, either directly or by reference to supporting documentation (i.e. repair files), the substantiating data supporting compliance with the applicable airworthiness requirements.</p> <p>The repair status should identify the repair file reference, the repair classification, the repaired item (i.e. aircraft/engine/propeller/component, and a precise location if necessary), and the date and total life in FH/FC accumulated by the item at the time of repair or finding of the un-repaired damage/degradations. Cross-reference to the aircraft maintenance programme should also be included, as necessary.</p> <p>Depending on the product State of Design, Bilateral Agreements and/or Agency Decisions on acceptance of certification findings exist and should be taken into account for the determination of acceptable data for repairs.</p>		<ol style="list-style-type: none"> <li>1. Sample the repair status to confirm it appropriately traces repairs and un-repaired damage/deteriorations.</li> <li>2. Sample repair files (at least one file for each type of repaired items) to check that repaired and unrepaired damage/deterioration have been assessed against the latest published approved repair data.</li> <li>3. Check that repair instructions detailed in the repair file comply with published approved repair data.</li> <li>4. Check that major repairs resulting in new or amended airworthiness limitations and associated mandatory instructions (including ageing aircraft programme) have been included in the aircraft maintenance programme.</li> <li>5. Check that new or amended maintenance instructions resulting from repairs have been considered for inclusion in the aircraft maintenance programme.</li> <li>6. Compare the repair status and the physical status of the repaired aircraft/engine(s)/propeller(s), and their repaired components (physical survey) in order to confirm the accuracy of the repair status. Sample embodied repairs to check their conformity against the repair files (physical survey).</li> </ol>
<b>Reference documents: EASA</b>		<ul style="list-style-type: none"> <li>– 21.A.431A</li> <li>– 21.A.431B</li> </ul>

- [M.A.304](#)
- [AMC M.A.304](#)
- [M.A.305](#)
- AMC M.A.305
- [M.A.401](#)
- [AMC M.A.401](#)

C.4	Records	Continuing Airworthiness records are defined in M.A.305 and M.A.306 and related AMC.
<b>Supporting information</b>		<b>Typical inspection items</b>
<p>Retention/Transfer of the records is required so that the status of the aircraft and its components can be readily established at any time.</p> <p>Task accomplishment is scheduled (one time or periodically), or unscheduled (e.g. following an event). Aircraft continuing airworthiness records (refer to logbooks, technical logbooks, component log cards or task cards) shall provide the status with regard to:</p> <ul style="list-style-type: none"> <li>– scheduled tasks: <ul style="list-style-type: none"> <li>– one-time: life-limited parts status, modification status, repair status.</li> <li>– repetitive: maintenance programme status.</li> </ul> </li> <li>– unscheduled tasks.</li> </ul>		<ol style="list-style-type: none"> <li>1. Check the aircraft continuing airworthiness record system: <a href="#">M.A.305</a> and <a href="#">M.A.306</a>, as applicable, require that certain records are kept for defined periods. Pay attention to the continuity, integrity and traceability of records: <ol style="list-style-type: none"> <li>a. integrity: Check the data recorded is legible,</li> <li>b. continuity: Check that records are available for the applicable retention period,</li> <li>c. traceability: Check the link between operator/CAMO and maintenance documentation, traceability to approved data, traceability to appropriate release documents, etc.</li> </ol> </li> <li>2. If applicable, make sure that the tech log system is used correctly, including: <ol style="list-style-type: none"> <li>a. current aircraft release to service (including the maintenance statement) issued and</li> <li>b. pre-flight inspections signed-off by authorised persons;</li> </ol> </li> <li>3. Check that any maintenance required following abnormal operation/event (such as overspeed, overweight operation, hard landing, excessive turbulence, and operation outside of Flight Manual limitations) has been performed, as applicable.</li> </ol>
<b>Reference documents: EASA</b>		<ul style="list-style-type: none"> <li>– <a href="#">M.A.305</a></li> <li>– <a href="#">M.A.306</a></li> <li>– <a href="#">M.A.307</a></li> <li>– <a href="#">M.A.801</a></li> <li>– AMC M.A.305</li> <li>– AMC M.A.306</li> <li>– <a href="#">AMC M.A.307</a></li> </ul>

## Abbreviations used:

A/C	Aircraft
ACAM	Aircraft Continuous Airworthiness Monitoring
AD	Airworthiness Directive
ALI	Airworthiness Limitation Items
ALS	Airworthiness Limitations Section
AMM	Aircraft Maintenance Manual
AMP	Aircraft Maintenance Programme
APU	Auxiliary Power Unit
ASM	Ageing Systems Maintenance
B-RNAV	Basic Area Navigation
CAMO	Continuing Airworthiness Management Organisation
CDL	Configuration Deviation List
CDCCL	Critical Design Configuration Control Limitations
CMM	Component Maintenance Manual
CMR	Certification Maintenance Requirement
DT	Damage Tolerant
ED	Executive Director of EASA
ETOPS	Extended Range Operations with Two-engined aeroplanes
ETSO	European Technical Standard Order
EWIS	Electrical Wiring Interconnection System
EZAP	Enhanced Zonal Analysis Procedure

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FCOM	Flight Crew Operations Manual
FDR	Flight Data Recorder
FM	Flight Manual
FRM	Flammability Reduction Means
FTIP	Fuel Tank Ignition Prevention
GA	General Aviation
ICA	Instructions for Continuing Airworthiness
IPCI	Illustrated Parts Catalogue
KRE	Key Risk Element
LHIRF	Lightning High Intensity Radiated Field
LOPA	Layout of Passenger Accommodation
MCAI	Mandatory Continuing Airworthiness Information
MEL	Minimum Equipment List
MNPS	Minimum Navigation Performance Specification
MRB	Maintenance Review Board
MRBR	Maintenance Review Board Report
MPD	Maintenance Planning Document
NAA	National Aviation Authority
OEM	Original Equipment Manufacturer
OM	Operations Manual
OM-B	Operations Manual Part-B
PN	Part Number

QRH	Quick Reference Handbook
PWR	Power
RVSM	Reduced Vertical Separation Minima
SN	Serial Number
SB	Service Bulletin
SM	Service Manual
SRM	Structural Repair Manual
STC	Supplemental Type Certificate
TBO	Time Between Overhauls
TC	Type Certificate
TCDS	Type Certificate Data Sheet
TLB	Technical Logbook
TSO	Technical Standard Order

## Appendix IV to AMC M.A.604 — Maintenance organisation manual

ED Decision 2020/002/R

### 1. Purpose

The maintenance organisation manual is the reference for all the work carried out by the approved maintenance organisation. It should contain all the means established by the organisation to ensure compliance with [Part-M](#) or Part-ML according to the extent of approval and the privileges granted to the organisation.

The maintenance organisation manual should define precisely the work that the approved maintenance organisation is authorised to carry out and the subcontracted work. It should detail the resources used by the organisation, its structure and its procedures.

### 2. Content

A typical Maintenance Organisation Manual for a small organisation (less than 10 maintenance staff) should be designed to be used directly on a day to day basis. The working documents and lists should be directly included into the manual. It should contain the following:

#### Part A — General

- **Table of contents**
- **List of effective pages**
- **Record of amendments**
- **Amendment procedure**
  - Drafting
  - Amendments requiring direct approval by the competent authority
  - Approval
- **Distribution**
  - Name or title of each person holding a copy of the manual
- **Accountable manager statement**
  - Approval of the manual
  - Statement that the maintenance organisation manual and any incorporated document identified therein reflect the organisation's means of compliance with [Part-M](#) and Part-ML
  - Commitment to work according to the manual
  - Commitment to amend the manual when necessary

#### Part B — Description

- **Organisation's scope of work**
  - Description of the work carried out by the organisation (type of product, type of work) and subcontracted work
  - Identification of the level of work which can be performed at each facility.
- **General presentation of the organisation**



- Legal name and social status
- **Name and title of management personnel**
  - Accountable manager
  - Senior managers
  - Duties and responsibilities
- **Organisation chart**
- **Certifying staff and airworthiness review staff**
  - Minimum qualification and experience
  - List of authorised certifying staff and airworthiness review staff, their scope of qualification and the personal authorisation reference
- **Personnel**
  - Technical personnel (number, qualifications and experience)
  - Administrative personnel (number)
- **General description of the facility**
  - Geographical location (map)
  - Plan of hangars
  - Specialised workshops
  - Office accommodation
  - Stores
  - Availability of all leased facilities.
- **Tools, equipment and material**
  - List of tools, equipment and material used (including access to tools used on occasional basis)
  - Test apparatus
  - Calibration frequencies
- **Maintenance data**
  - List of maintenance data used in accordance with [M.A.402](#) or [ML.A.402](#), and appropriate amendment subscription information (including access to data used on occasional basis).

#### Part C — General Procedures

- **Organisational review**
  - Purpose (to insure that the approved maintenance organisation continues to meet the requirements of [Part-M](#) and Part-ML)
  - Responsibility
  - Organisation, frequency, scope and content (including processing of authority's findings)

- Planning and performance of the review
- Organisational review checklist and forms
- Processing and correction of review findings
- Reporting
- Review of subcontracted work
- **Training**
  - Description of the methods used to ensure compliance with the personnel qualification and training requirements (certifying staff training, specialised training)
  - Description of the personnel records to be retained
- **Subcontracting of specialised services**
  - Selection criteria and control
  - Nature of subcontracted work
  - List of subcontractors
  - Nature of arrangements
  - Assignment of responsibilities for the certification of the work performed
- **One time authorisations**
  - Maintenance checks
  - Certifying staff

#### Part D — Working Procedures

- **Work order acceptance**
- **Preparation and issue of the work package**
  - Control of the work order
  - Preparation of the planned work
  - Work package content (copy of forms, work cards, procedure for their use, distribution)
  - Responsibilities and signatures needed for the authorisation of the work
- **Logistics**
  - Persons/functions involved
  - Criteria for choosing suppliers
  - Procedures used for incoming inspection and storage of parts, tools and materials
  - Copy of forms and procedure for their use and distribution
- **Execution**
  - Persons/functions involved and respective role
  - Documentation (work package and work cards)

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- Copy of forms and procedure for their use and distribution
  - Use of work cards or manufacturer’s documentation
  - Procedures for accepting components from stores including eligibility check
  - Procedures for returning unserviceable components to stores
  - **Release to Service – Certifying staff**
    - Authorised certifying staff functions and responsibilities
  - **Release to Service – Supervision**

Detailed description of the system used to ensure that all maintenance tasks, applicable to the work requested of the approved maintenance organisation, have been completed as required.

    - Supervision content
    - Copy of forms and procedure for their use and distribution
    - Control of the work package
  - **Release to Service – Certificate of release to service**
    - Procedure for signing the CRS (including preliminary actions)
    - Certificate of release to service wording and standardised form
    - Completion of the aircraft continuing airworthiness record system
    - Completion of [EASA Form 1](#)
    - Incomplete maintenance
    - Maintenance check flight authorisation
    - Copy of CRS and EASA Form 1
  - **Records**
  - **Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations**
  - **Special procedures**

Such as specialised tasks, disposal of unsalvageable components, re-certification of parts not having an EASA Form 1, etc.
  - **Occurrence reporting**
    - Occurrences to be reported
    - Timeframe of reports
    - Information to be reported
    - Recipients
  - **Management of indirect approval of the manual**
    - Amendments content eligible for indirect approval
    - Responsibility

- Traceability
- Information to the competent authority
- Final validation

#### Part E – Appendices

- **Sample of all documents used.**
- **List of maintenance locations.**
- **List of Part-145 or [M.A. Subpart F](#) organisations.**
- **List of subcontracted specialised services.**

#### 3. Approval

The competent authority should approve the manual in writing. This will normally be done by approving a list of effective pages.

Minor amendments, or amendments to a large capability list, can be approved indirectly, through a procedure approved by the member state.

#### 4. Continuous compliance with Part-M and Part-ML

When a maintenance organisation manual no longer meets the requirements of this [Part-M](#) or Part-ML, whether through a change in Part-M or Part-ML, a change in the organisation or its activities, or through an inadequacy shown to exist by verification inspections conducted under the organisational review, or any other reason that affects the manuals conformity to requirements, the approved maintenance organisation is responsible to prepare and have approved an amendment to its manual.

#### 5. Distribution

The manual describes how the organisation works therefore the manual or relevant parts thereof need to be distributed to all concerned staff in the organisation and contracted organisations.

## Appendix V to AMC1 M.A.704 — Continuing airworthiness management exposition

*ED Decision 2020/002/R*

The following text provides relevant information for developing a CAME for the particular case of a CAMO working on aircraft subject to Part-M and contracting maintenance to Part M Subpart F and Part 145 organisations.

### CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

#### TABLE OF CONTENT

<b>Part 0</b>	<b>General organisation</b>
0.1	Corporate commitment by the accountable manager
0.2	General information
0.3	Management personnel
0.4	Management organisation chart
0.5	Procedure to notify the competent authority of changes to the organisation's activities/approval/location/personnel
0.6	Exposition amendment procedures
<b>Part 1</b>	<b>Continuing airworthiness management procedures</b>
1.1	Aircraft technical log utilisation and MEL application Aircraft continuing airworthiness record system utilisation
1.2	Aircraft maintenance programmes — development amendment and approval
1.3	Time and continuing airworthiness records, responsibilities, retention and access
1.4	Accomplishment and control of airworthiness directives
1.5	Analysis of the effectiveness of the maintenance programme(s)
1.6	Non-mandatory modification embodiment policy
1.7	Major repair and modification standards
1.8	Defect reports
1.9	Engineering activity
1.10	Reliability programmes
1.11	Pre-flight inspections
1.12	Aircraft weighing
1.13	Maintenance check flight procedures
<b>Part 2</b>	<b>Quality system</b>
2.1	Continuing airworthiness quality policy, plan and audit procedure
2.2	Monitoring of continuing airworthiness management activities
2.3	Monitoring of the effectiveness of the maintenance programme(s)
2.4	Monitoring that all maintenance is carried out by an appropriate maintenance organisation
2.5	Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor
2.6	Quality audit personnel
<b>Part 3</b>	<b>Contracted maintenance</b>
3.1	Maintenance contractor selection procedure
3.2	Quality audit of aircraft

<b>Part 4</b>	<b>Airworthiness review procedures</b>
4.1	Airworthiness review staff
4.2	Review of aircraft records
4.3	Physical survey
4.4	Additional procedures for recommendations to competent authorities for the import of aircraft
4.5	Recommendations to competent authorities for the issue of ARC
4.6	Issue of ARC
4.7	Airworthiness review records, responsibilities, retention and access
<b>Part 4B</b>	<b>Permit to fly procedures</b>
4B.1	Conformity with approved flight conditions
4B.2	Issue of the permit to fly under the CAMO privilege
4B.3	Permit to fly authorised signatories
4B.4	Interface with the local authority for the flight
4B.5	Permit to fly records, responsibilities, retention and access
<b>Part 5</b>	<b>Appendices</b>
5.1	Sample documents
5.2	List of airworthiness review staff
5.3	List of subcontractors as per <a href="#">M.A.711(a)(3)</a>
5.4	List of contracted approved maintenance organisations
5.5	Copy of contracts for subcontracted work ( <a href="#">Appendix II to AMC M.A.711(a)(3)</a> )

**LIST OF EFFECTIVE PAGES**

Page	Revision	Page	Revision	Page	Revision
1	Original	3	Original	5	Original
2	Original	4	Original	....	....

**DISTRIBUTION LIST**

*(The document should include a distribution list to ensure proper distribution of the manual and to demonstrate to the competent authority that all personnel involved in continuing airworthiness activities have access to the relevant information. This does not mean that all personnel have to receive a manual, but that a reasonable amount of manuals is distributed within the organisation(s) so that personnel concerned have quick and easy access to the manual.*

*Accordingly, the continuing airworthiness management exposition should be distributed to:*

- the operator’s or the organisation’s management personnel and to any person at a lower level as necessary; and*
- the Part-145 or M.A. Subpart F contracted maintenance organisation(s); and*
- the competent authority.)*

**PART 0 — GENERAL ORGANISATION****0.1 Corporate commitment by the accountable manager**

*(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 defines the organisation and procedures upon which the M.A. Subpart G approval of Joe Bloggs under Part-M is based.*

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

*It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the Agency or the competent authority from time to time where these new or amended regulations are in conflict with these procedures.*

*The competent authority will approve this organisation whilst it is satisfied that the procedures are followed. It is understood that the competent authority reserves the right to suspend, limit or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation, as applicable, if the competent authority has evidence that the procedures are not followed and the standards not upheld.*

*In the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008, suspension or revocation of the approval of the M.A. Subpart G continuing airworthiness management organisation would invalidate the AOC.'*

**0.2 General Information****a) Brief description of the organisation**

*(This paragraph should describe broadly how the whole organisation (i.e. including the whole operator in the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008 or the whole organisation when other approvals are held) is organised under the management of the accountable manager, and should refer to the organisation charts of paragraph 0.4.)*

**b) Relationship with other organisations**

*(This paragraph may not be applicable to every organisation.)*

**(1) Subsidiaries/mother company**

*(For clarity purposes, where the organisation belongs to a group, this paragraph should explain the specific relationship the organisation may have with other members of that group, e.g. links between Joe Bloggs Airlines, Joe Bloggs Finance, Joe Bloggs Leasing, Joe Bloggs Maintenance, etc.)*

**(2) Consortia**

*(Where the organisation belongs to a consortium, it should be indicated here. The other members of the consortium should be specified, as well as the scope of organisation of the consortium (e.g. operations, maintenance, design (modifications and repairs), production etc.). The reason for specifying this is that consortium maintenance may be controlled through specific contracts and through consortium's policy and/or procedures manuals that might unintentionally override the maintenance contracts. In addition, in respect of international consortia, the*

*respective competent authorities should be consulted and their agreement to the arrangement should be clearly stated. This paragraph should then make reference to any consortium’s continuing airworthiness related manual or procedure and to any competent authority agreement that would apply.)*

c) Scope of work — Aircraft managed

*(This paragraph should specify the scope of the work for which the CAMO is approved. This paragraph may include aircraft type/series, aircraft registrations, owner/operator, contract references, etc. The following is given as an example.)*

Aircraft type/series	Date included in the scope of work	Aircraft maintenance programme or ‘generic/baseline’ maintenance programme	Aircraft registration(s)	Owner/operator	CAMO contract reference

For air carriers licensed in accordance with Regulation (EC) No 1008/2008, this paragraph can make reference to the operations specifications or operations manual where the aircraft registrations are listed.

*(Depending on the number of aircraft, this paragraph may be updated as follows:*

- 1) *the paragraph is revised each time an aircraft is removed from or added in the list;*
- 2) *the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list; in that case, the paragraph should explain where the current list of aircraft managed is available for consultation.)*

d) Type of operation

*(This paragraph should give broad information on the type of operations such as: commercial air transport operations, (commercial) specialised operations, training organisation, NCC, NCO, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, etc.)*

### 0.3 Management personnel

a) Accountable manager

*(This paragraph should address the duties and responsibilities of the accountable manager as regards M.A. Subpart G approvals and should demonstrate that he/she has corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard.)*

b) Nominated postholder for continuing airworthiness referred to in [M.A.706\(d\)](#)

*(This paragraph should:*

- *emphasise that the nominated postholder for continuing airworthiness is responsible to ensure that all maintenance is carried out on time and to an approved standard; and*
- *describe the extent of his/her authority as regards his/her Part-M responsibility for continuing airworthiness.)*



c) Continuing airworthiness coordination

*(This paragraph should list in sufficient detail the job functions that constitute the ‘group of persons’ as required by [M.A.706\(c\)](#) so as to show that all the continuing airworthiness responsibilities as described in Part-M are covered by the persons that constitute that group. In the case of small operators where the ‘nominated postholder’ for continuing airworthiness constitutes himself/herself the ‘group of persons’, this paragraph may be merged with the previous one.)*

d) Duties and responsibilities

*(This paragraph should further elaborate the duties and responsibilities of all the nominated persons and of any other management personnel.)*

e) Manpower resources and training policy

**(1) Manpower resources**

*(This paragraph should give broad figures to show that the number of people assigned to the performance of the approved continuing airworthiness activity is adequate. It is not necessary to give the detailed number of employees of the whole company, but only the number of those involved in continuing airworthiness. This could be presented as follows:)*

As of 28 November 2003, the number of employees assigned to the performance of the continuing airworthiness management system is the following:

	Full-time	Part-time in equivalent full-time
Quality monitoring	AA	aa = AA'
Continuing airworthiness management	BB	bb = BB'
<i>(Detailed information about the</i>	BB1	bb1 = BB1'
<i>management of group of persons)</i>	BB2	bb2 = BB2'
Other...	CC	cc = CC'
Total	TT	tt = TT'
Total man-hours	TT + TT'	

*(Note: According to the size and complexity of the organisation, this table may be further developed or simplified.)*

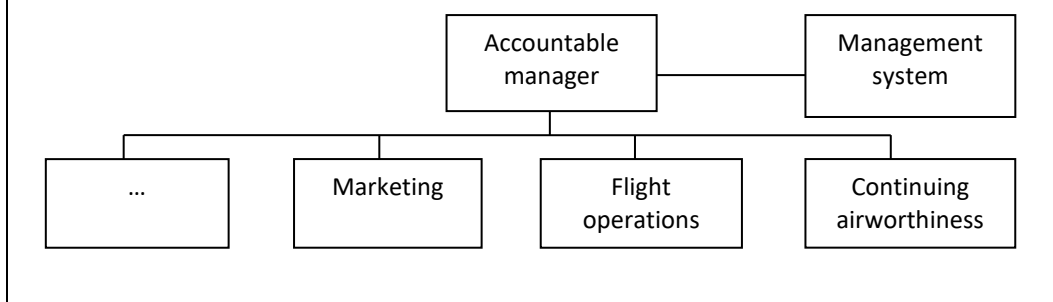
**(2) Training policy**

*(This paragraph should show that the training and qualification standards for the personnel mentioned above are consistent with the size and complexity of the organisation. It should also explain how the need for recurrent training is assessed and how training recording and follow-up is performed.)*

## 0.4 Management organisation charts

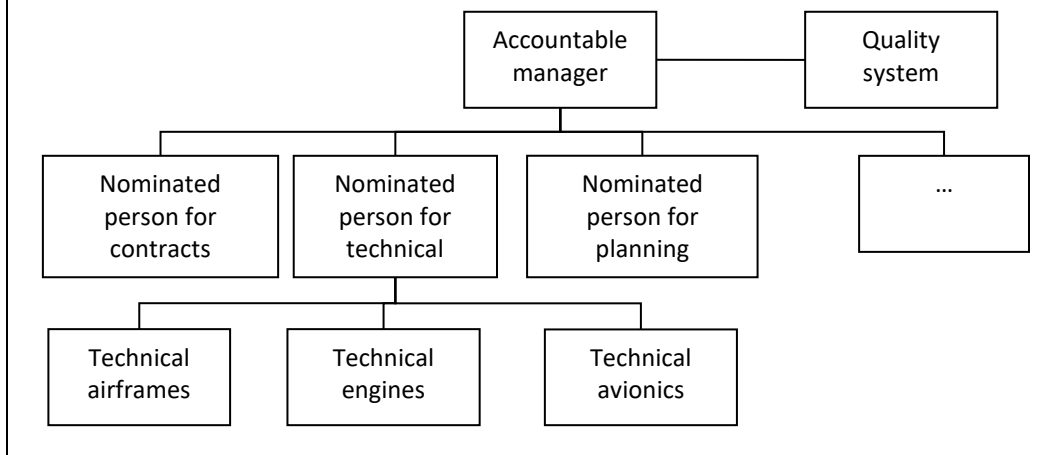
### a) General organisation chart

*This flow chart should provide a comprehensive understanding of the whole company's organisation. For example, the case of an air carrier licensed in accordance with Regulation (EC) No 1008/2008:*



### b) Continuing airworthiness management organisation chart

*This flow chart should give further details on the continuing airworthiness management system, and should clearly show the independence of the quality monitoring system, including the links between the quality department and the other departments (see example below). This flow chart may be combined with the one above or subdivided as necessary, depending on the size and complexity of the organisation.*



## 0.5 Procedure to notify the competent authority of changes to the organisation's activities/approval/location/personnel

*(This paragraph should explain the cases where the company should inform the competent authority prior to incorporating proposed changes, for instance:*

*The accountable manager (or any nominated person such as the nominated postholder or the quality manager) will notify the competent authority of any change concerning:*

- (1) *the company's name and location(s);*
- (2) *the group of persons as specified in paragraph 0.3.c); and*

- (3) operations, procedures and technical arrangements, as far as they may affect the approval.

*Joe Bloggs will not incorporate such changes until they have been assessed and approved by the competent authority.)*

## 0.6 Exposition amendment procedure

*(This paragraph should explain who is responsible for the amendment of the exposition and its submission to the competent authority for approval. This may include, if agreed by the competent authority, the possibility for the approved organisation to approve internally minor amendments that have no impact on the approval held. The paragraph should then specify what types of amendments are considered minor and major, and what the approval procedures for both cases are.)*

## PART 1 — CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

### 1.1 Aircraft technical log utilisation and MEL application

or

### 1.1 Aircraft continuing airworthiness record system utilisation

- a) Aircraft technical log and/or continuing airworthiness record system

#### (1) General

*(It may be useful to recall, in this introductory paragraph, the purpose of the aircraft technical log system and/or the continuing airworthiness record system, with special attention to the options of [M.A.305](#) and [M.A.306](#).*

*For that purpose, the paragraphs [M.A.305](#) and [M.A.306](#) may be quoted or further explained.)*

#### (2) Instructions for use

*(This paragraph should provide instructions for using the aircraft technical log and/or continuing airworthiness record system. It should emphasise the respective responsibilities of the maintenance personnel and operating crew. Samples of the technical log and/or continuing airworthiness record system should be included in Part 5 'Appendices' in order to provide enough detailed instructions.)*

#### (3) Aircraft technical log approval

*(This paragraph should explain who is responsible for submitting the aircraft technical log, and any subsequent amendment thereto, to the competent authority for approval and what is the procedure to be followed.)*

- b) MEL application

*(The MEL is a document not controlled by the CAMO and the decision of whether accepting or not the operation with a defect deferred in accordance with the MEL is normally the responsibility of the operating crew. This paragraph should explain in sufficient detail the MEL application procedure, because the MEL is a tool that the personnel involved in continuing airworthiness and maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred.)*

*(This paragraph does not apply to those types of aircraft that do not have an MEL.)*

**(1) General**

*(This paragraph should explain broadly what an MEL document is. The information could be extracted from the aircraft flight manual.)*

**(2) MEL categories**

*(Where an owner/operator uses a classification system placing a time constraint on the rectification of defects, it should be explained here what are the general principles of such a system. It is essential for the personnel involved in continuing airworthiness and maintenance to be familiar with it for the management of the MEL's deferred defect rectification.)*

**(3) Application**

*(This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of an MEL limitation. This should refer to the technical log procedures.)*

**(4) Acceptance by the crew**

*(This paragraph should explain how the crew notifies their acceptance or non-acceptance of the MEL deferment in the technical log.)*

**(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. There should be a system to ensure that the defect will actually be rectified before that time limit. This system could be the aircraft technical log for those (small) operators that use it as a planning document, or a specific follow-up system where control of the maintenance time limit is ensured by other means such as data processed planning systems.)*

**(6) MEL time limitation overrun**

*(The competent authority may allow the owner/operator to overrun the MEL time limitation under specific conditions. Where applicable, this paragraph should describe the specific duties and responsibilities with regard to controlling these extensions.)*

**1.2 Aircraft maintenance programme — development and amendment****a) General**

*(This introductory paragraph should recall that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.)*

**b) Content**

*(This paragraph should explain what is (are) the format(s) of the aircraft maintenance programme(s). [Appendix I to AMC M.A.302\(a\) and M.B.301\(d\)](#) should be used as a guideline to develop this paragraph.)*

**c) Development****(1) Sources**

*(This paragraph should explain what are the sources (MRB, MPD, maintenance manual, etc.) used for the development of an aircraft maintenance programme.)*

**(2) Responsibilities**

*(This paragraph should explain who is responsible for the development of an aircraft maintenance programme.)*

**(3) Manual amendments**

*(This paragraph should demonstrate that there is a system for ensuring the continuing validity of the aircraft maintenance programme. Particularly, it should show how any relevant information is used to update the aircraft maintenance programme. This should include, as applicable, MRB report revisions, consequences of modifications, manufacturer and competent authority recommendations, in-service experience, and reliability reports.)*

**(4) Acceptance by the authority**

*(This paragraph should explain who is responsible for the submission of the maintenance programme to the competent authority and what the procedure to follow is. This should in particular address the issue of the approval for variation to maintenance periods either by the competent authority or by a procedure in the maintenance programme for the organisation to approve internally certain changes.)*

**1.3 Time and continuing airworthiness records, responsibilities, retention and access****a) Hours and cycles recording**

*(The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should explain how the continuing airworthiness management organisation has access to the current flight hours and cycles information and how it is processed through the organisation.)*

**b) Records**

*(This paragraph should give in detail the type of company documents that are required to be recorded and what are the recording period requirements for each of them. This can be provided by a table or series of tables that would include the following:*

- family of document (if necessary),*
- name of document,*
- retention period,*
- responsible person for retention,*
- place of retention.)*

**c) Preservation of records**

*(This paragraph should set out the means provided to protect the records from fire, flood, etc., as well as the specific procedures in place to ensure that the records will not be altered during the retention period (especially computer records).)*

**d) Transfer of continuing airworthiness records**

*(This paragraph should set out the procedure for the transfer of records in case of purchase/lease-in, sale/lease-out and transfer of an aircraft to another organisation. In particular, it should specify which records have to be transferred and who is responsible for the coordination (if necessary) of the transfer.)*

#### 1.4 Accomplishment and control of airworthiness directives

*(This paragraph should demonstrate that there is a comprehensive system in place for the management of airworthiness directives. This paragraph may, for instance, include the following subparagraphs:)*

a) Airworthiness directive information

*(This paragraph should explain what the AD information sources are and who receives them in the company. Where available, multiple sources (e.g. Agency + competent authority + manufacturer or association) may be useful.)*

b) Airworthiness directive decision

*(This paragraph should explain how and by whom the AD information is analysed and what kind of information is provided to the contracted maintenance organisations in order to plan and perform the airworthiness directive. This should include as necessary a specific procedure for the management of emergency airworthiness directives.)*

c) Airworthiness directive control

*(This paragraph should specify how the organisation manages to ensure that all the applicable airworthiness directives are accomplished and that they are accomplished on time. This should include a closed-loop system that allows verifying that for each new or revised airworthiness directive and for each aircraft:*

- *the AD is not applicable, or*
- *if the AD is applicable:*
  - *the AD is not yet accomplished but the time limit is not overdue,*
  - *the AD is accomplished and any repetitive inspection is identified and performed.*

*This may be a continuous process or may be based on scheduled reviews.)*

#### 1.5 Analysis of the effectiveness of the maintenance programme

*(This paragraph should show what tools are used in order to analyse the efficiency of the maintenance programme, such as:*

- *pilot reports (PIREPS),*
- *air turnbacks,*
- *spare consumption,*
- *repetitive technical occurrence and defect,*
- *technical delays analysis (through statistics, if relevant),*
- *technical incidents analysis (through statistics, if relevant),*
- *etc.*

*This paragraph should also indicate by whom and how this data is analysed, what is the decision process to take action and what kind of action could be taken. This may include:*

- *amendment of the maintenance programme,*
- *amendment of maintenance or operational procedures,*

- etc.)

### 1.6 Non-mandatory modification embodiment policy

*(This paragraph should specify how non-mandatory modification information is processed through the organisation, who is responsible for its assessment against the operator's/owner's own needs and operational experience, what are the main criteria for decision and who takes the decision of implementing (or not) a non-mandatory modification.)*

### 1.7 Major repair and modification standards

*(This paragraph should set out a procedure for the assessment of the approval status of any major repair or modification before embodiment. This will include the assessment of the need of an Agency or design organisation approval. It should also identify the type of approval required, and the procedure to follow to have a repair or modification approved by the Agency or design organisation.)*

### 1.8 Defect reports

#### a) Analysis

*(This paragraph should explain how the defect reports provided by the contracted maintenance organisations are processed by the continuing airworthiness management organisation. Analysis should be conducted in order to give elements to activities such as maintenance programme evolution and non-mandatory modification policy.)*

#### b) Liaison with manufacturers and regulatory authorities

*(Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the manufacturer and the certification competent authority so that they may take all the necessary action.)*

#### c) Deferred defect policy

*(Defects such as cracks and structural defects are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph should establish the procedure to be followed in order to be sure that the deferment of any defect will not lead to any safety concern. This will include appropriate liaison with the manufacturer.)*

### 1.9 Engineering activity

*(Where applicable, this paragraph should present the scope of the organisation's engineering activity in terms of approval of modifications and repairs. It should set out a procedure for developing and submitting a modification/repair design for approval to the Agency and include reference to the supporting documentation and forms used. It should identify the person in charge of accepting the design before submission to the Agency or the competent authority.*

*Where the organisation has a DOA capability under Part-21, it should be indicated here and the related manuals should be referred too.)*

### 1.10 Reliability programmes

*(This paragraph should explain appropriately the management of a reliability programme. It should at least address the following:*

- extent and scope of the reliability programme,
- specific organisational structure, duties and responsibilities,

- establishment of reliability data,
- analysis of reliability data,
- corrective action system (maintenance programme amendment),
- scheduled reviews (reliability meetings and when the participation of the competent authority is needed.)

*(This paragraph may, where necessary, be subdivided as follows:)*

- a) Airframe
- b) Propulsion
- c) Component

### **1.11 Pre-flight inspections**

*(This paragraph should show how the scope and definition of pre-flight inspection, that is usually performed by the operating crew, are kept consistent with the scope of the maintenance performed by the contracted maintenance organisations. It should show how the evolution of the content of the pre-flight inspection and of the maintenance programme are concurrent.)*

*(The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, these paragraphs have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.)*

- a) Preparation of aircraft for flight
- b) Subcontracted ground-handling function
- c) Security of cargo and baggage loading
- d) Control of refueling, quantity/quality
- e) Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard

### **1.12 Aircraft weighing**

*(This paragraph should state the cases where an aircraft has to be weighed (for instance, after a major modification because of weight and balance operational requirements, etc.), who performs it, according to which procedure, who calculates the new weight and balance, and how the result is processed in the organisation.)*

### **1.13 Maintenance check flight (MCF) procedures**

(The criteria for performing an MCF are normally included in the aircraft maintenance programme or derived by the scenarios described in [GM M.A.301\(i\)](#). This paragraph should explain how the MCF procedure is established in order to meet its intended purpose (for instance, after a heavy maintenance check, after engine or flight control removal installation, etc.), and the release procedures to authorise such an MCF.)



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**PART 2 — QUALITY SYSTEM****2.1 Continuing airworthiness quality policy, plan and audit procedure**

## a) Continuing airworthiness quality policy

*(This paragraph should include a formal quality policy statement — that is a commitment to what the quality system is intended to achieve. It should include as a minimum the monitoring compliance with Part-M and with any additional standards specified by the organisation.)*

## b) Continuing airworthiness quality plan

*(This paragraph should show how the quality plan is established. The quality plan will consist of a quality audit and sampling schedule that should cover all the areas specific to Part-M in a definite period of time. However, the scheduling process should also be dynamic and allow for special evaluations when trends or concerns are identified. In case of subcontracting, this paragraph should also address the planning of the auditing of subcontractors at the same frequency with the rest of the organisation.)*

## c) Continuing airworthiness quality audit procedure

*(Quality audit is a key element of the quality system. Therefore, the quality audit procedure should be sufficiently detailed to address all the steps of an audit from preparation to conclusion; it should show the audit report format (e.g. by reference to paragraph 5.1 'Sample of document'), and should explain the rules for the distribution of audit reports in the organisation (e.g. involvement of the quality manager, accountable manager, nominated postholder, etc.).)*

## d) Continuing airworthiness quality audit remedial action procedure

*(This paragraph should explain what system is put in place in order to ensure that the corrective actions are implemented on time and that the result of the corrective actions meets the intended purpose. For instance, where this system consists in periodical corrective actions review, instructions should be given on how such reviews should be conducted and what should be evaluated.)*

**2.2 Monitoring of continuing airworthiness management activities**

*(This paragraph should set out a procedure to periodically review the activities of the continuing airworthiness management personnel and how they fulfil their responsibilities, as defined in Part 0.)*

**2.3 Monitoring of the effectiveness of the maintenance programme(s)**

*(This paragraph should set out a procedure to periodically review that the effectiveness of the maintenance programme(s) is actually analysed as defined in Part 1.)*

**2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation**

*(This paragraph should set out a procedure to periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the operator's fleet. This may include feedback information from any contracted organisation on any actual or contemplated amendment in order to ensure that the maintenance system remains valid and to anticipate any necessary change in the maintenance agreements.*

*If necessary, the procedure may be subdivided as follows:*

## a) Aircraft maintenance

- b) Engines
- c) Components)

## 2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor

*(This paragraph should set out a procedure to periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. This may include a procedure to ensure that the system allows all the personnel involved in the contract (including the contractors and their subcontractors) to familiarise themselves with its terms and that, for any contract amendment, relevant information is distributed in the organisation and to the contractor.)*

## 2.6 Quality audit personnel

*(This paragraph should establish the required training and qualification standards for auditors. Where persons act as part-time auditors, it should be emphasised that they must not be directly involved in the activity they are auditing.)*

### PART 3 — CONTRACTED MAINTENANCE

## 3.1 Procedures for contracted maintenance

- a) Procedures for the development of maintenance contracts

*(This paragraph should explain the procedures that the organisation follows to develop the maintenance contract. The CAMO processes to implement the different elements described in [Appendix XI to AMC M.A.708\(c\)](#) should be explained. In particular, it should cover responsibilities, tasks and interaction with the maintenance organisation and with the owner/operator.*

*This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance as per [M.A.708\(d\)](#). The organisation may develop a work order template to ensure that the applicable elements of [Appendix XI to AMC M.A.708\(c\)](#) are considered. Such a template should be included in Part 5.1.)*

- b) Maintenance contractor selection procedure

*(This paragraph should explain how a maintenance contractor is selected by the CAMO. Selection should not be limited to the verification that the contractor is appropriately approved for the specific type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance. The selection procedure should preferably include a contract review process in order to ensure that:*

- *the contract is comprehensive and that it has no gaps or unclear areas,*
- *everyone involved in the contract (both at the continuing airworthiness management organisation and at the maintenance contractor) agrees with the terms of the contract and fully understands their responsibilities.*
- *that functional responsibilities of all parties are clearly identified.*

*The CAMO should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.)*

### 3.2 Quality audit of aircraft

*(This paragraph should set out the procedure when performing a quality audit of an aircraft. It should set out the differences between an airworthiness review and a quality audit. This procedure may include:*

- compliance with approved procedures;*
- contracted maintenance is carried out in accordance with the contract;*
- continued compliance with Part-M.)*

## PART 4 — AIRWORTHINESS REVIEW PROCEDURES

### 4.1 Airworthiness review staff

*(This paragraph should establish the working procedures for the assessment of the airworthiness review staff. The assessment addresses experience, qualification, training, etc. A description should be given regarding the issue of authorisations for the airworthiness review staff and how records are kept and maintained.)*

### 4.2 Review of aircraft records

*(This paragraph should describe in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed as well as the number of records that needs to be reviewed during a sample check should be described.)*

### 4.3 Physical survey

*(This paragraph should describe how the physical survey needs to be performed. It should list the topics that need to be reviewed, the physical areas of the aircraft to be inspected, which documents on board the aircraft need to be reviewed, etc.)*

### 4.4 Additional procedures for recommendations to competent authorities for the import of aircraft

*(This paragraph should describe the additional tasks regarding the recommendation for the issue of an airworthiness review certificate in the case of import of aircraft. This should include: communication with the competent authority of registry, additional items to be reviewed during the airworthiness review of the aircraft, specification of maintenance required to be carried out, etc.)*

### 4.5 Recommendations to competent authorities for the issue of airworthiness review certificates (ARCs)

*(This paragraph should stipulate the communication procedures with the competent authorities in case of a recommendation for the issue of an airworthiness review certificate. In addition, the content of the recommendation should be described.)*

### 4.6 Issue of airworthiness review certificates (ARCs)

*(This paragraph should set out the procedure for the issue of ARCs. It should address record-keeping, distribution of ARC copies, etc. The procedure should ensure that an ARC is issued only after an airworthiness review has been properly carried out.)*

### 4.7 Airworthiness review records, responsibilities, retention and access

*(This paragraph should describe how records are kept, duration of record-keeping, location where records are stored, access to records, and responsibilities.)*

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**PART 4B — PERMIT TO FLY PROCEDURES****4B.1 Conformity with approved flight conditions**

*(The procedure should indicate how conformity with approved flight conditions is established, documented and attested by an authorised person.)*

**4B.2 Issue of the permit to fly under the CAMO privilege**

(The procedure should describe the process to complete the EASA Form 20b (see Appendix IV to Part-21) and how compliance with 21.A.711(d) and (e) is established before signing off the permit to fly. It should also describe how the organisation ensures compliance with 21.A.711(g) for the revocation of the permit to fly.)

**4B.3 Permit to fly authorised signatories**

*(The person(s) authorised to sign off the permit to fly under the privilege of [M.A.711\(c\)](#) should be identified (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the CAME.)*

**4B.4 Interface with the local authority for the flight**

*(The procedure should include provisions describing the communication with the local authority for flight clearance and compliance with the local requirements, since those elements are outside the scope of the conditions of 21.A.708(b) (see Part 21.A.711(e)).)*

**4B.5 Permit to fly records, responsibilities, retention and access**

*(This paragraph should describe how records are kept, duration of record-keeping, location where records are stored, access to records, and responsibilities.)*

**PART 5 — APPENDICES****5.1 Sample documents**

*(A self-explanatory paragraph.)*

**5.2 List of airworthiness review staff**

*(A self-explanatory paragraph.)*

**5.3 List of subcontractors as per [M.A.711\(a\)\(3\)](#)**

*(A self-explanatory paragraph; in addition, it should set out that the list should be periodically reviewed.)*

**5.4 List of approved maintenance organisations contracted**

*(This paragraph should include the list of contracted maintenance organisations, detailing the scope of the contracted work. In addition, it should set out that the list should be periodically reviewed.)*

**5.5 Copy of contracts for subcontracted work ([Appendix II to AMC M.A.711\(a\)\(3\)](#))**

*(A self-explanatory paragraph.)*

**Appendix VI to AMC M.B.602(f) — EASA Form 6F***ED Decision 2020/002/R*

<b>M.A. SUBPART F APPROVAL RECOMMENDATION REPORT</b>		<b>EASA FORM 6F</b>
<b>Part 1: General</b>		
Name of organisation:		
Approval reference:		
Requested approval rating/		
EASA Form 3 dated*:		
Other approvals held (If app.)		
Address of facility audited:		
Audit period: from		
		to
Date(s) of audit(s):		
Audit reference(s):		
Persons interviewed:		
Competent authority surveyor:		Signature(s):
Competent authority office:		Date of EASA Form 6F part 1 completion:
*delete where applicable		

M.A. SUBPART F APPROVAL RECOMMENDATION REPORT		EASA FORM 6F				
<b>Part 2: <a href="#">M.A. Subpart F</a> Compliance Audit Review</b>						
The five columns may be labelled and used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following <a href="#">M.A. Subpart F</a> subparagraphs please either tick (✓) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.						
Para	Subject					
<a href="#">M.A.603</a>	Extent of approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.604</a>	Maintenance Organisation Manual (see Part 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.605</a>	Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.606</a>	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.607</a>	Certifying staff and airworthiness review staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.608</a>	Components, Equipment and tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.609</a>	Maintenance data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.610</a>	Maintenance work orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.611</a>	Maintenance standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.612</a>	Aircraft certificate of release to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.613</a>	Component certificate of release to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.614</a>	Maintenance and airworthiness review records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.615</a>	Privileges of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.616</a>	Organisational review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.617</a>	Changes to the approved maintenance organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.619</a>	Findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent authority surveyor(s):		Signature(s):				
Competent authority office:		Date of EASA Form 6F part 2 completion:				

<b>M.A. SUBPART F APPROVAL RECOMMENDATION REPORT</b>		<b>EASA FORM 6F</b>
<b>Part 3: Compliance with <a href="#">M.A. Subpart F</a> maintenance organisation manual (MOM)</b>		
Please either tick (√) the box if satisfied with compliance; or cross (x) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.		
Part A	General	
1.1	<input type="checkbox"/>	Table of content
1.2	<input type="checkbox"/>	List of effective pages
1.3	<input type="checkbox"/>	Record of amendments
1.4	<input type="checkbox"/>	Amendment procedure
1.5	<input type="checkbox"/>	Distribution
1.6	<input type="checkbox"/>	Accountable manager's statement
Part B	Description	
2.1	<input type="checkbox"/>	Organisation's scope of work
2.2	<input type="checkbox"/>	General presentation of the organisation
2.3	<input type="checkbox"/>	Name and title of management personnel
2.4	<input type="checkbox"/>	Organisation chart
2.5	<input type="checkbox"/>	Certifying staff and airworthiness review staff
2.6	<input type="checkbox"/>	Personnel
2.7	<input type="checkbox"/>	General description of the facility
2.8	<input type="checkbox"/>	Tools, equipment and material
2.9	<input type="checkbox"/>	Maintenance data
Part C	General procedures	
3.1	<input type="checkbox"/>	Organisational review
3.2	<input type="checkbox"/>	Training
3.3	<input type="checkbox"/>	Subcontracting of specialised services
3.4	<input type="checkbox"/>	One time authorisations

<b>M.A. SUBPART F APPROVAL RECOMMENDATION REPORT</b>		<b>EASA FORM 6F</b>
<b>Part 3: Compliance with <a href="#">M.A. Subpart F</a> maintenance organisation manual (MOM)</b>		
Part D	Working Procedures	
4.1		Work order acceptance
4.2		Preparation and issue of work package
4.3		Logistics
4.4		Execution
4.5		Release to service – Certifying staff
4.6		Release to service – Supervision
4.7		Release to service – Certificate of release to service
4.8		Records
4.9		Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations
4.10		[Reserved]
4.11		Special procedures
4.12		Occurrence reporting
4.13		Management of indirect approval of the manual
Part E	Appendices	
5.1		Sample of all documents used
5.2		List of subcontractors.
5.3		List of maintenance locations
5.4		List of <a href="#">Part-145</a> , <a href="#">M.A. Subpart F</a> or Part-CAO organisations
MOM reference:		MOM amendment:
Competent authority audit staff:		Signature(s):
Competent authority office:		Date of EASA Form 6F part 3 completion:



M.A. SUBPART F APPROVAL RECOMMENDATION REPORT		EASA FORM 6F			
<b>Part 4: Findings regarding <a href="#">M.A. Subpart F</a> compliance status</b> Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.					
Part 2 or 3 ref.	Audit reference(s): Findings	L e v e l	Corrective action		
			Date Due	Date Closed	Reference

<b>M.A. SUBPART F APPROVAL RECOMMENDATION REPORT</b>		<b>EASA FORM 6F</b>
<b>Part 5: <a href="#">M.A. Subpart F</a> approval or continued approval or change recommendation</b>		
Name of organisation:		
Approval reference:		
Audit reference(s):		
The following <a href="#">M.A. Subpart F</a> scope of approval is recommended for this organisation:		
Or, it is recommended that the <a href="#">M.A. Subpart F</a> scope of approval specified in EASA Form 3 referenced ..... be continued.		
Name of recommending competent authority surveyor:		
Signature of recommending competent authority surveyor:		
Competent authority office:		
Date of recommendation:		
EASA Form 6F review (quality check):		Date:

**Appendix VII to AMC M.B.702(f) — EASA Form 13***ED Decision 2021/009/R*

<b>M.A. SUBPART G APPROVAL RECOMMENDATION REPORT</b>		<b>EASA FORM 13</b>
<b>Part 1: General</b>		
Name of organisation:		
Approval reference:		
Requested approval rating/ <a href="#">EASA Form 14</a> or AOC dated*:		
Other approvals held (if app.)		
Address of facility(ies) audited:		
Audit period: from		
		to
Date(s) of audit(s):		
Audit reference(s):		
Persons interviewed:		
Competent authority surveyor:		Signature(s):
Competent authority office:		Date of EASA Form 13 Part 1 completion:
*delete as appropriate		

M.A. SUBPART G APPROVAL RECOMMENDATION REPORT		EASA FORM 13				
<b>Part 2: <a href="#">M.A. Subpart G Compliance Audit Review</a></b>						
The five columns may be labelled and used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following <a href="#">M.A. Subpart G</a> subparagraphs, please either tick (√) the box if satisfied with compliance, or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.						
Para	Subject					
<a href="#">M.A.703</a>	Extent of approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.704</a>	Continuing airworthiness management exposition (see Part 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.705</a>	Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.706</a>	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.707</a>	Airworthiness review staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.708</a>	Continuing airworthiness management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.202</a> <a href="#">M.A.202</a>	Occurrence reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.709</a>	Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.710</a>	Airworthiness review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.711</a>	Privileges of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.712</a>	Quality system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.713</a>	Changes to the approved continuing airworthiness organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.714</a>	Record-keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">M.A.716</a>	Findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent authority surveyor(s):		Signature(s):				
Competent authority office:		Date of EASA Form 13 Part 2 completion:				

<b>M.A. SUBPART G APPROVAL RECOMMENDATION REPORT</b>		<b>EASA FORM 13</b>
<b>Part 3: Compliance with <a href="#">M.A. Subpart G</a> continuing airworthiness management exposition (CAME)</b>		
Please either tick (√) the box if satisfied with compliance; or cross (x) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.		
<b>PART 0</b>	<b>General organisation</b>	
0.1	<input type="checkbox"/>	Corporate commitment by the accountable manager
0.2	<input type="checkbox"/>	General information
0.3	<input type="checkbox"/>	Management personnel
0.4	<input type="checkbox"/>	Management organisation chart
0.5	<input type="checkbox"/>	Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel
0.6	<input type="checkbox"/>	Exposition amendment procedures
<b>PART 1</b>	<b>Continuing airworthiness management procedures</b>	
1.1	<input type="checkbox"/>	Aircraft technical log utilisation and MEL application Aircraft continuing airworthiness record system utilisation
1.2	<input type="checkbox"/>	Aircraft maintenance programmes – development amendment and approval
1.3	<input type="checkbox"/>	Time and continuing airworthiness records, responsibilities, retention, access
1.4	<input type="checkbox"/>	Accomplishment and control of airworthiness directives
1.5	<input type="checkbox"/>	Analysis of the effectiveness of the maintenance programme(s)
1.6	<input type="checkbox"/>	Non mandatory modification embodiment policy
1.7	<input type="checkbox"/>	Major repair and modification standards
1.8	<input type="checkbox"/>	Defect reports
1.9	<input type="checkbox"/>	Engineering activity
1.10	<input type="checkbox"/>	Reliability programmes
1.11	<input type="checkbox"/>	Pre-flight inspections
1.12	<input type="checkbox"/>	Aircraft weighing
1.13	<input type="checkbox"/>	Check flight procedures
<b>PART 2</b>	<b>Quality system</b>	
2.1	<input type="checkbox"/>	Continuing airworthiness quality policy, plan and audits procedure
2.2	<input type="checkbox"/>	Monitoring of continuing airworthiness management activities
2.3	<input type="checkbox"/>	Monitoring of the effectiveness of the maintenance programme(s)
2.4	<input type="checkbox"/>	Monitoring that all maintenance is carried out by an appropriate maintenance organisation
2.5	<input type="checkbox"/>	Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor
2.6	<input type="checkbox"/>	Quality audit personnel

PART 3	Contracted Maintenance	
3.1	<input type="checkbox"/>	Procedures for contracted maintenance
3.2	<input type="checkbox"/>	Quality audit of aircraft
PART 4	Airworthiness review procedures	
4.1	<input type="checkbox"/>	Airworthiness review staff
4.2	<input type="checkbox"/>	Review of aircraft records
4.3	<input type="checkbox"/>	Physical survey
4.4	<input type="checkbox"/>	Additional procedures for recommendations to competent authorities for the import of aircraft
4.5	<input type="checkbox"/>	Recommendations to competent authorities for the issue of airworthiness review certificates
4.6	<input type="checkbox"/>	Issuance of airworthiness review certificates
4.7	<input type="checkbox"/>	Airworthiness review records, responsibilities, retention and access
PART 4B	Permit to fly procedures	
4B.1	<input type="checkbox"/>	Conformity with approved flight conditions
4B.2	<input type="checkbox"/>	Issue of permit to fly under the CAMO privilege
4B.3	<input type="checkbox"/>	Permit to fly authorised signatories
4B.4	<input type="checkbox"/>	Interface with the local authority for the flight
4B.5	<input type="checkbox"/>	Permit to fly records, responsibilities, retention and access
PART 5	Appendices	
5.1	<input type="checkbox"/>	Sample Documents
5.2	<input type="checkbox"/>	List of airworthiness review staff
5.3	<input type="checkbox"/>	List of subcontractors as per <a href="#">M.A.711(a)(3)</a>
5.4	<input type="checkbox"/>	List of approved maintenance organisations contracted
5.5	<input type="checkbox"/>	Copy of contracts for subcontracted work ( <a href="#">Appendix II to AMC M.A.711(a)(3)</a> )
CAME Reference:		CAME Amendment:
Competent authority audit staff:		Signature(s):
Competent authority office:		Date of EASA Form 13 Part 3 completion:

M.A. SUBPART G APPROVAL RECOMMENDATION REPORT		EASA FORM 13			
<b>Part 4: Findings regarding <a href="#">M.A. Subpart G</a> compliance status</b> Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.					
Part 2 or 3 ref.	Audit reference(s): Findings	L e v e l	Corrective action		
			Date Due	Date Closed	Reference

M.A. SUBPART G APPROVAL RECOMMENDATION REPORT		EASA FORM 13
<b>Part 5: <a href="#">M.A. Subpart G</a> approval or continued approval or change recommendation*</b>		
Name of organisation:		
Approval reference:		
Audit reference(s):		
The following <a href="#">M.A. Subpart G</a> scope of approval is recommended for this organisation:		
Or, it is recommended that the <a href="#">M.A. Subpart G</a> scope of approval specified in <a href="#">EASA Form 14</a> referenced ..... be continued.		
Name of recommending competent authority surveyor:		
Signature of recommending competent authority surveyor:		
Competent authority office:		
Date of recommendation:		
EASA Form 13 review (quality check):		Date:
*delete as appropriate		



## Appendix VIII to AMC M.A.616 — Organisational Review

ED Decision 2020/002/R

**This is only applicable to organisations with less than 10 maintenance staff members. For larger organisations, the principles and practices of an independent quality system should be used.**

Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, subcontracting of specialised services, etc.), the organisational review system may vary from a system using the principles and practices of a quality system (except for the requirement of independence) to a simplified system adapted to the low complexity of the organisation and the aircraft managed.

As a core minimum, the organisational review system should have the following features, which should be described in the Maintenance Organisation Manual (MOM):

- a. Identification of the person responsible for the organisational review programme.

By default, this person should be the accountable manager, unless he delegates this responsibility to (one of) the [M.A.606\(b\)](#) person(s).

- b. Identification and qualification criteria for the person(s) responsible for performing the organisational reviews.

These persons should have a thorough knowledge of the regulations and of the maintenance organisation procedures. They should also have knowledge of audits, acquired through training or through experience (preferably as an auditor, but also possibly because they actively participated in several audits conducted by the competent authority).

- c. Elaboration of the organisational review programme:

- Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the MOM should be addressed.
- A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews.

- d. Performance of organisational reviews

Each checklist item should be answered using an appropriate combination of:

- review of records, documentation, etc;
- sample check of aircraft under contract or being maintained under a work order;
- interview of personnel involved;
- review of discrepancies and difficulty internal reports (e.g. notified difficulties in using current procedures and tools, systematic deviations from procedures, etc.);
- review of complaints filed by customers after delivery.

- e. Management of findings and occurrence reports.

- All findings should be recorded and notified to the affected persons.
- All level 1 findings, in the sense of [M.A.619\(a\)](#), should be immediately notified to the competent authority and all necessary actions on aircraft in service should be immediately taken.

- All occurrence reports should be reviewed with the aim for continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.
- Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.
- Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, closure of the finding should be recorded along with a summary of the corrective action.
- The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

Following is a typical example of a simplified organisational review checklist, **to be adapted as necessary to cover the MOM procedures:**

#### **1 – Scope of work**

Check that:

- All aircraft and components under maintenance or under contract are covered in EASA Form 3.
- The scope of work in the MOM does not disagree with EASA Form 3.
- No work has been performed outside the scope of EASA Form 3 and the MOM.

#### **2 – Maintenance data**

- Check that maintenance data to cover the aircraft in the scope of work of the MOM are present and up-to-date.
- Check that no change has been made to the maintenance data from the TC holder without being notified.

#### **3 – Equipment and Tools**

- Check the equipment and tools against the lists in the MOM and check if still appropriate to the TC holder's instructions.
- Check tools for proper calibration (sample check).

#### **4 – Stores**

- Do the stores meet the criteria in the procedures of the MOM?
- Check by sampling some items in the store for presence of proper documentation and any overdue items.

#### **5 – Certification of maintenance and airworthiness review**

- Has maintenance on products and components been properly certified?
- Have implementation of modifications/repairs been carried out with appropriate approval of such modifications/repairs (sample check)?
- Have airworthiness reviews been properly performed and the airworthiness review certificate properly been issued?

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### **6 – Relations with the owners/operators**

- Has maintenance been carried out with suitable work orders?
- When a contract has been signed with an owner/operator, has the obligations of the contracts been respected on each side?

### **7 – Personnel**

- Check that the current accountable manager and other nominated persons are correctly identified in the approved MOM.
- If the number of personnel has decreased or if the activity has increased, check that the staff are still adequate to ensure a safe product.
- Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed.
- Check that the staff have been trained, as necessary, to cover changes in:
  - regulations,
  - competent authority publications,
  - the MOM and associated procedures,
  - the products in the scope of work,
  - maintenance data (significant ADs, SBs, etc.).

### **8 – Maintenance contracted**

- Sample check of maintenance records:
  - Existence and adequacy of the work order,
  - Data received from the maintenance organisation:
    - Valid CRS including any deferred maintenance,
    - List of removed and installed equipment and copy of the associated [EASA Form 1](#) or equivalent.
- Obtain a copy of the current approval certificate (EASA Form 3) of the maintenance organisations contracted.

### **9 – Maintenance subcontracted**

Check that subcontractors for specialised services are properly controlled by the organisation.

### **10 – Technical records and record-keeping**

- Have the maintenance actions been properly recorded?
- Have the certificates (EASA Form 1 and Conformity certificates) been properly collected and recorded?
- Perform a sample check of technical records to ensure completeness and storage during the appropriate periods.
- Is storage of computerised data properly ensured?

### **11 – Occurrence reporting procedures**

- Check that reporting is properly performed.

- Actions taken and recorded.

**Appendix IX to AMC M.A.602 and AMC M.A.702 — EASA Form 2**
*ED Decision 2020/002/R*

Application for

Competent authority	Part-M Subpart F Approval* <a href="#">Part-145</a> Approval* <a href="#">Part-M Subpart G</a> Approval* Part-CAMO approval* Part-CAO approval*	Initial */ Change* Initial */ Change* Initial */ Change* initial */ Change* initial */ Change*
---------------------	---	--

1. Registered name of applicant:
  
2. Trading name (if different):
  
3. Addresses requiring approval:
  
4. Tel. .... Fax .....
  
- E-mail .....
  
5. Terms of approval and scope of work relevant to this application:
  
6. Position and name of the (proposed\*) Accountable Manager:  
 .....
  
7. Signature of the (proposed\*) Accountable Manager: .....
  
8. Place: .....
  
9. Date: .....

Note (1): A note giving the address(es) to which the EASA Form(s) should be sent.

Note (2): An optional note to give information on any fees payable.

\* delete as applicable

EASA Form 2 Page 1 of 1

## Appendix X to AMC M.B.602(a) and AMC M.B.702(a) — EASA Form 4

ED Decision 2015/029/R

### [COMPETENT AUTHORITY]

Details of Management Personnel required to be accepted as specified in Part-.....

1. Name:
2. Position:
3. Qualifications relevant to the item (2) position:
4. Work experience relevant to the item (2) position:

Signature: ..... Date: .....

On completion, please send this form under confidential cover to the competent authority

Competent authority use only

Name and signature of authorised competent authority staff member accepting this person:

Signature: ..... Date: .....

Name: ..... Office: .....

## Appendix XI to AMC M.A.708(c) — Contracted maintenance

ED Decision 2020/002/R

### 1. Maintenance contracts

The following paragraphs are not intended to provide a standard maintenance contract, but to provide a list of the main points that should be addressed, when applicable, in a maintenance contract between the CAMO managing aircraft subject to Part-M and a maintenance organization approved in accordance with Part-145 or Subpart F of Part M. The following paragraphs only address technical matters and exclude matters such as costs, delay, warranty, etc.

When maintenance is contracted to more than one maintenance organisation (for example, aircraft base maintenance to X, engine maintenance to Y, and line maintenance to Z1, Z2 and Z3), attention should be paid to the consistency of the different maintenance contracts.

A maintenance contract is not normally intended to provide appropriate detailed work instructions to personnel. Accordingly, there should be established organisational responsibilities, procedures and routines in the CAMO and the maintenance organisation to cover these functions in a satisfactory way such that any person involved is informed about his/her responsibilities and the procedures that apply. These procedures and routines can be included/appended to the CAME and to the maintenance organisation's manual/MOE, or can consist in separate procedures. In other words, procedures and routines should reflect the conditions of the contract.

### 2. Aircraft/engine maintenance

The following subparagraphs may be adapted to a maintenance contract that applies to aircraft base maintenance, aircraft line maintenance, and engine maintenance.

Aircraft maintenance also includes the maintenance of the engines and APU while they are installed on the aircraft.

#### 2.1. Scope of work

The type of maintenance to be performed by the maintenance organisation should be specified unambiguously. In case of line and/or base maintenance, the contract should specify the aircraft type and, preferably, should include the aircraft's registrations.

In case of engine maintenance, the contract should specify the engine type.

#### 2.2. Locations identified for the performance of maintenance/certificates held

The place(s) where base, line or engine maintenance, as applicable, will be performed should be specified. The certificate held by the maintenance organisation at the place(s) where maintenance will be performed should be referred to in the contract. If necessary, the contract may address the possibility of performing maintenance at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity to support occasional line maintenance.

#### 2.3. Subcontracting

The maintenance contract should specify under which conditions the maintenance organisation may subcontract tasks to a third party (regardless if this third party is approved or not). At least the contract should make reference to [M.A.615](#) and [145.A.75](#). Additional guidance is provided by the associated AMC/GM. In addition, the CAMO may require the maintenance organisation to obtain the CAMO approval before subcontracting to a third party. Access should be given to the CAMO to any information (especially the quality monitoring information) about the

maintenance organisation's subcontractors involved in the contract. It should, however, be noted that under the CAMO responsibility both the CAMO and its competent authority are entitled to be fully informed about subcontracting, although the competent authority will normally only be concerned with aircraft, engine and APU subcontracting.

#### 2.4. Maintenance programme

The maintenance programme, under which maintenance has to be performed, has to be specified.

The CAMO should have that maintenance programme approved by its competent authority.

#### 2.5. Quality monitoring

The terms of the contract should include a provision allowing the CAMO to perform a quality surveillance (including audits) of the maintenance organisation. The maintenance contract should specify how the results of the quality surveillance are taken into account by the maintenance organisation (see also paragraph 2.22. 'Meetings').

#### 2.6. Competent authority involvement

The contract should identify the competent authority(ies) responsible for the oversight of the aircraft, the operator, the CAMO, and the maintenance organisation. Additionally, the contract should allow competent authority(ies) access to the maintenance organisation.

#### 2.7. Maintenance data

The contract should specify the maintenance data and any other manual required for the fulfilment of the contract, and how these data and manuals are made available and kept current (regardless if they are provided by the CAMO or by the maintenance organisation).

This may include but is not limited to:

- maintenance programme,
- airworthiness directives,
- major repairs/modification data,
- aircraft maintenance manual,
- aircraft illustrated parts catalogue (IPC),
- wiring diagrams,
- troubleshooting manual,
- Minimum Equipment List (normally on board the aircraft),
- operator's manual,
- flight manual,
- engine maintenance manual,
- engine overhaul manual.

#### 2.8. Incoming conditions

The contract should specify in which condition the aircraft should be made available to the maintenance organisation. For extensive maintenance, it may be beneficial that a work scope planning meeting be organised so that the tasks to be performed may be commonly agreed (see also paragraph 2.23 'Meetings').

## 2.9. Airworthiness directives and service bulletins/modifications

The contract should specify the information that the CAMO is responsible to provide to the maintenance organisation, such as:

- the status of the ADs including due date and the selected means of compliance, if applicable; and
- status of modifications and the decision to embody a modification or an SB.

In addition, the contract should specify the type of information the CAMO will need in return to complete the control of ADs and modification status.

## 2.10. Hours and cycles control

Hours and cycles control is the responsibility of the CAMO, and the contract should specify how the CAMO should provide the current hours and cycles to the maintenance organisation and whether the maintenance organisation should receive the current flight hours and cycles on a regular basis so that it may update the records for its own planning functions (see also paragraph 2.22 'Exchange of information').

## 2.11. Life-limited parts and time-controlled components

The control of life-limited parts and time-controlled components is the responsibility of the CAMO. The contract should specify whether the CAMO should provide the status of life-limited parts and time-controlled components to the maintenance organisation, and the information that the approved organisation will have to provide to the CAMO about the removal/installation of the life-limited parts and time-controlled components removal/installation so that the CAMO may update its records (see also paragraph 2.22 'Exchange of information').

## 2.12. Supply of parts

The contract should specify whether a particular type of material or component is supplied by the CAMO or by the maintenance organisation, which type of component is pooled, etc. The contract should clearly state that it is the maintenance organisation's responsibility to be in any case satisfied that the component in question meets the approved data/standard and to ensure that the aircraft component is in a satisfactory condition for installation. Additional guidance on the acceptance of components is provided in [M.A.402](#) and [145.A.42](#).

## 2.13. Pooled parts at line stations

If applicable, the contract should specify how the subject of pooled parts at line stations should be addressed.

## 2.14. Scheduled maintenance

For planning scheduled maintenance checks, the support documentation to be given to the maintenance organisation should be specified. This may include but is not limited to:

- applicable work package, including job cards;
- scheduled component removal list;
- modifications to be incorporated.

When the maintenance organisation determines, for any reason, to defer a maintenance task, it has to be formally agreed with the CAMO. If the deferment goes beyond an approved limit, please refer to paragraph 2.17 'Deviation from the maintenance schedule'. This should be addressed, where applicable, in the maintenance contract.



#### 2.15. Unscheduled maintenance/defect rectification

The contract should specify to which level the maintenance organisation may rectify a defect without reference to the CAMO. It should describe, as a minimum, the management of approval of repairs and the incorporation of major repairs. The deferment of any defect rectification should be submitted to the CAMO.

#### 2.16. Deferred tasks

See paragraphs 2.14 and 2.15 above, as well as [145.A.50\(e\)](#) and [M.A.801\(g\)](#). In addition, for aircraft line and base maintenance, the use of the operator's MEL and the liaison with the CAMO in case of a defect that cannot be rectified at the line station should be addressed.

#### 2.17. Deviation from the maintenance schedule

Deviations from the maintenance schedule have to be managed by the CAMO in accordance with the procedures established in the maintenance programme. The contract should specify the support the maintenance organisation may provide to the operator in order to substantiate the deviation request.

#### 2.18. Maintenance check flight

If any maintenance check flight is required after aircraft maintenance, it should be performed in accordance with the procedures established in the continuing airworthiness management exposition or the operator's manual.

#### 2.19. Bench test

The contract should specify the acceptability criterion and whether a representative of the CAMO should witness an engine undergoing test.

#### 2.20. Release to service documentation

The release to service has to be performed by the maintenance organisation in accordance with its maintenance organisation procedures. The contract should, however, specify which support forms have to be used (aircraft technical log, maintenance organisation's release format, etc.) and the documentation that the maintenance organisation should provide to the CAMO upon delivery of the aircraft. This may include but is not limited to:

- certificate of release to service,
- flight test report,
- list of modifications embodied,
- list of repairs,
- list of ADs accomplished,
- maintenance visit report,
- test bench report.

#### 2.21. Maintenance record-keeping

The CAMO may subcontract the maintenance organisation to retain some of the maintenance records required by [Part-M Subpart C](#). This means that the CAMO subcontracts under its quality system part of its record-keeping tasks and, therefore, the provisions of [M.A.711\(a\)\(3\)](#) apply.

#### 2.22. Exchange of information

Each time exchange of information between the CAMO and the maintenance organisation is necessary, the contract should specify what information should be provided and when (i.e. in which case or at what frequency), how, by whom and to whom it has to be transmitted.

#### 2.23. Meetings

The maintenance contract should include the provision for a certain number of meetings to be held between the CAMO and the maintenance organisation.

##### 2.23.1. Contract review

Before the contract is enforced, it is very important that the technical personnel of both parties, that are involved in the fulfilment of the contract, meet in order to be sure that every point leads to a common understanding of the duties of both parties

##### 2.23.2. Work scope planning meeting

Work scope planning meetings may be organised so that the tasks to be performed may be commonly agreed.

##### 2.23.3. Technical meeting

Scheduled meetings may be organised in order to review on a regular basis technical matters such as ADs, SBs, future modifications, major defects found during maintenance check, aircraft and component reliability, etc.

##### 2.23.4. Quality meeting

Quality meetings may be organised in order to examine matters raised by the CAMO's quality surveillance and to agree upon necessary corrective actions.

##### 2.23.5. Reliability meeting

When a reliability programme exists, the contract should specify the CAMO's and maintenance organisation's respective involvement in that programme, including the participation in reliability meetings.

## Appendix XII to AMC M.A.706(f) and AMC1 M.B.102(c) — Fuel tank safety training

*ED Decision 2021/009/R*

This appendix includes general instructions for providing training on Fuel Tank Safety issues.

#### **A) Effectivity:**

- Large aeroplanes as defined in Decision 2003/11/RM of the Executive Director of the Agency (CS-25) and certified after 1 January 1958 with a maximum type certified passenger capacity of 30 or more or a maximum certified payload capacity of 7500 lbs (3402 kg) cargo or more, and
- Large aeroplanes as defined in Decision 2003/11/RM of the Executive Director of the Agency (CS-25) which contains CS-25 amendment 1 or later in their certification basis.

#### **B) Affected organisations:**

- CAMOs involved in the continuing airworthiness management of aeroplanes specified in paragraph A).

- Competent authorities responsible for the oversight as per M.B.704 of aeroplanes specified in paragraph A) and for the oversight of the CAMOs specified in this paragraph B).

**C) Persons from affected organisations who should receive training:**Phase 1 only:

- The quality manager and quality personnel.
- Personnel of the competent authorities responsible for the oversight as per M.B.704 of aeroplanes specified in paragraph A) and in the oversight of CAMOs specified in paragraph B).

Phase 1 + Phase 2 + Continuation training:

- Personnel of the CAMO involved in the management and review of the continuing airworthiness of aircraft specified in paragraph A);

**D) General requirements of the training courses**Phase 1 – Awareness

The training should be carried out before the person starts to work without supervision but not later than 6 months after joining the organisation. The persons who have already attended the Level 1 Familiarisation course in compliance with ED Decision 2007/001/R Appendix XII are already in compliance with Phase 1.

Type: Should be an awareness course with the principal elements of the subject. It may take the form of a training bulletin, or other self-study or informative session. Signature of the reader is required to ensure that the person has passed the training.

Level: It should be a course at the level of familiarisation with the principal elements of the subject.

Objectives:

The trainee should, after the completion of the training:

1. Be familiar with the basic elements of the fuel tank safety issues.
2. Be able to give a simple description of the historical background and the elements requiring a safety consideration, using common words and showing examples of non-conformities.
3. Be able to use typical terms.

Content: The course should include:

- a short background showing examples of FTS accidents or incidents,
- the description of concept of fuel tank safety and CDCCL,
- some examples of manufacturers documents showing CDCCL items,
- typical examples of FTS defects,
- some examples of TC holders repair data
- some examples of maintenance instructions for inspection.

Phase 2 - Detailed training

A flexible period may be allowed by the competent authorities to allow organisations to set the necessary courses and impart the training to the personnel, taking into account the organisation's training schemes/means/practices. This flexible period should not extend beyond 31 December 2010.

The persons who have already attended the Level 2 Detailed training course in compliance with ED Decision 2007/001/R Appendix XII either from a CAMO or from a Part-147 training organisation are already in compliance with Phase 2 with the exception of continuation training.

Staff should have received Phase 2 training by 31 December 2010 or within 12 months of joining the organization, whichever comes later.

**Type:** Should be a more in-depth internal or external course. It should not take the form of a training bulletin or other self-study. An examination should be required at the end, which should be in the form of a multi choice question, and the pass mark of the examination should be 75%.

**Level:** It should be a detailed course on the theoretical and practical elements of the subject.

The training may be made either:

- in appropriate facilities containing examples of components, systems and parts affected by Fuel Tank Safety (FTS) issues. The use of films, pictures and practical examples on FTS is recommended; or
- by attending a distance course (e-learning or computer based training) including a film when such film meets the intent of the objectives and content here below. An e-learning or computer based training should meet the following criteria:
  - A continuous evaluation process should ensure the effectiveness of the training and its relevance;
  - Some questions at intermediate steps of the training should be proposed to ensure that the trainee is authorized to move to the next step;
  - The content and results of examinations should be recorded;
  - Access to an instructor in person or at distance should be possible in case support is needed.

A duration of 8 hours for phase 2 is an acceptable compliance.

When the course is provided in a classroom, the instructor should be very familiar with the data in Objectives and Guidelines. To be familiar, an instructor should have attended himself a similar course in a classroom and made additionally some lecture of related subjects.

**Objectives:**

The attendant should, after the completion of the training:

- have knowledge of the history of events related to fuel tank safety issues and the theoretical and practical elements of the subject, have an overview of the FAA regulations known as SFAR (Special FAR) 88 of the FAA and of JAA Temporary Guidance Leaflet TGL 47, be able to give a detailed description of the concept of fuel tank system ALI (including Critical Design Configuration Control Limitations CDCCL, and using theoretical fundamentals and specific examples;

- have the capacity to combine and apply the separate elements of knowledge in a logical and comprehensive manner;
- have knowledge on how the above items affect the aircraft;
- be able to identify the components or parts of the aircraft subject to FTS from the manufacturer's documentation,
- be able to plan the action or apply a Service Bulletin and an Airworthiness Directive.

Content: Following the guidelines described in paragraph E).

Continuation training:

The organisation should ensure that the continuation training is performed in each two years period. The syllabus of the training programme referred to in the Training policy of the Continuing Airworthiness Management Exposition (CAME) should contain the additional syllabus for this continuation training.

The continuation training may be combined with the phase 2 training in a classroom or at distance.

The continuing training should be updated when new instructions are issued which are related to the material, tools, documentation and manufacturer's or competent authority's directives.

**E) Guidelines for preparing the content of Phase 2 courses.**

The following guidelines should be taken into consideration when the phase 2 training programme are being established:

- a) understanding of the background and the concept of fuel tank safety,
- b) how the mechanics can recognise, interpret and handle the improvements in the instructions for continuing airworthiness that have been made or are being made regarding fuel tank systems,
- c) awareness of any hazards especially when working on the fuel system, and when the Flammability Reduction System using nitrogen is installed.

Paragraphs a), b) and c) above should be introduced in the training programme addressing the following issues:

- i) The theoretical background behind the risk of fuel tank safety: the explosions of mixtures of fuel and air, the behaviour of those mixtures in an aviation environment, the effects of temperature and pressure, energy needed for ignition, etc., the 'fire triangle', - Explain 2 concepts to prevent explosions:
  - (1) ignition source prevention and
  - (2) flammability reduction,
- ii) The major accidents related to fuel tank systems, the accident investigations and their conclusions,
- iii) SFAR 88 of the FAA and JAA Interim Policy INT POL 25/12: ignition prevention program initiatives and goals, to identify unsafe conditions and to correct them, to systematically improve fuel tank maintenance),
- iv) Explain briefly the concepts that are being used: the results of SFAR 88 of the FAA and JAA INT/POL 25/12: modifications, airworthiness limitations items and CDCCL,

- v) Where relevant information can be found and how to use and interpret this information in the applicable maintenance data as defined in [M.A.401\(b\)](#),
- vi) Fuel Tank Safety during maintenance: fuel tank entry and exit procedures, clean working environment, what is meant by configuration control, wire separation, bonding of components etc.,
- vii) Flammability reduction systems when installed: reason for their presence, their effects, the hazards of a Flammability Reduction System (FRS) using nitrogen for maintenance, safety precautions in maintenance/working with an FRS,
- viii) Recording maintenance actions, recording measures and results of inspections.

The training should include a representative number of examples of defects and the associated repairs as required by the TC/STC holders maintenance data.

#### **F) Approval of training**

For CAMOs the approval of the initial and continuation training programme and the content of the examination can be achieved by the change of the CAME exposition. The modification of the CAME should be approved as required by M.A.704(b). The necessary changes to the CAME to meet the content of this decision should be made and implemented at the time requested by the competent authority.

### **Appendix XIII to AMC M.A.712(f) — Organisational review**

*ED Decision 2020/002/R*

The following text provides relevant information for conducting organisational reviews in accordance with [M.A.712](#) for the particular case of a CAMO working on aircraft subject to Part-M.

**Organisational reviews may replace a full quality system in accordance with the provisions of [M.A.712\(f\)](#) and [AMC M.A.712\(f\)](#) and as described in the continuing airworthiness management exposition (CAME)**

Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, privilege to perform airworthiness reviews, etc.), the organisational review system may vary from a system using the principles and practices of a quality system (except for the requirement of independence) to a simplified system adapted to the low complexity of the organisation and the aircraft managed.

As a core minimum, the organisational review system should have the following features, which should be described in the CAME:

- a. Identification of the person responsible for the organisational review programme:  
By default, this person should be the accountable manager, unless he delegates this responsibility to (one of) the [M.A.706\(c\)](#) person(s).
- b. Identification and qualification criteria for the person(s) responsible for performing the organisational reviews:  
These persons should have a thorough knowledge of the regulations and of the continuing airworthiness management organisation (CAMO) procedures. They should also have knowledge of audits, acquired through training or through experience (preferably as an auditor, but also possibly because they actively participated in several audits conducted by the competent authority).

- c. Elaboration of the organisational review programme:
- Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the CAME should be addressed.
  - A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews.
- d. Performance of organisational reviews:
- Each checklist item should be answered using an appropriate combination of:
- review of records, documentation, etc.
  - sample check of aircraft under contract.
  - interview of personnel involved.
  - review of discrepancies and difficulty internal reports (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, etc.).
  - review of complaints filed by customers.
- e. Management of findings and occurrence reports:
- All findings should be recorded and notified to the affected persons.
  - All level 1 findings, in the sense of [M.A.716\(a\)](#), should be immediately notified to the competent authority and all necessary actions on aircraft in service should be immediately taken.
  - All occurrence reports should be reviewed with the aim for continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g., notified difficulties in using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.
  - Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.
  - Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, closure of the finding should be recorded along with a summary of the corrective action.
  - The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

Following is a typical example of a simplified organisational review checklist, **to be adapted as necessary to cover the CAME procedures**:

#### **1 – Scope of work**

- All aircraft under contract are covered in the [Form 14](#).
- The scope of work in the CAME does not disagree with the [Form 14](#).
- No work has been performed outside the scope of the [Form 14](#) and the CAME.

- Is it justified to retain in the approved scope of work aircraft types for which the organisation has no longer aircraft under contract?

## **2 – Airworthiness situation of the fleet**

- Does the continuing airworthiness status (AD, maintenance programme, life limited components, deferred maintenance, ARC validity) show any expired items? If so, are the aircraft grounded?

## **3 – Aircraft maintenance programme**

- Check that all revisions to the TC/STC holders Instructions for Continuing Airworthiness, since the last review, have been (or are planned to be) incorporated in the maintenance programme, unless otherwise approved by the Competent Authority.
- Has the maintenance programme been revised to take into account all modifications or repairs impacting the maintenance programme?
- Have all maintenance programme amendments been approved at the right level (competent authority or indirect approval)?
- Does the status of compliance with the maintenance programme reflect the latest approved maintenance programme?
- Has the use of maintenance programme deviations and tolerances been properly managed and approved?

## **4 – Airworthiness Directives (and other mandatory measures issued by the competent authority)**

- Have all ADs issued since the last review been incorporated into the AD status?
- Does the AD status correctly reflect the AD content: applicability, compliance date, periodicity...? (sample check on ADs)

## **5 – Modifications/repairs**

- Are all modifications/repairs listed in the corresponding status approved in accordance with [M.A.304](#)? (sample check on modifications/repairs)
- Have all the modifications/repairs which have been installed since the last review been incorporated in the corresponding status? (sample check from the aircraft/component logbooks)

## **6 – Relations with the owners/operators**

- Has a contract (in accordance with [Appendix I to Part-M](#)) been signed with each external owner/operator, covering all the aircraft whose airworthiness is managed by the CAMO?
- Have the owners/operators under contract fulfilled their obligations identified in the contract? As appropriate:
  - Are the pre-flight checks correctly performed? (interview of pilots)
  - Are the technical log or equivalent correctly used (record of flight hours/cycles, defects reported by the pilot, identification of what maintenance is next due etc.)?
  - Did flights occur with overdue maintenance or with defects not properly rectified or deferred? (sample check from the aircraft records)
  - Has maintenance been performed without notifying the CAMO (sample check from the aircraft records, interview of the owner/operator)?



## **7 – Personnel**

- Check that the current accountable manager and other nominated persons are correctly identified in the approved CAME.
- If the number of personnel has decreased or if the activity has increased, check that the organisation still has sufficient staff.
- Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed.
- Check that the staff has been trained, as necessary, to cover changes in:
  - regulations,
  - competent authority publications,
  - the CAME and associated procedures,
  - the approved scope of work,
  - maintenance data (significant ADs, SBs, ICA amendments, etc.).

## **8 – Maintenance contracted**

- Sample check of maintenance records:
  - Existence and adequacy of the work order,
  - Data received from the maintenance organisation:
    - Valid CRS including any deferred maintenance
    - List of removed and installed equipment and copy of the associated [Form 1](#) or equivalent.
- Obtain a copy of the current approval certificate (Form 3) of the maintenance organisations contracted.

## **9 – Technical records and record-keeping**

- Have the certificates ([Form 1](#) and Conformity certificates) been properly collected and recorded?
- Perform a sample check of technical records to ensure completeness and storage during the appropriate periods.
- Is storage of computerised data properly ensured?

## **10 – Occurrence reporting procedures**

- Check that reporting is properly performed,
- Actions taken and recorded.

## **11 – Airworthiness review**

## ANNEX VB (PART-ML)

### GENERAL

#### ML.1

Regulation (EU) 2019/1383

- (a) In accordance with paragraph 2 of Article 3, this Annex (Part-ML) applies to the following other than complex motor-powered aircraft not listed in the air operator certificate of an air carrier licensed in accordance with Regulation (EC) No 1008/2008:
- (1) aeroplanes of 2 730 kg maximum take-off mass (MTOM) or less;
  - (2) rotorcraft of 1 200 kg MTOM or less, certified for a maximum of up to 4 occupants;
  - (3) other ELA2 aircraft.
- (b) For the purpose of this Annex, the competent authority shall be the authority designated by the Member State of registry of the aircraft.
- (c) For the purpose of this Annex, the following definitions shall apply:
- (1) 'independent certifying staff' means certifying staff who does not work on behalf of an approved maintenance organisation and who complies with, alternatively:
    - (i) the requirements of Annex III (Part-66);
    - (ii) for aircraft to which Annex III (Part-66) does not apply, the certifying staff requirements in force in the Member State of registry of the aircraft;
  - (2) 'maintenance organisation' means an organisation holding an approval issued in accordance with, alternatively :
    - (i) Subpart F of Annex I (Part-M);
    - (ii) Section A of Annex II (Part-145);
    - (iii) Section A of Annex Vd (Part-CAO).
  - (3) 'owner' means the person responsible for the continuing airworthiness of the aircraft, including, alternatively:
    - (i) the registered owner of the aircraft;
    - (ii) the lessee in the case of a leasing contract;
    - (iii) the operator.

## SECTION A — TECHNICAL REQUIREMENTS

### SUBPART A — GENERAL

#### ML.A.101 Scope

Regulation (EU) 2019/1383

This Section establishes the measures to be taken in order to ensure that the aircraft is airworthy. It also specifies the conditions to be met by the persons or organisations involved in the activities related to the airworthiness of the aircraft.



## SUBPART B — ACCOUNTABILITY

### ML.A.201 Responsibilities

*Regulation (EU) 2020/270*

- (a) The owner of the aircraft shall be responsible for the continuing airworthiness of the aircraft and shall ensure that no flight takes place unless all of the following requirements are met:
- (1) the aircraft is maintained in an airworthy condition;
  - (2) any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable;
  - (3) the airworthiness certificate is valid;
  - (4) the maintenance of the aircraft is performed in accordance with the Aircraft Maintenance Program ('AMP') specified in point [ML.A.302](#).
- (b) By derogation from point (a), where the aircraft is leased, the responsibilities set out in point (a) shall apply to the lessee, if the lessee is identified either in the registration document of the aircraft or in the leasing contract.
- (c) Any person or organisation performing maintenance of aircraft and components shall be responsible for the maintenance tasks being performed.
- (d) The pilot-in-command of the aircraft shall be responsible for the satisfactory accomplishment of the preflight inspection. That inspection shall be carried out by the pilot or another qualified person but need not be carried out by an approved maintenance organisation or by certifying staff.
- (e) For aircraft operated by commercial Approved Training Organisations ('ATO') and commercial Declared Training Organisations ('DTO') referred to in Article 10a of Regulation (EU) No 1178/2011 or not operated in accordance with Annex VII to Regulation (EU) No 965/2012 (Part-NCO) or operated in accordance with Subpart-ADD of Annex II (Part-BOP) to Regulation (EU) 2018/395 or Subpart-DEC of Annex II (Part-SAO) to Regulation (EU) 2018/1976<sup>1</sup>, the operator shall:
- (1) be approved as a CAMO or as a CAO for the management of the continuing airworthiness of its aircraft in accordance with Annex Vc (Part-CAMO), Subpart G of Annex I (Part-M) or Annex Vd (Part-CAO), or contract such an organisation using the contract set out in Appendix I to this Annex;
  - (2) ensure that all maintenance is performed by maintenance organisations approved in accordance with point (c)(2) of point [ML.1](#).;
  - (3) ensure that the requirements of point (a) are satisfied.
- (f) For aircraft not included in point (e), in order to satisfy the requirements of point (a), the owner of the aircraft may contract the tasks associated with continuing airworthiness management to an organisation approved as a CAMO or CAO in accordance with Annex Vc (Part-CAMO), Subpart G of Annex I (Part-M) or Annex Vd (Part-CAO). In that case, the contracted organisation shall assume responsibility for the proper performance of those tasks and a written contract shall be concluded in accordance with Appendix I to this Annex. If the owner does not contract

<sup>1</sup> Commission Implementing Regulation (EU) 2018/1976 of 14 December 2018 laying down detailed rules for the operation of sailplanes pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council (OJ L326, 20.12.2018, p. 64)

such an organisation, the owner is responsible for the proper performance of the tasks associated with the continuing airworthiness management

- (g) The owner shall grant the competent authority access to the aircraft and the aircraft records, in order for the competent authority to determine whether the aircraft complies with the requirements of this Annex.
- (h) In the case of an aircraft included in an air operator certificate is used for non-commercial or specialised operations under point ORO.GEN.310 of Annex III or point NCO.GEN.104 of Annex VII to Regulation (EU) No 965/2012<sup>1</sup>, the operator shall ensure that the tasks associated with continuing airworthiness are performed by the CAMO approved in accordance with Annex Vc (Part-CAMO) or Subpart G of Annex I (Part-M) or the combined airworthiness organisation (“CAO”) approved in accordance with Annex Vd (Part-CAO), whichever applicable, of the air operator certificate holder.

## GM1 ML.A.201 Responsibilities

*ED Decision 2020/002/R*

The following tables provide a summary of Part-ML main provisions and alleviations established in [ML.A.201](#), [ML.A.302](#), [ML.A.801](#) and [ML.A.901](#).

In the tables, the term ‘CAO(-CAM)’ designate a CAO with continuing airworthiness management privileges.

	Balloon		
	Part-BOP Subpart ADD	Part-BOP non-Subpart ADD	
		commercial ATO/DTO	Non-ATO/DTO or non-commercial ATO/DTO
Contract with CAMO/CAO (CAM) required?	yes	yes	no*
Aircraft maintenance programme (AMP)	The AMP document must be approved by the contracted CAMO/CAO(-CAM)		If there is no CAMO/CAO(-CAM), the AMP must be declared by the owner. If there is a contracted CAMO/CAO(-CAM), the AMP must be approved by the CAMO/CAO(-CAM).
	If ML.A.302(e) conditions are met, producing an AMP document is not required.		
Maintenance	By a maintenance organisation		By a maintenance organisation or by independent certifying staff or the pilot-owner**
Airworthiness review (AR) and airworthiness review certificate (ARC)	By a maintenance organisation*** or by the contracted CAMO/CAO(-CAM) or by the competent authority		By a maintenance organisation*** or independent certifying staff*** or by the CAMO/CAO(-CAM) (if contracted) or by the competent authority

<sup>1</sup> Commission Regulation (EU) No 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 296, 25.10.2012, p. 1).

	Sailplane		
	Part-SAO Subpart-DEC	Part-SAO non-Subpart-DEC	
		commercial ATO/DTO	Non-ATO/DTO or non-commercial ATO/DTO
Contract with CAMO/CAO (-CAM) required?	yes	yes	no*
AMP	The AMP document must be approved by the contracted CAMO/CAO(-CAM).		<p>If there is no CAMO/CAO(-CAM), the AMP must be declared by the owner.</p> <p>If there is a contracted CAMO/CAO(-CAM), the AMP must be approved by the CAMO/CAO(-CAM).</p>
	If ML.A.302(e) conditions are met, producing an AMP document is not required.		
Maintenance	By a maintenance organisation		By a maintenance organisation or by independent certifying staff or pilot-owner**
AR and ARC	By a maintenance organisation*** or by the contracted CAMO/CAO(-CAM) or by the competent authority		By a maintenance organisation*** or independent certifying staff*** or by the CAMO/CAO(-CAM) (if contracted) or by the competent authority

	Aircraft (other than balloons and sailplanes)		
	non Part-NCO	Part-NCO	
		commercial ATO/DTO	Non-ATO/DTO or non-commercial ATO/DTO
Contract with CAMO/CAO (-CAM) required?	yes	yes	no*
AMP	The AMP document must be approved by the contracted CAMO/CAO(-CAM).		<p>If there is no CAMO/CAO(-CAM), the AMP must be declared by the owner.</p> <p>If there is a contracted CAMO/CAO(-CAM), the AMP must be approved by the CAMO/CAO(-CAM).</p>
	If ML.A.302(e) conditions are met, producing an AMP document is not required.		
Maintenance	By a maintenance organisation		By a maintenance organisation or by independent certifying staff or the pilot-owner**
AR and ARC	By a maintenance organisation*** or by the contracted CAMO/CAO(-CAM) or by the competent authority		By a maintenance organisation*** or independent certifying staff*** or by the CAMO/CAO(-CAM) (if contracted) or by the competent authority

\*: A CAMO/CAO(-CAM) is not required but the owner may decide to contract a CAMO/CAO(-CAM).

\*\* : in the limit of their privileges

\*\*\*: together with the 100-h/annual inspection

## GM1 ML.A.201(e) Responsibilities

ED Decision 2020/002/R

### COMMERCIAL ATO/DTO

According to industry practice, the following are examples of aircraft not considered to be operated by a commercial ATO or a commercial DTO:

- (a) Aircraft operated by an organisation holding an ATO certificate or a DTO declaration, created with the aim of promoting aerial sport or leisure aviation, on the conditions that:
  - (1) the aircraft is operated by the organisation on the basis of ownership or dry lease;
  - (2) the ATO/DTO is a non-profit organisation; and
  - (3) whenever non-members of the organisation are involved, such flights represent only a marginal activity of the organisation.
- (b) Aircraft operated under Part-NCO by its owner together with an ATO or a DTO flight instructor for the purpose of training, when the contract between the owner and the training organisation and the procedures of the training organisation allow it. The continuing airworthiness of such aircraft remains under the responsibility of the owner, or of the CAMO or CAO contracted by the owner, if the owner has elected to contract a CAMO or CAO in accordance with [ML.A.201\(f\)](#).
- (c) Aircraft used for very limited training flights due to the specific configuration of the aircraft and limited need for such flights.

## GM1 ML.A.201(f) Responsibilities

ED Decision 2020/002/R

If an owner (see definition in point [ML.1\(c\)\(3\)](#)) decides not to make a contract with a CAMO or CAO, the owner is fully responsible for the proper accomplishment of the corresponding continuing airworthiness management tasks. As a consequence, it is expected that the owner properly and realistically self-assesses his or her own competence to accomplish those tasks or otherwise seek the necessary expertise.

## GM1 ML.A.201(h) Responsibilities

ED Decision 2020/002/R

### USE OF AIRCRAFT INCLUDED IN AN AOC FOR NON-COMMERCIAL OPERATIONS OR SPECIALISED OPERATIONS

As point (h) is not a derogation, points [ML.A.201\(e\)](#) and (f) are still applicable. Therefore, the management of continuing airworthiness of the aircraft by the CAMO or CAO of the AOC holder means that the other operator has established a written contract as per [Appendix I](#) to Part-ML with this CAMO or CAO.

## ML.A.202 Occurrence reporting

Regulation (EU) 2019/1383

- (a) Without prejudice to the reporting requirements set out in Annex II (Part-145) and Annex Vc (Part-CAMO), any person or organisation responsible in accordance with point [ML.A.201](#) shall report any identified condition of an aircraft or component which endangers flight safety to:
  - (1) the competent authority designated by the Member State of registry of the aircraft, and, when different to the Member State of registry, to the competent authority designated by the Member State of the operator;

- (2) to the organisation responsible for the type design or supplemental type design.
- (b) The reports referred to in point (a) shall be made in a manner determined by the competent authority referred to in point (a) and shall contain all pertinent information about the condition known to the person or organisation making the report.
- (c) Where the maintenance or the airworthiness review of the aircraft is carried out on the basis of a written contract, the person or the organisation responsible for those activities shall also report any condition referred to in point (a) to the owner of the aircraft and, when different, to the CAMO or CAO concerned.
- (d) The person or organisation shall submit the reports referred to in points (a) and (c) as soon as possible, but no later than 72 hours from the moment when the person or organisation identified the condition to which the report relates, unless exceptional circumstances prevent this.

## AMC1 ML.A.202 Occurrence reporting

*ED Decision 2020/002/R*

Accountable persons or organisations should ensure that the design approval holder (DAH) receives adequate reports of occurrences for that aircraft or component, to enable the DAH to issue appropriate service instructions and recommendations to all owners or operators.

Accountable persons or organisations should establish a liaison with the DAH to determine whether published or proposed service information will resolve the problem or to obtain a solution to a particular problem.

AMC-20 'General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances' provides further details on occurrence reporting (AMC 20-8).



## SUBPART C — CONTINUING AIRWORTHINESS

### ML.A.301 Continuing-airworthiness tasks

Regulation (EU) 2019/1383

The aircraft continuing airworthiness and the serviceability of operational and emergency equipment shall be ensured by:

- (a) the accomplishment of pre-flight inspections;
- (b) the rectification of any defect and damage affecting safe operation in accordance with data specified in points [ML.A.304](#) and [ML.A.401](#), as applicable, while taking into account the minimum equipment list ('MEL') and configuration deviation list, when they exist;
- (c) the accomplishment of all maintenance in accordance with the AMP referred to in point [ML.A.302](#);
- (d) the accomplishment of any applicable:
  - (1) airworthiness directive ('AD');
  - (2) operational directive with a continuing-airworthiness impact;
  - (3) continuing-airworthiness requirement established by the Agency;
  - (4) measure required by the competent authority as an immediate reaction to a safety problem;
- (e) the accomplishment of modifications and repairs in accordance with point [ML.A.304](#);
- (f) maintenance check flights, when necessary.

### GM1 ML.A.301(f) Continuing airworthiness tasks

ED Decision 2020/002/R

#### MAINTENANCE CHECK FLIGHTS (MCFs)

- (a) The definition of and operational requirements for MCFs are laid down in the Air Operations Regulation<sup>1</sup> and are carried out under the control and responsibility of the aircraft operator. During the flight preparation, the flight and the post-flight activities as well as for the aircraft handover, the processes requiring the involvement of maintenance personnel or organisations should be agreed in advance with the operator. The operator should consult as necessary with the person or organisation in charge of the airworthiness of the aircraft.
- (b) Depending on the aircraft defect and the status of the maintenance activity performed before the flight, different scenarios are possible and are described below:
  - (1) The aircraft maintenance manual (AMM), or any other maintenance data issued by the DAH, requires that an MCF be performed before completion of the maintenance ordered. In this scenario, a certificate after incomplete maintenance, when in compliance with [ML.A.801\(f\)](#) or [145.A.50\(e\)](#), should be issued and the aircraft can be flown for this purpose under its airworthiness certificate.

<sup>1</sup> Commission Regulation (EU) No 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 296, 25.10.2012, p. 1) (<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1568896271265&uri=CELEX:32012R0965>).

Due to incomplete maintenance, it is advisable to open a new entry into the [MLA.305](#) aircraft logbook, to identify the need for an MCF. This new entry should contain or refer to, as necessary, data relevant to perform the MCF, such as aircraft limitations and any potential effect on operational and emergency equipment due to incomplete maintenance, maintenance data reference and maintenance actions to be performed after the flight.

After a successful MCF, the maintenance records should be completed, the remaining maintenance actions finalised and a certificate of release to service (CRS) issued.

- (2) Based on its own experience and for reliability considerations and/or quality assurance, an operator, owner, CAO or CAMO may wish to perform an MCF after the aircraft has undergone certain maintenance while maintenance data does not call for such a flight. Therefore, after the maintenance has been properly carried out, a CRS is issued and the aircraft airworthiness certificate remains valid for this flight.
- (3) After troubleshooting of a system on the ground, an MCF is proposed by the maintenance personnel or organisation as confirmation that the solution applied has restored the normal system operation. During the maintenance performed, the maintenance instructions are followed for the complete restoration of the system and therefore a CRS is issued before the flight. The airworthiness certificate is valid for the flight. An open entry requesting this flight may be recorded in the aircraft logbook.
- (4) An aircraft system has been found to fail, the dispatch of the aircraft is not possible in accordance with the maintenance data, and the satisfactory diagnosis of the cause of the fault can only be made in flight. The process for this troubleshooting is not described in the maintenance data and therefore scenario (1) does not apply. Since the aircraft cannot fly under its airworthiness certificate because it has not been released to service after maintenance, a permit to fly issued in accordance with Regulation (EU) No 748/2012 is required.

After the flight and the corresponding maintenance work, the aircraft can be released to service and continue to operate under its original certificate of airworthiness.

- (c) For certain MCFs, the data obtained or verified in flight will be necessary for assessment or consideration after the flight by the maintenance personnel or organisation prior to issuing the maintenance release. For this purpose, when the maintenance staff cannot perform these functions in flight, it may rely on the crew performing the flight to complete this data or to make statements about in-flight verifications. In this case, the maintenance staff should appoint the crew personnel to play such a role on their behalf and, before the flight, brief the appointed crew personnel on the scope, functions and the detailed process to be followed, including required reporting information after the flight and reporting means, in support of the final release to service to be issued by the certifying staff.

## ML.A.302 Aircraft maintenance programme

Regulation (EU) 2019/1383

- (a) The maintenance of each aircraft shall be organised in accordance with an AMP.
- (b) The AMP and any subsequent amendments thereto shall be, alternatively:
  - (1) declared by the owner in accordance with point (c)(7) of point [ML.A.302](#), where the continuing airworthiness of the aircraft is not managed by a CAMO or CAO;
  - (2) approved by the CAMO or CAO responsible for managing the continuing airworthiness of the aircraft.

The owner declaring the AMP in accordance with point (b)(1) or the organisation approving the AMP in accordance with point (b)(2) shall keep the AMP updated.

- (c) The AMP:
  - (1) shall clearly identify the owner of the aircraft and the aircraft to which it relates, including any installed engine and propeller, as applicable;
  - (2) shall include, alternatively:
    - (a) the tasks or inspections contained in the applicable minimum inspection programme ('MIP') referred to in point (d);
    - (b) the instructions for continuing airworthiness ('ICA') issued by the design approval holder ('DAH');
  - (3) may include additional maintenance actions to those referred to in point (c)(2) or maintenance actions alternative to those referred to in point (c)(2)(b) at the proposal of the owner, CAMO or CAO, once approved or declared in accordance with point (b). Alternative maintenance actions to those referred to in point (c)(2)(b) shall not be less restrictive than those set out in the applicable MIP;
  - (4) shall include all the mandatory continuing airworthiness information, such as repetitive ADs, the airworthiness limitation section ('ALS') of the ICAs, and specific maintenance requirements contained in the type certificate data sheet ('TCDS');
  - (5) shall identify any additional maintenance tasks to be performed because of the specific aircraft type, aircraft configuration and type and specificity of operation, whereas the following elements shall be taken into consideration as a minimum:
    - (a) specific installed equipment and modifications of the aircraft;
    - (b) repairs carried out in the aircraft;
    - (c) life-limited components and flight-safety-critical components;
    - (d) maintenance recommendations, such as time between overhaul ('TBO') intervals, issued through service bulletins, service letters, and other non-mandatory service information;
    - (e) applicable operational directives or requirements related to the periodic inspection of certain equipment;
    - (f) special operational approvals;
    - (g) use of the aircraft and operational environment;
  - (6) shall identify whether the Pilot-owners are authorised to perform maintenance;

- (7) when declared by the owner, shall contain a signed statement by which the owner declares that this is the AMP for the particular aircraft registration and that he is fully responsible for its content and, in particular, for any deviations from the DAH's recommendations;
- (8) when approved by the CAMO or CAO, shall be signed by this organisation, which shall retain records with the justification for any deviation introduced to the DAH's recommendations;
- (9) shall be reviewed at least annually in order to assess its effectiveness, and this review shall be performed, alternatively:
  - (a) in conjunction with the airworthiness review of the aircraft by the person who performs such an airworthiness review;
  - (b) by the CAMO or CAO managing the continuing airworthiness of the aircraft in those cases where the review of the AMP is not performed in conjunction with an airworthiness review.

If the review shows deficiencies of the aircraft linked with deficiencies in the content of the AMP, the AMP shall be amended accordingly. In this case the person performing the review shall inform the competent authority of the Member State of registry if he does not agree with the measures amending the AMP taken by the owner, CAMO or CAO. The competent authority shall decide which amendments to the AMP are necessary, raising the corresponding findings and, if necessary, reacting in accordance with point [ML.B.304](#).

(d) A MIP:

- (1) shall contain the following inspection intervals:
  - (a) for aeroplanes, touring motor gliders ('TMGs') and balloons, every annual or 100-h interval, whichever comes first, to which a tolerance of 1 month or 10 h may be applied. The next interval shall be calculated as from the time the inspection takes place;
  - (b) for sailplanes and powered sailplanes other than TMG, every annual interval to which a tolerance of 1 month may be applied. The next interval shall be calculated as from the time the inspection takes place;
- (2) shall contain the following, as applicable to the aircraft type:
  - (a) servicing tasks as required by the DAH's requirements;
  - (b) inspection of markings;
  - (c) review of weighing records and weighing in accordance with Regulation (EU) No 965/2012, Regulation (EU) 2018/395 and Regulation (EU) 2018/1976;
  - (d) operational test of transponder (if installed);
  - (e) functional test of the pitot-static system;
  - (f) in the case of aeroplanes:
    - (i) operational tests for power and revolutions per minute (rpm), magnetos, fuel and oil pressure, engine temperatures;
    - (ii) for engines equipped with automated engine control, the published run-up procedure;

- (iii) for dry-sump engines, engines with turbochargers and liquid-cooled engines, an operational test for signs of disturbed fluid circulation;
- (g) inspection of the condition and attachment of the structural items, systems and components corresponding to the following areas:
  - (i) for aeroplanes:  
airframe, cabin and cockpit, landing gear, wing and centre section, flight controls, empennage, avionics and electrics, power plant, clutches and gearboxes, propeller and miscellaneous systems, such as the ballistic rescue system;
  - (ii) for sailplanes and powered sailplanes:  
airframe, cabin and cockpit, landing gear, wing and centre section, empennage, avionics and electrics, power plant (for powered sailplanes) and miscellaneous systems, such as removable ballast and/or drag chute and controls, as well as water ballast system;
  - (iii) for hot-air balloons:  
envelope, burner, basket, fuel containers, equipment and instruments;
  - (iv) for gas balloons:  
envelope, basket, equipment and instruments.

As long as this Annex does not specify an MIP for airships and rotorcraft, their AMP shall be based on the ICA issued by the DAH, as referred to in point (c)(2)(b).

- (e) By derogation from points (b) and (c), a declaration by the owner or an approval by a CAMO or CAO is not required, and an AMP document is not required to be produced when the following conditions are met:
  - (1) all the ICA issued by the DAH are being followed without any deviations;
  - (2) all maintenance recommendations, such as TBO intervals, issued through service bulletins, service letters, and other non-mandatory service information, are being followed without any deviations;
  - (3) there are no additional maintenance tasks to be performed resulting from any of the following:
    - (a) specific installed equipment and modifications of the aircraft;
    - (b) repairs carried out in the aircraft;
    - (c) life-limited components and flight-safety-critical components;
    - (d) special operational approvals;
    - (e) use of the aircraft and operational environment.
  - (4) Pilot-owners are authorised to perform Pilot-owner maintenance.

This derogation is not applicable if the pilot-owner or, in case of jointly-owned aircraft, any of the pilot-owners is not authorised to perform Pilot-owner maintenance because this has to be specified in the declared or approved AMP.

- (f) If the conditions provided for in points (e)(1) to (e)(4) are met, the AMP applicable to the aircraft shall consist of the following:

- (1) the ICA issued by the DAH;
- (2) the maintenance recommendations, such as TBO intervals, issued through service bulletins, service letters, and other non-mandatory service information;
- (3) the mandatory continuing airworthiness information, such as repetitive ADs, the ALS of the ICA and specific maintenance requirements contained in the TCDS;
- (4) the tasks due to specific operational or airspace directives or requirements in relation to particular instruments and equipment.

## **AMC1 ML.A.302 Aircraft maintenance programme**

*ED Decision 2020/002/R*

- (a) The aircraft should only be maintained according to one maintenance programme at a given point in time. Where an owner wishes to change from one programme to another (e.g. from an AMP based on minimum inspection programme (MIP) to an AMP based on DAH's data), certain additional maintenance may need to be carried out on the aircraft to implement this transition.
- (b) The maintenance programme may take the format of the standard template provided in [AMC2 ML.A.302](#) (EASA Form AMP). This maintenance programme may include several aircraft registrations as long as the maintenance requirements for each registration are clearly identified.

## AMC2 ML.A.302 Aircraft maintenance programme

ED Decision 2020/002/R

**EASA FORM AMP**

The following EASA Form AMP may be used to produce the AMP:

Part-ML aircraft maintenance programme (AMP)			
Aircraft identification			
1	Registration(s):	Type:	Serial no(s):
	Owner:		
Basis for the maintenance programme			
2	Design approval holder (DAH) instructions for continued airworthiness (ICA) <input type="checkbox"/>	Minimum inspection programme (MIP) as detailed in the latest revision of AMC1 ML.A.302(d) <input type="checkbox"/> Other MIP complying with ML.A.302(d) <input type="checkbox"/> (List the tasks in Appendix A)	
Design approval holder (DAH) instructions for continuing airworthiness (ICA)			
3	Equipment manufacturer and type	Applicable ICA reference (revision/date not required assuming the latest revision will always be used)	
For aircraft other than balloons			
3a	Aircraft (other than balloons)		
3b	Engine (if applicable)		
3c	Propeller (if applicable)		
For balloons			
3d	Envelope (only for balloons)		
3e	Basket(s) (only for balloons)		
3f	Burner(s) (only for balloons)		
3g	Fuel cylinders (only for balloons)		
Additional maintenance requirements to the DAH' ICA or to the MIP (applicable to all AMPs)			
4	Indicate if any of the following types of repetitive maintenance are included in the AMP (when replying 'YES', list the specific requirements in Appendix B)	Yes	No
	Maintenance due to specific equipment and modifications		
	Maintenance due to repairs		
	Maintenance due to life-limited components (this should be only if the MIP is used. Otherwise, this data is already part of the DAH's data used as a basis for the AMP.)		
	Maintenance due to mandatory continuing airworthiness information (airworthiness limitations (ALIs), certification maintenance requirements (CMRs), specific requirements in the TCDS, etc.)		
	Maintenance recommendations, such as time between overhaul (TBO) intervals, issued through service bulletins, service letters, and other non-mandatory service information		
	Maintenance due to repetitive ADs		
	Maintenance due to specific operational/airspace directives/requirements (altimeter, compass, transponder, etc.)		
	Maintenance due to the type of operation or operational approvals		
	Other		
Maintenance tasks alternative to the DAH's ICA (not less restrictive than the MIP)			
5	Indicate if there is any maintenance task alternative to the DAH's ICA (when 'YES', list the specific alternative maintenance tasks in Appendix C)	Yes	No

Pilot-owner maintenance (only for balloons not operated under Subpart-ADD, or sailplanes not operated under Subpart-DEC, or other aircraft operated under Part-NCO)			
Remark: pilot-owner maintenance is not allowed for aircraft operated by a commercial ATO/DTO			
6	Does the pilot-owner perform pilot-owner maintenance (ref. ML.A.803)?	Yes	No
	If yes, enter the name of the pilot-owner(s) authorised to perform such maintenance: Pilot-owner name:_(NOTE)_____Licence number: (NOTE)_____ Signature: _____Date: _____ NOTE: It is possible to refer to a list in the case of jointly owned aircraft.		
Approval/declaration of the maintenance programme (select the appropriate option)			
7	Declaration by the owner: <input type="checkbox"/>	Approval by the contracted CAMO/CAO: <input type="checkbox"/>	
	'I hereby declare that this is the maintenance programme applicable to the aircraft referred to in block 1, and I am fully responsible for its content and, in particular, for any alternatives tasks to the DAH's data.' Signature/name/date:		Approval reference no of the CAMO/CAO:  Signature/name/date:
Certification statement			
8	'I will ensure that the aircraft is maintained in accordance with this maintenance programme and that the maintenance programme will be reviewed and updated as required.' Signed by the person/organisation responsible for the continuing airworthiness of the aircraft according to ML.A.201: Owner/Lessee/operator <input type="checkbox"/> CAMO/CAO <input type="checkbox"/> Name of owner/lessee/operator or CAMO/CAO approval number: Address: Telephone/fax: Email: Signature/date:		
9	Appendices attached: Appendix A YES <input type="checkbox"/> NO <input type="checkbox"/> Appendix B YES <input type="checkbox"/> NO <input type="checkbox"/> Appendix C YES <input type="checkbox"/> NO <input type="checkbox"/> Appendix D YES <input type="checkbox"/> NO <input type="checkbox"/>		

**Appendix A — Minimum inspection programme (MIP)**

(only applicable if a MIP different from the one described in AMC1 ML.A.302(d) is used — see Section 2 above)

Detail the tasks and inspections contained in the MIP being used.

**Appendix B — Additional maintenance requirements**

(include only if necessary — see Section 4 above)

*This appendix is supposed to include only the tasks which are included in the AMP, either at the recommended interval or at a different one.  
(All repetitive maintenance tasks not included here, or the interval differences should be kept by the CAMO/CAO (when contracted) in their files with their corresponding justifications. Appendix D may optionally be used. Nevertheless, the owner/CAMO/CAO is responsible for taking into account all instructions, even if they are not adopted and listed here. The person performing the AR, if reviewing the AMP, is not responsible for the completeness of this appendix, but may do some sampling as part of the investigations and the findings discovered during the physical review).*

Task description	References	Interval
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		(tick box if the selected interval differs from that required in the referenced document)
<b>Maintenance due to specific equipment and modifications</b>		
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Maintenance due to repairs</b>		
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Maintenance due to life-limited components (This should be only if the MIP is used. Otherwise, this data is already part of the DAH's data used as the basis for the AMP.)</b>		
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Maintenance due to mandatory continuing airworthiness instructions (ALIs, CMRs, specific requirements in the TCDS, etc.)</b>		
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Maintenance recommendations, such as TBO intervals, issued through service bulletins, service letters, and other non-mandatory service information</b>		
		<input type="checkbox"/>
Emergency locator transmitters and personal locator beacon — annual testing	EASA SIB 2019-09	1 Year <input type="checkbox"/>
(if not using MIP or equivalent ICA task) Transponder test	EASA SIB 2011-15	2 Years <input type="checkbox"/>
		<input type="checkbox"/>
<b>Maintenance due to repetitive ADs</b>		
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Maintenance due to specific operational/airspace directives/requirements (altimeter, compass, transponder, etc.)</b>		
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Maintenance due to the type of operation or operational approvals</b>		
		<input type="checkbox"/>
		<input type="checkbox"/>
<b>Other</b>		
		<input type="checkbox"/>
		<input type="checkbox"/>

**Appendix C — Maintenance tasks alternative to the DAH's ICA (not less restrictive than the MIP)**

(include only if necessary — see Sections 5 above)

Task description	Recommended interval	Alternative inspection/task	Amended interval
When the DAH's ICA are used as the basis for the AMP, this appendix is used to include the tasks alternative to the DAH's ICA, which are included in the AMP. (When a CAMO/CAO is contracted, all elements justifying the deviations from the DAH's ICA should be kept by the CAMO/CAO and the organisation should provide a copy of these justifications to the owner)			


**Appendix D — Additional information (optional)**

*This appendix may optionally be used to provide additional information, such as the complete list of AMP tasks or the list of documents (e.g. service bulletins) considered during the development of the AMP.*

EASA Form AMP, Issue 1

## GM1 ML.A.302 Aircraft maintenance programme

ED Decision 2020/002/R

The responsibilities associated with maintenance programmes developed in accordance with [ML.A.302](#) are the following:

- (a) If the owner has contracted a CAMO or CAO in order to manage the continuing airworthiness of the aircraft, this organisation is responsible for developing and approving a maintenance programme which:
  - (1) indicates whether this programme is based on data from the DAH or on the MIP described in [ML.A.302\(d\)](#);
  - (2) identifies the owner and the specific aircraft, engine, and propeller (as applicable);
  - (3) includes all mandatory continuing airworthiness information and any additional tasks derived from the assessment of the DAH’s instructions;
  - (4) justifies any deviations from the DAH’s instructions; when the DAH’s instructions are the basis for the AMP development, these deviations should not fall below the requirements of the MIP; and
  - (5) is customised to the particular aircraft type, configuration and operation, in accordance with [ML.A.302\(c\)\(5\)](#).
- (b) If the owner has not contracted a CAMO or CAO in order to manage the continuing airworthiness of the aircraft, then the owner is responsible for developing and declaring the maintenance programme, assuming full responsibility for its content, and for any deviations from the DAH’s instructions (ref. [ML.A.201\(f\)](#) and [ML.A.302\(c\)\(7\)](#)) and the possible consequences of such deviations. In this case, these deviations do not need to be justified, but are to be identified in the AMP. However, the maintenance programme still needs to comply with the requirements contained in [ML.A.302\(c\)](#), in particular with the obligation to not fall below the requirements of the MIP and to comply with the mandatory continuing airworthiness information.
- (c) The content of the owner-declared maintenance programme cannot be challenged up front either by the competent authority or by the contracted maintenance organisation. This declared maintenance programme is the basis for adequate planning of maintenance, as well as for the ARs and the aircraft continuing airworthiness monitoring (ACAM) inspections in accordance with [ML.B.303](#). Nevertheless, the maintenance programme will be subject to periodic reviews at the occasion of the AR and, in case of discrepancies, linked with deficiencies in the content of the maintenance programme, the owner shall amend the maintenance programme accordingly, as required by [ML.A.302\(c\)\(9\)](#).

- (d) When the competent authority is notified of deficiencies linked with the content of the declared maintenance programme for a particular aircraft (in case no agreement is reached between the owner and the AR staff about the changes required in the maintenance programme), the competent authority should contact the owner, request a copy of the maintenance programme, decide which amendment to the AMP is necessary and raise the associated finding (ref. [ML.A.302\(c\)\(9\)](#)). If necessary, the competent authority may also react in accordance with [ML.B.304](#). Based on the information received, the reported deficiencies and the identified risks, the competent authority may in addition adapt the ACAM programme accordingly (ref. [ML.B.303](#)).
- (e) Although there is no requirement for the owner to send a copy of the maintenance programme to the competent authority, this does not prevent the competent authority from requesting at any time the owner to send information about, or a copy of the AMP, even if deficiencies have not been reported (see [AMC1 ML.B.201](#)).
- (f) Since the maintenance programme has to identify the alternatives tasks to the DAH's instructions, the ARs and ACAM inspections can place emphasis on the inspection of the areas affected by those deviations in order to make sure that the maintenance programme is effective.
- (g) Since the competent authority is not responsible for the content of a declared maintenance programme, the competent authority does not authorise the accomplishment of the scheduled maintenance to deviate from the AMP content (other than the tolerances provided for in [ML.A.302\(d\)\(1\)](#)). In such cases, the owner may declare an amended AMP.

## GM2 ML.A.302 Aircraft maintenance programme

ED Decision 2020/002/R

The following table provides a summary of the provisions contained in [ML.A.302](#) in relation to the content of the maintenance programme, its approval and its link with the AR:

	OPTION 1	OPTION 2
Responsibility for developing the AMP	Contracted CAMO or CAO	Owner (if allowed under ML.A.201(f))
Approval/declaration of the maintenance programme	Approved by the CAMO or CAO, or none required in case of compliance with ML.A.302(e)	Declaration by the owner or none required in case of compliance with ML.A.302(e)
Basis for the maintenance programme	MIP (not applicable to rotorcraft and airships) or ICA issued by the DAH	
Deviations from the DAH's ICA	Deviations from the DAH's instructions are justified. The CAMO/CAO keeps a record of the justifications and provides a copy of them to the owner.	Deviations do not need to be justified.
AMP annual review	In conjunction with the AR, by the AR staff or, if not performed in conjunction with the AR (e.g. in case of ARC extension), by the CAMO or CAO.	

## AMC1 ML.A.302(c) Aircraft maintenance programme

*ED Decision 2020/002/R*

When evaluating an alternative to a maintenance task issued or recommended by the DAH, such as the extension of TBO intervals, or when considering not to include a maintenance task issued or recommended by the DAH, a risk-based approach should be taken, considering aspects such as the operation of aircraft, type of aircraft, hours and years in service, maintenance of the aircraft, compensating measures, redundancy of components, etc.

The following table provides more details of aspects that should be considered:

	Examples
<b>OPS approval</b>	HIGHER RISK: commercial operation, commercial flight training MEDIUM RISK: flight training by an association, non-commercial specialised operations (SPO) LOWER RISK: private
<b>Flight rules</b>	HIGHER RISK: instrument flight rules (IFR) MEDIUM RISK: visual flight rules (VFR) at night LOWER RISK: VFR by day
<b>Aircraft weight</b>	HIGHER RISK: Other than ELA1 MEDIUM RISK: ELA1 aircraft other than light sport aeroplanes (LSA), very light aircraft (VLA), sailplanes and powered sailplanes LOWER RISK: LSA, VLA, sailplanes and powered sailplanes
<b>Who manages the airworthiness of the aircraft?</b>	HIGHER RISK: owner LOWER RISK: CAMO/CAO
<b>Who maintains the aircraft?</b>	HIGHER RISK: pilot-owner MEDIUM RISK: independent certifying staff LOWER RISK: maintenance organisation
<b>Time in service (flight hours, years)</b>	HIGHER RISK: very high number of hours or years MEDIUM RISK: medium number of hours or years LOWER RISK: low number of hours or years
<b>Aircraft utilisation</b>	HIGHER RISK: less than 50 h per year MEDIUM RISK: around 200 h per year LOWER RISK: more than 400 h per year
<b>ACAM findings</b>	HIGHER RISK: numerous findings in ACAM or ramp inspections MEDIUM RISK: few findings in ACAM inspections LOWER RISK: rare findings in ACAM inspections
<b>System redundancy (for components such as engine/propeller)</b>	HIGHER RISK: single-engined aircraft LOWER RISK: multi-engined aircraft
<b>Supplementary maintenance measures</b>	HIGHER RISK: no supplementary measures LOWER RISK: supplementary measures (such as oil analysis, engine data monitoring, boroscope inspections, corrosion inspections, etc.)
<b>Risk factor of the component failure</b>	HIGHER RISK: engine failure on a helicopter MEDIUM RISK: engine failure on an aeroplane LOWER RISK: sailplane, or powered sailplane

The above information may be useful for CAMOs and CAOs when developing and approving maintenance programmes, and for the AR staff performing ARs and reviewing the effectiveness of the declared maintenance programme. It may also be useful for the owner in order to take an informed decision before introducing deviations from the DAH's recommendations. Nevertheless, as allowed

by [ML.A.302\(c\)\(7\)](#) and explained in GM ML.A.302, when the owner issues a declaration for the maintenance programme, they do not need to justify such deviations.

## AMC1 ML.A.302(c)(9) Aircraft maintenance programme

ED Decision 2020/002/R

### ANNUAL REVIEW OF THE AMP

- (a) During the annual review of the maintenance programme, as required by point ML.A.302(c)(9), the following should be taken into consideration:
- (1) the results of the maintenance performed during that year, which may reveal that the current maintenance programme is not adequate;
  - (2) the results of the AR performed on the aircraft, which may reveal that the current maintenance programme is not adequate;
  - (3) revisions introduced on the documents affecting the programme basis, such as the [ML.A.302\(d\)](#) MIP or the DAH's data;
  - (4) changes in the aircraft configuration, and type and specificity of operation;
  - (5) changes in the list of pilot-owners; and
  - (6) applicable mandatory requirements for compliance with Part 21, such as airworthiness directives (ADs), airworthiness limitations, certification maintenance requirements and specific maintenance requirements contained in the type certificate data sheet (TCDS).
- (b) When reviewing the effectiveness of the AMP, the AR staff (or the CAMO/CAO staff if the review of the AMP is not performed in conjunction with an AR) may need to review the maintenance carried out during the last 12 months, including unscheduled maintenance. To this end, he or she should receive the records of all the maintenance performed during that year from the owner/CAMO/CAO.
- (c) When reviewing the results of the maintenance performed during that year and the results of the AR, attention should be paid as to whether the defects found could have been prevented by introducing in the maintenance programme certain DAH's recommendations, which were initially disregarded by the owner, CAMO or CAO.

## GM1 ML.A.302(c)(2)(b) Aircraft maintenance programme

ED Decision 2020/002/R

'DAH' refers to the holder of a type certificate (TC), restricted type certificate, supplemental type certificate (STC), European Technical Standard Order (ETSO) authorisation, repair or change to the type design.

The 'instructions for continuing airworthiness ('ICA') issued by the design approval holder ('DAH') do not include the data issued by other original equipment manufacturer (OEM), except when the DAH's ICA makes clear reference to such OEM data.

Tasks or intervals (e.g. escalations) alternative to those of the DAH's ICA and selected by the CAMO or CAO for the AMP do not need to be approved by the competent authority. Justification of these deviations are to be kept by the CAMO or CAO.

## GM1 ML.A.302(c)(3) Aircraft maintenance programme

ED Decision 2020/002/R

### ALTERNATIVE MAINTENANCE ACTIONS

‘Maintenance actions alternative to those referred to in point (c)(2)(b)’ refer to when the DAH’s ICA are used as the basis for the AMP development and the CAMO, CAO or owner (as applicable), when developing the AMP, decides to deviate from certain of these DAH’s instructions, introducing, for example, a less frequent interval or a different task type (inspection instead of check) than the one established by the ICA.

These alternative maintenance actions shall not be less restrictive than those set out in the applicable MIP. This means that the extent of the maintenance to be covered by the deviating task cannot be less than the extent of the corresponding task in the MIP in terms of frequency and task type.

Examples of alternative maintenance actions:

ICA task	AMP proposed alternative	MIP task	Alternative acceptable Yes/No
Inspection XX 6 months interval	Inspection XX 12 months interval	Inspection XX 12 months interval	Yes
Inspection XX 12 months interval	Inspection XX 24 months interval	Inspection XX 12 months interval	No
Inspection XX 24 months interval	Inspection XX 36 months interval	Inspection XX 12 months interval	No (24 months to be kept)
Functional test system XX	Operational test system XX (same interval) or general visual inspection system XX (same interval)	Functional test system XX (same interval)	No*
Operational test system XX	Functional test system XX (same interval)	Operational test system XX (same interval)	Yes*
Inspection XX 24 months interval	Inspection XX 36 months	None relevant	Yes
Functional test	General visual inspection	None relevant	Yes

\*A functional test is considered more restrictive than an operational test.

Remark: the above does not apply to one-time interval extensions, for which [ML.A.302\(d\)\(1\)](#) provides 1-month or 10-h tolerance (i.e. permitted variation) for aeroplanes, touring motor gliders (TMGs) and balloons and 1-month tolerance for sailplanes and powered sailplanes other than TMGs.

## GM1 ML.A.302(c)(4) Aircraft maintenance programme

ED Decision 2020/002/R

### MANDATORY CONTINUING AIRWORTHINESS INFORMATION OTHER THAN ADS

‘Mandatory continuing airworthiness information’ other than ADs may be different from one aircraft to another, depending on the type certification basis used. The aircraft may have been certified before the term ‘ALS (Airworthiness Limitations Section)’ was introduced in the certification specification (or airworthiness code). However, the intent is that the AMP (whether based on MIP or not) includes all mandatory scheduled maintenance requirements identified during the initial airworthiness activity, by the TC holder, STC holder and, if applicable, engine TC holder. These requirements may be identified under a variety of designations such as:

- Airworthiness limitations or Airworthiness limitation items (ALI)

- Certification maintenance requirements (CMR)
- Safe life items or safe life limits or safe life limitations
- Life-limited parts (LLP)
- Time limits
- Retirements life
- Mandatory Inspections or Mandatory Airworthiness Inspections
- Fuel airworthiness limitations or Fuel tank safety limitations

In case of doubt, it is advised to check the TCDS or contact the DAH.

The intervals of the mandatory continuing airworthiness information cannot be extended by a CAMO/CAO. The escalation of such tasks is to be approved by the Agency.

## AMC1 ML.A.302(d) Aircraft maintenance programme

ED Decision 2021/009/R

This AMC contains an acceptable MIP for aeroplanes of 2 730 kg maximum take-off mass (MTOM) and below, and for ELA2 aircraft other than rotorcraft or airships, grouped in the following categories:

- aeroplanes of 2 730 kg MTOM and below;
- ELA2 sailplanes and ELA2 powered sailplanes; and
- ELA2 balloons.

These MIPs already comply with the requirements of [ML.A.302\(d\)](#) and may be used in order to define the basic information for the maintenance programme as required by [ML.A.302\(c\)\(2\)\(a\)](#). However, the maintenance programme must be customised as required by [ML.A.302\(c\)\(5\)](#), which may be achieved by using the standard template contained in AMC ML.A.302.

It should be noted that using the 1-month tolerance permitted by [ML.A.302\(d\)\(1\)](#) for the annual inspection may result in an expired ARC.

**MIP for aeroplanes of 2 730 kg MTOM and below**

To be performed at every annual/100-h interval, whichever comes first.

A tolerance of 1 month or 10 h may be applied. The next interval shall be calculated from the time the inspection takes place.

Note 1: Use the manufacturer’s maintenance manual to accomplish each task/inspection.

Note 2: Proper operation of backup or secondary systems and components should be performed wherever a check for improper installation/operation is carried out.

Aeroplanes of 2 730 kg MTOM and below	
System/component/area	Task and inspection detail
<b>GENERAL</b>	
General	Remove or open all necessary inspection plates, access doors, fairings, and cowlings. Clean the aircraft and aircraft engine as required.
Lubrication/servicing	Lubricate and replenish fluids in accordance with the manufacturer’s requirements.
Markings	Check that side and underwing registration markings are correct. If applicable, check that an exemption for alternate display is approved. Identification plate for national aviation authority (NAA)-registered aircraft is present, as well as other identification markings on fuselage in accordance with local (national) rules.
Weighing	Review weighing record to establish accuracy against installed equipment. Weigh the aircraft as required by Part-NCO or Part-SPO, as applicable.
Service life limits	Check the records that the service life limits and airworthiness limits are within the life time limits of the maintenance programme.
Software	Check for updated software/firmware status and databases for engine and equipment.
<b>AIRFRAME</b>	
Fabric and skin	Inspect for deterioration, distortion, other evidence of failure, and defective or insecure attachment of fittings. NOTE: When checking composite structures, check for signs of impact or pressure damage that may indicate underlying damage.
Fuselage structure	Check frames, formers, tubular structure, braces, and attachments. Inspect for signs of corrosion and cracks.
Systems and components	Inspect for improper installation, apparent defects, and unsatisfactory operation.
Pitot-static system	Inspect for security, damage, cleanliness, and condition. Drain any water from condensation drains.
General	Inspect for lack of cleanliness and loose equipment that may foul the controls.
Tow hooks	Inspect for condition of moving parts and wear. Check service life. Carry out operational test.
<b>CABIN AND COCKPIT</b>	
Seats, safety belts and harnesses	Inspect for poor condition and apparent defects. Check for service life.
Windows, canopies and windshields	Inspect for deterioration and damage, and for function of emergency jettison.



Aeroplanes of 2 730 kg MTOM and below	
System/component/area	Task and inspection detail
Instrument panel assemblies	Inspect for poor condition, mounting, marking, and (where practicable) improper operation. Check markings of instruments in accordance with the flight manual.
Flight and engine controls	Inspect for improper installation and improper operation.
Speed/weight/manoeuvre placard	Check that the placard is correct and legible, and accurately reflects the status of the aircraft.
All systems	Inspect for improper installation, poor general condition, apparent and obvious defects, and insecurity of attachment.
<b>LANDING GEAR</b>	
Shock-absorbing devices	Inspect for improper oleo fluid level. Inspect for wear and deformation of rubber pads, bungees, and springs.
All units	Inspect for poor condition and insecurity of attachment, including the related structure.
Retracting and locking mechanism	Inspect mechanism. Operational check.
Linkages, trusses and members	Inspect for undue or excessive wear fatigue and distortion.
Steering	Inspect the nose/tail wheel steering for proper function and wear.
Hydraulic lines	Inspect for leakage. Check condition and replace if necessary.
Electrical system	Inspect for chafing. Operational check of switches.
Wheels	Inspect for cracks, defects, and condition of bearings.
Tires	Inspect for wear and cuts.
Brakes	Inspect for improper adjustment and wear. Carry out operational test.
Floats and skis	Inspect for insecure attachment and apparent defects.
<b>WING AND CENTRE SECTION</b>	
All components	Inspect all components of the wing and centre section assembly for poor general condition, fabric or skin deterioration, distortion, evidence of failure and insecurity of attachment.
Connections	Inspect main connections (e.g. between wings, fuselage, wing tips) for proper fit, play within tolerances, wear or corrosion on bolts and bushings.
<b>FLIGHT CONTROLS</b>	
Control circuit/stops	Inspect control rods and cables. Check that the control primary stops are secure and make contact.
Control surfaces	Inspect aileron, flap, elevator, air brake and rudder assemblies, hinges, control connections, springs/bungees, tapes and seals. Check full range of motion and free play.
Trim systems	Inspect trim surfaces, controls, and connections. Check full range of motion.
<b>EMPENNAGE</b>	
All components and systems	Inspect all components and systems that make up the complete empennage assembly for poor general condition, fabric or skin deterioration, distortion, evidence of failure, insecure attachment, improper component installation, and improper component operation.
<b>AVIONICS AND ELECTRICS</b>	
Batteries	Inspect for improper installation, improper charge, spillage and corrosion.

Aeroplanes of 2 730 kg MTOM and below	
System/component/area	Task and inspection detail
Radio and electronic equipment	Inspect for improper installation and insecure mounting. Carry out ground function test.
Wiring and conduits	Inspect for improper routing, insecure mounting, and obvious defects.
Bonding and shielding	Inspect for improper installation, poor condition, chafing and wear of insulation.
Antennas	Inspect for poor condition, insecure mounting, and improper operation.
Lights	Operational check of the interior, exterior and instrument lighting
<b>POWER PLANT (OTHER THAN TURBOPROP ENGINE)</b>	
Engine section	Inspect for visual evidence of oil, fuel or hydraulic leaks and sources of such leaks.
Studs and nuts	Inspect for looseness, signs of rotation and obvious defects.
Internal engine	Inspect for proper cylinder compression (record measures for each cylinder) and for metal particles or foreign matter in oil filter, screens and sump drain plugs.
Engine mounts	Inspect for cracks, looseness of mounting, and looseness of the engine to the engine-mount attachment.
Flexible vibration dampeners	Inspect for poor condition and deterioration.
Engine controls	Inspect for defects, improper travel, and improper safe tying.
Lines, hoses and clamps	Inspect for leaks, improper condition, and looseness.
Exhaust stacks	Inspect for cracks, defects, and improper attachment.
Turbocharger and intercooler	Inspect for leaks, improper condition, and looseness of connections and fittings. Check MP controller or density controller for leakage and free movement of controls. Check waste gate or overpressure relief valve for free movements.
Heating	Inspect cabin heating heat exchanger for improper condition and function. For exhaust heat exchanger, check CO (Carbon Monoxide) concentration.
Liquid cooling systems	Inspect for leaks and proper fluid level.
Electronic engine control	Inspect for signs of chafing, and proper electronics and sensor installation.
Accessories	Inspect for apparent defects in security of mounting.
All systems	Inspect for improper installation, poor general condition, defects and insecure attachment.
Cowling	Inspect for cracks and defects. Check cowling flaps.
Cooling baffles and seals	Inspect for defects, improper attachment, and wear.
<b>TURBOPROP ENGINE</b>	
Incoming power check	Perform in accordance with the graphs found in the engine maintenance manual (EMM).
Inertial separator	Functional check
Engine cowling	Remove, inspect for damage.
General condition	Inspect for oil, fuel, bleed-air or other leaks.
1st stage compressor blades	Remove screen, check for foreign object debris (FOD) or other damage.
P3 filter	Replace
Oil filter	Inspection and cleaning
Fuel low pressure filter	Replace
Fuel high pressure filter	Inspection and cleaning

Aeroplanes of 2 730 kg MTOM and below	
System/component/area	Task and inspection detail
Oil scavenge filter	Inspection and cleaning
Chip detector	Inspection and cleaning
Exhaust duct	Inspection
Starter/generator brushes	Inspection for proper length
Ignitor/glow plugs	Functional check
Overspeed governor	Inspect for oil leaks.
Governor and beta-valve	Inspect for oil leaks or binding of controls.
Propeller	Inspect blades for damage and hub leaks.
(if installed) fire detector loop or sense module	Functional check
Engine cowling	Install
Power check	Perform in accordance with the graphs found in the EMM, record values.
Oil level	Check within 10 minutes after shutdown.
<b>FUEL</b>	
Fuel tanks	Inspect for leaks and improper installation and connection. Verify proper sealing and function of tank drains.
<b>CLUTCHES AND GEARBOXES</b>	
Filters, screens, and chip detectors	Inspect for metal particles and foreign matter.
Exterior	Inspect for oil leaks.
Output shaft	Inspect for excessive bearings' play and condition.
<b>PROPELLER</b>	
Propeller assembly	Inspect for cracks, nicks, binds, and oil leakage.
Propeller bolts	Inspect for proper installation, looseness, signs of rotation, and lack of safe tying.
Propeller control mechanism	Inspect for improper operation, insecure mounting, and restricted travel.
Anti-icing devices	Inspect for improper operation and obvious defects.
<b>MISCELLANEOUS</b>	
Ballistic rescue system	Inspect for proper installation, unbroken activation mechanism, proper securing while on ground, validity of inspection periods of pyrotechnic devices, and parachute-packing intervals.
Other miscellaneous items	Inspect installed miscellaneous items that are not otherwise covered by this listing for improper installation and improper operation.
<b>OPERATIONAL AND FUNCTIONAL CHECKS</b>	
Power and revolutions per minute (rpm)	Check that power output, static and idle rpm are within published limits.
Magnetos	Check for normal function.
Fuel and oil pressure	Check that they are within normal values. Check fuel pumps for proper operation.
Engine temperatures	Check that they are within normal values.
Engine	For engines equipped with automated engine control (e.g. FADEC), perform the published run-up procedure and check for discrepancies.
Engine	For dry-sump engines, engines with turbochargers and liquid-cooled engines, check for signs of disturbed fluid circulation.
Pitot-static system	Perform functional check.

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Aeroplanes of 2 730 kg MTOM and below	
System/component/area	Task and inspection detail
Transponder	Perform operational check.
Ice protection	Perform operational check of ice protection system.
Fuel quantity indication	Check the fuel quantity indication for proper indication.
Caution and warning	Operational check of cautions and warnings lights.

### MIP for ELA2 sailplanes and ELA2 powered sailplanes

To be performed:

- every 100-h/annual interval (for TMGs), whichever comes first; or
- every annual interval (for the rest).

A tolerance of 1 month or 10 h, as applicable, may be applied. The next interval shall be calculated from the time the inspection takes place.

Note 1: Use the manufacturer’s maintenance manual to accomplish each task/inspection.

Note 2: In the case of TMGs, it is acceptable to control the hours of use of the aircraft, engine and propeller as separate entities. Any maintenance check to be carried out between two consecutive 100-h/annual inspections may be performed separately on the aircraft, engine and propeller, depending on when each element reaches the corresponding hours. However, at the time of the 100-h/annual, all the elements must be covered.

Note 3: Proper operation of backup or secondary systems and components should be carried out wherever a check for improper installation/operation is performed.

ELA2 sailplanes and ELA2 powered sailplanes	
System/component/area	Task and inspection detail
<b>GENERAL</b>	
General — all tasks	The aircraft must be clean prior to inspection. Inspect for security, damage, wear, integrity, whether drain/vent holes are clear, for signs of overheating, leaks, chafing, cleanliness and condition, as appropriate to the particular task. Whilst checking composite structures, check for signs of impact or pressure damage that may indicate underlying damage.
Lubrication/servicing	Lubricate and replenish fluids in accordance with the manufacturer’s requirements.
Markings	Check that side and underwing registration markings are correct. If applicable, check that an exemption for alternate display is approved, if identification plate for NAA-registered aircraft is present, and if other identification markings on fuselage are in accordance with local (national) rules.
Weighing	Review weighing record to establish accuracy against installed equipment. Weigh the aircraft as required by the relevant Regulation for air operations.
<b>AIRFRAME</b>	
Fuselage paint/gel coat	Inspect external surface and fairings, gel coat, fabric covering or metal skin, and paintwork.
Fuselage structure	Check frames, formers, tubular structure, skin, and attachments. Inspect for signs of corrosion on tubular framework.
Nose fairing	Inspect for evidence of impact with ground or objects.
Release hook(s)	Inspect nose and centre of gravity, release hooks and controls. Check operational life. Carry out operational test. If more than one release hook or control is fitted, check operation of all release hooks from all positions.
Pitot/ventilator	Check alignment of probe, check operation of ventilator.
Pitot-static system	Inspect pitot probes, static ports, and all tubing (as accessible) for security, damage, cleanliness, and condition. Drain any water from condensate drains.
Bonding/vents drains	Check all bonding leads and straps. Check that all vents and drains are clear from debris.
<b>CABIN AND COCKPIT</b>	

<b>ELA2 sailplanes and ELA2 powered sailplanes</b>	
<b>System/component/area</b>	<b>Task and inspection detail</b>
Cleanliness/loose articles	Check under cockpit floor/seat pan and in rear fuselage for debris and foreign items.
Canopy, locks and jettison	Inspect canopy, canopy frame and transparencies for cracks, unacceptable distortion, and discolouration. Check operation of all locks and catches. Carry out an operational test of the canopy jettison system from all positions.
Seat/cockpit floor	Inspect seat(s). Check that all loose cushions are correctly installed and, as appropriate, that energy-absorbing foam cushions are fitted correctly. Ensure that all seat adjusters fit and lock correctly.
Harness(es)	Inspect all harnesses for condition, and wear of all fastenings, webbing, and fittings. Check operation of release and adjustments.
Rudder pedal assemblies	Inspect rudder pedal assemblies and adjusters. Inspect cables for wear and damage.
Instrument panel assemblies	Inspect instrument panel and all instruments/equipment. Check if instrument readings are consistent with ambient conditions. Check marking of all switches, circuit breakers, and fuses. Check operation of all installed equipment, as possible in accordance with the manufacturer's instructions. Check markings of instruments in accordance with the aircraft flight manual (AFM).
Oxygen system	Inspect oxygen system. Check bottle hydrostatic-test date expiry in accordance with the manufacturer's recommendations. Ensure that oxygen installation is recorded on weight and centre-of-gravity schedule. <b>CAUTION: OBSERVE ALL SAFETY PRECAUTIONS.</b>
Colour-coding of controls	Ensure that controls are colour-coded in accordance with the AFM and in good condition.
Placards	Check that the placards are correct and legible, and accurately reflect the status of the aircraft in accordance with the AFM.
<b>LANDING GEAR</b>	
Front skid/nose wheel and mounts	Inspect for evidence of hard/heavy landings. Check skid wear. Inspect wheel, tyre, and wheel box. Check tyre pressure.
Main wheel and brake assembly	Check for integrity of hydraulic seals and leaks in pipework. Check life of hydraulic hoses and components, if specified by the manufacturer. Remove brake drums, check brake lining wear. Check disk/drum wear. Refit drum. Check brake adjustment. <b>CAUTION: BRAKE DUST MAY CONTAIN ASBESTOS.</b> Check operation of brake. Check level of brake fluid and replenish, if necessary. Check tyre pressure. <b>CAUTION: CHECK TYPE OF BRAKE FLUID USED AND OBSERVE SAFETY PRECAUTIONS.</b>
Undercarriage suspension	Check springs, bungees, shock absorbers, and attachments. Check for signs of damage. Service strut, if applicable.
Undercarriage retract system and doors	Check retraction mechanism and controls, warning system if fitted, gas struts, doors and linkages/springs, over-centre/locking device. Perform retraction test.
Tail skid/wheel	Inspect for evidence of hard/heavy landings. Check skid wear. Inspect wheel, tyre, and wheel box. Check bond of bonded skids. Check tyre pressure.
Wheel brake control circuit	Inspect wheel brake control rods/cables. If combined with air brake, ensure correct rigging relationship. Check parking-brake operation, if fitted.
<b>WING AND CENTRE SECTION</b>	

<b>ELA2 sailplanes and ELA2 powered sailplanes</b>	
<b>System/component/area</b>	<b>Task and inspection detail</b>
Centre section	Inspect wing centre section including fairings for security, damage, and condition.
Wing attachments	Inspect the structural attachments of the wing. Check for damage, wear, and security. Check for rigging damage. Check condition of wing attachment pins and wing main bolts.
Winglet/wing extensions	Inspect the structural attachments of winglet and wing attachments. Check for damage, wear, and security.
Aileron control circuit/stops	Inspect aileron control rods/cables. Check that control stops are secure and make contact. Inspect connecting control devices for security, damage, free play and secure mounting.
Air brake control circuit	Inspect air brake control rods/cables. Check friction/locking device (if fitted). Inspect connecting control devices for security, damage, free play and secure mounting. Inspect air brake locking for proper adjustment and positive locking.
Wing struts/wires	Inspect struts for damage and internal corrosion. Re-inhibit struts internally every 3 years or in accordance with the manufacturer's instructions.
Wings including underside registration markings	Check mainplane structure externally and internally, as far as possible. Check gel coat, fabric covering, or metal skin.
Ailerons and controls	Inspect aileron and flaperon assemblies, hinges, control connections, springs/bungees, tapes, and seals. Ensure that seals do not impair the full range of movement.
Air brakes/spoilers	Inspect air brake/spoiler panel(s) operating rods, closure springs, and friction devices, as fitted.
Flaps	Check flap system and control. Inspect connecting control devices.
Control deflections and free play, and record them on worksheets	Check and record range of movements and cable tensions, if specified, and check free play.
<b>EMPENNAGE</b>	
Tailplane and elevator	With tailplane de-rigged, check tailplane and attachments, self-connecting and manual control connections. Check gel coat, fabric covering, or metal skin.
Rudder	Check rudder assembly, hinges, attachments, balance weights.
Rudder control circuit/stops	Inspect rudder control rods/cables. Check that control stops are secure and make contact. Pay particular attention to wear and security of liners and cables in 'S' tubes.
Elevator control circuit/stops	Inspect elevator control rods/cables. Check that control stops are secure and make contact. Inspect self-connecting control devices.
Trimmer control circuit	Inspect trimmer control rods/cables. Check friction/locking device. Inspect trim indication for proper adjustment and function.
Control deflections and free play, and record them on worksheets	Check and record range of movements and cable tensions, if specified, and check free play.
<b>AVIONICS AND ELECTRICS</b>	
Electrical installation/fuses	Check all electrical wiring for condition. Check for signs of overheating and poor connections. Check fuses/trips for condition and correct rating.
Battery security and corrosion	Check battery mounting for security and operation of clamp. Check for evidence of electrolyte spillage and corrosion. Check that battery has correct main fuse fitted.

<b>ELA2 sailplanes and ELA2 powered sailplanes</b>	
<b>System/component/area</b>	<b>Task and inspection detail</b>
	It is recommended to carry out battery capacity test on gliders equipped with radio, used for cross-country, controlled airspace, or competition flying.
Radio installations and placards	Check radio installation, microphones, speakers and intercom, if fitted. Check that a call sign placard is installed. Carry out ground function test. Record radio type fitted.
Air speed indicator	Carry out a pitot static leak check and functional check of the airspeed indicator. In case of indications of malfunctions, carry out an airspeed indicator calibration check.
Altimeter datum	Check barometric subscale by altimeter QNH reading.
Pitot-static system	Perform pitot static leak check, inspect hoses for condition, operational check.
Transponder	Perform operational check.
<b>MISCELLANEOUS</b>	
Removable ballast	Check removable ballast mountings and securing devices (including fin ballast, if applicable) for condition. Check that ballast weights are painted with conspicuous colour. Check that provision for the ballast is made on the loading placard.
Drag chute and controls	Inspect chute, packing and release mechanism. Check packing intervals.
Water ballast system	Check water ballast system, wing and tail tanks, as fitted. Check filling points, level indicators, vents, dump and frost drains for operation and leakage. If loose bladders are used, check for leakage and expiry date, as applicable.
<b>POWER PLANT</b> (when applicable)	
NOTE: In the case of sailplanes with electrical or jet engines, follow the maintenance instructions and recommendations of the DAH.	
Engine pylons and mountings	Inspect engine and pylon installation. Check engine compartment and fire sealing.
Gas strut	Check gas strut.
Pylon/engine stops	Check limit stops on retractable pylons. Check restraint cables.
Electric actuator	Inspect electric actuator, motor, spindle drive, and mountings.
Electrical wiring	Inspect all electrical wiring. Pay special attention to wiring that is subject to bending during extension and retraction of engine/pylon.
Limit switches	Check operation of all limit switches and strike plates. Make sure that they are not damaged by impact.
Fuel tank(s)	Check fuel tank mountings and tank integrity. Check fuel quantity indication system, if fitted.
Fuel pipes and vents	Check all fuel pipes, especially those subject to bending during extension and retraction of engine/pylon. Check that vents are clear. Make sure that overboard drains do not drain into engine compartment. Check self-sealing.
Fuel cock or shut-off valve	Check operation of fuel cock or shut-off valve and indications.
Fuel pumps and filters	Clean or replace filters, as recommended by manufacturer. Check operation of fuel pumps for engine supply or tank replenishment. Check fuel pump controls and indications.
Decompression valve	Inspect decompression valve and operating control.
Ignition	Inspect ignition system including spark plugs, distributor and cables for condition and damage. Inspect low-tension and high-tension wiring, connectors, spark plug caps. Check magneto-to-engine timing.
Propeller	Inspect propeller, hub, folding mechanism, brake, pitch change mechanism, stow sensors. Inspect propeller control for function and condition.



ELA2 sailplanes and ELA2 powered sailplanes	
System/component/area	Task and inspection detail
Doors	Check engine compartment doors, operating cables, rods, and cams.
Safety springs	Check all safety and counterbalance springs.
Extension and retraction	Check that extension and retraction operation times are within the limits specified by the manufacturer. Check light indications and interlocks for correct operation.
Exhaust	Inspect exhaust system, silencer, shock mounts, and links.
Engine installation	Inspect engine and all accessories. Carry out compression test and record results (for piston engines). Compression test results: No 1 (left/front); and No 2 (right/rear).
Lubrication	Change engine oil and filter. Replenish oil and additive tanks.
Engine instruments	Inspect all engine instruments and controls. Check control unit, mounts, bonding and connections. Carry out internal self-test, if fitted.
Engine battery	If separate from airframe battery, inspect battery and mountings. If main fuse is fitted, check rating and condition.
Engine battery capacity test	Carry out capacity test. Refer to appropriate manual or guidance.
Placards	Check that all placards are in accordance with the AFM and legible.
Oil and fuel leaks	With the engine fully serviced, check the fuel and oil system for leaks.

### MIP for ELA2 hot-air balloons

To be performed at every 100-h/annual interval, whichever comes first.

A tolerance of 1 month or 10 h may be applied. The next interval shall be calculated from the time the inspection takes place.

Note 1: Use the manufacturer’s maintenance manual to accomplish each task/inspection.

Note 2: Proper operation of backup or secondary systems and components should be carried out wherever a check for improper installation/operation is performed.

(a) Envelope

System/component/area	Task and inspection detail
Identification (type/serial number/registration plate)	Check for presence.
Crown ring	Inspect for damage/corrosion.
Crown line	Inspect for damage, wear, security of attachment. Check correct length.
Vertical-/horizontal-load tapes	Inspect joints with the crown ring, top of the envelope and wires. Inspect that all load tapes are undamaged along their entire length. Inspect base horizontal tape and edge of the envelope top. Inspect joint between base horizontal-load tape and vertical-load tapes.
Envelope fabric	Inspect the envelope fabric panels (including parachute and rotation vents, if fitted) for damage, porosity overheating or weakness. Unrepaired damage is within tolerance provided for by the manufacturer. If substantial fabric porosity is suspected, a flight test should be performed, but only after a grab test has demonstrated that the balloon is safe to fly. Perform grab test in accordance with the manufacturer’s instructions.
Flying cables	Inspect for damage (particularly heat damage).
Karabiners	Inspect for damage/corrosion. Operational check of karabiner lock.
Melting link and ‘tempilabel’	Check and record maximum temperature indication (flag/tempilabel).
Control lines and attachments	Inspect for damage wear, security of knots. Check proper length. Check lines attachments for damage, wear, security.
Envelope pulleys/guide rings	Inspect for damage, wear, free running, contamination, security of attachment.

(b) Burner

System/component/area	Task and inspection detail
Identification (type/serial number)	Check for presence and verify type/serial number installed.
Burner frame	Inspect welds for cracking.
	Inspect tubes for distortion/deformation/cuts/gouges.
	Inspect frame for security of fasteners (heat shields, flexi-corners).
	Inspect frame lugs for wear and cracking.
	Inspect general condition (corrosion, heat shields).
Gimballing	Operational check of stiffness and security of fasteners.

System/component/area	Task and inspection detail
Leak check	Perform leak check of the burner.
Fuel hoses including manifolds	Inspect all hoses for wear, damage, leakage and service life limitations. Inspect O-ring seals, lubricate/replace as required.
Pressure gauges	Check that the pressure gauge reads correctly, and that lens is present.
Pilot valves/flame	Check shut-off, free movement, correct function, and lubricate if necessary.
Whisper valves/flame	Check shut-off, free movement, correct function, and lubricate if necessary.
Main valves/flame	Check shut-off, free movement, correct function, and lubricate if necessary.
Coils	Check for damage, distortion, security of fasteners. Inspect welds for cracking. Check security of jets. Tighten or replace, as necessary.

(c) Basket

System/component/area	Task and inspection detail
Identification (type/serial number)	Check for presence.
Basket walls	Check the general condition of the basket walls. Inspect weave for damage, cracks/holes. Check for no sharp objects inside the basket.
Basket wires	Inspect for damage, check swaging and eye rings (thimbles).
Karabiners	Inspect for damage/corrosion. Operational check of karabiner lock.
Basket floor	Inspect for damage and cracks.
Runners	Inspect for damage, security of attachment.
Rawhide	Inspect for damage, wear and attachments to the floor.
Rope handles	Inspect for damage, security of attachment.
Cylinder straps	Inspect for damage, deterioration, approved type fitted.
Padded basket edge trim	Inspect for damage and wear.
Burner support rods	Inspect for damage, wear and cracking.
Padded burner support rod covers	Inspect for damage and wear.
Basket equipment	Check presence and functionality.
Pilot restraint and anchor	Inspect for security and condition.
Fire extinguisher	Check expiration date and protection cover.
First aid kit	Check for completeness and expiration date.

(d) Fuel cylinders

System/component/area	Task and inspection detail
Identification (type/serial number)	Check for presence.
Cylinder	Check if periodic inspections for each cylinder are valid (date) (e.g. 10 years' inspection).
Cylinder body	Inspect for damage, corrosion.
Liquid valve	Inspect for damage, corrosion, correct operation. Inspect O-ring seals, lubricate/replace as required.

System/component/area	Task and inspection detail
Fixed liquid Level gauge	Inspect for damage, corrosion, correct operation.
Contents Gauge	Inspect for damage, corrosion, freedom of movement.
Vapour valve	Inspect for damage, corrosion, correct operation (including regulator). Check quick-release coupling for correct operation, sealing.
Padded cover	Inspect for damage. Check for correct thickness.
Pressure relief valve	Inspect for contamination, corrosion. Check service life limit.
Assembly	Inspect, and test for leaks all pressure-holding joints using leak detector. Perform functional test

(e) Additional equipment

System/component/area	Task and inspection detail
Instruments	Perform functional check.
Quick release	Perform functional check and inspect the condition of the latch, bridle and ropes for wear and deterioration. Check that the karabiners are undamaged and operate correctly.
Communication/navigation equipment (radio)	Perform operational check.
Transponder	Perform operational check.

## GM1 ML.A.302(d)(2) Aircraft maintenance programme

ED Decision 2020/002/R

### OPERATIONAL TEST AND FUNCTIONAL TEST

An operational test (or operational check) is a task used to determine that an item is operating normally. It does not require quantitative tolerances.

A functional test (or functional check) is a quantitative check to determine if one or more functions of an item performs within the limits specified in the appropriate maintenance data. The measured parameter should be recorded.

## GM1 ML.A.302(d)(2)(d) Aircraft maintenance programme

ED Decision 2020/002/R

### OPERATIONAL TEST OF TRANSPONDER

A transponder test that is carried out in accordance with EASA SIB 2011-15 or US Title 14 CFR Part 43 Appendix F is considered to include the MIP task described in [ML.A.302\(d\)\(2\)\(d\)](#).

## ML.A.303 Airworthiness directives

Regulation (EU) 2019/1383

Any applicable AD must be carried out within the requirements of that AD unless otherwise specified by the Agency.

## ML.A.304 Data for modifications and repairs

Regulation (EU) 2019/1383

A person or organisation repairing an aircraft or a component shall assess any damage. Modifications and repairs shall be carried out using, as appropriate, the following data:

- (a) approved by the Agency;
- (b) approved by a design organisation complying with Annex I (Part-21) to Regulation (EU) No 748/2012;
- (c) contained in the requirements referred to in point 21.A.90B or point 21.A.431B of Annex I (Part-21) to Regulation (EU) No 748/2012.

## ML.A.305 Aircraft continuing-airworthiness record system

Regulation (EU) 2019/1383

- (a) At the completion of any maintenance, the certificate of release to service (CRS) required by point [ML.A.801](#) shall be entered in the aircraft continuing airworthiness record system. Each entry shall be made as soon as possible but not later than 30 days after the day of the completion of the maintenance task.
- (b) The aircraft continuing airworthiness records shall consist of an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards, for any service-life-limited component, as appropriate.
- (c) The aircraft type and registration mark, the date together with the total flight time and flight cycles and landings, shall be entered in the aircraft logbooks.
- (d) The aircraft continuing airworthiness records shall contain:
  - (1) the current status of ADs and measures mandated by the competent authority in immediate reaction to a safety problem;
  - (2) the current status of modifications, repairs and other DAH maintenance recommendations;
  - (3) the current status of compliance with the AMP;
  - (4) the current status of service-life-limited components;
  - (5) the current mass and balance report;
  - (6) the current list of deferred maintenance.
- (e) In addition to the authorised release document, EASA Form 1, as set out in Appendix II of Annex I (Part-M), or equivalent, the following information relevant to any component installed, such as engine, propeller, engine module or service-life-limited component, shall be entered in the appropriate engine or propeller logbook, engine module or service-life-limited component log card:
  - (1) the identification of the component;
  - (2) the type, serial number and registration, as appropriate, of the aircraft, engine, propeller, engine module or service-life-limited component to which the particular component has been fitted, along with the reference to the installation and removal of the component;
  - (3) the date together with the component's accumulated total flight time, flight cycles, landings and calendar time, as relevant to the particular component;

- (4) the current information referred to in point (d), applicable to the component.
- (f) The person or organisation responsible for the management of continuing airworthiness and tasks pursuant to point [ML.A.201](#), shall control the records as detailed in point [ML.A.305](#) and present the records to the competent authority upon request.
- (g) All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.
- (h) An owner shall ensure that a system has been established to keep the following records for the periods specified:
  - (1) all detailed maintenance records in respect of the aircraft and any service-life-limited component fitted thereto, until such time as the information contained therein is superseded by new information equivalent in scope and detail but no less than 36 months after the aircraft or component has been released to service;
  - (2) the total time in service, this is to say hours, calendar time, cycles and landings, of the aircraft and all service-life-limited components, for at least 12 months after the aircraft or component has been permanently withdrawn from service;
  - (3) the time in service, this is to say hours, calendar time, cycles and landings, as appropriate, since the last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail;
  - (4) the current status of compliance with the AMP at least until the scheduled maintenance of the aircraft or component has been superseded by another scheduled maintenance of equivalent work scope and detail;
  - (5) the current status of ADs applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service;
  - (6) details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service.

### **AMC1 ML.A.305 Aircraft continuing-airworthiness record system**

*ED Decision 2020/002/R*

- (a) Any other forms different from a logbook/log card of keeping the below information could be acceptable. For example, that could be in paper form, a spreadsheet or an IT system.
- (b) A log card and status for components other than propeller and engines could be combined in a single document.
- (c) 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 should be identified as well as the reason why it is not applicable. There is no need to list those ADs that are superseded or cancelled.
- (d) The current status of ADs should be sufficiently detailed to identify the complied AD and/or the due limit.

- (e) If the IT system is the only record-keeping system, it should have at least one backup system, which should be regularly updated. Each terminal should contain programme safeguards against the probability of unauthorised personnel altering the database.

### **ML.A.307 Transfer of aircraft continuing-airworthiness records**

*Regulation (EU) 2019/1383*

- (a) When an aircraft is permanently transferred from one owner to another, the transferring owner shall ensure that the continuing airworthiness records referred to in point [ML.A.305](#) are also transferred.
- (b) When the owner contracts the continuing airworthiness management tasks to a CAMO or CAO the owner shall ensure that the continuing airworthiness records referred to in point [ML.A.305](#) are transferred to the contracted organisation.
- (c) The time periods for the retention of records set out in point (h) of point [ML.A.305](#) shall continue to apply to the new owner, CAMO or CAO.

## SUBPART D — MAINTENANCE STANDARDS

### ML.A.401 Maintenance data

Regulation (EU) 2021/700

- (a) The person or organisation maintaining an aircraft shall only use applicable maintenance data during the performance of maintenance.
- (b) For the purposes of this Annex, “applicable maintenance data” means any of the following:
  - 1. any applicable requirement, procedure, standard or information issued by the competent authority or the Agency;
  - 2. any applicable AD;
  - 3. the applicable ICA and other maintenance instructions, issued by the type-certificate holder, supplementary type-certificate holder and any other organisation that publishes such data in accordance with Annex I (Part 21) to Regulation (EU) No 748/2012;
  - 4. for components approved for installation by the design approval holder, the applicable maintenance instructions published by the component manufacturers and acceptable to the design approval holder;
  - 5. any applicable data issued in accordance with point [145.A.45\(d\)](#).

### GM1 ML.A.401(b) Maintenance data

ED Decision 2021/009/R

Similar provisions to those in [GM1 M.A.401\(b\)\(3\) and \(b\)\(4\)](#) and [GM1 M.A.401\(b\)\(4\)](#) apply.

### ML.A.402 Performance of maintenance

Regulation (EU) 2019/1383

- (a) Maintenance performed by approved maintenance organisations shall be in accordance with Subpart F of Annex I (Part-M), Annex II (Part-145) or Annex Vd (Part-CAO), as applicable.
- (b) For maintenance not performed in accordance with point (a), the person performing maintenance shall:
  - (1) be qualified for the tasks performed, as required by this Annex;
  - (2) ensure that the area in which maintenance is carried out is well organised and clean with no dirt or contamination;
  - (3) use the methods, techniques, standards and instructions specified in the maintenance data referred to in point [ML.A.401](#);
  - (4) use the tools, equipment and material specified in the maintenance data referred to in point [ML.A.401](#). If necessary, tools and equipment shall be controlled and calibrated to an officially recognised standard;
  - (5) ensure that maintenance is performed within any environmental limitations specified in the maintenance data referred to in point [ML.A.401](#);
  - (6) ensure that proper facilities are used in case of inclement weather or lengthy maintenance;



- (7) ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
- (8) ensure that an error-capturing method is implemented after the performance of any critical maintenance task;
- (9) perform a general verification after completion of maintenance to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts and material, and that all access panels removed have been refitted;
- (10) ensure that all maintenance performed is properly recorded and documented.

## AMC1 ML.A.402 Performance of maintenance

ED Decision 2020/002/R

- (a) Examples of acceptable methods to record and document the maintenance performed are the following:
  - a copy of the 100-h/annual inspection checklist with ticks and signature; and
  - a copy of the release to service indicating the tasks performed.
- (b) Airborne contamination (e.g. dust, precipitation, paint particles, filings) should be kept to a minimum to ensure aircraft/components surfaces are not contaminated. If this is not possible, all susceptible systems should be sealed until acceptable conditions are re-established.

## AMC1 ML.A.402(b)(7) Performance of maintenance

ED Decision 2020/002/R

To minimise the risk of errors and to prevent omissions, the person performing maintenance should ensure that:

- (a) every maintenance task is signed off only after completion;
- (b) the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified; and
- (c) any work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed off by an authorised person.

## AMC1 ML.A.402(b)(8) Performance of maintenance

ED Decision 2020/002/R

### CRITICAL MAINTENANCE TASKS

The following maintenance tasks should primarily be reviewed to assess their impact on safety:

- (a) tasks that may affect the control of the aircraft's flight path and attitude, such as the installation, rigging and adjustments of flight controls;
- (b) tasks that may affect aircraft stability control systems (autopilots, fuel transfer);
- (c) tasks that may affect the propulsive force of the aircraft, including the installation of aircraft engines, propellers and rotors; and
- (d) the overhaul, calibration or rigging of engines, propellers, transmissions and gearboxes.

## AMC2 ML.A.402(b)(8) Performance of maintenance

ED Decision 2020/002/R

### ERROR-CAPTURING METHODS

Re-inspection, when only one person is available to carry out the task, or independent inspection, are possible error-capturing methods.

## ML.A.403 Aircraft defects

Regulation (EU) 2019/1383

- (a) Any aircraft defect that seriously endangers the flight safety shall be rectified before further flight.
- (b) The following persons may decide that a defect does not seriously endanger flight safety, and may defer it accordingly:
  - (1) the pilot in respect of defects affecting non-required aircraft equipment;
  - (2) the pilot, when using the minimum equipment list, in respect of defects affecting required aircraft equipment — otherwise, these defects may only be deferred by authorised certifying staff;
  - (3) the pilot in respect of defects other than those referred to in points (b)(1) and (b)(2) if all the following conditions are met:
    - (i) the aircraft is operated under Annex VII to Regulation (EU) No 965/2012 (Part-NCO) or, in the case of balloons or sailplanes, not operated under Subpart-ADD of Annex II (Part-BOP) to Regulation (EU) 2018/395 or not following Subpart DEC of Annex II (Part-SAO) to Regulation (EU) 2018/1976;
    - (ii) the pilot defers the defect with the agreement of the aircraft owner or, if applicable, of the contracted CAMO or CAO;
  - (4) the appropriately qualified certifying staff in respect of other defects than those referred to in points (b)(1) and (b)(2), where the conditions referred to in point 3(i) and (ii) are not met.
- (c) Any aircraft defect that does not seriously hazard flight safety shall be rectified as soon as practicable from the date on which the defect was first identified and within the limits specified in the maintenance data.
- (d) Any defect not rectified before flight shall be recorded in the aircraft continuing airworthiness record system referred to in point [ML.A.305](#) and a record shall be available to the pilot.

## AMC1 ML.A.403 Aircraft defects

ED Decision 2020/002/R

Aircraft equipment should be declared to be defective if the pilot observed a malfunction during the flight, or if considered as faulty after inspection/test referred to in the maintenance data. This does not prevent the pilot from recording observations and comments on the performance of the aircraft equipment where this is not considered to constitute a defect.

## GM1 ML.A.403 Aircraft defects

*ED Decision 2020/002/R*

If appropriate certifying staff is readily available for consultation, the pilot should consider consultation with them before deferring any defect.

For balloons not operated under Subpart-ADD, sailplanes not operated under Subpart-DEC, or other aircraft operated under Part-NCO, the pilot may defer required equipment, regardless of whether or not a CAMO or CAO is contracted. However, if doing so, he or she has the obligation to receive the agreement of the owner, or the contracted CAMO or CAO.

The term 'required' refers to equipment that is required by the applicable airworthiness code (certification specification) or required by the relevant regulations for air operations or the applicable rules of the air or as required by air traffic management (e.g. a transponder in certain controlled airspace).

## AMC1 ML.A.403(d) Aircraft defects

*ED Decision 2020/002/R*

All deferred defects should be made known to the pilot/flight crew, whenever possible, prior to their arrival at the aircraft.

Deferred defects should be listed on the current list of deferred maintenance ([ML.A.305\(d\)\(6\)](#)) and rectified at the next appropriate maintenance event and within the limit specified in the maintenance data. Any deferred defect that is not rectified during the next maintenance event, should be re-entered on the list of deferred maintenance and the original date of the defect should be retained.

## SUBPART E — COMPONENTS

### ML.A.501 Classification and installation

Regulation (EU) 2021/700

- (a) Unless otherwise specified in Subpart F of Annex I (Part-M), in Annex II (Part-145), in Annex Vd (Part-CAO) to this Regulation or in point 21.A.307 of Annex I (Part 21) to Regulation (EU) No 748/2012, a component may be fitted only if all of the following conditions are met:
- (i) it is in a satisfactory condition;
  - (ii) it has been appropriately released to service using an EASA Form 1 as set out in Appendix II to Annex I (Part-M), or equivalent;
  - (iii) it has been marked in accordance with Subpart Q of Annex I (Part 21) to Regulation (EU) No 748/2012.
- (b) Prior to the installation of a component on an aircraft, the person or approved maintenance organisation shall ensure that the particular component is eligible to be fitted if different modifications or AD configurations are applicable.
- (c) Standard parts shall only be fitted to an aircraft or component when the maintenance data specifies those particular standard parts. Standard parts shall only be fitted when accompanied by evidence of conformity to the applicable standard and has appropriate traceability.
- (d) Raw or consumable material shall only be used on an aircraft or component provided that:
- (i) the aircraft or component manufacturer allows for the use of raw or consumable material in relevant maintenance data or as specified in Subpart F of Annex I (Part-M), Annex II (Part-145) or Annex Vd (Part-CAO).
  - (ii) such material meets the required material specification and has appropriate traceability.
  - (iii) such material is accompanied by documentation clearly relating to the particular material and containing a conformity-to-specification statement as well as the manufacturing and supplier source.
- (e) In case of balloons, where different combinations of baskets, burners and fuel cylinders are possible for a particular envelope, the person installing them shall ensure that:
- (1) the basket, burner and/or fuel cylinders are eligible for installation according to the TCDS or other documents referred to in the TCDS;
  - (2) the basket, burner and/or fuel cylinders are in serviceable condition and have the appropriate maintenance records.

### GM1 ML.A.501(a) Classification and installation

ED Decision 2021/009/R

Point (b) of 21.A.307 specifies new components that do not need an EASA Form 1 or equivalent to be eligible for installation. Point (c) of 21.A.307 specifies the conditions for the document accompanying the component.

## AMC1 ML.A.501(a)(ii) Classification and installation

ED Decision 2021/009/R

### EASA FORM 1 OR EQUIVALENT

A document equivalent to an EASA Form 1 may be:

- (a) a release document issued by an organisation under the terms of a bilateral agreement signed by the European Union;
- (b) a release document issued by an organisation approved under the terms of a JAA bilateral agreement until superseded by the corresponding agreement signed by the European Union;
- (c) a JAA Form One issued prior to 28 November 2004 by a JAR 145 organisation approved by a JAA Full Member State;
- (d) in the case of new aircraft components that were released from manufacturing prior to the Part 21 compliance date, a JAA Form One issued by a JAR 21 organisation approved by a JAA Full Member State within the JAA mutual recognition system;
- (e) a JAA Form One issued prior to 28 September 2005 by a production organisation approved by a competent authority in accordance with its national regulations;
- (f) a JAA Form One issued prior to 28 September 2008 by a maintenance organisation approved by a competent authority in accordance with its national regulations;
- (g) a release document acceptable to a competent authority according to the provisions of a bilateral agreement between the competent authority and a third country until superseded by the corresponding agreement signed by the European Union. This provision is valid provided the above agreements between the competent authority and a third country are notified to the European Commission and to the other competent authorities in accordance with Article 68 of Regulation (EU) 2018/1139; and
- (h) a release document issued under the conditions described in Article 4(4) of Regulation (EU) No 1321/2014.
- (i) a 'declaration of maintenance accomplished' issued by the person or organisation that performed the maintenance, as specified in point [ML.A.502\(c\)](#).

## AMC1 ML.A.501(e) Classification and installation

ED Decision 2020/002/R

### BALLOONS

Baskets, burners and fuel cylinders are components which are often interchanged between different balloons. Furthermore, they are often removed/installed by the pilot-owner (or by other persons when such removal/installation is not considered maintenance because the task is described in the AFM).

As a consequence, an EASA Form 1 does not need to be issued when these components are removed in serviceable condition from a balloon, and can be installed on another balloon as long as the person performing the installation has access to the appropriate maintenance records necessary to establish their serviceable condition. In particular, due attention should be paid to the inspection dates of the various components.

This does not supersede the requirement to release any maintenance performed on such components either on an EASA Form 1 or equivalent or on the balloon maintenance log book, as applicable.

## ML.A.502 Component maintenance

*Regulation (EU) 2021/700*

(a) Components which are accepted by the owner in accordance with point (b)(2) of point 21.A.307 of Annex I (Part 21) to Regulation (EU) No 748/2012 shall be maintained by any person or organisation, subject to reacceptance by the owner under the conditions of point (b)(2) of point 21.A.307 of that Annex. This maintenance is not eligible for the issuance of an EASA Form 1, as set out in Appendix II to Annex I (Part-M), and shall be subject to the aircraft release requirements.

(b) Components shall be released in accordance with the following table:

	Released using an EASA Form 1 (as set out in Appendix II of Annex I (Part-M))	Released at aircraft level per point ML.A.801 (not possible to issue an EASA Form 1)
<b>Components maintained in accordance with component maintenance data (data issued by the component manufacturer)</b>		
Maintenance other than overhaul	Engine-rated (for engine) or component-rated (for other components) maintenance organisations	(i) Aircraft-rated maintenance organisations; and/or (ii) independent certifying staff
Overhaul of components other than engines and propellers	Component-rated maintenance organisations	Not possible
Overhaul of engines and propellers for CS-VLA, CS-22 and LSA aircraft	Engine-rated (for engine) or component-rated (for propeller) maintenance organisations	(iii) Aircraft-rated maintenance organisations; and/or (iv) independent certifying staff
Overhaul of engines and propellers for other than CS- VLA, CS-22 and LSA aircraft	Engine-rated (for engine) or component-rated (for propeller) maintenance organisations	Not possible
<b>Components maintained in accordance with aircraft maintenance data (data issued by the aircraft manufacturer)</b>		
All components and all types of maintenance	Engine-rated (for engine) or component-rated (for other components) maintenance organisations	– Aircraft-rated maintenance organisations; and/or – independent certifying staff

(c) Components which are referred to in points (b)(3) to (b)(6) of point 21.A.307 of Annex I (Part 21) to Regulation (EU) No 748/2012 may be maintained by any person or organisation. In such case, by way of derogation from point (b), the maintenance of those components shall be released with a “declaration of maintenance accomplished” issued by the person or organisation that performed the maintenance. The “declaration of maintenance accomplished” shall contain at least basic details of the maintenance carried out, the date on which the maintenance was completed, and the identification of the organisation or person that issues it. It shall be considered a maintenance record and equivalent to an EASA Form 1 in respect of the maintained component.

## GM1 ML.A.502 Component maintenance

*ED Decision 2020/002/R*

### COMPONENT MAINTENANCE BY INDEPENDENT CERTIFYING STAFF

The cases where the independent certifying staff can release component maintenance are only valid when the independent certifying staff is allowed, according to [ML.A.201](#), to carry out maintenance (refer to [GM1 ML.A.201](#)) and when he or she is competent for such component maintenance.

As an example, in accordance with [ML.A.201\(e\)](#), the independent certifying staff cannot carry out maintenance when the balloon is operated under Subpart-ADD.

## GM1 ML.A.502(c) Component maintenance

*ED Decision 2021/009/R*

A 'declaration of maintenance accomplished' is a certificate prepared in any shape/form by the person or organisation that performed any maintenance on the component covered by the certificate and subject to conditions in [ML.A.502\(c\)](#). This person or organisation does not need an approval to perform maintenance in accordance with Regulation (EU) No 1321/2014. In order for the component to be eligible for installation with a 'declaration of maintenance accomplished', this declaration, together with other records, should allow the determination that the component was first installed as 'new', as a component referred to in [ML.A.502\(c\)](#). Such a component should not be installed in an aircraft if there is information on the certificate which is not readable or not understandable or states that the component is not in a satisfactory condition for operation.

## ML.A.503 Service-life-limited components

*Regulation (EU) 2019/1383*

- (a) The term 'service life-limited components' contains the following components:
  - (1) components subject to a certified life limit after which the components should be retired, and;
  - (2) components subject to a service life limit after which the components shall undergo maintenance to restore their serviceability.
- (b) Installed service-life-limited components shall not exceed the approved service life limit as specified in the AMP and ADs, except as provided for in point [ML.A.504\(c\)](#).
- (c) The approved service life is expressed in calendar time, flight hours, landings or cycles, as appropriate.
- (d) At the end of the approved service life limit, the component must be removed from the aircraft for maintenance, or for disposal in the case of components with a certified life limit.

## ML.A.504 Control of unserviceable components

*Regulation (EU) 2019/1383*

- (a) A component shall be considered unserviceable in any of the following circumstances:
  - (1) expiry of the component's service life limit as defined in the AMP;
  - (2) non-compliance with the applicable ADs and other continued-airworthiness requirement mandated by the Agency;

- 
- (3) absence of the necessary information to determine the airworthiness status of the component or its eligibility for installation;
  - (4) evidence of component defects or malfunctions;
  - (5) component involvement in an incident or accident likely to affect its serviceability.
- (b) Unserviceable components shall be identified as one of the following:
- (1) unserviceable and stored in a secure location under the control of an approved maintenance organisation or independent certifying staff until a decision is made on the future status of such components;
  - (2) unserviceable by the person or organisation that declared the component unserviceable, and its custody shall be transferred to the aircraft owner after documenting such transfer in aircraft maintenance record system referred to in point [ML.A.305](#).
- (c) Components which have reached their certified life limit or contain a non-repairable defect or malfunction shall be classified as unsalvageable and shall not be permitted to re-enter the component supply system unless certified life limits have been extended or a repair solution has been approved in accordance with point [ML.A.304](#).
- (d) Any person or organisation responsible pursuant to point [ML.A.201](#) shall in the case of an unsalvageable component, as provided for in point (c), take one of the following actions:
- (1) retain such component in a location referred to in point (b)(1);
  - (2) arrange for the component to be mutilated in a manner that ensures that it is beyond economic salvage or repair before relinquishing responsibility for such a component.
- (e) Notwithstanding point (d), a person or organisation responsible pursuant to point [ML.A.201](#) may transfer responsibility of components classified as unsalvageable without mutilation to an organisation for training or research.



## SUBPART H — CERTIFICATE OF RELEASE TO SERVICE (CRS)

### ML.A.801 Aircraft certificate of release to service

Regulation (EU) 2019/1383

- (a) A CRS shall be issued after the required maintenance has been carried out properly on an aircraft.
- (b) The CRS shall be issued, alternatively by:
- (1) appropriate certifying staff on behalf of the approved maintenance organisation;
  - (2) independent certifying staff;
  - (3) the pilot- owner in compliance with point [ML.A.803](#).
- (c) By derogation from point (b), in the case of unforeseen circumstances, when an aircraft is grounded at a location where no appropriately approved maintenance organisation and no appropriate certifying staff are available, the owner may authorise any person, with no less than 3 years of appropriate maintenance experience and holding the proper qualifications, to maintain the aircraft according to the standards set out in Subpart D of this Annex and release the aircraft. The owner shall in that case:
- (1) obtain and keep in the aircraft records, details of all the work carried out and of the qualifications held by the person issuing the certification;
  - (2) ensure that any such maintenance is rechecked and released in accordance with point (b) of point [ML.A.801](#) at the earliest opportunity and within a period not exceeding 7 days or, in the case of aircraft operated under Annex VII to Regulation (EU) No 965/2012 (Part-NCO) or, in the case of balloons, not operated under Subpart-ADD of Annex II (Part-BOP) to Regulation (EU) 2018/395 or, in the case of sailplanes not following Subpart DEC of Annex II (Part-SAO) to Regulation (EU) 2018/1976, within a period not exceeding 30 days;
  - (3) notify the contracted CAMO or CAO, or the competent authority in the absence of such a contract, within 7 days of the issuance of such authorisation.
- (d) In the case of a release to service in accordance with points (b)(1) or (b)(2), the certifying staff may be assisted in performing the maintenance tasks by one or more persons subject to his direct and continuous control;
- (e) A CRS shall contain at least:
- (1) basic details of the maintenance carried out;
  - (2) the date on which the maintenance was completed;
  - (3) the identity of the organisation or person issuing the release to service, including, alternatively:
    - (i) the approval reference of the maintenance organisation and certifying staff issuing the CRS;
    - (ii) in the case of point (b)(2), the identity and, if applicable, the licence number of the independent certifying staff issuing the CRS;
  - (4) the limitations to airworthiness or operations, if any.
- (f) By derogation from point (a) and notwithstanding point (g), when the required maintenance cannot be completed, a CRS may be issued within the approved aircraft limitations. In that case,

the CRS shall indicate that the maintenance could not be completed, as well as indicate any applicable airworthiness or operations limitations, as part of the information required in point (e)(4).

- (g) A CRS shall not be issued in the case of any known non-compliance with the requirements of this Annex which endangers flight safety.

## AMC1 ML.A.801 Aircraft certificate of release to service

ED Decision 2020/002/R

### AIRCRAFT CERTIFICATE OF RELEASE TO SERVICE (CRS) AFTER EMBODIMENT OF A STANDARD CHANGE OR A STANDARD REPAIR (SC/SR)

#### 1. Release to service and eligible persons

Only natural or legal persons entitled to release to service an aircraft after maintenance (see [ML.A.801\(b\)](#)) are considered as an eligible installer responsible for the embodiment of a SC/SR when in compliance with applicable requirements.

Since the design of the SC/SR does not require specific approval, the natural or legal person releasing the embodiment of the change or repair takes the responsibility that the applicable certification specifications within CS-STAN are fulfilled while being in compliance with Part-ML/Part-M Subpart F/Part-CAO and/or Part-145 and not in conflict with the TC holder's data. This includes responsibility in respect of an adequate design, the selection/manufacturing of suitable parts and their identification, documenting the change or repair, generation or amendment of aircraft manuals and instructions as needed, embodiment of the change/repair, releasing the aircraft to service and record-keeping.

Depending on its nature, for certain SCs/SRs, CS-STAN might restrict the eligibility for the issuance of the release to service to certain persons (e.g. standard change/repair not suitable for release to service by the pilot-owner).

NOTE: Until 1 October 2020 (ref. entry into force of Commission Regulation (EU) 2018/1142), it is possible to have aircraft maintenance released to service by the holder of an appropriate certifying staff qualification valid in a Member State (national qualification). In this case, the following conditions apply:

- If the holder signs the release to service on behalf of a maintenance organisation, this release is valid regardless of the Member State where the aircraft is registered.
- If the holder signs the release to service as an independent certifying staff, this release is only valid in the Member State responsible for such certifying staff qualification and where the aircraft is registered.

#### 2. Parts and appliances to be installed as part of a SC/SR

The design of the parts and appliances to be used in a SC/SR is considered a part of the change/repair, and, therefore, there is no need of a specific design approval. However, it is possible that for a particular SC, these certification specifications specifically require the use of parts and appliances that meet a technical standard. In this case, when the parts and appliances are required to be authorised as an ETSO article, other articles recognised as equivalent by means of an international safety agreement or grandfathered in accordance with Regulation (EU) No 748/2012 are equally acceptable.

Normally, a SC/SR shall not contain specifically designed parts that should be produced by a production organisation approved in accordance with Part 21 (POA). However, in the case that

the change or repair would contain such a part, it should be produced by an approved production organisation (POA holder), and delivered with an EASA Form 1. An arrangement in accordance with 21.A.122(b) is not applicable.

Eligibility for installation of parts and appliances belonging to a SC/SR is subject to compliance with the Part 21 and Part-ML and maintenance-organisation-related provisions, and the situation varies depending on the aircraft in/on which the SC/SR is to be embodied, and who the installer is. The need for an EASA Form 1 is addressed in Part 21 and Part-ML, while less restrictive rules may, for instance, apply for ELA1 and ELA2 aircraft parts (e.g. 21.A.307) and sailplane parts (e.g. AMC 21.A.303 of the 'AMC and GM to Part 21'). Furthermore, Part-M Subpart F, Part-CAO and Part-145 contain provisions (i.e. [M.A.603\(c\)](#), [CAO.A.020\(c\)](#) and [145.A.42\(c\)](#)) that allow maintenance organisations to fabricate certain parts to be installed in/on the aircraft as part of their maintenance activities.

### **3. Parts' and appliances' identification**

The parts modified or installed during the embodiment of the SC/SR need to be permanently marked in accordance with Part 21 Subpart Q.

### **4. Documenting the SC/SR and declaring compliance with the certification specifications**

In accordance with Part-ML, Part-M Subpart F, Part-CAO or Part-145 (e.g. [ML.A.801\(e\)](#), [M.A.612](#), [CAO.A.065](#) and [145.A.50\(b\)](#)), the legal or natural person responsible for the embodiment of a change or a repair should compile details of the work accomplished. In the case of SCs/SRs, this includes, as necessary, based on the complexity, an engineering file containing drawings, a list of the parts and appliances used for the change or repair, supporting analysis and the results of tests performed or any other evidence suitable to show that the design fulfils the applicable certification specifications within CS-STAN together with a statement of compliance and amendments to aircraft manuals, to instructions for continuing airworthiness and to other documents such as aircraft parts list, wiring diagrams, etc. as deemed necessary. The EASA Form 123 is prepared for the purpose of documenting the preparation and embodiment of the SC/SR. The aircraft logbook should contain an entry referring to EASA Form 123; both EASA Form 123 and the release to service required after the embodiment of the SC/SR should be signed by the same person.

EASA Form 123 and all the records listed on it should follow elementary principles of controlled documentation, e.g. contain reference number of documents, issue dates, revision numbers, name of persons preparing/releasing the document, etc.

### **5. Record-keeping**

The legal or natural person responsible (see paragraph 1. above) for the embodiment of the change/repair should keep the records generated with the SC/SR as required by Part-ML, Part-M Subpart F, Part-CAO or Part-145 and CS-STAN.

In addition, ML.A.305 requires that the aircraft owner (or CAMO or CAO, if a contract in accordance with ML.A.201 exists) keeps the status of the changes/repairs embodied in/on the aircraft in order to control the aircraft configuration and manage its continuing airworthiness.

With regard to SCs/SRs, the information provided to the owner, CAMO or CAO may be listed in EASA Form 123 and should include, as required, a copy of any modified aircraft manual and/or instructions for continuing airworthiness. All this information should normally be consulted when the aircraft undergoes an AR, and, therefore, a clear system to record the embodiment of SCs/SRs, which is also easily traceable, would be of help during subsequent aircraft inspections.

**6. Instructions for continuing airworthiness (ICA)**

As stipulated in [ML.A.302](#), the aircraft owner, CAMO or CAO needs to assess if the changes in the ICA of the aircraft require the amendment of the AMP.

**7. Embodiment of more than one SC**

The embodiment of two or more related SCs described in Subpart B of CS-STAN is permitted as a single change (the use of one EASA Form 123 only) as long as adequate references to and records of all SCs embodied are captured. Restrictions and limitations of the two (or more) SCs would apply. It is permitted to issue a single release to service containing adequate traceability of all the SCs embodied.

**8. Acceptable form to be used to record the embodiment of SCs/SRs**

See EASA Form 123.

**EASA Form 123 — Standard Change/Standard Repair (SC/SR) embodiment record**

<b>EASA Form 123 — Standard Change/Standard Repair (SC/SR) embodiment record</b>		1. SC/SR number(s):
2. SC/SR title & description:		
3. Applicability:		
4. List of parts (description/Part-No/Qty):		
5. Operational limitations/affected aircraft manuals. Copies of these manuals are provided to the aircraft owner:		
6. Documents used for the development and embodiment of this SC/SR:  * Copies of the documents marked with an asterisk are handed to the aircraft owner.		
7. Instructions for continuing airworthiness. Copies of these manuals are provided to the aircraft owner:		
8. Other information:		
9a. <input type="checkbox"/> This SC complies with the criteria established in 21.A.90B(a) and with the relevant paragraphs of CS-STAN.		
9b. <input type="checkbox"/> This SR complies with the criteria established in 21.A.431B(a) and with the relevant paragraphs of CS-STAN.		
10. Date of SC/SR embodiment:	11. Identification data and signature of the person responsible for the embodiment of the SC/SR:	
12. Signature of the aircraft owner. This signature attests that all relevant documentation is handed over from the issuer of this form to the aircraft owner, and, therefore, the latter becomes aware of any impact or limitations on operations or additional continuing airworthiness requirements which may apply to the aircraft due to the embodiment of the change/repair.		

**Form 123 Issue 00**

Notes:

Original remains with the legal or natural person responsible for the embodiment of the SC/SR.

The aircraft owner should retain a copy of this form.

The aircraft owner should be provided with copies of the documents referenced in boxes 5 and 7 and those in box 6 marked with an asterisk '\*'.

The 'relevant paragraphs' in boxes 9a and 9b refer to the applicable paragraphs of 'Subpart A – General' of CS-STAN and those of the SC/SR quoted in box 2.

For box 12, when the aircraft owner has signed a contract in accordance with ML.A.201, it is possible that the CAMO or CAO representative signs box 12 and provides all relevant information to the owner before next flight.

Completion instructions:

Use English or the official language of the State of registry to fill in the form.

1. Identify the SC/SR with a unique number and reference this number in the aircraft logbook.
2. Specify the applicable EASA CS-STAN chapter including revision (e.g. CS-SCxxxxy or CS-SRxxxxy) & title. Provide also a short description.
3. Identify the aircraft (a/c) registration, serial number and type.
4. List the parts' numbers and description for the parts installed. Refer to an auxiliary document if necessary.
5. Identify affected aircraft manuals.
6. Refer to the documentation developed to support the SC/SR and its embodiment, including design data required by CS-STAN: design definition, documents recording the showing of compliance with the certification specifications or any test result, etc. The documents' references should quote their revision/issue.
7. Identify instructions for continuing airworthiness that need to be considered for the aircraft maintenance programme review.
8. To be used as deemed necessary by the installer.
- 9a., 9b., 10. and 12. Self-explanatory.
11. Give full name details and certificate reference (of the natural or legal person) used for issuing the aircraft release to service.

## AMC1 ML.A.801(e) Aircraft certificate of release to service

ED Decision 2020/002/R

- (a) The aircraft CRS should contain one of the following statements:
- (1) 'certifies that the work specified, except as otherwise specified, was carried out in accordance with Part-ML, and in respect to that work, the aircraft is considered ready for release to service.'; or
  - (2) for a pilot-owner:  
'certifies that the limited pilot-owner maintenance specified, except as otherwise specified, was carried out in accordance with Part-ML, and in respect to that work, the aircraft is considered ready for release to service.'
- (b) The CRS should relate to the task specified in the DAH's or operator's instruction or the AMP which itself may cross-refer to a DAH's/operator's instruction in a maintenance manual, service bulletin, etc. This should indicate the revision status of the maintenance instruction used.
- (c) The CRS should include the date when the maintenance took place relative to any life or overhaul limitation in terms of date/flying hours/cycles/ landings etc. as appropriate.
- (d) When extensive maintenance has been carried out, it is acceptable for the CRS to summarise the maintenance as long as there is a unique cross reference to the work pack containing full details of the maintenance carried out. Dimensional information should be retained in the work pack record.
- (e) The person issuing the CRS should use his or her normal signature except in the case where a computer release-to-service system is used. In this latter case, the competent authority needs to be satisfied that only this particular person may electronically issue the CRS. One such method of compliance is the use of a magnetic or optical personal card in conjunction with a personal identification number (PIN) known only to the individual, which is keyed into the computer. A certification stamp is optional.

- (f) At the completion of all maintenance, owners, certifying staff, operators and maintenance organisations should ensure they have a clear, concise and legible record of the work performed.
- (g) In the case of an [ML.A.801\(b\)\(2\)](#) CRS, the independent certifying staff should retain all records necessary to prove that all requirements have been met for the issuance of a CRS.

## AMC1 ML.A.801(f) Aircraft certificate of release to service

ED Decision 2020/002/R

Certain maintenance data issued by the DAH (e.g. AMM) requires that a maintenance task be performed in flight as a necessary condition to complete the maintenance ordered. Within the aircraft limitations, the person authorised to certify the maintenance per [ML.A.801](#) should release the incomplete maintenance before this flight. [GM1 ML.A.301\(f\)](#) describes the relations with the aircraft operator, which retains the responsibility for the MCF. After performing the flight and any additional maintenance necessary to complete the maintenance ordered, a CRS should be issued in accordance with [ML.A.801](#).

## ML.A.802 Component certificate of release to service

Regulation (EU) 2021/700

- (a) Except for the cases covered by point (c) of point ML.A.502, a component CRS shall be issued after the required maintenance work has been properly carried out on an aircraft component in accordance with point [ML.A.502](#).
- (b) The authorised release certificate identified as EASA Form 1, as set out [Appendix II](#) of Annex I (Part-M), constitutes the component CRS, except when such maintenance is released at aircraft level, as indicated in point [ML.A.502\(b\)](#).

## ML.A.803 Pilot-owner authorisation

Regulation (EU) 2019/1383

- (a) To qualify as a pilot-owner, the person must:
  - (1) hold a valid pilot licence or equivalent licence issued or validated by a Member State for the aircraft type or class rating;
  - (2) own the aircraft, either as a sole or joint owner; that owner must be, alternatively:
    - (i) one of the natural persons on the registration form;
    - (ii) a member of a non-profit recreational legal entity, where the legal entity is specified on the registration document as owner or operator; that member must be directly involved in the decision-making process of the legal entity and designated by that legal entity to carry out Pilot-owner maintenance.
- (b) For aircraft operated under Annex VII (Part-NCO) to Regulation (EU) No 965/2012 or, in the case of balloons, not operated under Subpart-ADD of Annex II (Part-BOP) to Regulation (EU) 2018/395 or, in the case of sailplanes, not following Subpart DEC of Annex II (Part-SAO) to Regulation (EU) 2018/1976, the pilot-owner may issue a CRS after limited Pilot-owner maintenance as provided for in Appendix II to this Annex.
- (c) The CRS shall be entered in the logbooks and contain basic details of the maintenance carried out, the maintenance data used, the date on which that maintenance was completed, as well

as the identity, the signature and the pilot licence (or equivalent) number of the pilot-owner issuing such a certificate.

## AMC1 ML.A.803 Pilot-owner authorisation

ED Decision 2020/002/R

- (a) A pilot-owner may only issue a CRS for the maintenance he or she has performed (ref. [ML.A.201\(c\)](#), [ML.A.801](#) and [ML.A.803](#)).
- (b) In the case of jointly-owned aircraft, the AMP should list the names of all pilot-owners that are competent and designated to perform pilot-owner maintenance (ref. [ML.A.302\(c\)\(6\)](#)). As an alternative, the AMP may contain a procedure to ensure how such a list should be managed and kept current.
- (c) An equivalent valid pilot-owner licence may be any document attesting a pilot qualification recognised by the Member State.
- (d) Not holding a valid medical examination does not invalidate the pilot licence (or equivalent) required under [ML.A.803\(a\)\(1\)](#) for the purpose of the pilot-owner authorisation.



## SUBPART I — AIRWORTHINESS REVIEW CERTIFICATE (ARC)

### ML.A.901 Aircraft airworthiness review

Regulation (EU) 2021/700

To ensure the validity of the aircraft airworthiness certificate, an airworthiness review of the aircraft and its continuing airworthiness records shall be carried out periodically.

- (a) An ARC is issued in accordance with Appendix IV ([EASA Form 15c](#)) to this Annex upon completion of a satisfactory airworthiness review. The ARC shall be valid for 1 year;
- (b) The airworthiness review and the issuance of the ARC shall be performed in accordance with point [ML.A.903](#), alternatively by:
  - (1) the competent authority;
  - (2) an appropriately approved CAMO or CAO;
  - (3) the approved maintenance organisation while performing the 100-h/annual inspection contained in the AMP;
  - (4) for aircraft operated under Annex VII (Part-NCO) to Regulation (EU) No 965/2012 or, in the case of balloons, not operated under Subpart-ADD of Annex II (Part-BOP) to Regulation (EU) 2018/395<sup>1</sup> or, in the case of sailplanes, not following Subpart DEC of Annex II (Part-SAO) to Regulation (EU) 2018/1976<sup>2</sup>, the independent certifying staff while performing the 100-h/annual inspection contained in the AMP, when holding:
    - (i) a licence issued in accordance with Annex III (Part-66) rated for the corresponding aircraft or, if Annex III (Part-66) is not applicable to the particular aircraft, a national certifying-staff qualification valid for that aircraft;
    - (ii) an authorisation issued by, alternatively:
      - (A) the competent authority who issued the licence issued in accordance with Annex III (Part-66),
      - (B) if Annex III (Part-66) is not applicable, the competent authority responsible for the national certifying-staff qualification.

Independent certifying staff holding a licence issued in accordance with Annex III (Part-66), may perform airworthiness reviews and issue the ARC for aircraft registered in any Member State. However, independent certifying staff holding a national qualification shall only perform airworthiness reviews and issue the ARC for aircraft registered in the Member State responsible for the national qualification.

ARCs issued by independent certifying staff holding a national qualification shall not benefit from mutual recognition when transferring the aircraft to another Member State.

Whenever circumstances reveal the existence of a potential safety threat, the competent authority shall carry out the airworthiness review and issue the ARC itself.

<sup>1</sup> Commission Regulation (EU) 2018/395 of 13 March 2018 laying down detailed rules for the operation of balloons pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council (OJ L 71, 14.3.2018, p. 10).

<sup>2</sup> Commission Implementing Regulation (EU) 2018/1976 of 14 December 2018 laying down detailed rules for the operation of sailplanes pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council (OJ L 326, 20.12.2018, p. 64).

- (c) The validity of an ARC may be extended maximum two consecutive times, for a period of one year each time, by an appropriately approved CAMO or CAO, subject to the following conditions:
- (1) the aircraft has been continuously managed for the previous 12 months by this CAMO or CAO;
  - (2) the aircraft has been maintained for the previous 12 months by approved maintenance organisations; this includes pilot-owner maintenance tasks carried out and released to service either by the pilot-owner or by independent certifying staff;
  - (3) the CAMO or CAO does not have any evidence or reason to believe that the aircraft is not airworthy.
- This extension by the CAMO or CAO is possible regardless of which staff or organisation, as provided for in point (b), initially issued the ARC.
- (d) By derogation from point (c), the extension of the ARC may be anticipated for a maximum period of 30 days, without loss of continuity of the airworthiness review pattern, to ensure the availability of the aircraft in order to place the original ARC on board.
- (e) When the competent authority carries out the airworthiness review and issues the ARC itself, the owner shall provide the competent authority with:
- (1) the documentation required by the competent authority;
  - (2) suitable accommodation at the appropriate location for its personnel;
  - (3) when necessary, the support of appropriate certifying staff.

## GM1 ML.A.901 Aircraft airworthiness review

*ED Decision 2020/002/R*

If a CAMO/CAO holding the AR privilege is contracted by the owner, this organisation does not have the obligation to carry out the AR itself. The owner may select another CAMO or CAO to carry out the AR, or request the maintenance organisation to carry it out and issue the ARC in conjunction with the annual inspection.

Please refer to GM1 ML.A.201 to identify the cases where the owner may also request an independent certifying staff (authorised by the competent authority) to carry out the AR and issue the ARC in conjunction with the annual inspection.

Point ML.A.901(b) gives a list of the different organisations or persons that are allowed to perform an AR; it does not presume that they have the obligation to accept a request to carry out an AR.

## ML.A.902 Validity of the airworthiness review certificate

*Regulation (EU) 2019/1383*

- (a) An ARC becomes invalid if, alternatively:
- (1) it is suspended or revoked;
  - (2) the airworthiness certificate is suspended or revoked;
  - (3) the aircraft is not in the aircraft register of a Member State;
  - (4) the type certificate under which the airworthiness certificate was issued is suspended or revoked.

- (b) An aircraft shall not fly if the ARC is invalid or if any of the following circumstances are present:
- (1) the continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this Annex;
  - (2) the aircraft does not remain in conformity with the type design approved by the Agency;
  - (3) the aircraft has been operated beyond the limitations of the approved flight manual or airworthiness certificate, without appropriate action being taken;
  - (4) the aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness;
  - (5) a modification or repair to the aircraft or any component fitted to the aircraft is not in compliance with Annex I (Part-21) to Regulation (EU) No 748/2012.
- (c) Upon surrender or revocation, the ARC shall be returned to the competent authority.

## ML.A.903 Airworthiness review process

*Regulation (EU) 2019/1383*

- (a) To satisfy the requirement for the airworthiness review of an aircraft referred to in point [ML.A.901](#), the airworthiness review staff shall perform a documented review of the aircraft records to verify that:
- (1) airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;
  - (2) the flight manual is applicable to the aircraft configuration and reflects the latest revision status;
  - (3) all the maintenance due on the aircraft according to the AMP has been carried out;
  - (4) all known defects have been corrected or deferred in a controlled manner;
  - (5) all applicable ADs have been applied and properly registered;
  - (6) all modifications and repairs made to the aircraft have been registered and are in compliance with Annex I (Part-21) to Regulation (EU) No 748/2012;
  - (7) all service-life-limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit;
  - (8) all maintenance has been certified in accordance with this Annex;
  - (9) if required, the current mass-and-balance statement reflects the configuration of the aircraft and is valid;
  - (10) the aircraft complies with the latest revision of its type design approved by the Agency;
  - (11) if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of Annex I (Part-21) to Regulation (EU) No 748/2012.
- (b) The airworthiness review staff referred to in point (a) shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified under Annex III (Part-66) shall be assisted by such qualified personnel.
- (c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:
- (1) all required markings and placards are properly installed;

- (2) the aircraft complies with its approved flight manual;
  - (3) the aircraft configuration complies with the approved documentation;
  - (4) no evident defect can be found that has not been addressed according to point [ML.A.403](#);
  - (5) no inconsistencies can be found between the aircraft and the documented review of records as referred to in point (a).
- (d) By derogation from point [ML.A.901\(a\)](#), the airworthiness review may be anticipated for a maximum period of 90 days, without loss of continuity of the airworthiness review pattern, so as to allow the physical review to take place during a maintenance check.
- (e) The ARC (EASA Form 15c) set out to in Appendix IV shall only be issued:
- (1) by appropriately authorised airworthiness review staff;
  - (2) when the airworthiness review has been completely carried out, all findings have been closed;
  - (3) when any discrepancy found in the AMP in accordance with point (h) has been satisfactorily addressed.
- (f) A copy of any ARC issued or extended for an aircraft shall be sent to the Member State of registry of that aircraft within 10 days.
- (g) Airworthiness review tasks shall not be subcontracted.
- (h) The effectiveness of the AMP may be reviewed in conjunction with the airworthiness review in accordance with point (c)(9) of point [ML.A.302](#). This review shall be completed by the person who performed the airworthiness review. If the review shows deficiencies of the aircraft linked with deficiencies in the content of the AMP, the AMP shall be amended accordingly. The person performing the review shall inform the competent authority of the Member State of registry if he does not agree with the measures amending the AMP taken by the owner, CAMO or CAO. In such case the competent authority shall decide which amendments to the AMP are necessary, raising the corresponding findings defined in point [ML.B.903](#) and, if necessary, reacting in accordance with point [ML.B.304](#).

## AMC1 ML.A.903(h) Airworthiness review

ED Decision 2020/002/R

### REVIEW OF AMP IN CONJUNCTION WITH AR

This review of the maintenance programme is performed by the person who performed the AR, who could belong to the competent authority, a CAMO, a CAO or a maintenance organisation or could also be independent certifying staff in accordance with [ML.A.901\(b\)\(4\)](#) [M.A.901\(g\)](#).

This person is not responsible for the completeness of this AMP, but may do some sampling as part of the investigations and the findings discovered during the physical review.

More details on the annual review are provided in [AMC1 ML.A.302\(c\)\(9\)](#).

**ML.A.904 Qualification of airworthiness review staff**

Regulation (EU) 2020/270

- (a) Airworthiness review staff acting on behalf of the competent authority shall be qualified in accordance with point [ML.B.902](#).
- (b) Airworthiness review staff acting on behalf of an organisation referred to in Subpart F or Subpart G of Annex I (Part-M), Annex II (Part-145), Annex Vc (Part-CAMO) or Annex Vd (Part-CAO) shall be qualified in accordance with Subpart F or Subpart G of Annex I (Part-M), Annex II (Part-145), Annex Vc (Part-CAMO) or Annex Vd (Part-CAO), respectively.
- (c) Airworthiness review staff acting on their own behalf, as permitted pursuant to point [ML.A.901\(b\)\(4\)](#), shall:
- (1) hold a licence issued in accordance with Annex III (Part-66) rated for the corresponding aircraft or, if Annex III (Part-66) is not applicable to the particular aircraft, hold a national certifying-staff qualification valid for that aircraft; and
  - (2) hold an authorisation issued by, alternatively:
    - (i) the competent authority who issued the licence in accordance with Annex III (Part-66);
    - (ii) if Annex III (Part-66) is not applicable, the competent authority responsible for the national certifying-staff qualification.
- (d) The authorisation required under point (c)(2) shall be issued by the competent authority when:
- (1) the competent authority has assessed that the person has the knowledge of the parts of this Annex relevant to continuing-airworthiness management, performance of airworthiness reviews and issuance of ARCs;
  - (2) the person has satisfactorily performed an airworthiness review under the supervision of the competent authority.

This authorisation shall remain valid for a duration of 5 years as long as the holder has performed at least 1 airworthiness review every 12-months. If this is not the case, a new airworthiness review shall be satisfactorily performed under the supervision of the competent authority.

Upon expiration of its validity, the authorisation shall be renewed for another 5 years subject to a new compliance with points (d)(1) and (d)(2). There is no limit to the number of renewals.

The holder of the authorisation shall keep records of all the airworthiness reviews performed and shall make them available, upon request, to any competent authority and to any aircraft owner for whom they are performing an airworthiness review.

This authorisation may be revoked by the competent authority at any time if it is not satisfied with the competence of the holder or with the use of such an authorisation.

**GM1 ML.A.904(c);(d) Qualification of airworthiness review staff**

ED Decision 2020/002/R

**AR BY INDEPENDENT CERTIFYING STAFF**

- (a) ML.A.904(c) and (d) refer to the independent certifying staff. The terms 'corresponding aircraft' or 'particular aircraft' mean that the person meets at the time of the AR the certifying staff requirements for the aircraft subject to the AR.

- (b) The authorisation issued to the certifying staff by the competent authority is only granted after assessment of the knowledge required in point (d)(1) and after the satisfactory performance of an AR under supervision of the competent authority (point (d)(2)).

## **ML.A.905 Transfer of aircraft registration within the Union**

*Regulation (EU) 2019/1383*

- (a) When transferring an aircraft registration within the Union, the applicant shall:
- (1) first, provide the former Member State with the name of the Member State in which the aircraft will be registered;
  - (2) and subsequently apply to the new Member State for the issuance of a new airworthiness certificate in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012.
- (b) Notwithstanding point (a)(3) of point [ML.A.902](#), the former ARC shall remain valid until its expiry date, except when the ARC was issued by independent certifying staff holding a national certifying-staff qualification in accordance with point (b)(4) of point [ML.A.901](#), in which case point [ML.A.906](#) shall apply.
- (c) Notwithstanding points (a) and (b), in those cases where the aircraft was in a non-airworthy condition in the former Member State or where the airworthiness status of the aircraft cannot be determined using the existing records, point [ML.A.906](#) shall apply.

## **ML.A.906 Airworthiness review of aircraft imported into the Union**

*Regulation (EU) 2021/1963*

- (a) When importing an aircraft into a Member State's register from a third country or from a regulatory system where Regulation (EU) 2018/1139 does not apply, the applicant shall:
- (1) apply to the competent authority of the Member State of registry for the issuance of a new airworthiness certificate in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012;
  - (2) for aircraft other than new, have an airworthiness review carried out satisfactorily in accordance with point [ML.A.901](#);
  - (3) have all maintenance carried out to comply with the approved or declared AMP.
- (b) If the aircraft complies with the relevant requirements, the competent authority, the CAMO or CAO, the maintenance organisation or the independent certifying staff performing the airworthiness review, as provided for in point (b) of point [ML.A.901](#), shall issue an ARC and shall submit a copy to the competent authority of the Member State of registry.
- (c) The owner shall allow access to the aircraft for inspection by the competent authority of the Member State of registry.
- (d) A new airworthiness certificate shall be issued by the competent authority of the Member State of registry if the aircraft complies with Annex I (Part-21) to Regulation (EU) No 748/2012.

## ML.A.907 Findings

Regulation (EU) 2019/1383

- (a) Findings are categorised as follows:
- (1) A Level 1 finding is any finding of significant non-compliance with the requirements of this Annex which lowers the safety standard and seriously endangers flight safety.
  - (2) A Level 2 finding is any finding of non-compliance with the requirements of this Annex which may lower the safety standard and may endanger flight safety.
- (b) After receipt of notification of findings in accordance with point [ML.B.903](#), the person or organisation, having responsibilities pursuant to point [ML.A.201](#), shall define and demonstrate to the competent authority within a period agreed with this authority a corrective action plan, aimed at preventing reoccurrence of the finding and its root cause.

## SECTION B — PROCEDURE FOR COMPETENT AUTHORITIES

### SUBPART A — GENERAL

#### ML.B.101 Scope

*Regulation (EU) 2019/1383*

This Section establishes the administrative requirements to be followed by the competent authorities in charge of the implementation and enforcement of Section A of this Annex.

#### ML.B.102 Competent authority

*Regulation (EU) 2019/1383*

(a) General

A Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of certificates and for the oversight of continuing airworthiness. This competent authority shall establish documented procedures and an organisational structure.

(b) Resources

The number of staff shall be appropriate to satisfy the requirements detailed in this Section.

(c) Qualification and training

All staff involved in activities covered by this Annex shall be appropriately qualified and have appropriate knowledge, experience, initial and continuation training to perform their allocated tasks.

(d) Procedures

The competent authority shall establish procedures detailing how compliance with this Annex is achieved.

The procedures shall be reviewed and amended to ensure continued compliance.

#### ML.B.104 Record-keeping

*Regulation (EU) 2019/1383*

(a) The competent authority shall establish a system of record-keeping that allows adequate traceability of the process for issuing, continuing, changing, suspending or revoking each certificate and authorisation.

(b) The records for the oversight of each aircraft shall include, as a minimum, a copy of:

- (1) the aircraft certificate of airworthiness;
- (2) ARCs;
- (3) reports from the airworthiness reviews carried out directly by the Member State;
- (4) all relevant correspondence relating to the aircraft;
- (5) details of any exemption and enforcement action(s);



- (6) any document approved by the competent authority pursuant to this Annex or Regulation (EU) No 965/2012.
- (c) The records specified in point (b) shall be retained until 2 years after the aircraft has been permanently withdrawn from service.
- (d) All records specified in point ML.B.104 shall be made available to any other Member State or the Agency upon their request

## **ML.B.105 Mutual exchange of information**

*Regulation (EU) 2019/1383*

- (a) In order to contribute to the improvement of aviation safety, the competent authorities shall participate in a mutual exchange of all the necessary information in accordance with Article 72 of Regulation (EC) 2018/1139.
- (b) Without prejudice to the competences of the Member States, in the case of a potential safety threat involving several Member States, the competent authorities concerned shall assist each other in carrying out the necessary oversight action.

## SUBPART B — ACCOUNTABILITY

### ML.B.201 Responsibilities

*Regulation (EU) 2019/1383*

The competent authority referred to in point (b) of point [ML.1](#) shall be responsible for conducting inspections and investigations in order to verify that the requirements of this Annex are complied with.

### AMC1 ML.B.201 Responsibilities

*ED Decision 2020/002/R*

Template that can be used by the owner, CAO or CAMO upon request by the competent authority to collect information about the AMP

Part-ML aircraft maintenance programme (AMP)			
Aircraft identification			
1	Registration(s):	Type:	Serial no(s):
	Owner:		
Which basis is used for the maintenance programme?			
2	Design approval holder (DAH) ICA <input type="checkbox"/>  Tasks alternative to ICA introduced in AMP? Yes <input type="checkbox"/> No <input type="checkbox"/>	Minimum inspection programme (MIP) as detailed in the latest revision of AMC ML.A.302(d) <input type="checkbox"/> Other MIP complying with ML.A.302(d) <input type="checkbox"/>	
	Additional maintenance requirements to ICA or MIP: deviations introduced? Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/>		
Approval/declaration of the maintenance programme (select the appropriate option)			
3	<input type="checkbox"/> AMP declared by the owner <input type="checkbox"/> Default AMP (ML.A.302(e)) <input type="checkbox"/> Approved by the contracted CAMO/CAO. Approval reference of the organisation: _____		

## SUBPART C — CONTINUING AIRWORTHINESS

### ML.B.302 Exemptions

Regulation (EU) 2019/1383

All exemptions granted in accordance with Article 71 of Regulation (EC) 2018/1139 shall be recorded and retained by the competent authority.

### ML.B.303 Aircraft continuing-airworthiness monitoring

Regulation (EU) 2019/1383

- (a) The competent authority shall develop a survey programme following a risk-based approach to monitor the airworthiness status of the fleet of aircraft on its register.
- (b) A survey programme shall include sample product surveys of aircraft and shall cover all aspects of airworthiness key risk elements.
- (c) A sample product survey shall sample the airworthiness standards achieved, on the basis of the applicable requirements, and identify any findings.
- (d) Any findings identified shall be categorised in accordance with point [ML.B.903](#) and confirmed in writing to the person or organisation responsible pursuant to point [ML.A.201](#). The competent authority shall have a procedure in place to analyse findings as for their safety significance.
- (e) The competent authority shall record all findings and closure actions.
- (f) If during aircraft monitoring, evidence is found showing non-compliance with this or other Annexes, the finding shall be dealt with as provided for by the relevant Annex.
- (g) If so required to ensure appropriate enforcement action, the competent authority shall exchange information on non-compliances identified in accordance with point (f) with other competent authorities.

### AMC1 ML.B.303 Aircraft continuing airworthiness monitoring

ED Decision 2020/002/R

The competent authority survey programme developed in accordance with Part-M ([M.B.303](#)) provides an acceptable basic structure for the survey programme required for Part-ML aircraft.

### ML.B.304 Revocation, suspension and limitation

Regulation (EU) 2019/1383

The competent authority shall:

- (a) suspend an ARC on reasonable grounds in the case of a potential safety threat; or
- (b) suspend or revoke an ARC pursuant to point (a) of point [ML.B.903](#).

The competent authority who issued the airworthiness review authorisation pursuant to point (c) of point [ML.A.904](#) for independent certifying staff shall revoke such authorisation if the holder shows poor performance of the airworthiness review or uses such authorisation in inappropriate manner.

## SUBPART I — AIRWORTHINESS REVIEW CERTIFICATE (ARC)

### ML.B.902 Airworthiness review by the competent authority

Regulation (EU) 2020/270

- (a) When the competent authority carries out the airworthiness review and issues the ARC set out in Appendix IV to this Annex ([EASA Form 15c](#)), the competent authority shall carry out an airworthiness review in accordance with point [ML.A.903](#).
- (b) The competent authority shall have appropriate airworthiness review staff to carry out the airworthiness reviews. These staff shall have acquired all of the following:
  - (1) at least 3 years of experience in continuing airworthiness;
  - (2) an appropriate licence in compliance with Annex III (Part-66) or a nationally-recognised maintenance personnel qualification appropriate to the aircraft category (when Article 5(6) of Regulation (EU) No 1321/2014 refers to national rules) or an aeronautical degree or equivalent;
  - (3) an appropriate aeronautical-maintenance training;
  - (4) a position that authorises that person to sign on behalf of the competent authority.Notwithstanding points (1) to (4), the requirement of point [ML.B.902\(b\)\(2\)](#) may be replaced by 4 years of experience in continuing airworthiness, in addition to those already required by point [ML.B.902\(b\)\(1\)](#).
- (c) The competent authority shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training.
- (d) During the performance of the airworthiness review, the competent authority shall have access to the applicable data as specified in points [ML.A.305](#) and [ML.A.401](#).
- (e) The staff that carries out the airworthiness review shall issue an airworthiness review certificate ([EASA Form 15c](#)), as set out in Appendix IV, after satisfactory completion of the airworthiness review.
- (f) Whenever circumstances reveal the existence of a potential safety threat, the competent authority shall carry out the airworthiness review and issue the ARC itself.

### ML.B.903 Findings

Regulation (EU) 2019/1383

If during aircraft surveys or by other means, evidence is found showing non-compliance with requirements of this Annex, the competent authority shall:

- (a) for Level 1 findings, require appropriate corrective action to be taken before further flight, and immediately revoke or suspend the ARC; and
- (b) for Level 2 findings, impose the corrective action appropriate to the nature of the finding.

## APPENDICES TO ANNEX VB (PART-ML)

### Appendix I — Continuing-airworthiness management contract

Regulation (EU) 2019/1383

- (a) When an owner contracts in accordance with point [ML.A.201](#) a CAMO or CAO to carry out continuing airworthiness management tasks, upon request by the competent authority, a copy of the contract signed by both parties shall be sent by the owner to the competent authority of the Member State of registry.
- (b) The contract shall be developed taking into account the requirements of this Annex and shall define the obligations of the signatories in relation to the continuing airworthiness of the aircraft.
- (c) It shall contain, as a minimum the following information:
- (1) the aircraft registration, type and serial number;
  - (2) the aircraft owner's or registered lessee's name or company details including the address;
  - (3) details of the contracted CAMO or CAO, including the address;
  - (4) the type of operation.

- (d) It shall state the following:

'The owner entrusts the CAMO or CAO with the management of the continuing airworthiness of the aircraft, the development and approval of a maintenance programme, and the organisation of the maintenance of the aircraft according to said maintenance programme.

According to the present contract, both signatories undertake to follow the respective obligations of this contract.

The owner declares, to the best of its knowledge, that all the information given to the CAMO or CAO concerning the continuing airworthiness of the aircraft is and will be accurate, and that the aircraft will not be altered without prior approval of the CAMO or CAO.

In case of any non-conformity with this contract, by either of the signatories, the contract will become null. In such a case, the owner will retain full responsibility for every task linked to the continuing airworthiness of the aircraft, and the owner will inform the competent authority(ies) of the Member State of registry within 2 weeks about the termination of the contract.'

- (e) When an owner contracts a CAMO or CAO in accordance with point [ML.A.201](#), the obligations of each party shall be assigned as follows:
- (1) **Obligations of CAMO or CAO:**
    - (i) have the aircraft type included in its terms of approval;
    - (ii) respect all the conditions listed below with regard to maintaining the continuing airworthiness of the aircraft:
      - (A) develop and approve the AMP for the aircraft;
      - (B) once it has been approved, provide the owner with a copy of the AMP, as well as a copy of the justifications for any deviations from the DAH's recommendations;
      - (C) organise a bridging inspection using the aircraft's prior AMP;

- (D) organise that all maintenance is carried out by an approved maintenance organisation or, if permitted, by independent certifying staff;
  - (E) organise that all applicable ADs are applied;
  - (F) organise that all defects discovered during maintenance, airworthiness reviews or reported by the owner are corrected by an approved maintenance organisation or, if permitted, by independent certifying staff;
  - (G) coordinate scheduled maintenance, the application of ADs, the replacement of service-life-limited parts, and component inspection requirements;
  - (H) inform the owner each time the aircraft must be brought to an approved maintenance organisation or, if permitted, to independent certifying staff;
  - (I) manage and archive all technical records;
  - (iii) organise the approval of any modification to the aircraft in accordance with Annex I to Regulation (EU) No 748/2012 (Part-21) before this modification is embodied;
  - (iv) organise the approval of any repair to the aircraft in accordance with Annex I to Regulation (EU) No 748/2012 (Part-21) before this repair is carried out;
  - (v) inform the competent authority of the Member State of registry whenever the aircraft is not presented by the owner for maintenance as requested by the contracted CAMO or CAO;
  - (vi) inform the competent authority of the Member State of registry whenever the present contract has not been respected;
  - (vii) ensure that the airworthiness review of the aircraft is carried out, when necessary, and ensure that the ARC is issued;
  - (viii) send within 10 days a copy of any ARC issued or extended to the competent authority of the Member State of registry;
  - (ix) carry out all occurrence reporting mandated by applicable regulations;
  - (x) inform the competent authority of the Member State of registry whenever the present contract is denounced by either party.
- (2) **Obligations of the owner:**
- (i) have a general understanding of the AMP;
  - (ii) have a general understanding of this Annex;
  - (iii) present the aircraft for maintenance as directed by the contracted CAMO or CAO;
  - (iv) not modify the aircraft without first consulting the contracted CAMO or CAO;
  - (v) inform the contracted CAMO or CAO of all maintenance exceptionally carried out without the knowledge and control of the contracted CAMO or CAO;
  - (vi) report to the contracted CAMO or CAO through the logbook all defects found during operations;
  - (vii) inform the competent authority of the Member State of registry whenever the present contract is denounced by either party;
  - (viii) inform the competent authority of the Member State of registry and the contracted CAMO or CAO whenever the aircraft is sold;

- (ix) carry out all occurrence reporting mandated by applicable regulations;
- (x) inform on a regular basis the contracted CAMO or CAO about the aircraft flying-hours and any other utilisation data, as agreed with the contracted CAMO or CAO;
- (xi) enter the CRS in the logbooks, as mentioned in point [ML.A.803\(c\)](#), when performing pilot-owner maintenance;
- (xii) inform the contracted CAMO or CAO no later than 30 days after completion of any Pilot-owner maintenance task.

## Appendix II — Limited Pilot-owner maintenance

Regulation (EU) 2019/1383

In addition to the requirements laid down in this Annex, the pilot-owner shall comply with the following basic principles before it carries out any maintenance task:

(a) **Competence and responsibility**

- (1) The pilot-owner shall always be responsible for any maintenance he performs.
- (2) The pilot-owner shall hold satisfactory level of competence to perform the task. It is the responsibility of a pilot-owner to familiarise himself with the standard maintenance practices for his aircraft and with the AMP.

(b) **Tasks**

The Pilot-owner may carry out simple visual inspections or operations to check the airframe, engines, systems and components for general condition, obvious damage and normal operation.

A maintenance task shall not be released by the pilot-owner if any of the following conditions occurs:

- (1) it is a critical maintenance task;
- (2) it requires the removal of major components or a major assembly;
- (3) it is carried out in compliance with an AD or an airworthiness limitation item (ALI) unless specifically allowed in the AD or the ALI;
- (4) it requires the use of special tools or calibrated tools (except for torque wrench and crimping tool);
- (5) it requires the use of test equipment or special testing (e.g. non-destructive testing (NDT), system tests or operational checks for avionics equipment);
- (6) it is composed of any unscheduled special inspections (e.g. heavy-landing check);
- (7) it affects systems essential for the instrumental flight rules (IFR) operations;
- (8) it is a complex maintenance task in accordance with Appendix III, or it is a component maintenance task in accordance with point (a) or (b) of point [ML.A.502](#);
- (9) it is part of the 100-h/annual check (for those cases the maintenance task is combined with the airworthiness review performed by maintenance organisations or independent certifying staff).

The criteria referred to in points (1) to (9) cannot be overridden by less restrictive instructions issued in accordance with the AMP referred to in point [ML.A.302](#).

Any task described in the aircraft flight manual (or other operational manuals), for example preparing the aircraft for flight (assembling the sailplane wings, or performing a preflight inspection, or assembling a basket, burner, fuel cylinders and an envelope combination for a balloon, etc.), is not considered a maintenance task and, therefore, does not require a CRS. Nevertheless, the person assembling those parts is responsible for ensuring that those parts are eligible for installation and in a serviceable condition.

(c) **Performance and records of the pilot-owner maintenance tasks**

The maintenance data, as specified in point [ML.A.401](#), must always be available during the conduct of pilot-owner maintenance and must be complied with. Details of the data referred to



in the conduct of pilot-owner maintenance must be included in the CRS in accordance with point (d) of point [ML.A.803](#).

The pilot-owner must inform the contracted CAMO or CAO (if such contract exists) about the completion of the pilot-owner maintenance tasks no later than 30 days after completion of these tasks in accordance with point (a) of point [ML.A.305](#).

## AMC1 to Appendix II to Part-ML — Limited pilot-owner maintenance

ED Decision 2020/002/R

- (a) The lists below specifies items that may be expected to be completed by an owner who holds a current and valid pilot licence for the aircraft type involved and who meets the competence and responsibility requirements of Appendix II to Part-ML.
- (b) The list of tasks may not address in a detailed manner the specific needs of the various aircraft categories. In addition, the development of technology and the nature of the operations undertaken by these categories of aircraft may not always be adequately considered.
- (c) Any other task meeting the requirements of Appendix II to Part-ML may also be performed by the pilot-owner.
- (d) Therefore, the following lists are considered to meet the representative scope of limited pilot-owner maintenance referred to in ML.A.803 and Appendix II to Part-ML:
  - (1) Part A applies to aeroplanes;
  - (2) Part B applies to rotorcraft;
  - (3) Part C applies to sailplanes and powered sailplanes; and
  - (4) Part D applies to balloons and airships.
- (e) Inspection tasks/checks of any periodicity included in an approved maintenance programme can be carried out provided that the specified tasks are compliant with the basic principles of Appendix II to Part-ML.

The content of periodic inspections/checks as well as their periodicity is not regulated or standardised in an aviation specification. It is the decision of the DAH to recommend a schedule for each specific type of inspection/check.

For an inspection/check with the same periodicity for different aircraft, the content may differ and in some cases, may be critically safety-related and need the use of special tools or knowledge and thus, not qualify for pilot-owner maintenance. Therefore, the maintenance carried out by the pilot-owner should not be generalised to specific inspections such as of a 50-h, 100-h or 6-month periodicity.

The inspections to be carried out are limited to those areas and tasks listed in this AMC to Appendix II; this allows flexibility in the development of the maintenance programme and does not limit the inspection to certain specific periodic inspections. A 50-h/6-month periodic inspection for a fixed-wing aeroplane as well as the 1-year inspection for a glider may normally be eligible for pilot-owner maintenance.

### TABLES

Note: Tasks in Part A or Part B marked with ‘\*\*’ exclude IFR operations following pilot-owner maintenance. For these aircraft to operate under IFR, these tasks should be released by an appropriate certifying staff.

**Part A — PILOT-OWNER MAINTENANCE TASKS FOR POWERED AIRCRAFT (AEROPLANES)**

ATA	Area	Task	Aeroplanes
09	Towing	Tow release unit and tow cable retraction mechanism — cleaning, lubrication and tow cable replacement (including weak links)	Yes
		Mirror — installation and replacement of mirrors	Yes
11	Placards	Placards, markings — installation and renewal of placards and markings required by the AFM and the AMM	Yes
12	Servicing	Those items not requiring a disassembly of other than non-structural items, such as cover plates, cowlings and fairings — lubrication	Yes
20	Standard practices	Safety wiring — replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems	Yes
		Simple non-structural standard fasteners — replacement and adjustment, excluding the replacement of receptacles and anchor nuts requiring riveting	Yes
21	Air conditioning	Replacement of flexible hoses and ducts	Yes
23	Communication	Communication devices — remove and replace self-contained, instrument-panel-mounted communication devices with quick-disconnect connectors, excluding IFR operations	Yes**
24	Electrical power	Batteries — replacement and servicing	Yes
		Wiring — repairing broken circuits in non-critical equipment, excluding ignition system, primary generating system and required communication, as well as navigation system and primary flight instruments	Yes
		Bonding — replacement of broken bonding cable	Yes
		Fuses — replacement using the correct rating	Yes
25	Equipment	Safety belts — replacement of safety belts and harnesses excluding belts fitted with airbag systems	Yes
		Seats — replacement of seats or seat parts not involving disassembly of any primary structure or control system	Yes
		Non-essential instruments and/or equipment — replacement of self-contained, instrument-panel-mounted equipment with quick-disconnect connectors	Yes
		Oxygen system — replacement of portable oxygen bottles and systems in approved mountings, excluding permanently installed bottles and systems	Yes
		Emergency locator transmitter (ELT) — removal/reinstallation	Yes
27	Flight controls	Removal or reinstallation of co-pilot control column and rudder pedals where design provides for quick disconnect	Yes
28	Fuel system	Fuel filter elements — cleaning and/or replacement	Yes
30	Ice and rain protection	Windscreen wiper — replacement of wiper blade	Yes
31	Instruments	Instrument panel — removal and reinstallation provided that this is a design feature with quick-disconnect connectors, excluding IFR operations	Yes**
		Pitot-static system — simple sense and leak check, excluding IFR operations	Yes**

ATA	Area	Task	Aeroplanes
		Drainage — drainage of water drainage traps or filters within the pitot-static system, excluding IFR operations	Yes**
		Instruments — checking of markings for legibility and that those readings are consistent with ambient conditions	Yes
32	Landing gear	Wheels — removal, replacement and servicing, including replacement of wheel bearings and lubrication	Yes
		Servicing — replenishment of hydraulic fluid	Yes
		Shock absorber — replacement of elastic cords or rubber dampers	Yes
		Shock struts — replenishment of oil or air	Yes
		Skis — changing between wheel and ski landing gear	Yes
		Landing skids — replacement of landing skids and skid shoes	Yes
		Wheel fairings (spats) — removal and reinstallation	Yes
		Mechanical brakes — adjustment of simple cable-operated systems	Yes
		Brake — replacement of worn brake pads	Yes
33	Lights	Lights — replacement of internal and external bulbs, filaments, reflectors and lenses	Yes
34	Navigation	Software — updating self-contained, instrument-panel-mounted software, excluding automated flight control systems and transponders	Yes
		Navigation devices — removal and replacement of self-contained, instrument-panel-mounted navigation devices with quick-disconnect connectors, excluding automated flight control systems, transponders, primary flight control system and IFR operations	Yes**
		Self-contained data logger — installation, data restoration	Yes
51	Structure	Fabric patches — simple patches extending over no more than one rib, and not requiring rib stitching or removal of structural parts or control surfaces	Yes
		Protective coating — application of preservative material or coatings where no disassembly of any primary structure or operating system is involved	Yes
		Surface finish — minor restoration (where no disassembly of any primary structure or operating system is involved), including application of signal coatings or thin foils as well as registration markings	Yes
		Fairings — simple repairs to non-structural fairings and cover plates that do not change the contour	Yes
52	Doors and hatches	Doors — removal and reinstallation	Yes
53	Fuselage	Upholstery, furnishing — minor repairs that do not require disassembly of primary structure or operating systems, or interfere with control systems	Yes
56	Windows	Side windows — replacement if no riveting, bonding or any special process is required	Yes
61	Propeller	Spinner — removal and reinstallation	Yes
71	Power plant installation	Cowling — removal and reinstallation not requiring removal of propeller or disconnection of flight controls	Yes

ATA	Area	Task	Aeroplanes
		Induction system — inspection and replacement of induction air filter	Yes
72	Engine	Chip detectors — removal, checking and reinstallation provided that the chip detector is of a non-electrically-indicated self-sealing type	Yes
73	Engine fuel	Strainer or filter elements — cleaning and/or replacement	Yes
		Fuel — mixing of required oil into fuel	Yes
74	Ignition	Spark plugs — removal, cleaning, adjustment and reinstallation	Yes
75	Cooling	Coolant — replenishment of coolant fluid	Yes
77	Engine-indicating system	Engine-indicating system — removal and replacement of self-contained, instrument-panel-mounted indicators that have quick-release connectors and do not employ direct reading connections	Yes
79	Oil system	Strainer or filter elements — cleaning and/or replacement	Yes
		Oil — changing or replenishment of engine oil and gearbox fluid	Yes

**Part B — PILOT-OWNER MAINTENANCE TASKS FOR ROTORCRAFT**

ATA	Area	Task	Rotorcraft
11	Placards	Placards, markings — installation and renewal of placards and markings required by the AFM and the AMM	Yes
12	Servicing	Fuel, oil, hydraulic, de-iced and windshield liquid replenishment	Yes
		Those items not requiring a disassembly of other than non-structural items, such as cover plates, cowlings and fairings — lubrication	Yes
20	Standard practices	Safety wiring — replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems	Yes
		Simple non-structural standard fasteners — replacement and adjustment, excluding latches as well as the replacement of receptacles and anchor nuts requiring riveting	Yes
21	Air conditioning	Replacement of flexible hoses and ducts	Yes
23	Communication	Communication devices — removal and replacement of self-contained, instrument-panel-mounted communication devices with quick-disconnect connectors, excluding IFR operations	Yes**
24	Electrical power	Batteries — replacement and servicing, excluding servicing of Ni-Cd batteries and IFR operations	Yes**
		Wiring — repairing broken circuits in non-critical equipment, excluding ignition system, primary generating system and required communication, navigation system and primary flight instruments	Yes
		Bonding — replacement of broken bonding cable, excluding bonding of rotating parts and flying controls	Yes
		Fuses — replacement using the correct rating	Yes
25	Equipment	Safety belts — replacement of safety belts and harnesses, excluding belts fitted with airbag systems	Yes
		Seats — replacement of seats or seat parts not involving disassembly of any primary structure or control system, excluding flight crew seats	Yes
		Removal/installation of emergency flotation gears with quick-disconnect connectors	Yes
		Non-essential instruments and/or equipment — replacement of self-contained, instrument-panel-mounted equipment with quick-disconnect connectors	Yes
		ELT — removal/reinstallation	Yes
30	Protection from ice and rain	Windshield wiper replacement	Yes
31	Instruments	Instrument panel — removal and reinstallation provided that it is a design feature with quick-disconnect connectors, excluding IFR operations	Yes**
		Pitot-static system — simple sense and leak check, excluding IFR operations	Yes**
		Drainage — drainage of water drainage traps or filters within the pitot-static system, excluding IFR operations	Yes**
		Instruments — checking of markings for legibility and that those readings are consistent with ambient conditions	Yes

ATA	Area	Task	Rotorcraft
32	Landing gear	Wheels — removal, replacement and servicing, including replacement of wheel bearings and lubrication	Yes
		Replacement of skid wear shoes	Yes
		Fitting and removal of snow landing pads	Yes
		Servicing — replenishment of hydraulic fluid	Yes
		Brake — replacement of worn brake pads	Yes
33	Lights	Lights — replacement of internal and external bulbs, filaments, reflectors and lenses	Yes
34	Navigation	Software — updating of self-contained, instrument-panel-mounted software, excluding automated flight control systems and transponders	Yes
		Navigation devices — removal and replacement of self-contained, instrument-panel-mounted navigation devices with quick-disconnect connectors, excluding automated flight control systems, transponders, primary flight control system and IFR operations	Yes**
		Self-contained data logger — installation, data restoration	Yes
51	Structure	Protective coating — application of preservative material or coatings where no disassembly of any primary structure or operating system is involved	Yes
		Surface finish — minor restoration (where no disassembly of any primary structure or operating system is involved, excluding intervention on main and tail rotors), including application of signal coatings or thin foils as well as registration markings	Yes
		Fairings — simple repairs to non-structural fairings and cover plates that do not change the contour	Yes
52	Doors	Doors — removal and reinstallation	Yes
53	Fuselage	Upholstery, furnishing — minor repairs that do not require disassembly of primary structure or operating systems, or interfere with control systems	Yes
56	Windows	Side windows — replacement if no riveting, bonding or any special process is required	Yes
62	Main rotor	Removal/installation of main-rotor blades (designed for removal where special tools are not required, excluding tail-rotor blades), limited to reinstallation of the same blades previously removed in the original position	Yes
63 65	Transmission	Chip detectors — removal, checking and replacement provided that the chip detector is of a non-electrically-indicated self-sealing type	Yes
67	Flight control	Removal or reinstallation of co-pilot cyclic and collective controls and yaw pedals where design provides for quick disconnect	Yes
71	Power plant installation	Cowlings — removal and refitment	Yes
72	Engine	Chip detectors — removal, checking and reinstallation provided that the chip detector is of a non-electrically-indicated self-sealing type	Yes
79	Oil system	Filter elements — replacement, provided that the element is of the 'spin on/off' type	Yes
		Oil — changing or replenishment of engine oil	Yes

**Part C — PILOT-OWNER MAINTENANCE TASKS FOR SAILPLANES AND POWERED SAILPLANES**

Abbreviations/acronyms applicable to this Part:

- n/a not applicable for this category;
- SP sailplane;
- SSPS self-sustained powered sailplane; and
- SLPS/TMG self-launching powered sailplane/touring motor glider.

ATA	Area	Task	SP	SSPS	SLPS/TMG
08	Weighing	Recalculation, small changes of the trim plan without needing a reweighing	Yes	Yes	Yes
09	Towing	Tow release unit and tow cable retraction mechanism — cleaning, lubrication and tow cable replacement (including weak links)	Yes	Yes	Yes
		Mirror — installation and replacement of mirrors	Yes	Yes	Yes
11	Placards	Placards, markings — installation and renewal of placards and markings required by the AFM and the AMM	Yes	Yes	Yes
12	Servicing	Those items not requiring a disassembly of other than non-structural items, such as cover plates, cowlings and fairings — lubrication	Yes	Yes	Yes
20	Standard practices	Safety wiring — replacement of defective safety wiring or cotter keys, excluding those in engine controls, transmission controls and flight control systems	Yes	Yes	Yes
		Simple non-structural standard fasteners — replacement and adjustment, excluding the replacement of receptacles and anchor nuts requiring riveting	Yes	Yes	Yes
		Free play — measurement of the free play in the control system and the wing-to-fuselage attachment, including minor adjustments by simple means provided by the manufacturer	Yes	Yes	Yes
21	Air conditioning	Replacement of flexible hoses and ducts	Yes	Yes	Yes
23	Communication	Communication devices — removal and replacement of self-contained, instrument-panel-mounted communication devices with quick-disconnect connectors	Yes	Yes	Yes
24	Electrical power	Batteries and solar panels — replacement and servicing	Yes	Yes	Yes
		Wiring — installation of simple wiring connections to the existing wiring for additional non-required equipment, such as electric variometers, flight computers, but excluding required communication, navigation systems and engine wiring	Yes	Yes	Yes
		Wiring — repairing of broken circuits in landing light and any other wiring for non-required equipment, such as electrical variometers or flight computers, excluding ignition system, primary generating	Yes	Yes	Yes

ATA	Area	Task	SP	SSPS	SLPS/TMG
		system, required communication and navigation system, as well as primary flight instruments			
		Bonding — replacement of broken bonding cable	Yes	Yes	Yes
		Switches — this includes soldering and crimping of non-required equipment, such as electrical variometers or flight computers, but excluding ignition system, primary generating system, required communication and navigation system, as well as primary flight instruments	Yes	Yes	Yes
		Fuses — replacement using the correct rating	Yes	Yes	Yes
25	Equipment	Safety belts — replacement of safety belt and harnesses	Yes	Yes	Yes
		Seats — replacement of seats or seat parts not involving disassembly of any primary structure or control system	Yes	Yes	Yes
		Non-essential instruments and/or equipment — replacement of self-contained, instrument-panel-mounted equipment with quick-disconnect connectors	Yes	Yes	Yes
		Removal and installation of non-required instruments and/or equipment	Yes	Yes	Yes
		Wing wiper, cleaner — servicing, removal and reinstallation not involving disassembly or modification of any primary structure and/or control	Yes	Yes	Yes
		Static probes — removal or reinstallation of variometer static-and-total-energy compensation probes	Yes	Yes	Yes
		Oxygen system — replacement of portable oxygen bottles and systems in approved mountings, excluding permanently installed bottles and systems	Yes	Yes	Yes
		Air brake chute — installation and servicing	Yes	Yes	Yes
		ELT — removal/reinstallation	Yes	Yes	Yes
26	Fire protection	Fire warning — replacement of sensors and indicators	n/a	Yes	Yes
27	Flight control	Gap seals — installation and servicing if no complete flight control removal is required	Yes	Yes	Yes
		Control system — measurement of the control system travel without removing the control surfaces	Yes	Yes	Yes
		Control cables — simple optical inspection for condition	Yes	Yes	Yes
		Gas dampener — replacement of gas dampener in the control or air brake system	Yes	Yes	Yes
		Co-pilot stick and pedals — removal or reinstallation where design provides for quick disconnect	Yes	Yes	Yes
28	Fuel system	Fuel lines — replacement of prefabricated fuel lines fitted with self-sealing couplings	n/a	Yes	No
		Fuel filter — cleaning and/or replacement	n/a	Yes	Yes
31	Instruments	Instrument panel — removal and reinstallation provided that it is equipped with quick disconnect, excluding IFR operations	Yes	Yes	Yes



ATA	Area	Task	SP	SSPS	SLPS/TMG
		Pitot-static system — simple sense and leak check	Yes	Yes	Yes
		Instrument panel vibration damper/shock absorbers — replacement	Yes	Yes	Yes
		Drainage — drainage of water drainage traps or filters within the pitot-static system	Yes	Yes	Yes
		Flexible tubes — replacement of damaged tubes	Yes	Yes	Yes
32	Landing gear	Wheels — removal, replacement and servicing, including replacement of wheel bearings and lubrication	Yes	Yes	Yes
		Servicing — replenishment of hydraulic fluid	Yes	Yes	Yes
		Shock absorber — replacement or servicing of elastic cords or rubber dampers	Yes	Yes	Yes
		Shock struts — replenishment of oil or air	Yes	Yes	Yes
		Landing-gear doors — removal or reinstallation and repair including operating straps	Yes	Yes	Yes
		Skis — changing between wheel and ski landing gear	Yes	Yes	Yes
		Skids — removal or reinstallation and servicing of main, wing and tail skids	Yes	Yes	Yes
		Wheel fairings (spats) — removal and reinstallation	Yes	Yes	Yes
		Mechanical brakes — adjustment of simple cable-operated systems	Yes	Yes	Yes
		Brake — replacement of worn brake pads	Yes	Yes	Yes
		Springs — replacement of worn or aged springs	Yes	Yes	Yes
		Gear warning — removal or reinstallation of simple gear-warning systems	Yes	Yes	Yes
33	Lights	Lights — replacement of internal and external bulbs, filaments, reflectors and lenses	n/a	n/a	Yes
34	Navigation	Software — updating of self-contained, instrument-panel-mounted software, excluding automated flight control systems and transponders, and including update of non-required instruments/equipment	Yes	Yes	Yes
		Navigation devices — removal and replacement of self-contained, instrument-panel-mounted navigation devices with quick-disconnect connectors, excluding automated flight control systems, transponders, primary flight control system	Yes	Yes	Yes
		Self-contained data logger — installation, data restoration	Yes	Yes	Yes
51	Structure	Fabric patches — simple patches extending over no more than one rib, and not requiring rib stitching or removal of structural parts or control surfaces	Yes	Yes	Yes
		Protective coating — application of preservative material or coatings where no disassembly of any primary structure or operating system is involved	Yes	Yes	Yes
		Surface finish — minor restoration of paint or coating (where the underlying primary structure is not affected), including application of signal coatings or thin foils as well as registration markings	Yes	Yes	Yes

ATA	Area	Task	SP	SSPS	SLPS/TMG
		Fairings — simple repairs to non-structural fairings and cover plates that do not change the contour	Yes	Yes	Yes
52	Doors	Doors — removal and reinstallation	Yes	Yes	Yes
53	Fuselage	Upholstery, furnishing — minor repairs which do not require disassembly of primary structure or operating systems, or interfere with control systems	Yes	Yes	Yes
56	Windows	Side windows — replacement if no riveting, bonding or any special process is required	Yes	Yes	Yes
		Canopies — removal and refitment	Yes	Yes	Yes
		Gas dampener — replacement of canopy gas dampener	Yes	Yes	Yes
57	Wings	Wing skids — removal or reinstallation and service of lower wing skids or wing roller including spring assembly	Yes	Yes	Yes
		Water ballast — removal or reinstallation of flexible tanks	Yes	Yes	Yes
		Turbulator and sealing tapes — removal or reinstallation of approved sealing tapes and turbulator tapes	Yes	Yes	Yes
61	Propeller	Spinner — removal and reinstallation	n/a	Yes	Yes
71	Power plant installation	Removal or installation of power plant unit including engine and propeller	n/a	Yes	No
		Cowling — removal and reinstallation not requiring removal of propeller or disconnection of flight controls	n/a	Yes	Yes
		Induction system — inspection and replacement of induction air filter	n/a	Yes	Yes
72	Engine	Chip detectors — removal, checking and reinstallation provided that the chip detector is of a non-electrically indicated self-sealing type	n/a	Yes	Yes
73	Engine fuel	Strainer or filter elements — cleaning and/or replacement	n/a	Yes	Yes
		Fuel — mixing of required oil into fuel	n/a	Yes	Yes
74	Ignition	Spark plugs — removal, cleaning, adjustment and reinstallation	n/a	Yes	Yes
75	Cooling	Coolant — replenishment of coolant fluid	n/a	Yes	Yes
76	Engine controls	Controls — minor adjustments of non-flight or propulsion controls whose operation is not critical for any flight phase	n/a	Yes	No
77	Engine-indicating system	Engine-indicating system — removal and replacement of self-contained instrument-panel-mounted indicators that have quick-release connectors and do not employ direct reading connections	n/a	Yes	Yes
79	Oil system	Strainer or filter elements — cleaning and/or replacement	n/a	Yes	Yes
		Oil — changing or replenishment of engine oil and gearbox fluid	n/a	Yes	Yes

**Part D — PILOT-OWNER MAINTENANCE TASKS FOR BALLOONS/AIRSHIPS**

Area and task	Hot-air airship	Hot-air balloon	Gas balloon
<b>(A) ENVELOPE</b>			
(1) Fabric repairs — excluding complete panels (as defined in, and in accordance with, the TC holder's instructions) not requiring load tape repair or replacement	Yes	Yes	NO
(2) Nose line — replacement	Yes	n/a	n/a
(3) Banners — fitment, replacement or repair (without sewing)	Yes	Yes	Yes
(4) Melting link (temperature flag) — replacement	Yes	Yes	n/a
(5) Temperature transmitter and temperature indication cables — removal or reinstallation	Yes	Yes	n/a
(6) Crown line — replacement (where permanently attached to the crown ring)	No	Yes	n/a
(7) Scoop or skirt — replacement or repair (including fasteners)	Yes	Yes	n/a
<b>(B) BURNER</b>			
(8) Burner — cleaning and lubrication	Yes	Yes	n/a
(9) Piezo igniters — adjustment	Yes	Yes	n/a
(10) Burner jets — cleaning and replacement	Yes	Yes	n/a
(11) Burner frame corner buffers — replacement or reinstallation	Yes	Yes	n/a
(12) Burner valves — adjustment of closing valve not requiring special tools or test equipment	Yes	Yes	n/a
(13) Burner hoses — replacement of O-rings in the inlet connection	Yes	Yes	n/a
<b>(C) BASKET AND GONDOLA</b>			
(14) Basket/gondola frame trim — repair or replacement	Yes	Yes	Yes
(15) Basket/gondola runners (including wheels) — repair or replacement	Yes	Yes	Yes
(16) External rope handles — repair	Yes	Yes	Yes
(17) Seat covers, upholsteries and safety belts — replacement	Yes	Yes	Yes
<b>(D) FUEL CYLINDER</b>			
(18) Liquid valve — replacement of O-rings in the outlet	Yes	Yes	No
<b>(E) INSTRUMENTS AND EQUIPMENT</b>			
(19) Batteries — replacement of batteries for self-contained instruments and communication equipment	Yes	Yes	Yes
(20) Communication, navigation devices, instruments and/or equipment — removal and replacement of self-contained, instrument-panel-mounted communication devices with quick-disconnect connectors	Yes	Yes	Yes
<b>(F) ENGINES</b>			
(21) Cleaning and lubrication not requiring disassembly of other than non-structural items, such as cover plates, cowlings and fairings	Yes	n/a	n/a
(21) Cowling removal and refitment not requiring removal of the propeller	Yes	n/a	n/a
(22) Fuel and oil strainers and/or filter elements — removal, cleaning and/or replacement	Yes	n/a	n/a
(23) Batteries — replacement and servicing (excluding servicing of Ni-Cd batteries)	Yes	n/a	n/a
(24) Propeller spinner — removal and installation for inspection	Yes	n/a	n/a

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(25) Power plant — removal or installation of power plant unit including engine and propeller	Yes	n/a	n/a
(26) Engine chip detectors — removal, checking and replacement	Yes	n/a	n/a
(27) Ignition spark plug — removal or installation and adjustment including gap clearance	Yes	n/a	n/a
(28) Coolant fluid — replenishment	Yes	n/a	n/a
(29) Engine controls — minor adjustments of non-flight or propulsion controls whose operation is not critical for any flight phase	Yes	n/a	n/a
(30) Engine instruments — removal and replacement	Yes	n/a	n/a
(31) Lubrication oil — changing or replenishment of engine oil and gearbox fluid	Yes	n/a	n/a
(32) Fuel lines — replacement of prefabricated hoses with self-sealing couplings	Yes	n/a	n/a
(33) Air filters (if installed) — removal, cleaning and replacement	Yes	n/a	n/a

## Appendix III — Complex maintenance tasks not to be released by the Pilot-owner

Regulation (EU) 2020/270

All of the following constitutes the complex maintenance tasks which, according to Appendix II, shall not be carried out by the pilot-owner. Those tasks shall be released either by an approved maintenance organisation or by independent certifying staff:

- (a) the modification, repair or replacement by riveting, bonding, laminating, or welding of any of the following airframe parts:
  - (1) a box beam;
  - (2) a wing stringer or chord member;
  - (3) a spar;
  - (4) a spar flange;
  - (5) a member of a truss type beam;
  - (6) the web of a beam;
  - (7) a keel or chine member of a flying boat hull or a float;
  - (8) a corrugated sheet compression member in a wing or tail surface;
  - (9) a wing main rib;
  - (10) a wing or tail surface brace strut;
  - (11) an engine mount;
  - (12) a fuselage longeron or frame;
  - (13) a member of a side truss, horizontal truss or bulkhead;
  - (14) a seat support brace or bracket;
  - (15) a seat rail replacement;
  - (16) a landing-gear strut or brace strut;
  - (17) an axle;
  - (18) a wheel; and
  - (19) a ski or ski pedestal, excluding the replacement of a low-friction coating;
- (b) the modification or repair of any of the following parts:
  - (1) aircraft skin or the skin of an aircraft float if the work requires the use of a support, jig or fixture;
  - (2) aircraft skin that is subject to pressurisation loads if the damage to the skin measures more than 15 cm (6 in.) in any direction;
  - (3) a load-bearing part of a control system, including a control column, pedal, shaft, quadrant, bell crank, torque tube, control horn and forged or cast bracket, but excluding:
    - (i) the swaging of a repair splice or cable fitting; and
    - (ii) the replacement of a push-pull tube end fitting that is attached by riveting;

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- (4) any other structure not listed in point (a) that a manufacturer has identified as primary structure in their maintenance manual, structural repair manual or instructions for continuing airworthiness;
  - (c) the performance of all of the following maintenance on a piston engine:
    - (1) dismantling and subsequent reassembling of a piston engine other than:
      - (i) to obtain access to the piston/cylinder assemblies; or
      - (ii) to remove the rear accessory cover to inspect and/or replace oil pump assemblies, where such work does not involve the removal and refitment of internal gears;
    - (2) dismantling and subsequent reassembling of reduction gears;
    - (3) welding and brazing of joints, other-than-minor weld repairs to exhaust units carried out by a suitably approved or authorised welder but excluding component replacement;
    - (4) the disturbing of individual parts of units which are supplied as bench-tested units except for the replacement or adjustment of items normally replaceable or adjustable in service;
  - (d) the balancing of a propeller, except:
    - (1) for the certification of static balancing where required by the maintenance manual; and
    - (2) dynamic balancing on installed propellers using electronic balancing equipment where permitted by the maintenance manual or other approved airworthiness data;
  - (e) any additional task that requires:
    - (1) specialised tooling, equipment or facilities; or
    - (2) significant coordination procedures because of the extensive duration of the tasks and the involvement of several persons.

**Appendix IV — Airworthiness review certificate (EASA Form 15c)***Regulation (EU) 2021/700*

*NOTE: persons and organisations performing the airworthiness review in combination with the 100-h/annual inspection may use the reverse side of this form in order to issue the CRS referred to in point ML.A.801 corresponding to the 100-h/annual inspection.*

**AIRWORTHINESS REVIEW CERTIFICATE (ARC) (for aircraft complying with Part-ML)**

ARC reference: .....

Pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council:

[NAME OF THE COMPETENT AUTHORITY]

hereby certifies that:

 ... it has performed an airworthiness review in accordance with Regulation (EU) No 1321/2014 on the following aircraft:

[or]

 ... the following new aircraft:

Aircraft manufacturer: .....Manufacturer's designation: .....

Aircraft registration: .....Aircraft serial number: .....

(and) is considered airworthy at the time of the review.

Date of issue: ..... Date of expiry: .....

Airframe flight hours (FH) at date of review (\*): .....

Signed: ..... Authorisation No (if applicable): .....

[OR]

[NAME OF APPROVED ORGANISATION, ADDRESS and APPROVAL REFERENCE] (\*\*)

[or]

[FULL NAME OF THE CERTIFYING STAFF AND PART-66 LICENCE NUMBER (OR NATIONAL EQUIVALENT)] (\*\*)

hereby certifies that it has performed an airworthiness review in accordance with Regulation (EU) No 1321/2014 on the following aircraft:

Aircraft manufacturer: .....Manufacturer's designation: .....

Aircraft registration: .....Aircraft serial number: .....

(and) is considered airworthy at the time of the review.

Date of issue: ..... Date of expiry: .....

Airframe flight hours (FH) at date of review (\*): .....

Signed: ..... Authorisation No (if applicable): .....

=====

1st Extension: The aircraft complies with the conditions of point [ML.A.901\(c\)](#) of Annex Vb (Part-ML)  
Date of issue: ..... Date of expiry: .....  
Airframe flight Hours (FH) at date of issue (\*): .....  
Signed: ..... Authorisation No: .....  
Company name: ..... Approval reference: .....

=====

2nd Extension: The aircraft complies with the conditions of point [ML.A.901\(c\)](#) of Annex Vb (Part-ML)  
Date of issue: ..... Date of expiry: .....  
Airframe flight hours (FH) at date of issue (\*): .....  
Signed: ..... Authorisation No: .....  
Company name: ..... Approval reference: .....

(\*) except for balloons and airships

(\*\*) The issuer of the Form can tailor it to his need by deleting the name, the certifying statement, the reference to the subject aircraft and the issuance details that are not relevant for his use.

**EASA Form 15c, Issue 4**



## ANNEX Vc (PART-CAMO)

### GENERAL

#### GM1 to Annex Vc (Part-CAMO) Definitions

ED Decision 2022/011/R

For the purpose of the AMC & GM to Part-CAMO, the following definitions are used:

<b>Audit</b>	refers to a systematic, independent, and documented process for obtaining evidence, and evaluating it objectively to determine the extent to which requirements are complied with.  Note: Audits may include inspections.
<b>Alternative means of compliance (AltMoC)</b>	are those means that propose an alternative to an existing AMC or those that propose new means to establish compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts for which no associated AMC have been adopted by the Agency.
<b>Assessment</b>	in the context of management system performance monitoring, continuous improvement and oversight, refers to a planned and documented activity performed by competent personnel to evaluate and analyse the achieved level of performance and maturity in relation to the organisation's policy and objectives.  Note: An assessment focuses on desirable outcomes and the overall performance, looking at the organisation as a whole. The main objective of the assessment is to identify the strengths and weaknesses to drive continual improvement.  Remark: For 'risk assessment', please refer to the definition below.
<b>Base maintenance</b>	Ref. <a href="#">AMC1 145.A.10</a>
<b>Competency</b>	is a combination of individual skills, practical and theoretical knowledge, attitudes, training, and experience.
<b>Correction</b>	is the action to eliminate a detected non-compliance.
<b>Corrective action</b>	is the action to eliminate or mitigate the root cause(s) and prevent the recurrence of an existing detected non-compliance, or other undesirable conditions or situations. Proper determination of the root cause(s) is crucial for defining effective corrective actions to prevent reoccurrence.
<b>Error</b>	is an action or inaction by a person that may lead to deviations from accepted procedures or regulations.  Note: Errors are often associated with occasions where a planned sequence of mental or physical activities either fails to achieve its intended outcome, or is not appropriate with regard to the intended outcome, and when results cannot be attributed purely to chance.
<b>Hazard</b>	is a condition or an object with the potential to cause or contribute to an aircraft incident or accident.
<b>Human factors</b>	is anything that affects human performance, which means principles that apply to aeronautical activities, and which seek safe interface between the human and other system components by proper consideration of human performance.
<b>Human performance</b>	refers to human capabilities and limitations which have an impact on the safety and efficiency of aeronautical activities.

<b>Inspection</b>	<p>in the context of compliance monitoring and oversight, refers to an independent documented conformity evaluation by observation and judgement accompanied, as appropriate, by measurement, testing or gauging, in order to verify compliance with applicable requirements.</p> <p>Note: Inspection may be part of an audit (e.g. product audit), but may also be conducted outside the normal audit plan; for example, to verify closure of a particular finding.</p>
<b>Just Culture</b>	Ref. Regulation (EU) No 376/2014, Article 2.
<b>Line maintenance</b>	Ref. <a href="#">AMC1 145.A.10</a>
<b>Near-miss</b>	<p>is an event in which an occurrence to be mandatorily reported according to Regulation (EU) No 376/2014 was narrowly averted or avoided.</p> <p>Example: A CAMO staff on rechecking his/her work at the end of a task realises that an AD, AWL, CMR task was not properly processed (for instance, in the AMP or continuing airworthiness record system) which would have led to a situation that the AD/AWL/CMR would not have been performed on time on the affected (fleet of) aircraft.</p>
<b>Organisational factor</b>	is a condition that affects the effectiveness of safety risk controls, related to the culture, policies, processes, resources, and workplace of an organisation.
<b>Oversight planning cycle</b>	refers to the time frame within which all areas of the approval and all processes should be reviewed by the competent authority by means of audits and inspections.
<b>Oversight programme</b>	refers to the detailed oversight schedule that defines the number of audits and inspections, the scope and duration of each audit and inspection, including details of product audits and locations, as appropriate, to be performed by the competent authority, and the tentative time frame for performing each audit and inspection.
<b>Post holder</b>	means the person nominated in accordance with point <a href="#">CAMO.A.305(b)(2)</a> .
<b>Preventive action</b>	is the action to eliminate the cause of a potential non-compliance, or other undesirable potential situation.
<b>Risk assessment</b>	is an evaluation based on engineering and operational judgement and/or analysis methods in order to establish whether the achieved or perceived risk is acceptable or tolerable.
<b>Safety Culture</b>	is an enduring set of values, norms, attitudes, and practices within an organisation concerned with minimising the exposure of the workforce and the general public to dangerous or hazardous conditions. In a positive safety culture, a shared concern for, commitment to, and accountability for safety is promoted.
<b>Safety risk</b>	refers to the predicted probability and severity of the consequences or outcomes of a hazard.
<b>Safety training</b>	<p>refers to dedicated training to support safety management policies and processes, including human factors training.</p> <p>Note: The main purpose of the safety training programme is to ensure that personnel at all levels of the organisation maintain their competency to fulfil their roles safely. Safety training should, in particular, consider the safety knowledge derived from hazard identification and risk management processes, and support the fostering of a positive safety culture.</p> <p>Note: Safety management training refers to specific training for the staff involved in safety management functions in accordance with point <a href="#">CAMO.A.305(a)(5)</a> or <a href="#">CAMO.A.200(a)(3)</a></p>

**Working days**

refer to days between and including Monday to Friday not including public holidays.

## SECTION A — ORGANISATION REQUIREMENTS

### CAMO.A.005 Scope

Regulation (EU) 2019/1383

This Section establishes the requirements to be met by an organisation to qualify for the issue or continuation of a certificate for the management of continuing airworthiness of an aircraft and of components for installation.

### CAMO.A.105 Competent authority

Regulation (EU) 2022/410

For the purpose of this Annex, the competent authority shall be:

- (a) for organisations having their principal place of business in a territory for which a Member State is responsible under the Chicago Convention, one of the following:
  - (i) the authority designated by that Member State where that organisation's principal place of business is located, if the approval is not included in an air operator certificate or if the CAMO is contracted in accordance with [M.A.201\(ea\)](#);
  - (ii) the authority designated by the Member State of the operator, if the approval is included in an air operator certificate;
  - (iii) the authority designated by a Member State other than (i) or (ii), if the responsibility has been reallocated to that Member State in accordance with Article 64 of Regulation (EU) 2018/1139;
  - (iv) the Agency if the responsibility has been reallocated to the Agency in accordance with Articles 64 or 65 of Regulation (EU) 2018/1139;
- (b) the Agency if the organisation's principal place of business is located outside a territory for which a Member State is responsible under the Chicago Convention.

### CAMO.A.115 Application for an organisation certificate

Regulation (EU) 2019/1383

- (a) The application for a certificate or an amendment to an existing certificate in accordance with this Annex shall be made in a form and manner established by the competent authority, taking into account the applicable requirements of [Annex I \(Part-M\)](#), [Annex Vb \(Part-ML\)](#) and this Annex.
- (b) Applicants for an initial certificate pursuant to this Annex shall provide the competent authority with:
  - (1) the results of a pre-audit performed by the organisation against the applicable requirements provided for in [Annex I \(Part-M\)](#), [Annex Vb \(Part-ML\)](#) and this Annex;
  - (2) documentation demonstrating how they will comply with the requirements established in this Regulation.

Such documentation shall include, as provided for in point [CAMO.A.130](#), a procedure describing how changes not requiring prior approval will be managed and notified to the competent authority.

## AMC1 CAMO.A.115 Application for an organisation certificate

ED Decision 2020/002/R

An application should be made on an EASA Form 2 ([Appendix I to AMC1 CAMO.A.115](#)) or an equivalent form that is acceptable to the competent authority.

EASA Form 2 is also valid for application for other types of organisations pursuant to Regulation (EU) No 1321/2014. Organisations that apply for several certificates may do so using a single EASA Form 2.

## AMC2 CAMO.A.115 Application for an organisation certificate

ED Decision 2020/002/R

### GENERAL

- (a) Draft documents should be submitted at the earliest opportunity so that assessment of the application can begin. The initial certification or approval of changes cannot take place until the competent authority has received the completed documents.
- (b) This information, including the results of the pre-audit specified in point [CAMO.A.115\(b\)\(1\)](#), will enable the competent authority to conduct its assessment in order to determine the volume of certification and oversight work that is necessary, and the locations where it will be carried out.
- (c) The intent of the internal pre-audit referred to in point [CAMO.A.115\(b\)\(1\)](#) is to ensure that the organisation has internally verified its compliance with the Regulation. This should allow the organisation to demonstrate to the competent authority the extent to which the applicable requirements are complied with, and to provide assurance that the organisation management system is established to a level that is sufficient to perform continuing airworthiness management activities.

## GM1 CAMO.A.115(b) Application for an organisation certificate

ED Decision 2020/002/R

### PROCEDURE FOR CHANGES NOT REQUIRING PRIOR APPROVAL

The procedure for changes not requiring prior approval should include, as mentioned in point [CAMO.A.300\(a\)\(11\)\(iv\)](#), both the scope of those changes and how they will be managed and notified. For applicants for an initial certificate, the scope may be limited by the competent authority for the first period of operation. An extension of such a limited scope may be considered later; see [GM1 CAMO.A.130](#).

## AMC1 CAMO.A.115(b)(2) Application for an organisation certificate

ED Decision 2022/017/R

### DOCUMENTATION FOR DEMONSTRATION OF COMPLIANCE

- (a) Documentation to be provided to the competent authority in the frame of an application for an initial Part-CAMO certificate should include, as a minimum, the continuing airworthiness management exposition (CAME), containing in particular:
  - for CAT, commercial specialised operations and commercial ATO/DTO operations, the description of the aircraft technical log system;
  - the technical content of the contract between the CAMO and the organisation subcontracted to carry out continuing airworthiness management tasks, when such arrangement exists.

- (b) Upon request by the competent authority, the CAMO should be able to demonstrate that arrangements are in place for all base and scheduled line maintenance for an appropriate period of time.
- (c) When point [M.A.201\(ea\)](#) is applied, the continuing airworthiness management contract with the operator(s) in accordance with [Appendix I to Annex I \(Part-M\)](#) to Regulation (EU) No 1321/2014 should be submitted together with the CAME.

## CAMO.A.120 Means of compliance

Regulation (EU) 2019/1383

- (a) Alternative means of compliance to the AMC adopted by the Agency may be used by an organisation to establish compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts.
- (b) When an organisation wishes to use an alternative means of compliance, it shall, prior to using it, provide the competent authority with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts.

The organisation may use these alternative means of compliance subject to prior approval by the competent authority, and upon receipt of the notification as provided for in point [CAMO.B.120](#).

## CAMO.A.125 Terms of approval and privileges of the organisation

Regulation (EU) 2022/410

- (a) The approval is indicated on the certificate, which is included in Appendix I, and is issued by the competent authority.
- (b) Notwithstanding point (a), for air carriers licensed in accordance with Regulation (EC) No 1008/2008, the approval shall be part of the air operator certificate issued by the competent authority for the aircraft operated except when, in accordance with point [M.A.201\(ea\)](#) of Annex I (Part-M), the CAMO is contracted by operators forming part of a single air carrier business grouping.
- (c) The scope of work shall be specified in the continuing airworthiness management exposition (CAME) in accordance with point [CAMO.A.300](#).
- (d) An organisation approved in accordance with this Annex may:
  - (1) manage the continuing airworthiness of aircraft, except those used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, as listed on the certificate;
  - (2) manage the continuing airworthiness of aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, when listed both on its certificate and on the air operator certificate or when [M.A.201\(ea\)](#) applies;
  - (3) arrange to carry out limited continuing airworthiness tasks with any subcontracted organisation, working under its management system, as listed on the certificate;
  - (4) extend an airworthiness review certificate under the conditions of point [M.A.901\(f\)](#) of Annex I (Part-M) or point [ML.A.901\(c\)](#) of Annex Vb (Part-ML), as applicable.

- (5) Approve the AMP, in accordance with point (b)(2) of point [ML.A.302](#), for aircraft managed in accordance with Annex Vb (Part-ML).
- (e) An organisation approved in accordance with this Annex and having its principal place of business in one of the Member States, may additionally be approved to carry out airworthiness reviews in accordance with point [M.A.901](#) of Annex I (Part-M) or point [ML.A.903](#) of Annex Vb (Part-ML) as applicable, and:
- (1) issue the related airworthiness review certificate and extend it in due time under the conditions of point [M.A.901\(c\)\(2\)](#) and point [M.A.901\(e\)\(2\)](#) of Annex I (Part-M) or point [ML.A.901\(c\)](#) of Annex Vb (Part-ML), as applicable;
  - (2) issue a recommendation for the airworthiness review to the competent authority of the Member State of registry, under the conditions of point (d) of point [M.A.901](#) or point (b) of point [M.A.904](#) of Annex I (Part-M).
- (f) An organisation holding the privileges referred to in point (e) may additionally be approved to issue a permit to fly in accordance with point (d) of point 21.A.711 of Annex I (Part-21) to Regulation (EU) No 748/2012 for the particular aircraft for which the organisation is approved to issue the airworthiness review certificate, when the organisation is attesting conformity with approved flight conditions, subject to an adequate procedure in the CAME referred to in point [CAMO.A.300](#).

### AMC1 CAMO.A.125(d)(3) Terms of approval and privileges

*ED Decision 2020/002/R*

#### **SUBCONTRACTING OF CONTINUING AIRWORTHINESS TASKS**

- (a) The CAMO may subcontract certain continuing airworthiness management tasks to qualified organisations. The subcontracted organisation performs the continuing airworthiness management tasks as an integral part of the CAMO's management system, irrespective of any other approval held by the subcontracted organisation (including CAMO or Part-145 approval).
- (b) The CAMO remains accountable for the satisfactory completion of the continuing airworthiness management tasks irrespective of any contract that may be established.
- (c) In order to fulfil this responsibility, the CAMO should be satisfied that the actions taken by the subcontracted organisation meet the standards required by Part-CAMO. Therefore, the CAMO management of such activities should be accomplished:
- (1) by active control through direct involvement; and/or
  - (2) by endorsing the recommendations made by the subcontracted organisation.
- (d) In order to retain ultimate responsibility, the CAMO should limit subcontracted tasks to the activities specified below:
- (1) airworthiness directive analysis and planning;
  - (2) service bulletin analysis;
  - (3) planning of maintenance;
  - (4) reliability monitoring, engine health monitoring;
  - (5) maintenance programme development and amendments;
  - (6) any other activities, which do not limit the CAMO responsibilities, as agreed by the competent authority.

- (e) The CAMO's controls associated with subcontracted continuing airworthiness management tasks should be reflected in the associated contract and be in accordance with the CAMO policy and procedures defined in the CAME. When such tasks are subcontracted, the management system is considered to be extended to the subcontracted organisations.
- (f) With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the activities described in Appendix II. Where contracts are made with more than one organisation, the CAMO should demonstrate that adequate coordination controls are in place and that the individuals' responsibilities are clearly defined in the related contracts.
- (g) Contracts should not authorise the subcontracted organisation to subcontract to other organisations elements of the continuing airworthiness management tasks.
- (h) The competent authority should exercise oversight of the subcontracted activities through the CAMO approval. The contracts should be acceptable to the competent authority. The CAMO should only subcontract to organisations which are specified by the competent authority on [EASA Form 14](#).
- (i) The subcontracted organisation should agree to notify the CAMO of any changes affecting the contract as soon as practical. The CAMO should then inform its competent authority. Failure to do so may invalidate the competent authority's acceptance of the contract.
- (j) [Appendix II to AMC1 CAMO.A.125\(d\)\(3\)](#) provides information on the subcontracting of continuing airworthiness management tasks.

## GM1 CAMO.A.125(e) Terms of approval and privileges

ED Decision 2020/002/R

- (a) An organisation may be approved for the privileges of point [CAMO.A.125\(d\)](#) only, without the privilege to carry out airworthiness reviews. In this case, the airworthiness review can be contracted to another appropriately approved organisation. It is not mandatory that this contracted organisation is linked to an AOC holder, and it is possible to contract an appropriately approved independent CAMO which is approved for the same aircraft type.
- (b) In order to be approved for the privileges of point [CAMO.A.125\(e\)](#) for a particular aircraft type, it is necessary to be approved for the privileges of point [CAMO.A.125\(d\)](#) for that aircraft type.
- (c) Nevertheless, this does not necessarily mean that the organisation needs to be currently managing an aircraft type in order to be able to perform airworthiness reviews on that aircraft type. The organisation may be performing only airworthiness reviews on an aircraft type without having any customer under contract for that type.
- (d) Furthermore, this situation should not necessarily lead to the removal of the aircraft type from the organisation approval. As a matter of fact, since in most cases the airworthiness review staff are not involved in continuing airworthiness management activities, it cannot be argued that these airworthiness review staff are going to lose their skills just because the organisation is not managing a particular aircraft type. The important issue in relation to maintaining a particular aircraft type in the organisation approval is whether the organisation continuously fulfils all the Part-CAMO requirements (facilities, documentation, qualified personnel, management system, etc.) required for initial approval.



## GM1 CAMO.A.125(f) Terms of approval and privileges

ED Decision 2020/002/R

The sentence ‘for the particular aircraft for which the organisation is approved to issue the airworthiness review certificate’ contained in point [CAMO.A.125\(f\)](#) means that:

- for Part-M aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for aircraft above 2 730 kg MTOM, the permit to fly can only be issued for aircraft which are in a controlled environment and are managed by that CAMO; and
- for Part-M aircraft of 2 730 kg MTOM and below not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for Part-ML aircraft, the permit to fly can be issued for any aircraft.

## CAMO.A.130 Changes to the organisation

Regulation (EU) 2019/1383

- (a) The following changes to the organisation shall require prior approval:
- (1) changes that affect the scope of the certificate or the terms of approval of the organisation;
  - (2) changes to personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point [CAMO.A.305](#);
  - (3) changes to the reporting lines between the personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305, and the accountable manager;
  - (4) the procedure as regards changes not requiring prior approval referred to in point (c).
- (b) For any changes requiring prior approval in accordance with Regulation (EU) 2018/1139 and its delegated and implementing acts, the organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place, in order to enable the competent authority to determine continued compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts and to amend, if necessary, the organisation certificate and related terms of approval attached to it.

The organisation shall provide the competent authority with any relevant documentation.

The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with point [CAMO.B.330](#).

The organisation shall operate under the conditions established by the competent authority during such changes, as applicable.

- (c) All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure referred to in point (b) of point [CAMO.A.115](#) and approved by the competent authority in accordance with point (h) of point [CAMO.B.310](#).

## AMC1 CAMO.A.130 Changes to the organisation

ED Decision 2020/002/R

### APPLICATION TIME FRAMES

- (a) The application for the amendment of an organisation certificate should be submitted at least 30 working days before the date of the intended changes.

- (b) In the case of a planned change of a nominated person, the organisation should inform the competent authority at least 20 working days before the date of the proposed change.
- (c) Unforeseen changes should be notified at the earliest opportunity, in order to enable the competent authority to determine whether there is continued compliance with the applicable requirements, and to amend, if necessary, the organisation certificate and related terms of approval.

## AMC2 CAMO.A.130 Changes to the organisation

ED Decision 2020/002/R

### MANAGEMENT OF CHANGES

The organisation should manage the safety risks related to any changes to the organisation in accordance with [AMC1 CAMO.A.200\(a\)\(3\)](#) point (e). For changes requiring prior approval, it should conduct a risk assessment and provide it to the competent authority upon request.

## GM1 CAMO.A.130 Changes to the organisation

ED Decision 2020/002/R

### CHANGES REQUIRING OR NOT REQUIRING PRIOR APPROVAL

The rule point [CAMO.A.130](#) is structured as follows:

- Point (a) introduces an obligation of prior approval (by the competent authority) for specific cases listed under (1) to (4).
- Point (b) address all instances (including (a)) where the Regulation explicitly requires an approval by the competent authority (e.g. CAME procedure for the completion of an airworthiness review under supervision, ref. [CAMO.A.310\(c\)](#)). Changes relevant to these instances should be considered as changes requiring a prior approval (see list in [GM1 CAMO.A.130\(b\)](#)), unless otherwise specified by the Regulation.
- Point (b) also indicates how all changes requiring prior approval are to be handled.
- Point (c) introduces the possibility to agree with the competent authority that certain changes to the organisation (other than those covered by (a) or (b)) can be implemented without prior approval depending on the compliance and safety performance of the organisation, and in particular, on its capability to apply change management principles.

## GM1 CAMO.A.130(a)(1) Changes to the organisation

ED Decision 2022/017/R

### CHANGES THAT AFFECT THE SCOPE OF THE CERTIFICATE OR THE TERMS OF APPROVAL

Typical examples of such changes are listed below (not exhaustive):

- (1) the name of the organisation;
- (2) the organisation's principal place of business;
- (3) additional aircraft type/series/group;
- (4) the accountable manager referred to in point [CAMO.A.305\(a\)](#);
- (5) additional subcontracted organisation;

- (6) contracts between the CAMO and operators forming part of a single air carrier business grouping, in accordance with point [M.A.201\(ea\)](#).

## GM2 CAMO.A.130(a)(1) Changes to the organisation

ED Decision 2020/002/R

### CHANGE OF THE NAME OF THE ORGANISATION

A change of the name requires the organisation to submit a new application as a matter of urgency.

If this is the only change to report, the new application can be accompanied by a copy of the documentation that was previously submitted to the competent authority under the previous name, as a means of demonstrating how the organisation complies with the applicable requirements.

## GM1 CAMO.A.130(b) Changes to the organisation

ED Decision 2020/002/R

### CHANGES REQUIRING PRIOR APPROVAL (OTHER THAN THOSE COVERED BY CAMO.A.130(a))

Following are some examples of changes that require prior approval by the competent authority (other than covered by point [CAMO.A.130\(a\)](#)), as specified in the applicable implementing rules:

- (a) changes to the alternative means of compliance [[CAMO.A.120\(b\)](#)]
- (b) changes to the CAME procedure for the completion of an airworthiness review under supervision of the organisation's authorised airworthiness review staff (ARS) [[CAMO.A.310\(c\)](#)]
- (c) changes to the procedure to establish and control the competency of personnel [[CAMO.A.305\(g\)](#)]
- (d) changes to the system for reporting to the competent authority on the safety performance and regulatory compliance of the organisation (in the case of an extension beyond 36 months of the oversight planning cycle) [[CAMO.B.305\(d\)](#)]
- (e) changes to the procedure for the indirect approval of the maintenance programme of Part-M aircraft [[M.A.302\(c\)](#)]

## CAMO.A.135 Continued validity

Regulation (EU) 2022/410

- (a) The organisation's certificate shall remain valid subject to compliance with all of the following conditions:
  - (1) the organisation remaining in compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts, taking into account the provisions related to the handling of findings as specified under point [CAMO.B.350](#);
  - (2) the competent authority being granted access to the organisation as specified in point [CAMO.A.140](#);
  - (3) the certificate not being surrendered or revoked.
- (b) For air carriers licensed in accordance with Regulation (EC) No 1008/2008, termination, suspension or revocation of the air operator certificate automatically invalidates the organisation certificate in relation to the aircraft registrations specified in the air operator certificate, unless otherwise explicitly stated by the competent authority.

- (c) Notwithstanding point (b), when the CAMO is contracted by operators forming part of a single air carrier business grouping in accordance with point [M.A.201\(ea\)](#) of Annex I (Part-M), the termination, suspension or revocation of the air operator certificate does not automatically invalidate the CAMO's certificate. In this case, the contract in accordance with [Appendix I to Annex I \(Part-M\)](#) to this Regulation becomes void.
- (d) Upon revocation or surrender, the organisation certificate shall be returned to the competent authority without delay.

## CAMO.A.140 Access

Regulation (EU) 2019/1383

For the purpose of determining compliance with the relevant requirements of Regulation (EU) 2018/1139 and its delegated and implementing acts, the organisation shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, whether it is contracted/subcontracted or not, to any person authorised by one of the following authorities:

- (a) the competent authority defined in point [CAMO.A.105](#);
- (b) the authority acting under the provisions of point (d) of point CAMO.B.300 or point (e) of point [CAMO.B.300](#).

## CAMO.A.150 Findings

Regulation (EU) 2019/1383

- (a) After receipt of notification of findings according to point [CAMO.B.350](#), the organisation shall:
  - (1) identify the root cause or causes of and contributing factors to the non-compliance;
  - (2) define a corrective action plan;
  - (3) demonstrate corrective action implementation to the satisfaction of the competent authority.
- (b) Actions referred to in points (a)(1), (a)(2) and (a)(3) shall be performed within the period agreed with that competent authority as defined in point CAMO.B.350.

## AMC1 CAMO.A.150 Findings

ED Decision 2020/002/R

### GENERAL

The action plan defined by the organisation should address the effects of the non-compliance, as well as its root cause(s) and contributing factor(s).

Depending on the issues, the action plan should address correction/containment of the issue, corrective action and preventive action.

## AMC2 CAMO.A.150 Findings

ED Decision 2022/017/R

### FINDINGS RELATED TO THE CAMO'S MANAGEMENT SYSTEM THAT IS HARMONISED WITH THE MANAGEMENT SYSTEM OF ANOTHER APPROVED ORGANISATION

If a finding that is raised by the competent authority (or non-compliance that is detected by the compliance monitoring function) affects the harmonisation of the management system of the CAMO with the management system of the contracting operator(s), which is required by point [M.A.201\(ea\)](#), the CAMO should inform the operator(s) to ensure that proper actions are taken within the group. The CAMO and operator(s) should agree on the appropriate channel for such communication.

If the group use common standards to facilitate the harmonisation of the organisations' management systems, the CAMO should inform the group management board or similar group governance body.

## GM1 CAMO.A.150 Findings

ED Decision 2020/002/R

### CAUSAL ANALYSIS

(a) It is important that the analysis does not primarily focus on establishing who or what caused the non-compliance, but on why it was caused. Establishing the root cause or causes of a non-compliance often requires an overarching view of the events and circumstances that led to it, to identify all the possible systemic and contributing factors (regulatory, human factors (HF), organisational factors, technical, etc.) in addition to the direct factors.

(b) A narrow focus on single events or failures, or the use of a simple, linear model, such as a fault tree, to identify the chain of events that led to the non-compliance, may not properly reflect the complexity of the issue, and therefore there is a risk that important factors that must be addressed in order to prevent a reoccurrence will be ignored.

Such an inappropriate or partial causal analysis often leads to defining 'quick fixes' that only address the symptoms of the non-conformity. A peer review of the results of the causal analysis may increase its reliability and objectivity.

(c) A system description of the organisation that considers the organisational structures, processes and their interfaces, procedures, staff, equipment, facilities and the environment in which the organisation operates, will support both effective causal (reactive) and hazard (proactive) analyses.

## CAMO.A.155 Immediate reaction to a safety problem

Regulation (EU) 2019/1383

The organisation shall implement:

- (a) any safety measures mandated by the competent authority in accordance with point [CAMO.B.135](#);
- (b) any relevant mandatory safety information issued by the Agency.

## CAMO.A.160 Occurrence reporting

Regulation (EU) 2019/1383

- (a) As part of its management system the organisation shall implement an occurrence reporting system that meets the requirements defined in Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018<sup>1</sup>.
- (b) Without prejudice to point (a), the organisation shall ensure that any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident are reported to the competent authority and to the organisation responsible for the design of the aircraft.
- (c) Without prejudice to Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018, the reports referred to in points (a) and (b) shall be made in a form and manner established by the competent authority and shall contain all pertinent information about the condition known to the organisation.
- (d) Reports shall be made as soon as possible, but in any case within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.
- (e) Where relevant, the organisation shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the competent authority.

## AMC1 CAMO.A.160 Occurrence reporting

ED Decision 2020/002/R

### GENERAL

- (a) Where the organisation holds one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts:
  - (1) the organisation may establish an integrated occurrence reporting system covering all certificate(s) held; and
  - (2) single reports for occurrences should only be provided if the following conditions are met:
    - (i) the report includes all relevant information from the perspective of the different organisation certificates held;
    - (ii) the report addresses all relevant specific mandatory data fields and clearly identifies all certificate holders for which the report is made;
    - (iii) the competent authority for all certificates is the same and such single reporting was agreed with that competent authority.

<sup>1</sup> Regulation (EU) 2015/1018 of 29 June 2015 laying down a list classifying occurrences in civil aviation to be mandatorily reported according to Regulation (EU) No 376/2014 of the European Parliament and of the Council (OJ L163, 30.06.2015, p. 1).

- (b) The organisation should assign responsibility to one or more suitably qualified persons with clearly defined authority, for coordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity.
- (c) If more than one person are assigned such responsibility, the organisation should identify a single person to act as the main focal point for ensuring a single reporting channel is established with the accountable manager. This should in particular apply to organisations holding one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts where the occurrence reporting system is fully integrated with that required under the additional certificate(s) held.

## AMC2 CAMO.A.160 Occurrence reporting

*ED Decision 2020/002/R*

The organisation should share relevant safety-related occurrence reports with the design approval holder of the aircraft in order to enable it to issue appropriate service instructions and recommendations to all owners or operators. Liaison with the design approval holder is recommended to establish whether published or proposed service information will resolve the problem or to obtain a solution to a particular problem.

## GM1 CAMO.A.160 Occurrence reporting

*ED Decision 2020/002/R*

### MANDATORY REPORTING – GENERAL

- (a) For organisations having their principal place of business in a Member State, Regulation (EU) 2015/1018 lays down a list classifying occurrences in civil aviation to be mandatorily reported. This list should not be understood as being an exhaustive collection of all issues that may pose a significant risk to aviation safety and therefore reporting should not be limited to items listed in that Regulation.
- (b) AMC-20 ‘General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances’ provides further details on occurrence reporting (AMC 20-8).

## GM1 CAMO.A.160(b) Occurrence reporting

*ED Decision 2020/002/R*

### DESIGN APPROVAL HOLDER

Depending on the case, the ‘organisation responsible for the design of the aircraft’ will be the holder of a type-certificate, a restricted type-certificate, a supplemental type-certificate, a European Technical Standard Order (ETSO) authorisation, an approval for a repair or a change to the type design or any other relevant approval or authorisation for products, parts and appliances deemed to have been issued under Commission Regulation (EU) No 748/2012.

## CAMO.A.200 Management system

Regulation (EU) 2022/410

- (a) The organisation shall establish, implement, and maintain a management system that includes:
- (1) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager;
  - (2) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;
  - (3) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risks and verify their effectiveness;
  - (4) maintaining personnel trained and competent to perform their tasks;
  - (5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
  - (6) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary;
  - (7) any additional requirements that are laid down in this Regulation.
- (b) The management system shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.
- (c) Where the organisation holds one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts, the management system may be integrated with that required under the additional certificate(s) held.
- (d) Notwithstanding point (c), for air carriers licensed in accordance with Regulation (EC) No 1008/2008, the management system provided for in this Annex shall be an integrated part of the operator's management system.
- (e) When, in accordance with point [M.A.201\(ea\)](#) of Annex I (Part-M), a contract is concluded between a CAMO and operators forming part of a single air carrier business grouping, the CAMO shall ensure that its management system is harmonised with the management systems of the operators forming part of that business grouping.

## GM1 CAMO.A.200 Management system

ED Decision 2020/002/R

### GENERAL

Safety management seeks to proactively identify hazards and to mitigate the related safety risks before they result in aviation accidents and incidents. Safety management enables an organisation to manage its activities in a more systematic and focused manner. When an organisation has a clear understanding of its role and contribution to aviation safety, it can prioritise safety risks and more effectively manage its resources and obtain optimal results.

The principles of the requirements in points [CAMO.A.200](#), [CAMO.A.202](#), [CAMO.A.205](#) and the related AMC constitute the EU management system framework for aviation safety management. This framework addresses the core elements of the ICAO safety management system (SMS) framework



defined in Appendix 2 to Annex 19, and it promotes an integrated approach to the management of an organisation. It facilitates the introduction of the additional safety management components, building upon the existing management system, rather than adding them as a separate framework.

This approach is intended to encourage organisations to embed safety management and risk-based decision-making into all their activities, instead of superimposing another system onto their existing management system and governance structure. In addition, if the organisation holds multiple organisation certificates within the scope of Regulation (EU) 2018/1139, it may choose to implement a single management system to cover all of its activities. An integrated management system may not only be used to capture multiple certification requirements, but also to cover other business management systems such as security, occupational health and environmental management systems. Integration will remove any duplication and exploit synergies by managing safety risks across multiple activities. Organisations may determine the best means to structure their management systems to suit their business and organisational needs.

The core part of the management system framework ([CAMO.A.200](#)) focuses on what is essential for safety management, by mandating the organisation to:

- (a) clearly define accountabilities and responsibilities;
- (b) establish a safety policy and the related safety objectives;
- (c) implement safety reporting procedures in line with just culture principles;
- (d) ensure the identification of aviation safety hazards entailed by its activities, ensure their evaluation, and the management of associated risks, including:
  - (1) taking actions to mitigate the risks;
  - (2) verifying the effectiveness of the actions taken to mitigate the risks;
- (e) monitor compliance, while considering any additional requirements that are applicable to the organisation;
- (f) keep their personnel trained, competent, and informed about significant safety issues; and
- (g) document all the key management system processes.

Compared to the previous Part-M Subpart G quality system ‘framework’, the new elements that are introduced with Part-CAMO are, in particular, those addressed under points (b) to (d). Points (c) and (d)(1) address component 2 ‘Safety Risk Management’ of the ICAO SMS framework. Points (d)(2) and (e) address component 3 ‘Safety Assurance’ thereof.

Point [CAMO.A.200](#) defines the following as key safety management processes; these are further specified in the related AMC and GM:

- Hazard identification;
- Safety risk management;
- Internal investigation;
- Safety performance monitoring and measurement;
- Management of change;
- Continuous improvement;
- Immediate safety action and coordination with the aircraft operator’s Emergency Response Plan (ERP).

It is important to recognise that safety management will be a continuous activity, as hazards, risks and the effectiveness of safety risk mitigations will change over time.

These key safety management processes are supported by a compliance monitoring function as an integral part of the management system for safety. Most aviation safety regulations constitute generic safety risk controls established by the ‘regulator’. Therefore, ensuring effective compliance with the regulations during daily operations and independent monitoring of compliance are fundamental to any management system for safety. The compliance monitoring function may, in addition, support the follow-up of safety risk mitigation actions. Moreover, where non-compliances are identified through internal audits, the causes will be thoroughly assessed and analysed. Such an analysis in return supports the risk management process by providing insights into causal and contributing factors, including HF, organisational factors and the environment in which the organisation operates. In this way, the outputs of compliance monitoring become some of the various inputs to the safety risk management functions. On the other hand, the safety risk management processes may be used to determine focus areas for compliance monitoring. In this way, internal audits will inform the organisation’s management of the level of compliance within the organisation, whether safety risk mitigation actions have been implemented, and where corrective or preventive action is required. The combination of safety risk management and compliance monitoring should lead to an enhanced understanding of the end-to-end process and the process interfaces, exposing opportunities for increased efficiencies, which are not limited to safety aspects.

As aviation is a complex system with many organisations and individuals interacting together, the primary focus of the key safety management processes is on the organisational processes and procedures, but it also relies on the humans in the system. The organisation and the way in which it operates can have a significant impact on human performance. Therefore, safety management necessarily addresses how humans can contribute both positively and negatively to an organisation’s safety outcomes, recognising that human behaviour is influenced by the organisational environment.

The effectiveness of safety management largely depends on the degree of commitment of the senior management to create a working environment that optimises human performance and encourages personnel to actively engage in and contribute to the organisation’s management processes. Similarly, a positive safety culture relies on a high degree of trust and respect between the personnel and the management, and it must therefore be created and supported at the senior management level. If the management does not treat individuals who identify hazards and report adverse events in a consistently fair and just way, those individuals are unlikely to be willing to communicate safety issues or to work with the management to effectively address the safety risks. As with trust, a positive safety culture takes time and effort to establish, and it can be easily lost.

It is further recognised that the introduction of processes for hazard identification and risk assessment, mitigation and verification of the effectiveness of such mitigation actions will create immediate and direct costs, while related benefits are sometimes intangible and may take time to materialise. Over time, an effective management system will not only address the risks of major occurrences, but also identify and address production inefficiencies, improve communication, foster a better organisation culture, and lead to more effective control of contractors and suppliers. In addition, through an improved relationship with the authority, an effective management system may result in a reduced oversight burden.

Thus, by viewing safety management and the related organisational policies and key processes as items that are implemented not only to prevent incidents and accidents, but also to meet the organisation’s strategic objectives, any investment in safety should be seen as an investment in productivity and organisational success.

## AMC1 CAMO.A.200(a)(1) Management system

ED Decision 2021/009/R

### ORGANISATION AND ACCOUNTABILITIES

- (a) The management system should encompass safety by including a safety manager, and a safety review board in the organisational structure. The functions of the safety manager are those defined in [AMC1 CAMO.A.305\(a\)\(4\);\(a\)\(5\)](#).
- (b) Safety review board
  - (1) The safety review board should be a high-level committee that considers matters of strategic safety in support of the accountable manager's safety accountability.
  - (2) The board should be chaired by the accountable manager and composed of the person or group of persons nominated under point [CAMO.A.305\(a\)](#) and (b).
  - (3) The safety review board should monitor:
    - (i) safety performance against the safety policy and objectives;
    - (ii) that any safety action is taken in a timely manner; and
    - (iii) the effectiveness of the organisation's management system processes.
  - (4) The safety review board may also be tasked with:
    - (i) reviewing the results of compliance monitoring;
    - (ii) monitoring the implementation of related corrective and preventive actions.
- (c) The safety review board should ensure that appropriate resources are allocated to achieve the established safety objectives.
- (d) The safety manager or another person designated by the safety manager may attend, as appropriate, safety review board meetings. He or she may communicate to the accountable manager all information, as necessary, to allow decision-making based on safety data.
- (e) Notwithstanding point (a), where justified by the size of the organisation and the nature and complexity of its activities and subject to a risk assessment and agreement by the competent authority, the organisation may not need to establish a formal safety review board. In this case, the tasks normally allocated to the safety review board should be allocated to the safety manager.

## GM1 CAMO.A.200(a)(1) Management system

ED Decision 2020/002/R

### SAFETY ACTION GROUP

- (a) Depending on the size of the organisation and the nature and complexity of its activities, a safety action group may be established as a standing group or as an ad hoc group to assist, or act on behalf of the safety manager or the safety review board.
- (b) More than one safety action group may be established, depending on the scope of the task and the specific expertise required.
- (c) The safety action group usually reports to, and takes strategic direction from, the safety review board, and may be composed of managers, supervisors and personnel from operational areas.

- (d) The safety action group may be tasked with or assist in:
- (1) monitoring safety performance;
  - (2) defining actions to control risks to an acceptable level;
  - (3) assessing the impact of organisational changes on safety;
  - (4) ensuring that safety actions are implemented within agreed timescales;
  - (5) reviewing the effectiveness of previous safety actions and safety promotion.

## GM2 CAMO.A.200(a)(1) Management system

ED Decision 2020/002/R

### MEANING OF THE TERMS 'ACCOUNTABILITY' AND 'RESPONSIBILITY'

In the English language, the notion of accountability is different from the notion of responsibility. Whereas 'accountability' refers to an obligation which cannot be delegated, 'responsibility' refers to an obligation that can be delegated.

## AMC1 CAMO.A.200(a)(2) Management system

ED Decision 2020/002/R

### SAFETY POLICY & OBJECTIVES

- (a) The safety policy should:
- (1) reflect organisational commitments regarding safety, and its proactive and systematic management, including the promotion of a positive safety culture;
  - (2) include internal reporting principles, and encourage personnel to report continuing airworthiness-related errors, incidents and hazards;
  - (3) recognise the need for all personnel to cooperate with the compliance monitoring and internal investigations referred to under point (c) of [AMC1 CAMO.A.200\(a\)\(3\)](#);
  - (4) be endorsed by the accountable manager;
  - (5) be communicated, with visible endorsement, throughout the organisation; and
  - (6) be periodically reviewed to ensure it remains relevant and appropriate for the organisation.
- (b) The safety policy should include a commitment to:
- (1) comply with all applicable legislation, to meet all the applicable requirements, and adopt practices to improve safety standard;
  - (2) provide the necessary resources for the implementation of the safety policy.
  - (3) apply HF principles;
  - (4) enforce safety as a primary responsibility of all managers; and
  - (5) apply 'just culture' principles to internal safety reporting and the investigation of occurrences and, in particular, not to make available or use the information on occurrences:

- (i) to attribute blame or liability to front line staff or other persons for actions, omissions or decisions taken by them that are commensurate with their experience and training; or
  - (ii) for any purpose other than the maintenance or improvement of aviation safety.
- (c) Senior management should continually promote the safety policy to all personnel, demonstrate its commitment to it, and provide necessary human and financial resources for its implementation.
- (d) Taking due account of its safety policy, the organisation should define safety objectives. The safety objectives should:
- (1) form the basis for safety performance monitoring and measurement;
  - (2) reflect the organisation's commitment to maintain or continuously improve the overall effectiveness of the management system;
  - (3) be communicated throughout the organisation; and
  - (4) be periodically reviewed to ensure they remain relevant and appropriate for the organisation.

## GM1 CAMO.A.200(a)(2) Management system

*ED Decision 2020/002/R*

### SAFETY POLICY

- (a) The safety policy is the means whereby the organisation states its intention to maintain and, where practicable, improve safety levels in all its activities and to minimise its contribution to the risk of an aircraft accident or serious incident as far as is reasonably practicable. It reflects the management's commitment to safety, and should reflect the organisation's philosophy of safety management, as well as be the foundation on which the organisation's management system is built. It serves as a reminder of 'how we do business here'. The creation of a positive safety culture begins with the issuance of a clear, unequivocal policy.
- (b) The commitment to apply 'just culture' principles forms the basis for the organisation's internal rules describing how 'just culture' principles are guaranteed and implemented.
- (c) For organisations having their principal place of business in a Member State, Regulation (EU) No 376/2014 defines the 'just culture' principles to be applied (refer in particular to Article 16(11) of that Regulation).

## AMC1 CAMO.A.200(a)(3) Management system

*ED Decision 2020/002/R*

### SAFETY MANAGEMENT KEY PROCESSES

- (a) Hazard identification processes
- (1) A reporting scheme for both reactive event and proactive hazards should be the formal means of collecting, recording, analysing, acting on, and generating feedback about hazards and the associated risks that may affect safety.
  - (2) The identification should include:
    - (i) hazards that may be generated from HF issues that affect human performance; and

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- (ii) hazards that may stem from the organisational set-up or the existence of complex operational and maintenance arrangements (such as when multiple organisations are contracted, or when multiple levels of contracting/subcontracting are included).
  - (b) Risk management processes
    - (1) A formal safety risk management process should be developed and maintained that ensures that there is:
      - (i) analysis (e.g. in terms of the probability and severity of the consequences of hazards and occurrences);
      - (ii) assessment (in terms of tolerability); and
      - (iii) control (in terms of mitigation) of risks to an acceptable level.
    - (2) The levels of management who have the authority to make decisions regarding the tolerability of safety risks, in accordance with (b)(1)(ii), should be specified.
  - (c) Internal investigation
    - (1) In line with its just culture policy, the organisation should define how to investigate incidents such as errors or near misses, in order to understand not only what happened, but also how it happened, to prevent or reduce the probability and/or consequence of future recurrences (refer to [AMC1 CAMO.A.202](#)).
    - (2) The scope of internal investigations should extend beyond the scope of the occurrences required to be reported to the competent authority in accordance with point [CAMO.A.160](#), to include the reports referred to in [CAMO.A.202\(b\)](#).
  - (d) Safety performance monitoring and measurement
    - (1) Safety performance monitoring and measurement should be the process by which the safety performance of the organisation is verified in comparison with the safety policy and the safety objectives.
    - (2) This process may include, as appropriate to the size, nature and complexity of the organisation:
      - (i) safety reporting, addressing also the status of compliance with the applicable requirements;
      - (ii) safety reviews, including trends reviews, which would be conducted during the introduction of new products and their components, new equipment/technologies, the implementation of new or changed procedures, or in situations of organisational changes that may have an impact on safety;
      - (iii) safety audits focusing on the integrity of the organisation's management system, and on periodically assessing the status of safety risk controls; and
      - (iv) safety surveys, examining particular elements or procedures in a specific area, such as problem areas identified, or bottlenecks in daily continuing airworthiness management activities, perceptions and opinions of management personnel, and areas of dissent or confusion.

(e) Management of change

The organisation should manage the safety risks related to a change. The management of change should be a documented process to identify external and internal changes that may have an adverse effect on the safety of its continuing airworthiness management activities. It should make use of the organisation's existing hazard identification, risk assessment and mitigation processes.

(f) Continuous improvement

The organisation should continuously seek to improve its safety performance and the effectiveness of its management system. Continuous improvement may be achieved through:

- (1) audits carried out by external organisations;
- (2) assessments, including assessments of the effectiveness of the safety culture and management system, in particular to assess the effectiveness of the safety risk management processes;
- (3) staff surveys, including cultural surveys, that can provide useful feedback on how engaged personnel are with the management system;
- (4) monitoring the recurrence of incidents and occurrences;
- (5) evaluation of safety performance indicators and review of all the available safety performance information; and
- (6) identification of lessons learnt.

(g) Immediate safety action and coordination with the operator's Emergency Response Plan (ERP)

- (1) A procedure should be implemented to enable the organisation to act promptly when it identifies safety concerns with the potential to have immediate effect on flight safety, including clear instructions on who to contact at the owner/operator, and how to contact them, including outside normal business hours. These provisions are without prejudice to the occurrence reporting required by point [CAMO.A.160](#).
- (2) If applicable, a procedure should be implemented to enable the organisation to react promptly if the ERP is triggered by the operator and it requires the support of the CAMO.

## GM1 CAMO.A.200(a)(3) Management system

*ED Decision 2020/002/R*

### SAFETY RISK MANAGEMENT — INTERFACES BETWEEN ORGANISATIONS

- (a) Safety risk management processes should specifically address the planned implementation of, or participation of the organisation in, any complex operational and maintenance arrangements (such as when multiple organisations are contracted, or when multiple levels of contracting/subcontracting are included).
- (b) Hazard identification and risk assessment start with an identification of all the parties involved in the arrangement, including independent experts and non-approved organisations. This identification process extends to cover the overall control structure, and assesses in particular the following elements across all subcontract levels and all parties within such arrangements:
  - (1) coordination and interfaces between the different parties;
  - (2) applicable procedures;

- (3) communication between all the parties involved, including reporting and feedback channels;
  - (4) task allocation, responsibilities and authorities; and
  - (5) the qualifications and competency of key personnel with reference to point [CAMO.A.305](#).
- (c) Safety risk management should focus on the following aspects:
- (1) clear assignment of accountability and allocation of responsibilities;
  - (2) that only one party is responsible for a specific aspect of the arrangement, with no overlapping or conflicting responsibilities, in order to eliminate coordination errors;
  - (3) the existence of clear reporting lines, both for occurrence reporting and progress reporting;
  - (4) the possibility for staff to directly notify the organisation of any hazard that suggests an obviously unacceptable safety risk as a result of the potential consequences of this hazard.
- (d) The safety risk management processes should ensure that there is regular communication between all the parties involved to discuss work progress, risk mitigation actions, and changes to the arrangement, as well as any other significant issues.

## GM2 CAMO.A.200(a)(3) Management system

*ED Decision 2020/002/R*

### MANAGEMENT OF CHANGE

- (a) Unless they are properly managed, changes in organisational structure, facilities, the scope of work, personnel, documentation, policies and procedures, etc. can result in the inadvertent introduction of new hazards, and expose the organisation to new or increased risk. Effective organisations seek to improve their processes, with conscious recognition that changes can expose the organisation to potentially latent hazards and risks if they are not properly and effectively managed.
- (b) Regardless of the magnitude of change, large or small, its safety implications should always be proactively considered. This is primarily the responsibility of the team that proposes and/or implements the change. However, a change can only be successfully implemented if all the personnel affected by the change are engaged, are involved and participate in the process. The magnitude of a change, its safety criticality, and its potential impact on human performance should be assessed in any change management process.
- (c) The process for the management of change typically provides principles and a structured framework for managing all aspects of the change. Disciplined application of the management of change can maximise the effectiveness of the change, engage the staff, and minimise the risks that are inherent in a change.
- (d) The introduction of a change is the trigger for the organisation to perform their hazard identification and risk management process.

Some examples of change include, but are not limited to:

- (1) changes to the organisational structure;
- (2) the inclusion of a new aircraft type in the terms of approval;
- (3) the addition of aircraft of the same or a similar type;



- (4) significant changes in personnel (affecting key personnel and/or large numbers of personnel, high turn-over);
  - (5) new or amended regulations;
  - (6) changes in the security arrangements;
  - (7) changes in the economic situation of an organisation (e.g. commercial or financial pressure);
  - (8) new schedule(s), location(s), equipment, and/or operational procedures; and
  - (9) the addition of new subcontractors.
- (e) A change may have the potential to introduce new, or to exacerbate pre-existing, HF issues. For example, changes in computer systems, equipment, technology, personnel changes, including changes in management personnel, procedures, work organisation, or work processes are likely to affect performance.
- (f) The purpose of integrating HF into the management of change is to minimise potential risks by specifically considering the impact of the change on the people within a system.
- (g) Special consideration, including any HF issues, should be given to the ‘transition period’. In addition, the activities utilised to manage these issues should be integrated into the change management plan.
- (h) Effective management of change should be supported by the following:
- (1) Implementation of a process for formal hazard identification/risk assessment for major operational changes, major organisational changes, changes in key personnel, and changes that may affect the way continuing airworthiness management is carried out.
  - (2) Identification of changes that are likely to occur in business which would have a noticeable impact on:
    - (i) resources — material and human;
    - (ii) management direction — policies, processes, procedures, training; and
    - (iii) management control.
  - (3) Safety cases/risk assessments that are aviation-safety focused.
  - (4) Involvement of key stakeholders in the change management process as appropriate.
    - (i) During the management of change process, previous risk assessments, and existing hazards are reviewed for possible effect.

## **AMC1 CAMO.A.200(a)(4) Management system**

*ED Decision 2020/002/R*

### **COMMUNICATION ON SAFETY**

- (a) The organisation should establish communication about safety matters that:
- (1) ensures that all personnel are aware of the safety management activities, as appropriate, for their safety responsibilities;
  - (2) conveys safety-critical information, especially related to assessed risks and analysed hazards;
  - (3) explains why particular actions are taken; and

- (4) explains why safety procedures are introduced or changed.
- (b) Regular meetings with personnel at which information, actions, and procedures are discussed, may be used to communicate safety matters.

## GM1 CAMO.A.200(a)(4) Management system

ED Decision 2020/002/R

### SAFETY PROMOTION

- (a) Safety training, combined with safety communication and information sharing, forms part of safety promotion.
- (b) Safety promotion activities support:
  - (1) the organisation's policies, encouraging a positive safety culture, creating an environment that is favourable to the achievement of the organisation's safety objectives;
  - (2) organisational learning; and
  - (3) the implementation of an effective safety reporting scheme and the development of a just culture.
- (c) Depending on the particular safety issue, safety promotion may also constitute or complement risk mitigation actions.
- (d) Qualification and training aspects are further specified in the AMC and GM to [CAMO.A.305](#).

## GM1 CAMO.A.200(a)(5) Management system

ED Decision 2020/002/R

### MANAGEMENT SYSTEM DOCUMENTATION

- (a) The organisation may document its safety policy, safety objectives and all its key management system processes in a separate manual (e.g. Safety Management Manual or Management System Manual) or in its CAME (cf. [AMC1 CAMO.A.300](#), Part 2 'Management system procedures'). Organisations that hold multiple organisation certificates within the scope of Regulation (EU) 2018/1139 may prefer to use a separate manual in order to avoid duplication. That manual or the CAME, depending on the case, should be the key instrument for communicating the approach to the management system for the whole of the organisation.
- (b) The organisation may also choose to document some of the information that is required to be documented in separate documents (e.g. policy documents, procedures). In that case, it should ensure that the manual or the CAME contains adequate references to any document that is kept separately. Any such documents are to be considered as integral parts of the organisation's management system documentation.

## AMC1 CAMO.A.200(a)(6) Management system

ED Decision 2020/002/R

### COMPLIANCE MONITORING — GENERAL

- (a) The primary objectives of compliance monitoring are to provide an independent monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures, and to request action where non-compliances are identified.

- (b) The independence of the compliance monitoring should be established by always ensuring that audits and inspections are carried out by personnel who are not responsible for the functions, procedures or products that are audited or inspected.

## AMC2 CAMO.A.200(a)(6) Management System

*ED Decision 2020/002/R*

### COMPLIANCE MONITORING — INDEPENDENT AUDIT

- (a) An essential element of compliance monitoring is the independent audit.
- (b) The independent audit should be an objective process of routine sample checks of all aspects of the CAMO ability to carry out continuing airworthiness management to the standards required by this Regulation. It should include some product sampling as this is the end result of the process.
- (c) The independent audit should provide an objective overview of the complete set of continuing airworthiness management-related activities.
- (d) The organisation should establish an audit plan to show when and how often the activities as required by Part-M, Part-ML and Part-CAMO will be audited.
- (e) The audit plan should ensure that all aspects of Part-CAMO compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a complete single exercise or subdivided over the annual period. The independent audit should not require each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings. Where findings have been identified, the particular procedure should be verified against other product lines until the findings have been closed, after which the independent audit procedure may revert to a yearly interval for the particular procedure.
- (f) Provided that there are no safety-related findings, the audit planning cycle specified in this AMC may be increased by up to 100 %, subject to a risk assessment and/or mitigation actions, and agreement by the competent authority.
- (g) Where the organisation has more than one location approved, the audit plan should ensure that each location is audited every year or at an interval determined through a risk assessment agreed by the competent authority and not exceeding the applicable audit planning cycle.
- (h) A report should be issued each time an audit is carried out describing what was checked and the resulting non-compliance findings against applicable requirements and procedures.

## AMC3 CAMO.A.200(a)(6) Management system

*ED Decision 2020/002/R*

### COMPLIANCE MONITORING — CONTRACTING OF THE INDEPENDENT AUDIT

- (a) If external personnel are used to perform independent audits:
  - (1) any such audits are performed under the responsibility of the compliance monitoring manager; and
  - (2) the organisation remains responsible for ensuring that the external personnel have the relevant knowledge, background, and experience that are appropriate to the activities being audited, including knowledge and experience in compliance monitoring.

- (b) The organisation retains the ultimate responsibility for the effectiveness of the compliance monitoring function, in particular for the effective implementation and follow-up of all corrective actions.

## AMC4 CAMO.A.200(a)(6) Management system

ED Decision 2020/002/R

### COMPLIANCE MONITORING — FEEDBACK SYSTEM

- (a) An essential element of the compliance monitoring is the feedback system.
- (b) The feedback system should not be contracted to external persons or organisations.
- (c) When a non-compliance is found, the compliance monitoring function should ensure that the root cause(s) and contributing factor(s) are identified (see [GM1 CAMO.A.150](#)), and that corrective actions are defined. The feedback part of the compliance monitoring function should define who is required to address any non-compliance in each particular case, and the procedure to be followed if the corrective action is not completed within the defined time frame. The principal functions of the feedback system are to ensure that all findings resulting from the independent audits of the organisation are properly investigated and corrected in a timely manner, and to enable the accountable manager to be kept informed of any safety issues and the extent of compliance with Part-CAMO.
- (d) The independent audit reports referred to in [AMC2 CAMO.A.200\(a\)\(6\)](#) should be sent to the relevant department(s) for corrective action, giving target closure dates. These target dates should be discussed with the relevant department(s) before the compliance monitoring function confirms the dates in the report. The relevant department(s) are required to implement the corrective action and inform the compliance monitoring function of the status of the implementation of the action.
- (e) Unless the review of the results from compliance monitoring is the responsibility of the safety review board (ref. [AMC1 CAMO.A.200\(a\)\(1\)](#) point (b)(4)), the accountable manager should hold regular meetings with staff to check the progress of any corrective actions. These meetings may be delegated to the compliance monitoring manager on a day-to-day basis, provided that the accountable manager:
- (1) meets the senior staff involved at least twice per year to review the overall performance of the compliance monitoring function; and
  - (2) receives at least a half-yearly summary report on non-compliance findings.
- (f) All records pertaining to the independent audit and the feedback system should be retained for the period specified in point [CAMO.A.220\(b\)](#) or for such periods as to support changes to the audit planning cycle in accordance with [AMC2 CAMO.A.200\(a\)\(6\)](#), whichever is the longer.

## GM1 CAMO.A.200(a)(6) Management system

ED Decision 2020/002/R

### COMPLIANCE MONITORING FUNCTION

The compliance monitoring function is one of the elements that is required to be in compliance with the applicable requirements. This means that the compliance monitoring function itself should be subject to independent monitoring of compliance in accordance with point [CAMO.A.200\(a\)\(6\)](#).

## GM1 CAMO.A.200(a)(6) and CAMO.B.300 Management system and Oversight principles

ED Decision 2022/011/R

### THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) FOR PERFORMING REMOTE AUDITS

Similar provisions to those in [GM1 145.A.200\(a\)\(6\)](#) and [145.B.300](#) apply.

## GM1 CAMO.A.200(e) Management system

ED Decision 2022/017/R

### INTEGRATION AND HARMONISATION OF THE MANAGEMENT SYSTEMS

- (a) 'Management system' within the scope of Regulation (EU) No 1321/2014 means a set of interrelated or interacting organisation policies, procedures, standards and processes to achieve certain objectives under an overarching safety culture.
- (b) Under point [CAMO.A.200\(d\)](#), an integrated management system occurs when the same organisation holds several approvals and its management system combines policies, procedures, and standards from various areas into a single structure, thus avoiding isolated procedures for common processes. The lines of responsibility and accountability of the organisation that holds an air operator certificate (AOC) and a CAMO approval are linked directly to the corporate authority of the operator's accountable manager. This may be supported by a common manual (e.g. a common safety management manual).
- (c) If organisations forming part of a single air carrier business grouping decide to facilitate the harmonisation of their management systems through standards, those standards will cover the common or consistent methods and procedures. Other elements of the management system may be covered at the discretion of the organisation, to provide flexibility and thus leverage synergy or cooperation. Harmonising management systems requires extensive and continuous exchange of information on hazard identification, safety risk management methods, strategic decisions, safety actions, compliance monitoring, and best practices.
- (d) Within a single air carrier business grouping, the CAMO plays a key role in the cooperation between the operators that use that CAMO, and in the harmonisation of their management systems.
- (e) Contracting a CAMO in accordance with point [M.A.201\(ea\)](#) implies that at least two operators will use that CAMO. As the operators' management systems should be harmonised with the CAMO's management system, they will also be harmonised with one another.

## CAMO.A.202 Internal safety reporting scheme

Regulation (EU) 2019/1383

- (a) As part of its management system, the organisation shall establish an internal safety reporting scheme to enable the collection and evaluation of such occurrences to be reported under point [CAMO.A.160](#).
- (b) The scheme shall also enable the collection and evaluation of those errors, near misses, and hazards reported internally that do not fall under point (a).
- (c) Through this scheme, the organisation shall:

- (1) identify the causes of and contributing factors to any errors, near misses, and hazards reported and address them as part of safety risk management in accordance with point (a)(3) of point [CAMO.A.200](#);
  - (2) ensure evaluation of all known, relevant information relating to errors, the inability to follow procedures, near misses, and hazards, and a method to circulate the information as necessary.
- (d) The organisation shall provide access to its internal safety reporting scheme to any subcontracted organisation.
- (e) The organisation shall cooperate on safety investigations with any other organisation having a significant contribution to the safety of its own continuing airworthiness management activities.

## AMC1 CAMO.A.202 Internal safety reporting scheme

ED Decision 2020/002/R

### GENERAL

- (a) Each internal safety reporting scheme should be confidential and enable and encourage free and frank reporting of any potentially safety-related occurrence, including incidents such as errors or near misses, safety issues and hazards identified. This will be facilitated by the establishment of a just culture.
- (b) The internal safety reporting scheme should contain the following elements:
- (1) clearly identified aims and objectives with demonstrable corporate commitment;
  - (2) a just culture policy as part of the safety policy, and related just culture implementation procedures;
  - (3) a process to:
    - (i) identify those reports which require further investigation; and
    - (ii) when so identified, investigate all the causal and contributing factors, including any technical, organisational, managerial, or HF issues, and any other contributing factors related to the occurrence, incident, error or near miss that was identified;
    - (iii) if adapted to the size and complexity of the organisation, analyse the collective data showing the trends and frequencies of the contributing factor;
  - (4) appropriate corrective actions based on the findings of investigations;
  - (5) initial and recurrent training for staff involved in internal investigations;
  - (6) where relevant, the organisation should cooperate with the owner or operator on occurrence investigations by exchanging relevant information to improve aviation safety.
- (c) The internal safety reporting scheme should:
- (1) ensure confidentiality to the reporter;
  - (2) be closed-loop, to ensure that actions are taken internally to address any safety issues and hazards; and
  - (3) feed into the recurrent training as defined in [AMC2 CAMO.A.305\(g\)](#) whilst maintaining appropriate confidentiality.
- (d) Feedback should be given to staff both on an individual and a more general basis to ensure their continued support of the safety reporting scheme.

## GM1 CAMO.A.202 Internal safety reporting scheme

ED Decision 2020/002/R

### GENERAL

- (a) The overall purpose of the internal safety reporting scheme is to collect information reported by the organisation personnel and use this reported information to improve the level of compliance and safety performance of the organisation. The purpose is not to attribute blame.
- (b) The objectives of the scheme are to:
  - (1) enable an assessment to be made of the safety implications of each relevant incident (errors, near miss), safety issue and hazard reported, including previous similar issues, so that any necessary action can be initiated; and
  - (2) ensure that knowledge of relevant incidents, safety issues and hazards is shared so that other persons and organisations may learn from them.
- (c) The scheme is an essential part of the overall monitoring function and should be complementary to the normal day-to-day procedures and 'control' systems; it is not intended to duplicate or supersede any of them. The scheme is a tool to identify those instances in which routine procedures have failed or may fail.
- (d) All reports should be retained, as the significance of such reports may only become obvious at a later date.
- (e) The collection and analysis of timely, appropriate and accurate data will allow the organisation to react to information that it receives, and apply the necessary action.

## CAMO.A.205 Contracting and subcontracting

Regulation (EU) 2019/1383

- (a) The organisation shall ensure that when contracting maintenance or when subcontracting any part of its continuing airworthiness management activities:
  - (1) these activities conform to the applicable requirements; and
  - (2) any aviation safety hazards associated with such contracting or subcontracting are considered as part of the organisation's management system.
- (b) When the organisation subcontracts any part of its continuing airworthiness management activities to another organisation, the subcontracted organisation shall work under the approval of the organisation. The organisation shall ensure that the competent authority is given access to the subcontracted organisation, to determine continued compliance with the applicable requirements.

## GM1 CAMO.A.205 Contracting and subcontracting

ED Decision 2020/002/R

### RESPONSIBILITY WHEN CONTRACTING MAINTENANCE OR SUBCONTRACTING CONTINUING AIRWORTHINESS MANAGEMENT TASKS

- (a) Regardless of the approval status of the subcontracted organisations, the CAMO is responsible for ensuring that all subcontracted activities are subject to hazard identification and risk management, as required by point [CAMO.A.200\(a\)\(3\)](#), and to compliance monitoring, as required by point [CAMO.A.200\(a\)\(6\)](#).

- (b) A CAMO is responsible for identifying hazards that may stem from the existence of complex operational and maintenance arrangements (such as when multiple organisations are contracted, or when multiple levels of contracting/subcontracting are included) with due regard to the organisations' interfaces (see [GM1 CAMO.A.200\(a\)\(3\)](#)). In addition, the compliance monitoring function should at least check that the approval of the contracted maintenance organisation(s) effectively covers the contracted activities, and that it is still valid.
- (c) A CAMO is responsible for ensuring that interfaces and communication channels are established with the contracted maintenance organisation for occurrence reporting. This does not replace the obligation of the contracted organisation to report to the competent authority in accordance with Regulation (EU) No 1321/2014.

For subcontracted activities, interfaces and communication channels are also needed for the purpose of the internal safety reporting scheme ([CAMO.A.202](#)).

## CAMO.A.215 Facilities

Regulation (EU) 2019/1383

The organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in point [CAMO.A.305](#).

## AMC1 CAMO.A.215 Facilities

ED Decision 2020/002/R

### GENERAL

Office accommodation should be such that the incumbents, whether they are continuing airworthiness management, planning, technical records or management system staff, can carry out their designated tasks in a manner that contributes to good standards. The competent authority may agree to these tasks being conducted from one office subject to being satisfied that there is sufficient space and that each task can be carried out without undue disturbance. Office accommodation should also include an adequate technical library and room for document consultation.

## CAMO.A.220 Record-keeping

Regulation (EU) 2019/1383

- (a) Continuing airworthiness management records
- (1) The organisation shall ensure that records required by points [M.A.305](#), [ML.A.305](#) and, if applicable point [M.A.306](#), are retained.
  - (2) The organisation shall record all details of work carried out.
  - (3) If the organisation has the privilege referred to in point (e) of point [CAMO.A.125](#), it shall retain a copy of each airworthiness review certificate and recommendation issued or, as applicable, extended, together with all supporting documents. In addition, the organisation shall retain a copy of any airworthiness review certificate that it has extended under the privilege referred to in point (d)(4) of point CAMO.A.125.
  - (4) If the organisation has the privilege referred to in point (f) of point CAMO.A.125, it shall retain a copy of each permit to fly issued in accordance with the provisions of point 21.A.729 of Annex I (Part-21) to Regulation (EU) No 748/2012.



- (5) The organisation shall retain a copy of all records referred to in points (a)(2) to (a)(4) until 3 years after the responsibility for the aircraft in accordance with points [M.A.201](#) or [ML.A.201](#) has been permanently transferred to another person or organisation.
  - (6) Where the organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.
- (b) Management system, contracting and subcontracting records
- (1) The organisation shall ensure that the following records are retained:
    - (i) records of management system key processes as defined in point [CAMO.A.200](#);
    - (ii) contracts, both for contracting and subcontracting, as defined in point [CAMO.A.205](#);
  - (2) Management system records, as well as any contracts pursuant to point CAMO.A.205, shall be kept for a minimum period of 5 years.
- (c) Personnel records
- (1) The organisation shall ensure that the following records are retained:
    - (i) records of qualification and experience of personnel involved in continuing airworthiness management, compliance monitoring and safety management;
    - (ii) records of qualification and experience of all airworthiness review staff, as well as staff issuing recommendations and permits to fly.
  - (2) The records of all airworthiness review staff, staff issuing recommendations and staff issuing permits to fly shall include details of any appropriate qualification held together with a summary of the relevant continuing airworthiness management experience and training and a copy of the authorisation.
  - (3) Personnel records shall be kept as long as the person works for the organisation, and shall be retained until 3 years after the person has left the organisation.
- (d) The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed.
- (e) The format of the records shall be specified in the organisation's procedures.
- (f) Records shall be stored in a manner that ensures protection from damage, alteration and theft.

## AMC1 CAMO.A.220 Record-keeping

ED Decision 2020/002/R

### GENERAL

- (a) The record-keeping system should ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period.
- (b) Records should be kept in paper form, or in electronic format, or a combination of the two. Records that are stored on microfilm or in optical disc formats are also acceptable. The records should remain legible throughout the required retention period. The retention period starts when the record is created or was last amended.
- (c) Paper systems should use robust materials which can withstand normal handling and filing. Computer record systems should have at least one backup system, which should be updated

within 24 hours of any new entry. Computer record systems should include safeguards to prevent unauthorised personnel from altering the data.

- (d) All computer hardware that is used to ensure the backup of data should be stored in a different location from the one that contains the working data, and in an environment that ensures that the data remains in good condition. When hardware or software changes take place, special care should be taken to ensure that all the necessary data continues to be accessible through at least the full period specified in the relevant provision. In the absence of any such indications, all records should be kept for a minimum period of 3 years.

## AMC2 CAMO.A.220 Record-keeping

ED Decision 2020/002/R

### CONTINUING AIRWORTHINESS MANAGEMENT RECORDS

- (a) The CAMO should ensure that it always receives a complete certificate of release to service from the approved maintenance organisation, independent certifying staff ([M.A.801\(b\)\(1\)](#) and [ML.A.801\(b\)\(2\)](#)) and/or from the Pilot-owner such that the required records can be retained. The system to keep the continuing airworthiness records should be described in the CAME.
- (b) When a CAMO arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records under point [CAMO.A.220](#) relating to the preservation of records. If it ceases to be the CAMO of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft.

## GM1 CAMO.A.220 Record-keeping

ED Decision 2020/002/R

### RECORDS

Microfilming or optical storage of records may be carried out at any time. The records should be as legible as the original record, and remain so for the required retention period.

## AMC1 CAMO.A.220(c)(1)(ii) Record-keeping

ED Decision 2020/002/R

### RECORDS OF AIRWORTHINESS REVIEW STAFF

The following minimum information, as applicable, should be kept on record in respect of each airworthiness review staff:

- Name;
- Date of birth;
- Basic education;
- Experience;
- Aeronautical degree and/or Part-66 qualification and/or nationally-recognised maintenance personnel qualification;
- Initial training received;
- Type of training received;

- Recurrent training received;
- Experience in continuing airworthiness and within the organisation;
- Responsibilities of current role in the organisation;
- Copy of the authorisation.

## CAMO.A.300 Continuing airworthiness management exposition (CAME)

Regulation (EU) 2020/270

- (a) The organisation shall provide the competent authority with a CAME and, where applicable, any referenced associated manuals and procedures, containing all of the following information:
- (1) a statement signed by the accountable manager confirming that the organisation will at all times work in accordance with this Annex, Annex I (Part-M) and Annex Vb (Part-ML), as applicable, and with the approved CAME. When the accountable manager is not the chief executive officer of the organisation, then such chief executive officer shall countersign the statement;
  - (2) the organisation's safety policy as defined in point (a)(2) of point [CAMO.A.200](#);
  - (3) the organisation's scope of work relevant to the terms of approval;
  - (4) a general description of the manpower resources and of the system in place to plan the availability of staff as required by point (d) of point [CAMO.A.305](#);
  - (5) the title(s) and name(s) of person(s) referred to in points (a)(3) to (a)(5), (b)(2) and (f) of point [CAMO.A.305](#);
  - (6) the duties, accountabilities, responsibilities and authorities of the persons nominated under points (a)(3) to (a)(5), (b)(2), (e) and (f) of point [CAMO.A.305](#);
  - (7) an organisation chart showing the associated chains of accountability and responsibility between all the person(s) referred to in points (a)(3) to (a)(5), (b)(2), (e) and (f) of point [CAMO.A.305](#), and related to point (a)(1) of point [CAMO.A.200](#);
  - (8) a list of staff authorised to issue airworthiness review certificates or recommendations referred to in point (e) of point [CAMO.A.305](#), specifying, where applicable, the staff authorised to issue permits to fly in accordance with point (c) of point [CAMO.A.125](#);
  - (9) a general description and location of the facilities;
  - (10) the description of the internal safety reporting scheme as required by point [CAMO.A.202](#);
  - (11) the procedures specifying how the organisation ensures compliance with this Annex, Annex I (Part-M) and Annex Vb (Part-ML), as applicable, including in particular:
    - (i) the documentation of management system key processes as required by point [CAMO.A.200](#);
    - (ii) procedures defining how the organisation controls any contracted and subcontracted activities as required by point [CAMO.A.205](#) and point (c) of point [CAMO.A.315](#);
    - (iii) continuing airworthiness management, airworthiness review and permit to fly procedures, as applicable;

- (iv) the procedure defining the scope of changes not requiring prior approval and describing how such changes will be managed and notified, as required by point (b) of point [CAMO.A.115](#) and point (c) of point [CAMO.A.130](#);
- (v) the CAME amendment procedures.
- (12) the list of approved aircraft maintenance programmes for those aircraft for which a continuing airworthiness management contract exists in accordance with point [M.A.201](#) or [ML.A.201](#);
- (13) the list of maintenance contracts in accordance with point (c) of point [CAMO.A.315](#);
- (14) the list of currently approved alternative means of compliance.
- (b) The initial issue of the CAME shall be approved by the competent authority. It shall be amended as necessary to remain an up-to-date description of the organisation.
- (c) Amendments to the CAME shall be managed as defined in the procedures referred to in points (a)(11)(iv) and (a)(11)(v). Any amendments not included in the scope of the procedure referred to in point (a)(11)(iv), as well as amendments related to the changes listed in point [CAMO.A.130\(a\)](#), shall be approved by the competent authority.

## AMC1 CAMO.A.300 Continuing airworthiness management exposition (CAME)

ED Decision 2020/002/R

This AMC provides an outline of the layout of an acceptable CAME. Where an organisation uses a different format, for example, to allow the exposition to serve for more than one approval within the scope of Regulation (EU) 2018/1139, then the exposition should contain a cross-reference Annex using this list as an index with an explanation as to where the subject matter can be found in the exposition.

The information required by [CAMO.A.300](#) should be provided, directly or by reference, in the CAME.

<b>Part 0 General organisation, safety policy and objectives</b>	
0.1	Safety policy, objectives and accountable manager statement
0.2	General information and scope of work
0.3	Management personnel
0.4	Management organisation chart
0.5	Procedure for changes requiring prior approval
0.6	Procedure for changes not requiring prior approval
0.7	Procedure for alternative means of compliance (AltMoC)
<b>Part 1 Continuing airworthiness management procedures</b>	
1.1a	Use of aircraft continuing airworthiness record system and if applicable, aircraft technical log (ATL) system
1.1b	MEL application
1.2	Aircraft maintenance programme (AMP) — development amendment and approval
1.3	Continuing airworthiness records: responsibilities, retention and access
1.4	Accomplishment and control of airworthiness directives

1.5	Analysis of the effectiveness of the maintenance programme(s)
1.6	Non-mandatory modification and inspections
1.7	Repairs and modifications
1.8	Defect reports
1.9	Engineering activity
1.10	Reliability programmes
1.11	Pre-flight inspections
1.12	Aircraft weighing
1.13	Maintenance check flight procedures
<b>Part 2</b>	<b>Management system procedures</b>
2.1	Hazard identification and safety risk management schemes
2.2	Internal safety reporting and investigations
2.3	Safety action planning
2.4	Safety performance monitoring
2.5	Change management
2.6	Safety training and promotion
2.7	Immediate safety action and coordination with operator's Emergency Response Plan (ERP)
2.8	Compliance monitoring
2.8.1	Audit plan and audit procedure
2.8.2	Monitoring of continuing airworthiness management activities
2.8.3	Monitoring of the effectiveness of the maintenance programme(s)
2.8.4	Monitoring that all maintenance is carried out by an appropriate maintenance organisation
2.8.5	Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor
2.8.6	Compliance monitoring personnel
2.9	Control of personnel competency
2.10	Management system record-keeping
2.11	Occurrence reporting
<b>Part 3</b>	<b>Contracted maintenance — management of maintenance</b>
3.1	Maintenance contractor selection procedure
3.2	Product audit of aircraft
<b>Part 4</b>	<b>Airworthiness review procedures</b>
4.1	Airworthiness review staff
4.2	Documented review of aircraft records
4.3	Physical survey

4.4	Additional procedures for recommendations to competent authorities for the import of aircraft
4.5	ARC recommendations to competent authorities
4.6	Issue of ARC
4.7	Airworthiness review records, responsibilities, retention and access
4.8	ARC extension
<b>Part 4B Permit to fly procedures</b>	
4B.1	Conformity with approved flight conditions
4B.2	Issue of the permit to fly under the CAMO privilege
4B.3	Permit to fly authorised signatories
4B.4	Interface with the local authority for the flight
4B.5	Permit to fly records, responsibilities, retention and access
<b>Part 5 Supporting documents</b>	
5.1	Sample documents, including the template of the ATL system
5.2	List of airworthiness review staff
5.3	List of subcontractors as per point <a href="#">CAMO.A.125(d)(3)</a>
5.4	List of contracted maintenance organisations and list of maintenance contracts as per point <a href="#">CAMO.A.300(a)(13)</a>
5.5	Copy of contracts for subcontracted work ( <a href="#">Appendix II to AMC1 CAMO.A.125(d)(3)</a> )
5.6	List of approved maintenance programme as per point <a href="#">CAMO.A.300(a)(12)</a>
5.7	List of currently approved alternative means of compliance as per point <a href="#">CAMO.A.300(a)(13)</a>

## AMC2 CAMO.A.300 Continuing airworthiness management exposition (CAME)

ED Decision 2020/002/R

- (a) Personnel should be familiar with those parts of the continuing airworthiness management exposition that are relevant to their tasks.
- (b) The CAMO should designate the person responsible for monitoring and amending the CAME, including associated procedure's manuals, in accordance with point [CAMO.A.300\(c\)](#).
- (c) The CAMO may use electronic data processing (EDP) for the publication of the CAME. Attention should be paid to the compatibility of the EDP systems with the necessary dissemination, both internally and externally, of the CAME.

## AMC3 CAMO.A.300 Continuing airworthiness management exposition (CAME)

ED Decision 2022/017/R

If a CAMO is contracted by operators forming part of a single air carrier business grouping (in accordance with point [M.A.201\(ea\)](#)) the CAME should also include how requirements and procedures that are specific to the different operators are implemented.

## GM1 CAMO.A.300 Continuing airworthiness management exposition (CAME)

ED Decision 2020/002/R

The purpose of the CAME is to:

- specify the scope of work and shows how the organisation intends to comply with this Annex; and
- provides all the necessary information and procedures for the personnel of the organisation to perform their duties.

Complying with its contents will ensure the organisation remains in compliance with Part-CAMO and, as applicable, Part-M and/or Part-ML.

## AMC1 CAMO.A.300(a)(1) Continuing airworthiness management exposition (CAME)

ED Decision 2022/017/R

### ACCOUNTABLE MANAGER STATEMENT

1. Part 0 'General organisation, safety policy and objectives' of the CAME should include a statement, signed by the accountable manager (and countersigned by the chief executive officer, if different), confirming that the CAME and any associated manuals will be complied with at all times.
2. The accountable manager's exposition statement as specified in point [CAMO.A.300\(a\)\(1\)](#) 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 competent authority's\* CAMO approval is based.*

*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 Part-CAMO, Part-M and Part-ML, as applicable, and with the organisation's procedures described in this exposition. The competent authority\* is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations*

*imposed by Part-CAMO, Part-M and Part-ML, as applicable, or any conditions according to which the approval was issued.*

*For organisations also approved as air carriers licensed in accordance with Regulation (EC) No 1008/2008<sup>1</sup>, suspension or revocation of the CAMO certificate will invalidate the air operator certificate (AOC) of such air carriers.*

*Signed .....*

*Dated .....*

*Accountable manager and ... (quote position) ...*

*Chief Executive Officer ...*

*For and on behalf of ... (quote organisation's name) ...'*

\*Where 'competent authority' is stated, please insert the actual name of the competent authority delivering the CAMO approval certificate or the air operator certificate.

3. Whenever the accountable manager is changed, it is important to ensure that the new accountable manager signs the paragraph 2 statement at the earliest opportunity.

## **CAMO.A.305 Personnel requirements**

*Regulation (EU) 2022/410*

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with Regulation (EU) 2018/1139 and delegated and implementing acts adopted on the basis thereof. The accountable manager shall:
  - (1) ensure that all necessary resources are available to manage continuing airworthiness in accordance with this Annex, [Annex I \(Part-M\)](#) and [Annex Vb \(Part-ML\)](#), as applicable, to support the organisation approval certificate;
  - (2) establish and promote the safety policy specified in point [CAMO.A.200](#);
  - (3) nominate a person or group of persons with the responsibility of ensuring that the organisation always complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements of this Annex, [Annex I \(Part-M\)](#) and [Annex Vb \(Part-ML\)](#);
  - (4) nominate a person or group of persons with the responsibility for managing the compliance monitoring function as part of the management system;
  - (5) nominate a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective safety management processes as part of the management system;
  - (6) ensure that the person or group of persons nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point [CAMO.A.305](#) have direct access to keep him/her properly informed on compliance and safety matters;
  - (7) demonstrate a basic understanding of this Regulation.

<sup>1</sup> Regulation (EC) No 1008/2008 of the European Parliament and of the Council of 24 September 2008 on common rules for the operation of air services in the Community (Recast) (OJ L 293, 31.10.2008, p. 3) (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32008R1008&qid=1660816319207>).



- (b) For organisations also approved as air carriers licensed in accordance with Regulation (EC) No 1008/2008, the accountable manager shall in addition:
- (1) be the person appointed as accountable manager for the air carrier as required by point (a) of point ORO.GEN.210 of Annex III (Part-ORO) to Regulation (EU) No 965/2012;
  - (2) nominate a person responsible for the management and supervision of continuing airworthiness, who shall not be employed by an organisation approved in accordance with [Annex II \(Part-145\)](#) under contract to the operator, unless specifically agreed by the competent authority.
- (ba) If involved in continuing airworthiness management activities related to a contract established in accordance with point [M.A.201\(ea\)](#), the person or persons nominated in accordance with point (a)(3) of point [CAMO.A.305](#) shall not be employed by an organisation approved in accordance with [Annex II \(Part-145\)](#) under contract to the CAMO, unless specifically agreed by the competent authority.
- (c) The person or persons nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point [CAMO.A.305](#) shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft continuing airworthiness management and demonstrate a working knowledge of this Regulation. Such person(s) shall be ultimately responsible to the accountable manager.
- (d) The organisation shall have a system in place to plan the availability of staff to ensure that the organisation has sufficient appropriately qualified staff to plan, perform, supervise, inspect and monitor the organisation's activities in accordance with the terms of approval.
- (e) To be approved to carry out airworthiness reviews or recommendations in accordance with point (e) of point [CAMO.A.125](#) and, if applicable, to issue permits to fly in accordance with point (f) of point [CAMO.A.125](#), the organisation shall have airworthiness review staff qualified and authorised in accordance with point [CAMO.A.310](#).
- (f) For organisations extending airworthiness review certificates in accordance with point (d)(4) of point [CAMO.A.125](#), the organisation shall nominate persons authorised to do so.
- (g) The organisation shall establish and control the competency of personnel involved in compliance monitoring, safety management, continuing airworthiness management, airworthiness reviews or recommendations, and, if applicable, issuing permits to fly, in accordance with a procedure and to a standard agreed by the competent authority. In addition to the necessary expertise related to the job function, competency must include an understanding of safety management and human factors principles appropriate to the person's function and responsibilities in the organisation.

## AMC1 CAMO.A.305(a) Personnel requirements

*ED Decision 2020/002/R*

### ACCOUNTABLE MANAGER

Accountable manager is normally intended to mean the chief executive officer of the CAMO, who by virtue of his or her position, has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organisation, and is not necessarily required to be knowledgeable on technical matters, as the CAME defines the continuing airworthiness standards. When the accountable manager is not the chief executive officer, the organisation should demonstrate to the competent authority that the

accountable manager has direct access to the chief executive officer and has the necessary funding allocation for the continuing airworthiness management activities sought.

## AMC1 CAMO.A.305(a)(3) Personnel requirements

ED Decision 2020/002/R

### MANAGEMENT STRUCTURE FOR CONTINUING AIRWORTHINESS MANAGEMENT

The person or group of persons nominated under point [CAMO.A.305\(a\)\(3\)](#) with the responsibility for ensuring compliance should represent the management structure of the organisation, and be responsible for the daily operation of the organisation, for all continuing airworthiness management functions.

Dependent on the size of the operation and the organisational set-up, the continuing airworthiness management functions may be divided under individual managers or combined in any number of ways.

## GM1 CAMO.A.305(a)(3) Personnel requirements

ED Decision 2020/002/R

### RESPONSIBILITY FOR ENSURING COMPLIANCE

The person(s) nominated in accordance with [CAMO.A.305\(a\)\(3\)](#) are responsible, in the day-to-day continuing airworthiness management activities, for ensuring that the organisation personnel work in accordance with the applicable procedures and regulatory requirements.

These nominated persons should demonstrate a complete understanding of the applicable regulatory requirements, and ensure that the organisation's processes and standards accurately reflect the applicable requirements. It is their role to ensure that compliance is proactively managed, and that any early warning signs of non-compliance are documented and acted upon.

## AMC1 CAMO.A.305(a)(4);(a)(5) Personnel requirements

ED Decision 2020/002/R

### SAFETY MANAGEMENT AND COMPLIANCE MONITORING FUNCTION

#### (a) Safety management

If more than one person is designated for the development, administration and maintenance of effective safety management processes, the accountable manager should identify the person who acts as the unique focal point, i.e. the 'safety manager'.

The functions of the safety manager should be to:

- (i) facilitate hazard identification, risk assessment and management;
- (ii) monitor the implementation of actions taken to mitigate risks, as listed in the safety action plan, unless action follow-up is addressed by the compliance monitoring function;
- (iii) provide periodic reports on safety performance to the safety review board (the functions of the safety review board are those defined in [AMC1 CAMO.A.200\(a\)\(1\)](#));
- (iv) ensure the maintenance of safety management documentation;
- (v) ensure that there is safety training available, and that it meets acceptable standards;
- (vi) provide advice on safety matters; and

- 
- (vii) ensure the initiation and follow-up of internal occurrence investigations.
- (b) Compliance monitoring function
- If more than one person is designated for the compliance monitoring function, the accountable manager should identify the person who acts as the unique focal point, i.e. the 'compliance monitoring manager'.
- (1) The role of the compliance monitoring manager should be to ensure that:
- (i) the activities of the organisation are monitored for compliance with the applicable requirements and any additional requirements as established by the organisation, and that these activities are carried out properly under the supervision of the nominated persons referred to in points [CAMO.A.305\(a\)\(3\)](#) to (a)(5).
  - (ii) any contracted maintenance is monitored for compliance with the contract or work order;
  - (iii) an audit plan is properly implemented, maintained, and continually reviewed and improved; and
  - (iv) corrections and corrective actions are requested as necessary.
- (2) The compliance monitoring manager should:
- (i) not be one of the persons referred to in point [CAMO.A.305\(a\)\(3\)](#);
  - (ii) be able to demonstrate relevant knowledge, background and appropriate experience related to the activities of the organisation, including knowledge and experience in compliance monitoring; and
  - (iii) have access to all parts of the organisation, and as necessary, any subcontracted organisation.
- (c) If the functions related to compliance monitoring or safety management are combined with other duties, the organisation should ensure this does not result in any conflicts of interest. In particular, the compliance monitoring function should be independent from the continuing airworthiness management functions.
- (d) If the same person is designated to manage both the compliance monitoring function and safety management-related processes and tasks, the accountable manager, with regard to his or her direct accountability for safety, should ensure that sufficient resources are allocated to both functions, taking into account the size of the organisation, and the nature and complexity of its activities.
- (e) Subject to a risk assessment and/or mitigation actions, and agreement by the competent authority, with due regard to the size of the organisation and the nature and complexity of its activities, the compliance monitoring manager role and/or safety manager role may be exercised by the accountable manager, provided that he or she has demonstrated the related competency as defined in point (b)(2)(ii).

## GM1 CAMO.A.305(a)(5) Personnel requirements

ED Decision 2020/002/R

### SAFETY MANAGER

- (a) Depending on the size of the organisation and the nature and complexity of its activities, the safety manager may be assisted by additional safety personnel in performing all the safety management tasks as defined in [AMC1 CAMO.A.200\(a\)\(1\)](#).
- (b) Regardless of the organisational set-up, it is important that the safety manager remains the unique focal point for the development, administration, and maintenance of the organisation's safety management processes.

## GM1 CAMO.A.305(b) Personnel requirements

ED Decision 2022/017/R

When a CAMO is contracted (in accordance with point [M.A.201\(ea\)](#)) by one or more operators that form part of a single air carrier business grouping but not of the same legal entity, those operator(s) and CAMO do not have to appoint the same accountable manager.

## AMC1 CAMO.A.305(b)(2) Personnel requirements

ED Decision 2020/002/R

### POST HOLDER

- (a) When the licensed air carrier intends to nominate a CAMO post holder who is also employed by a Part-145 organisation, it should justify why such nomination is being made and support it through a risk assessment and/or mitigation actions.
- (b) This paragraph only applies to contracted maintenance and therefore does not affect situations where the organisation approved under Part-145 and the air carrier licensed in accordance with Regulation (EC) No 1008/2008 are the same organisation.

## AMC1 CAMO.A.305(c) Personnel requirements

ED Decision 2022/011/R

### KNOWLEDGE, BACKGROUND AND EXPERIENCE OF NOMINATED PERSON(S)

The person or persons nominated in accordance with points [CAMO.A.305\(a\)](#) and [CAMO.A.305\(b\)](#) should have:

- (a) practical experience and expertise in the application of aviation safety standards and safe operating practices;
- (b) a comprehensive knowledge of:
  - (i) relevant parts of operational requirements and procedures;
  - (ii) the AOC holder's operations specifications when applicable;
  - (iii) the need for, and content of, the relevant parts of the AOC holder's operations manual when applicable.
- (c) knowledge of:
  - (i) HF principles;

- (ii) safety management systems based on the EU management system requirements (including compliance monitoring) and ICAO Annex 19.
- (d) 5 years of relevant work experience, of which at least 2 years should be from the aeronautical industry in an appropriate position;
- (e) a relevant engineering degree or an aircraft maintenance technician qualification with additional education that is acceptable to the competent authority. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionics or other studies that are relevant to the maintenance and/or continuing airworthiness of aircraft/aircraft components;

The above recommendation may be replaced by 5 years of experience in addition to those already recommended by paragraph (d) above. These 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks;

For the person to be nominated in accordance with point (a)(4) or (a)(5) of point [CAMO.A.305](#), in the case where the organisation holds one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and that person has already an equivalent position (i.e. compliance monitoring manager, safety manager) under the additional certificate(s) held, the provisions set out in the first two paragraphs of point (e) may be replaced by the completion of a specific training programme acceptable to the competent authority to gain an adequate understanding of maintenance standards and continuing airworthiness concepts and principles.

- (f) thorough knowledge of the organisation's CAME;
- (g) knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be provided by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.

'Relevant sample' means that these courses should cover typical aircraft and aircraft systems that are within the scope of work.

For all balloons and any other aircraft of 2 730 kg MTOM or less, the formalised training courses may be replaced by a demonstration of the required knowledge by providing documented evidence, or by an assessment performed by the competent authority. This assessment should be recorded.

- (h) knowledge of maintenance methods;
- (i) knowledge of the applicable regulations.

## AMC1 CAMO.A.305(d) Personnel requirements

ED Decision 2020/002/R

### SUFFICIENT NUMBER OF PERSONNEL

- (a) The actual number of persons to be employed and their necessary qualifications is dependent upon the tasks to be performed and thus dependent on the size, nature and complexity of the organisation (general aviation aircraft, corporate aircraft, number of aircraft and the aircraft types, complexity of the aircraft and their age and for commercial air transport, route network, line or charter, ETOPS) and the amount and complexity of maintenance contracting. Consequently, the number of persons needed, and their qualifications may differ greatly from one organisation to another and a simple formula covering the whole range of possibilities is not feasible.
- (b) To implement a system to plan the availability of staff and to enable the competent authority to accept the number of persons and their qualifications, the organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of man/hours and the qualifications needed to perform the tasks. This analysis should be kept up to date and reviewed in case of significant changes to the organisation.
- (c) In addition, as part of its management system in accordance with point [CAMO.A.200](#), the organisation should have a procedure to assess and mitigate risks:
  - (1) when actual staff availability is less than the planned staffing level for any particular work shift or period;
  - (2) in case of a temporary increase of the proportion of contracted staff for the purpose of meeting specific operational needs.

## GM1 CAMO.A.305(f) Personnel requirements

ED Decision 2020/002/R

### PERSONS AUTHORISED TO EXTEND AIRWORTHINESS REVIEW CERTIFICATES

The approval by the competent authority of the exposition, containing, as specified in point [CAMO.A.300\(a\)\(5\)](#), the list of point [CAMO.A.305\(f\)](#) personnel authorised to extend airworthiness review certificates, constitutes their formal acceptance by the competent authority and also their formal authorisation by the organisation.

Airworthiness review staff are automatically recognised as persons with authority to extend an airworthiness review certificate in accordance with points [CAMO.A.125\(e\)\(1\)](#), [M.A.901\(f\)](#) and [M.L.A.901\(c\)](#).

## AMC1 CAMO.A.305(g) Personnel requirements

ED Decision 2022/017/R

### COMPETENCY ASSESSMENT OBJECTIVES

The procedure referred to in point [CAMO.A.305\(g\)](#) should require amongst others that technical support personnel such as, planners, engineers, and technical record staff, supervisors, post-holders, airworthiness review staff, whether employed or contracted, are assessed for competency before unsupervised work commences and competency is controlled on a continuous basis.

Competency should be assessed by the evaluation of:

- on-the-job performance and/or testing of knowledge by appropriately qualified personnel;
- records for basic, organisational, and/or product type and differences training; and
- experience records.

Validation of the above could include a confirmation check with the organisation(s) that issued such document(s). For that purpose, experience/training may be recorded in a document such as a log book.

As a result of this assessment, an individual's qualification should determine:

- which level of ongoing supervision would be required and whether unsupervised work could be permitted;
- whether there is a need for additional training.

A record should be kept of each individual's qualifications and competency assessment (refer also to point [CAMO.A.220\(c\)](#)). This should include copies of all documents that attest to their qualifications, such as an authorisation held, as applicable.

For a proper competency assessment of its personnel, the organisation should consider the following:

- (a) In accordance with the job function, adequate initial and recurrent training should be provided and recorded to ensure continued competency so that it is maintained throughout the duration of the employment/contract.
- (b) All staff should be able to demonstrate knowledge of, and compliance with, the CAMO procedures, as applicable to their duties.
- (c) All staff should be able to demonstrate an understanding of safety management principles including HF, related to their job function and be trained as per [AMC3 CAMO.A.305\(g\)](#).
- (d) To assist in the assessment of competency and to establish the training needs analysis, job descriptions are recommended for each job function in the organisation. Job descriptions should contain sufficient criteria to enable the required competency assessment.
- (e) Criteria should allow the assessment to establish that, among other aspects (titles might be different in each organisation):
  - (1) Managers are able to properly manage processes, resources and priorities described in their assigned duties, accountabilities and responsibilities in accordance with the safety policy and objectives and in compliance with the applicable requirements and procedures.
  - (2) Maintenance programme engineers are able to interpret source data (norms, data issued by the holder of a design approval or by the competent authority, etc.) and use them to develop the aircraft maintenance programme.
  - (3) Engineering staff are able to interpret source data (norms, data issued by the holder of a design approval or by the competent authority, etc.) and use them as needed (e.g. to make work cards).
  - (4) Planners are able to organise maintenance activities in an effective and timely manner.
  - (5) Compliance monitoring staff are able to monitor compliance with this Regulation and to identify non-compliances in an effective and timely manner so that the organisation may remain in compliance with this Regulation.

- (6) Staff who have been designated safety management responsibilities are familiar with the relevant processes in terms of hazard identification, risk management, and the monitoring of safety performance.
  - (7) All staff are familiar with the safety policy and the procedures and tools that can be used for internal safety reporting.
  - (8) If the CAMO is contracted by air carriers forming part of a single air carrier business grouping (in accordance with point [M.A.201\(ea\)](#)), the CAMO should ensure that all relevant personnel have sufficient skills in the agreed common language, e.g. English.
- (f) The competency assessment should be based upon the procedure specified in [AMC2 CAMO.A.305\(g\)](#).

## AMC2 CAMO.A.305(g) Personnel requirements

*ED Decision 2020/002/R*

### COMPETENCY ASSESSMENT PROCEDURE

- (a) The organisation should develop a procedure that describes the process for conducting competency assessment of personnel. The procedure should specify:
  - (1) the persons who are responsible for this process;
  - (2) when the assessment should take place;
  - (3) how to give credit from previous assessments;
  - (4) how to validate qualification records;
  - (5) the means and methods to be used for the initial assessment;
  - (6) the means and methods to be used for the continuous control of competency, including to gather feedback on the performance of personnel;
  - (7) the aspects of competencies to be observed during the assessment in relation to each job function;
  - (8) the actions to be taken if the assessment is not satisfactory; and
  - (9) how to record assessment results.
- (b) Competency may be assessed by having the person work under the supervision of another qualified person for a sufficient time to arrive at a conclusion. Sufficient time could be as little as a few weeks if the person is fully exposed to relevant work. The person need not be assessed against the complete spectrum of their intended duties. If the person has been recruited from another approved CAMO, it is reasonable to accept a written confirmation from the previous organisation.
- (c) All prospective continuing airworthiness management staff should be assessed for their competency related to their intended duties.



## AMC3 CAMO.A.305(g) Personnel requirements

ED Decision 2020/002/R

### SAFETY TRAINING (INCLUDING HUMAN FACTORS)

- (a) With respect to the understanding of the application of safety management principles (including HF), all organisation personnel should be assessed for the need to receive initial safety training.

Personnel involved in the delivery of the basic continuing airworthiness management services of the organisation should receive both initial and recurrent safety training, appropriate for their responsibilities.

This should include at least the following staff members:

- nominated persons, line managers;
- persons involved in any compliance monitoring and/or safety management related processes and tasks, including application of HF principles, internal investigations and safety training;
- airworthiness review staff;
- technical support personnel such as, planners, engineers, and technical record staff;
- personnel involved in developing and amending/reviewing the AMP, in assessing its effectiveness and/or working on reliability programme; and
- contract staff in the above categories.

The generic term ‘line managers’ refers to departmental head or person responsible for operational departments or functional units directly involved in the delivery of the basic continuing airworthiness management services of the organisation.

- (b) Initial safety training should cover all the topics of the training syllabus specified in [GM2 CAMO.A.305\(g\)](#) either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation. The syllabus may also be adjusted to suit the particular nature of work for each function within the organisation.

Initial safety training compliant with the organisation’s training standards should be provided to personnel identified in accordance with point (a) of this AMC within 6 months of joining the organisation, but temporary staff may need to be trained shortly after joining the organisation to cope with the duration of employment. Personnel being recruited from another organisation, and temporary staff should be assessed for the need to receive any additional safety training.

- (c) The purpose of recurrent safety training is primarily to ensure that staff remain current in terms of SMS principles and HF, and also to collect feedback on safety and HF issues. Consideration should be given to involving compliance monitoring staff and key safety management personnel in this training to provide a consistent presence and facilitate feedback. There should be a procedure to ensure that feedback is formally reported by the trainers through the internal safety reporting scheme to initiate action where necessary.

Recurrent safety training should be delivered either as a dedicated course or else integrated within other training. It should be of an appropriate duration in each 2-year period, in relation to the relevant compliance monitoring audit findings and other internal/external sources of information available to the organisation on safety and HF issues.

- (d) Safety training may be conducted by the organisation itself, independent trainers, or any training organisations acceptable to the competent authority.

## AMC4 CAMO.A.305(g) Personnel requirements

ED Decision 2020/002/R

### OTHER TRAININGS

- (a) The organisation should assess the need for particular training; for example, with regard to the competency standards established in AMC 20-22 'Electrical Wiring Interconnection System' (EWIS), the AMC 20-20 'Continuing Structural Integrity Programme' or 'Critical Design Configuration Control' (CDCCL).
- (b) Guidance on fuel tank safety training is provided in [Appendix III to AMC4 CAMO.A.305\(g\)](#).
- (c) Those responsible for managing the compliance monitoring function should receive training on this task. Such training should cover the requirements of compliance monitoring, manuals and procedures related to the task, audit techniques, reporting, and recording.
- (d) Personnel involved in developing and amending/reviewing the AMP, in assessing its effectiveness and/or working on reliability programme, should have knowledge of or be trained on statistical analysis and reliability method and the applicable methodology used in developing, as part of the instructions for continuing airworthiness (ICA), the manufacturer recommended maintenance programme (such as maintenance steering group logic).

## AMC5 CAMO.A.305(g) Personnel requirements

ED Decision 2020/002/R

### INITIAL AND RECURRENT TRAINING

- (a) Adequate initial and recurrent training should be provided and recorded to ensure that staff remain competent.
- (b) Recurrent training should take into account certain information reported through the internal safety reporting scheme (see point (c)(3) of [AMC1 CAMO.A.202](#)).

## GM1 CAMO.A.305(g) Personnel requirements

ED Decision 2020/002/R

### SAFETY TRAINING (INCLUDING HUMAN FACTORS)

- (a) The scope of the safety training and the related training programme will differ significantly depending on the size and complexity of the organisation. Safety training should reflect the evolving management system, and the changing roles of the personnel who make it work.
- (b) In recognition of this, training should be provided to management and staff at least:
  - (1) during the initial implementation of safety management processes;
  - (2) for all new staff or personnel recently allocated to any safety management related task;
  - (3) on a regular basis to refresh their knowledge and to understand changes to the management system;
  - (4) when changes in personnel affect safety management roles, and related accountabilities, responsibilities, and authorities; and

NOTE: In the context of safety management, the term 'authority' is used in relation to the level of management in the organisation that is necessary to make decisions related to risk tolerability.

- (5) when performing dedicated safety functions in domains such as safety risk management, compliance monitoring, internal investigations.
- (c) Safety training is subject to the record-keeping requirements in point [CAMO.A.220\(c\)](#).

## GM2 CAMO.A.305(g) Personnel requirements

ED Decision 2020/002/R

### TRAINING SYLLABUS FOR INITIAL SAFETY TRAINING

The training syllabus below identifies the topics and subtopics that should be addressed during the safety training.

The CAMO may combine, divide, or change the order of any of the subjects in the syllabus to suit its own needs, as long as all the subjects are covered to a level of detail that is appropriate for the organisation and its personnel, including the varying level of seniority of that personnel.

Some of the topics may be covered in separate training courses (e.g. health and safety, management, supervisory skills, etc.) in which case duplication of the training is not necessary.

Where possible, practical illustrations and examples should be used, especially accident and incident reports.

Topics should be related to existing legislation, where relevant. Topics should be related to existing guidance/advisory material, where relevant (e.g. ICAO HF Digests and Training Manual).

Topics should be related to continuing airworthiness management and maintenance engineering where possible; too much unrelated theory should be avoided.

- 1 General/Introduction to safety management and HF
  - 1.1 Need to address safety management and HF
  - 1.2 Statistics
  - 1.3 Incidents
- 1a. Safety risk management
  - 1a.1. Hazard identification
  - 1a.2. Safety risk assessment
  - 1a.3. Risk mitigation and management
  - 1a.4. Effectiveness of safety risk management
- 2 Safety Culture/Organisational factors
  - 2.1 Justness/Trust
  - 2.2 Commitment to safety
  - 2.3 Adaptability
  - 2.4 Awareness
  - 2.5 Behaviour
  - 2.6 Information
- 3 Human error
  - 3.1 Error models and theories

- 3.2 Types of errors in continuing airworthiness management and maintenance tasks
- 3.3 Violations
- 3.4 Implications of errors
- 3.5 Avoiding and managing errors
- 3.6 Human reliability
- 4 Human performance & limitations
  - 4.1 Vision
  - 4.2 Hearing
  - 4.3 Information-processing
  - 4.4 Attention and perception
  - 4.5 Situational awareness
  - 4.6 Memory
  - 4.7 Claustrophobia and physical access
  - 4.8 Motivation
  - 4.9 Fitness/Health
  - 4.10 Stress
  - 4.11 Workload management
  - 4.12 Fatigue
  - 4.13 Alcohol, medication, drugs
  - 4.14 Physical work
  - 4.15 Repetitive tasks/complacency
- 5 Environment
  - 5.1 Peer pressure
  - 5.2 Stressors
  - 5.3 Time pressure and deadlines
  - 5.4 Workload
  - 5.5 Shift work
  - 5.6 Noise and fumes
  - 5.7 Illumination
  - 5.8 Climate and temperature
  - 5.9 Motion and vibration
  - 5.10 Complex systems
  - 5.11 Other hazards in the workplace
  - 5.12 Lack of manpower
  - 5.13 Distractions and interruptions

- 6 Procedures, information, tools and practices
  - 6.1 Visual inspection
  - 6.2 Work logging and recording
  - 6.3 Procedure — practice/mismatch/norms
  - 6.4 Technical documentation — access and quality
- 7 Communication
  - 7.1 Shift/Task handover
  - 7.2 Dissemination of information
  - 7.3 Cultural differences
- 8 Teamwork
  - 8.1 Responsibility
  - 8.2 Management, supervision and leadership
  - 8.3 Decision-making
- 9 Professionalism and integrity
  - 9.1 Keeping up to date; currency
  - 9.2 Avoiding error-provoking behaviour
  - 9.3 Assertiveness
- 10 Organisation's safety programme
  - 10.1 Safety policy and objectives, just culture principles
  - 10.2 Reporting errors and hazards, internal safety reporting scheme
  - 10.3 Investigation process
  - 10.4 Action to address problems
  - 10.5 Feedback and safety promotion

## **GM3 CAMO.A.305(g) Personnel requirements**

*ED Decision 2020/002/R*

### **COMPETENCY OF THE SAFETY MANAGER**

The competency of a safety manager should include, but not be limited to, the following:

- (a) knowledge of ICAO standards and European requirements on safety management;
- (b) an understanding of management systems, including compliance monitoring systems;
- (c) an understanding of risk management;
- (d) an understanding of safety investigation techniques and root cause methodologies;
- (e) an understanding of HF;
- (f) understanding and promotion of a positive safety culture;
- (g) operational experience related to the activities of the organisation;

- (h) safety management experience;
- (i) interpersonal and leadership skills, and the ability to influence staff;
- (j) oral and written communications skills;
- (k) data management, analytical and problem-solving skills.

## **CAMO.A.310 Airworthiness review staff qualifications**

*Regulation (EU) 2019/1383*

- (a) Airworthiness review staff issuing airworthiness review certificates or recommendations in accordance with point (e) of point [CAMO.A.125](#) and, if applicable, issuing permits to fly in accordance with point (f) of point CAMO.A.125 shall have:
  - (1) at least 5 years of experience in continuing airworthiness;
  - (2) acquired an appropriate licence in compliance with Annex (III) Part-66 or an aeronautical degree or a national equivalent;
  - (3) received formal aeronautical maintenance training;
  - (4) held a position within the approved organisation with appropriate responsibilities.
- (b) Notwithstanding points (a)(1), (a)(3) and (a)(4), the requirement laid down in point (a)(2) may be replaced with 5 years of experience in continuing airworthiness additional to those already required by point (a)(1).
- (c) Airworthiness review staff nominated by the organisation can only be issued an authorisation by that organisation when formally accepted by the competent authority after satisfactory completion of an airworthiness review under the supervision of the competent authority, or under the supervision of the organisation's authorised airworthiness review staff, in accordance with a procedure approved by the competent authority as part of the CAME.
- (d) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate, recent continuing airworthiness management experience.

## **AMC1 CAMO.A.310(a) Airworthiness review staff qualifications**

*ED Decision 2020/002/R*

### **GENERAL**

- (a) Airworthiness review staff are only required if the CAMO wants to be granted [CAMO.A.125\(e\)](#) airworthiness review and, if applicable, [CAMO.A.125\(f\)](#) permit to fly privileges.
- (b) 'Experience in continuing airworthiness' means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.
- (c) A person qualified according to [AMC1 CAMO.A.305\(c\)](#) subparagraph (e) should be considered as holding the equivalent to an aeronautical degree.
- (d) An appropriate licence in compliance with Annex III (Part-66) is any one of the following:
  - a category B1 or L licence in the subcategory of the aircraft reviewed, or
  - a category B2 or C licence, or
  - in the case of piston-engine non-pressurised aeroplanes of 2 000 kg MTOM and below, a category B3 licence.

It is not necessary to satisfy the experience requirements of Part-66 at the time of the review.

- (e) To hold a position with appropriate responsibilities means the airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft.

Independence from the airworthiness management process may be achieved, among other ways, as follows:

- By being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific aircraft type, while being involved in the continuing airworthiness management of a different aircraft type.
- A CAMO holding a maintenance organisation approval may nominate maintenance personnel from their maintenance organisation as airworthiness review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests.
- By nominating as airworthiness review staff personnel from the compliance monitoring department of the CAMO.

Overall authority on the airworthiness management process of complete aircraft may be achieved, among other ways, as follows:

- By nominating as airworthiness review staff the accountable manager or the nominated post holder.
- By being authorised to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process.
- In the case of one-man organisations, this person has always overall authority. This means that this person can be nominated as airworthiness review staff.

## **AMC1 CAMO.A.310(a)(3) Airworthiness review staff qualifications**

*ED Decision 2020/002/R*

### **FORMAL AERONAUTICAL MAINTENANCE TRAINING**

Formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

- Relevant parts of initial and continuing airworthiness regulations;
- Relevant parts of operational requirements and procedures, if applicable;
- The organisation's continuing airworthiness management exposition;
- Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be provided by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.

‘Relevant sample’ means that these courses should cover typical aircraft and aircraft systems that are within the scope of work.

- Maintenance methods.

## AMC1 CAMO.A.310(c) Airworthiness review staff qualifications

ED Decision 2020/002/R

### FORMAL ACCEPTANCE BY THE COMPETENT AUTHORITY

The approval by the competent authority of the CAME, containing, as specified in point [CAMO.A.300\(a\)\(8\)](#), the nominative list of [CAMO.A.305\(e\)](#) personnel, constitutes the formal acceptance by the competent authority of the airworthiness review staff.

If the airworthiness review is performed under the supervision of existing airworthiness review staff, evidence should be provided to the competent authority.

The inclusion of an airworthiness review staff in such CAME list also constitutes the formal authorisation by the organisation.

## AMC1 CAMO.A.310(d) Airworthiness review staff qualifications

ED Decision 2020/002/R

### RECENT EXPERIENCE AND VALIDITY

In order to keep the validity of the airworthiness review staff authorisation, the airworthiness review staff should have either:

- been involved in continuing airworthiness management activities for at least 6 months in every 2-year period, or
- conducted at least one airworthiness review in the last 12-month period.

In order to restore the validity of the authorisation, the airworthiness review staff should conduct at a satisfactory level an airworthiness review under the supervision of the competent authority or, if accepted by the competent authority, under the supervision of another currently authorised airworthiness review staff of the continuing airworthiness management organisation concerned in accordance with an approved procedure.

## CAMO.A.315 Continuing airworthiness management

Regulation (EU) 2020/270

- (a) The organisation shall ensure that all continuing airworthiness management is carried out in accordance with Section A, Subpart C of Annex I (Part-M), or Section A Subpart C of Annex Vb (Part-ML), as applicable.
- (b) For every aircraft managed, the organisation shall in particular:
  - (1) ensure that an aircraft maintenance programme including any applicable reliability programme, as required by point [M.A.302](#) or [ML.A.302](#) as applicable, is developed and controlled;
  - (2) for aircraft not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, provide a copy of the aircraft maintenance programme to the owner or operator responsible in accordance with point [M.A.201](#) or [ML.A.201](#) as applicable;



- (3) ensure that data used for any modification and repairs complies with points [M.A.304](#) or [ML.A.304](#) as applicable;
  - (4) for all complex motor-powered aircraft or aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, establish a procedure to assess non-mandatory modifications and/or inspections and decide on their application, making use of the organisation's safety risk management process as required by point (a)(3) of point [CAMO.A.200](#);
  - (5) ensure that the aircraft, engine(s), propeller(s) and components thereof are taken to an appropriately approved maintenance organisation referred to in Subpart F of Annex I (Part-M), Annex II (Part-145) or Annex Vd (Part-CAO) whenever necessary;
  - (6) order maintenance, supervise activities, and coordinate related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determination of aircraft airworthiness.
- (c) Where the organisation is not appropriately approved in accordance with Subpart F of Annex I (Part-M), Annex II (Part-145) or Annex Vd (Part-CAO) it shall, in consultation with the operator, manage the written maintenance contracts required by points (e)(3), (f)(3), (g)(3) and (h)(3) of [M.A.201](#) or point [ML.A.201](#) to ensure that:
- (1) all maintenance is ultimately carried out by an appropriately approved maintenance organisation;
  - (2) the functions required under points (b), (c), (f) and (g) of point [M.A.301](#) of Annex I (Part-M) or point [ML.A.301](#) of Annex Vb (Part-ML), as applicable, are clearly specified.
- (d) Notwithstanding point (c), the contract may be in the form of individual work orders addressed to the maintenance organisation in the case of:
- (1) an aircraft requiring unscheduled line maintenance;
  - (2) component maintenance, including engine and propeller maintenance, as applicable.
- (e) The organisation shall ensure that human factors and human performance limitations are taken into account during continuing airworthiness management, including all contracted and subcontracted activities.

## AMC1 CAMO.A.315 Continuing airworthiness management

*ED Decision 2020/002/R*

The CAMO should have adequate knowledge of the design information and aircraft configuration (type specification, customer options, airworthiness directives (ADs), airworthiness limitations contained in the aircraft ICA, modifications, repairs, operational and emergency equipment) and of the required and performed maintenance. The status of aircraft configuration and maintenance should be adequately documented to support the management system.

For CS-25 aeroplanes, adequate knowledge of the airworthiness limitations should cover those contained in CS-25 Book 1, Appendix H, paragraph H25.4 and fuel tank system airworthiness limitations including critical design configuration control limitations (CDCCL).

## GM1 CAMO.A.315(b)(1) Continuing airworthiness management

ED Decision 2020/002/R

### AIRCRAFT MAINTENANCE PROGRAMME

In accordance with [M.A.302](#) and [ML.A.302](#), the CAMO requirement to ‘control’ the AMP includes in particular:

- (i) in the case of aircraft complying with Part-ML, the approval of the AMP and its amendments;
- (ii) in the case of aircraft complying with Part-M, the presentation of the AMP and its amendments to the competent authority for approval, unless the approval is covered by an indirect approval procedure in accordance with [M.A.302\(c\)](#).

## AMC1 CAMO.A.315(b)(3) Continuing airworthiness management

ED Decision 2020/002/R

When managing the approval of modifications or repairs, the organisation should ensure that CDCCL are taken into account.

## AMC1 CAMO.A.315(b)(4) Continuing airworthiness management

ED Decision 2020/002/R

### ASSESSMENT OF NON-MANDATORY INFORMATION

The CAMO managing the continuing airworthiness of the aircraft should establish and work according to a policy, which assesses non-mandatory information (modification or inspections) related to the airworthiness of the aircraft. Non-mandatory information refers to service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer, the competent authority or the Agency.

## GM1 CAMO.A.315(b)(5) Continuing airworthiness management

ED Decision 2020/002/R

This requirement means that the CAMO is responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continuing airworthiness of the aircraft.

## AMC1 CAMO.A.315(c) Continuing airworthiness management

ED Decision 2020/002/R

- (a) As provided for in [M.A.201](#) or [ML.A.201](#), when the operator is approved as a CAMO, or when the operator/owner contracts a CAMO, this CAMO is in charge of the continuing airworthiness management and this includes the tasks specified:
  - for Part-M aircraft, in [M.A.301](#) points (b), (c), (e), (f), (g) and (h);
  - for Part-ML aircraft, in [ML.A.301](#) points (b), (c), (d) and (e).

If the CAMO does not hold the appropriate maintenance organisation approval (Part-M Subpart F, Part-CAO or a Part-145 approval), then the CAMO should conclude a contract with the appropriate organisation(s).

- (b) The CAMO bears the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management. Thus, it should be satisfied before the intended flight that all required maintenance has been properly carried out.
- (c) The CAMO should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.
- (d) The fact that the CAMO has contracted a maintenance organisation should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft.
- (e) The contract between the CAMO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.
- (f) Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned that could result in a situation where work that has an effect on the airworthiness or serviceability of aircraft is not or will not be properly performed.
- (g) Special attention should be paid to procedures and responsibilities to ensure that all maintenance work is performed, service bulletins are analysed and decisions are taken on their accomplishment, airworthiness directives are accomplished on time and that all work, including non-mandatory modifications, is carried out to approved data and to the latest standards.
- (h) [Appendix IV to AMC1 CAMO.A.315\(c\)](#) gives further details on the subject.

## AMC2 CAMO.A.315(c) Continuing airworthiness management

*ED Decision 2020/002/R*

### MAINTENANCE CONTRACT WITH ANOTHER CAMO/OPERATOR

- (a) The purpose of point [CAMO.A.315\(c\)](#) is to ensure that all maintenance is carried out by an appropriately approved maintenance organisation. It is acceptable to contract another operator/CAMO (secondary operator/CAMO) that does not hold a maintenance organisation approval when it proves that such a contract is in the interest of the CAMO by simplifying the management of its maintenance, and the CAMO keeps an appropriate control of it. In this case, the CAME should include appropriate procedures to ensure that all maintenance is ultimately carried out on time by approved maintenance organisations in accordance with appropriate maintenance data. In particular, the compliance monitoring and safety risk management procedures should place great emphasis on monitoring compliance with the above and ensuring proper hazard identification, and management of risks associated with such contracting. The list of approved maintenance organisations, or a reference to this list, should be included in the CAME.
- (b) This contract should not preclude the CAMO from ensuring that all maintenance is performed by appropriately approved organisations which comply with [M.A.201](#) or [ML.A.201](#). Typical arrangements are the following:
  - Component maintenance:

The CAMO may find it more appropriate to have a primary contractor (the secondary operator/CAMO) dispatching the components to appropriately approved organisations rather than sending themselves different types of components to various maintenance organisations approved under Part-145. The benefit for the CAMO is that the management of maintenance is simplified by having a single point of contact for component maintenance. The CAMO remains responsible for ensuring that all

maintenance is performed by maintenance organisations approved under Part-145 and in accordance with appropriate maintenance data.

- Aircraft, engine and component maintenance:

The CAMO may wish to have a maintenance contract with a secondary operator/CAMO not approved as maintenance organisation for the same type of aircraft. A typical case is that of a dry-leased aircraft between operators where the parties, for consistency or continuity reasons (especially for short-term lease agreements), find it appropriate to keep the aircraft under the current maintenance arrangement. Where this arrangement involves various maintenance organisations, it might be more manageable for the lessee CAMO to have a single maintenance contract with the lessor operator/CAMO. Whatever type of acceptable maintenance contract is concluded, the CAMO is required to exercise the same level of control on contracted maintenance, particularly through the person(s) nominated under point [CAMO.A.305\(a\)](#) and the management system as referred to in [CAMO.A.200](#).

## GM1 CAMO.A.315(c) Continuing airworthiness management

ED Decision 2020/002/R

### LINE MAINTENANCE CONTRACT

For line maintenance, the actual layout of the IATA Standard Ground Handling Agreement may be used as a basis, but this does not preclude the CAMO from ensuring that the content of the contract is acceptable and especially that the contract allows the CAMO to properly exercise its continuing airworthiness management responsibility. Those parts of the contract that have no effect on the technical or operational aspects of airworthiness are outside the scope of this paragraph.

## GM1 CAMO.A.315(d) Continuing airworthiness management

ED Decision 2020/002/R

### WORK ORDERS

The intent of this paragraph is that maintenance contracts are not necessary when the continuing airworthiness management exposition specifies that the relevant maintenance activity may be ordered through one-time work orders. This includes unscheduled line maintenance and may also include component maintenance up to engines, as long as the maintenance is manageable through work orders, in terms of both volume and complexity. It should be noted that this paragraph implies that even where base maintenance is ordered on a case-by-case basis, there should be a written maintenance contract.

## CAMO.A.320 Airworthiness review

Regulation (EU) 2019/1383

When the organisation approved in accordance with point (e) of point [CAMO.A.125](#) performs airworthiness reviews, they shall be performed in accordance with point [M.A.901](#) of Annex I (Part-M) or point [ML.A.903](#) of Annex Vb (Part-ML), as applicable.

## CAMO.A.325 Continuing airworthiness management data

Regulation (EU) 2020/270

The organisation shall hold and use applicable current maintenance data in accordance with point [M.A.401](#) of Annex I (Part-M) or point [ML.A.401](#) of Annex Vb (Part-ML), as applicable, for the performance of continuing airworthiness tasks referred to in point [CAMO.A.315](#) of this Annex (Part-CAMO). That data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the continuing airworthiness management organisation shall only keep such data for the duration of the contract, except when otherwise required by point [CAMO.A.220\(a\)](#).

## AMC1 CAMO.A.325 Continuing airworthiness management data

ED Decision 2020/002/R

### MAINTENANCE DATA PROVIDED BY THE CUSTOMER

When using maintenance data provided by the customer, the CAMO is responsible for ensuring that this data is current. As a consequence, it should establish appropriate procedures or provisions in the contract with the customer.

## GM1 CAMO.A.325 Continuing airworthiness management data

ED Decision 2020/002/R

### MAINTENANCE DATA PROVIDED BY THE CUSTOMER

The sentence 'except when otherwise required by point (a) of point [CAMO.A.220](#)' refers to, in particular, the need to keep a copy of the customer data which was used to perform continuing airworthiness activities not only during the contract period but also, if considered as record pursuant to point [CAMO.A.220\(a\)\(2\)](#), for the period specified in point [CAMO.A.220\(a\)\(5\)](#).

## GM2 CAMO.A.325 Continuing airworthiness management data

ED Decision 2020/002/R

Point [CAMO.A.325](#) refers to 'continuing airworthiness tasks referred to in point [CAMO.A.315](#)'. As a consequence, this covers continuing airworthiness management tasks but not airworthiness reviews.

Airworthiness review requirements are indicated in point [CAMO.A.320](#) and the requirements for the corresponding record retention are contained in point [CAMO.A.220](#).

## SECTION B — AUTHORITY REQUIREMENTS

### CAMO.B.005 Scope

Regulation (EU) 2019/1383

This Section establishes the administrative and management system requirements to be followed by the competent authority in charge of the implementation and enforcement of Section A of this Annex.

### CAMO.B.115 Oversight documentation

Regulation (EU) 2019/1383

The competent authority shall provide all legislative acts, standards, rules, technical publications, and related documents to relevant personnel in order to allow them to perform their tasks and to discharge their responsibilities.

### CAMO.B.120 Means of compliance

Regulation (EU) 2019/1383

- (a) The Agency shall develop Acceptable Means of Compliance ('AMC') that may be used to establish compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts.
- (b) Alternative means of compliance may be used to establish compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts
- (c) The competent authority shall establish a system to consistently evaluate that all alternative means of compliance used by itself or by organisations under its oversight allow for the establishment of compliance with Regulation (EU) No 2018/1139 and its delegated and implementing acts.
- (d) The competent authority shall evaluate all alternative means of compliance proposed by an organisation in accordance with point [CAMO.A.120](#) by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When the competent authority finds that the alternative means of compliance are in accordance with Regulation (EU) 2018/1139 and its delegated and implementing acts, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly;
  - (2) notify the Agency of their content, including copies of all relevant documentation.
- (e) When the competent authority itself uses alternative means of compliance to achieve compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts it shall:
- (1) make them available to all organisations and persons under its oversight;
  - (2) without undue delay notify the Agency.

The competent authority shall provide the Agency with a full description of the alternative means of compliance, including any revisions to procedures that may be relevant, as well as an assessment demonstrating that they comply with Regulation (EU) 2018/1139 and its delegated and implementing acts.

## GM1 CAMO.B.120 Means of compliance

ED Decision 2020/002/R

### ALTERNATIVE MEANS OF COMPLIANCE

Alternative means of compliance that are used by a competent authority, or by a CAMO under its oversight, may be used by other competent authorities or another CAMO only if they are processed again in accordance with points [CAMO.B.120\(d\)](#) and (e).

## CAMO.B.125 Information to the Agency

Regulation (EU) 2019/1383

- (a) The competent authority shall, without undue delay, notify the Agency in case of any significant problems with the application of Regulation (EU) 2018/1139 and its delegated and implementing acts.
- (b) The competent authority shall provide the Agency with safety-significant information stemming from the occurrence reports it has received pursuant to point [CAMO.A.160](#).

## AMC1 CAMO.B.125(b) Information to the Agency

ED Decision 2020/002/R

### EXCHANGE OF SAFETY-SIGNIFICANT INFORMATION WITH THE AGENCY

Each competent authority should appoint a coordinator to act as the contact point for the exchange of safety-significant information between the competent authority and the Agency.

## GM1 CAMO.B.125(b) Information to the Agency

ED Decision 2020/002/R

### MEANING OF 'SAFETY-SIGNIFICANT INFORMATION STEMMING FROM OCCURRENCE REPORTS'

'Safety-significant information stemming from occurrence reports' means:

- (a) a conclusive safety analysis which summarises individual occurrence data and provides an in-depth analysis of a safety issue, and which may be relevant for the Agency's safety action planning; and
- (b) individual occurrence data for the cases where the Agency is the competent authority and which fulfils the reporting criteria of [GM3 CAMO.B.125\(b\)](#).

## GM2 CAMO.B.125(b) Information to the Agency

ED Decision 2020/002/R

### RECOMMENDED CONTENT FOR CONCLUSIVE SAFETY ANALYSES

A conclusive safety analysis should contain the following:

- (a) a detailed description of the safety issue, including the scenario in which the safety issue takes place; and
- (b) an indication of the stakeholders affected by the safety issue, including types of operations and organisations;

and, as appropriate:

- (c) a risk assessment establishing the severity and probability of all the possible consequences of the safety issue;
- (d) information about the existing safety barriers that the aviation system has in place to prevent the likely safety issue consequences from occurring;
- (e) any mitigating actions already in place or developed to deal with the safety issue;
- (f) recommendations for future actions to control the risk; and
- (g) any other element the competent authority considers essential for the Agency to properly assess the safety issue.

## GM3 CAMO.B.125(b) Information to the Agency

*ED Decision 2020/002/R*

### **OCCURRENCES WHERE THE AGENCY IS THE COMPETENT AUTHORITY**

Occurrences related to organisations or products, certified by the Agency, should be notified to the Agency if:

- (a) the occurrence is defined as a reportable occurrence in accordance with the applicable regulation;
- (b) the organisation responsible for addressing the occurrence is certified by the Agency; and
- (c) the Member State competent authority has come to the conclusion that:
  - (1) the organisation certified by the Agency to which the occurrence relates has not been informed of the occurrence; or
  - (2) the occurrence has not been properly addressed or has been left unattended by the organisation certified by the Agency.

Such occurrence data should be reported in a format compatible with the European Coordination Centre for Accident and Incident Reporting Systems (ECCAIRS) and should provide all relevant information for its assessment and analysis, including necessary additional files in the form of attachments.

## CAMO.B.135 Immediate reaction to a safety problem

*Regulation (EU) 2019/1383*

- (a) Without prejudice to Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018<sup>1</sup>, the competent authority shall implement a system to appropriately collect, analyse, and disseminate safety information.
- (b) The Agency shall implement a system to appropriately analyse any relevant safety information received, and without undue delay provide to Member States and the Commission any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons or organisations subject to Regulation (EU) 2018/1139 and its delegated and implementing acts.

<sup>1</sup> Regulation (EU) 2015/1018 of 29 June 2015 laying down a list classifying occurrences in civil aviation to be mandatorily reported according to Regulation (EU) No 376/2014 of the European Parliament and of the Council (OJ L 163, 30.6.2015, p. 1).



- (c) Upon receiving the information referred to in points (a) and (b), the competent authority shall take adequate measures to address the safety problem.
- (d) Measures taken under point (c) shall immediately be notified to all persons or organisations which need to comply with them under Regulation (EU) 2018/1139 and its delegated and implementing acts. The competent authority shall also notify those measures to the Agency and, when combined action is required, the other Member States concerned.

## **CAMO.B.200 Management system**

*Regulation (EU) 2019/1383*

- (a) The competent authority shall establish and maintain a management system, including as a minimum:
  - (1) documented policies and procedures to describe its organisation, means and methods to comply with Regulation (EU) 2018/1139 and its delegated and implementing acts. The procedures shall be kept up to date, and serve as the basic working documents within that competent authority for all related tasks;
  - (2) a sufficient number of personnel to perform its tasks and discharge its responsibilities. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all tasks;
  - (3) personnel qualified to perform their allocated tasks and have the necessary knowledge, experience, initial and recurrent training to ensure continuing competency;
  - (4) adequate facilities and office accommodation to perform the allocated tasks;
  - (5) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures including the establishment of an internal audit process and a safety risk management process. Compliance monitoring shall include a feedback system of audit findings to the senior management of the competent authority to ensure implementation of corrective actions as necessary;
  - (6) a person or group of persons ultimately responsible to the senior management of the competent authority for the compliance monitoring function.
- (b) The competent authority shall, for each field of activity, including management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) The competent authority shall establish procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned, including all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of a Member State, but certified by the competent authority of another Member State or the Agency.
- (d) A copy of the procedures related to the management system and their amendments shall be made available to the Agency for the purpose of standardisation and to the organisations subject to this Regulation, if so requested.

## AMC1 CAMO.B.200 Management system

*ED Decision 2020/002/R*

### ORGANISATIONAL STRUCTURE

- (a) In deciding upon the required organisational structure, the competent authority should review:
  - (1) the number of certificates to be issued, and the number and size of the potential CAMOs within that Member State;
  - (2) the possible use of qualified entities and of the resources of the competent authorities of other Member States to fulfil the continuing oversight obligations;
  - (3) the level of civil aviation activity, number and complexity of aircraft and the size of the Member State's aviation industry; and
  - (4) the potential growth of activities in the field of civil aviation.
- (b) The competent authority should retain effective control of important surveillance functions and should not delegate them in such a way that CAMOs, in effect, regulate themselves in airworthiness matters.
- (c) The set-up of the organisational structure should ensure that the various tasks and obligations of the competent authority do not solely rely on individuals. The continuous and undisturbed fulfilment of these tasks and obligations of the competent authority should also be guaranteed in case of illness, accident or leave of individual employees.

## AMC2 CAMO.B.200 Management system

*ED Decision 2020/002/R*

### GENERAL

- (a) The competent authority designated by each Member State should be organised in such a way that:
  - (1) there is specific and effective management authority in the conduct of all the relevant activities;
  - (2) the functions and processes described in the applicable requirements of Regulation (EU) 2018/1139 and its delegated and implementing acts, AMC, Certification Specifications (CSs), and Guidance Material (GM) may be properly implemented;
  - (3) the competent authority's organisation and operating procedures for the implementation of the applicable requirements of Regulation (EU) 2018/1139 and its delegated and implementing acts are properly documented and applied;
  - (4) all the competent authority's personnel who are involved in the related activities are provided with training where necessary;
  - (5) specific and effective provision is made for communicating and interfacing as necessary with EASA and the competent authorities of other Member States; and
  - (6) all the functions related to implementing the applicable requirements are adequately described.
- (b) A general policy in respect of the activities related to the applicable requirements of Regulation (EU) 2018/1139 and its delegated and implementing acts should be developed, promoted, and implemented by the manager at the highest appropriate level; for example, the manager at the top of the functional area of the competent authority that is responsible for such activities.

- (c) Appropriate steps should be taken to ensure that the policy is known and understood by all the personnel involved, and all the necessary steps should be taken to implement and maintain the policy.
- (d) The general policy, whilst also satisfying the additional national regulatory responsibilities, should, in particular, take into account:
  - (1) the provisions of Regulation (EU) 2018/1139;
  - (2) the provisions of the applicable implementing rules and their AMC, CSs, and GM;
  - (3) the needs of industry; and
  - (4) the needs of EASA and of the competent authority.
- (e) The policy should define specific objectives for the key elements of the organisation and processes for implementing the related activities, including the corresponding control procedures and the measurement of the achieved standard.

## **AMC1 CAMO.B.200(a)(1) Management system**

*ED Decision 2020/002/R*

### **DOCUMENTED POLICIES AND PROCEDURES**

- (a) The various elements of the organisation involved with the activities related to Regulation (EU) 2018/1139 and its delegated and implementing acts should be documented in order to establish a reference source for the establishment and maintenance of this organisation.
- (b) The documented procedures should be established in a way that facilitates their use. They should be clearly identified, kept up to date, and made readily available to all the personnel who are involved in the related activities.
- (c) The documented procedures should cover, as a minimum, all of the following aspects:
  - (1) policy and objectives;
  - (2) organisational structure;
  - (3) responsibilities and associated authority;
  - (4) procedures and processes;
  - (5) internal and external interfaces;
  - (6) internal control procedures;
  - (7) the training of personnel;
  - (8) cross-references to associated documents;
  - (9) assistance from other competent authorities or EASA (where required).
- (d) It is likely that the information may be held in more than one document or series of documents, and suitable cross-referencing should be provided. For example, the organisational structure and job descriptions are not usually in the same documentation as the detailed working procedures. In such cases, it is recommended that the documented procedures should include an index of cross references to all such other related information, and the related documentation should be readily available when required.

## GM1 CAMO.B.200(a)(2) Management system

ED Decision 2020/002/R

### SUFFICIENT PERSONNEL

- (a) This GM on the determination of the required personnel is limited to the performance of certification and oversight tasks, excluding any personnel who are required to perform tasks that are subject to any national regulatory requirements.
- (b) The elements to be considered when determining who are the required personnel and planning their availability may be divided into quantitative and qualitative elements:
  - (1) Quantitative elements:
    - (i) the estimated number of initial certificates to be issued;
    - (ii) the number of organisations to be certified by the competent authority; and
    - (iii) the estimated number of subcontracted organisations used by certified organisations.
  - (2) Qualitative elements:
    - (i) the size, nature, and complexity of the activities of certified organisations, taking into account:
      - (A) the privileges of each organisation;
      - (B) the types of approval and the scope of approval;
      - (C) possible certification to industry standards;
      - (D) the number of personnel; and
      - (E) the organisational structure and the existence of subsidiaries;
    - (ii) the safety priorities identified;
    - (iii) the results of past oversight activities, including audits, inspections and reviews, in terms of risks and regulatory compliance, taking into account:
      - (A) the number and the level of findings;
      - (B) the time frame for implementation of corrective actions; and
      - (C) the maturity of the management systems implemented by organisations, and their ability to effectively manage safety risks; and
    - (iv) the size and complexity of the Member State's aviation industry, and the potential growth of activities in the field of civil aviation, which may be an indication of the number of new applications and changes to existing certificates to be expected.
- (c) Based on the existing data from previous oversight planning cycles, and taking into account the situation within the Member State's aviation industry, the competent authority may estimate:
  - (1) the standard working time required for processing applications for new certificates;
  - (2) the number of new certificates to be issued for each planning period; and
  - (3) the number of changes to existing certificates to be processed for each planning period.
- (d) In line with the competent authority's oversight policy, the following planning data should be determined:

- (1) the standard number of audits to be performed per oversight planning cycle;
  - (2) the standard duration of each audit;
  - (3) the standard working time for audit preparation, on-site audit, reporting, and follow-up, per inspector;
  - (4) the standard number of unannounced inspections to be performed;
  - (5) the standard duration of inspections, including preparation, reporting, and follow-up, per inspector; and
  - (6) the minimum number and the required qualification of the inspectors for each audit/inspection.
- (e) The standard working time could be expressed either in working hours per inspector, or in working days per inspector. All planning calculations should then be based on the same unit (hours or working days).
- (f) It is recommended that the competent authority use a spreadsheet application to process the data defined under (c) and (d), to assist in determining the total number of working hours/days per oversight planning cycle required for certification, oversight and enforcement activities. This application could also serve as a basis for implementing a system for planning the availability of personnel.
- (g) The number of working hours/days per planning period for each qualified inspector that may be allocated for certification, oversight and enforcement activities should be determined, taking into account:
- (1) purely administrative tasks that are not directly related to certification and oversight;
  - (2) training;
  - (3) participation in other projects;
  - (4) planned absence; and
  - (5) the need to include a reserve for unplanned tasks or unforeseeable events.
- (h) The determination of the working time available for certification, oversight and enforcement activities should also consider, as applicable:
- (1) the use of qualified entities;
  - (2) cooperation with other competent authorities for approvals that involve more than one Member State; and
  - (3) oversight activities under a bilateral aviation safety agreement.
- (i) Based on the elements listed above, the competent authority should be able to:
- (1) monitor the dates when audits and inspections are due, and when they were carried out;
  - (2) implement a system to plan the availability of personnel; and
  - (3) identify possible gaps between the number and qualification of personnel and the required volume of certification and oversight.

Care should be taken to keep planning data up to date in line with changes in the underlying planning assumptions, with particular focus on risk-based oversight principles.

## AMC1 CAMO.B.200(a)(3) Management system

*ED Decision 2020/002/R*

### QUALIFICATION AND TRAINING — GENERAL

- (a) It is essential for the competent authority to have the full capability to adequately assess the compliance and performance of an organisation by ensuring that the whole range of activities is assessed by appropriately qualified personnel.
- (b) For each inspector, the competent authority should:
  - (1) define the competencies required to perform the allocated certification and oversight tasks;
  - (2) define the associated minimum qualifications that are required;
  - (3) establish initial and recurrent training programmes in order to maintain and to enhance the competency of inspectors at the level that is necessary to perform the allocated tasks; and
  - (4) ensure that the training provided meets the established standards, and is regularly reviewed and updated whenever necessary.
- (c) The competent authority may provide training through its own training organisation with qualified trainers, or through another qualified training source.
- (d) If training is not provided through an internal training organisation, adequately experienced and qualified persons may act as trainers, provided that their training skills have been assessed. If required, an individual training plan should be established that covers specific training skills. Records should be kept of such training, and of the assessment, as appropriate.

## AMC2 CAMO.B.200(a)(3) Management system

*ED Decision 2020/002/R*

### QUALIFICATION AND TRAINING — INSPECTORS

- (a) Competent authority inspectors should have:
  - (1) practical experience and expertise in the application of aviation safety standards and safe operating practices;
  - (2) comprehensive knowledge of:
    - (a) the relevant parts of the implementing rules, certification specifications and guidance material;
    - (b) the competent authority's procedures;
    - (c) the rights and obligations of an inspector;
    - (d) safety management systems based on the EU management system requirements (including compliance monitoring) and ICAO Annex 19;
    - (e) continuing airworthiness management including maintenance programme development and control;
    - (f) operational procedures that affect the continuing airworthiness management of the aircraft or its maintenance; and
    - (g) maintenance-related HF and human performance principles;

- (3) training on auditing techniques and assessing and evaluating management systems and safety risk management processes.
  - (4) 5 years of relevant work experience for them to be allowed to work independently as inspectors. This may include experience gained during training to obtain the qualification mentioned below in point (a)(5);
  - (5) a relevant engineering degree or an aircraft maintenance technician qualification with additional education. 'Relevant engineering degree' refers to an engineering degree from aeronautical, mechanical, electrical, electronic, avionics or other studies that are relevant to the maintenance and continuing airworthiness of aircraft/aircraft components;
  - (6) knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation.  
  
'Relevant sample' means that these courses should cover typical aircraft and aircraft systems that are within the scope of work; and
  - (7) knowledge of maintenance standards, including fuel tank safety (FTS) training as described in [Appendix III to AMC4 CAMO.A.305\(g\)](#).
- (b) In addition to technical competency, inspectors should have a high degree of integrity, be impartial in carrying out their tasks, be tactful, and have a good understanding of human nature.
- (c) A programme for recurrent training should be developed that ensures that the inspectors remain competent to perform their allocated tasks. As a general policy, it is not desirable for the inspectors to obtain technical qualifications from those entities that are under their direct regulatory oversight.

## AMC3 CAMO.B.200(a)(3) Management system

ED Decision 2020/002/R

### INITIAL AND RECURRENT TRAINING — INSPECTORS

- (a) Initial training programme:

The initial training programme for inspectors should include, as appropriate to their role, current knowledge, experience and skills in at least all of the following:

- (1) aviation legislation, organisation, and structure;
- (2) the Chicago Convention, the relevant ICAO Annexes and Documents;
- (3) Regulation (EU) No 376/2014 on the reporting, analysis and follow-up of occurrences in civil aviation;
- (4) overview of Regulation (EU) 2018/1139, its delegated and implementing acts and the related AMC, CS, and GM;
- (5) Regulation (EU) No 1321/2014 as well as any other applicable requirements;
- (6) management systems, including the assessment of the effectiveness of a management system, in particular hazard identification and risk assessment, and non-punitive reporting techniques in the context of the implementation of a 'just culture';
- (7) auditing techniques;
- (8) procedures of the competent authority that are relevant to the inspectors' tasks;

- (9) HF principles;
- (10) the rights and obligations of inspecting personnel of the competent authority;
- (11) on-the-job training that is relevant to the inspector's tasks; and
- (12) technical training, including training on aircraft-specific subjects, that is appropriate to the role and tasks of the inspector, in particular for those areas that require approvals.

NOTE: The duration of the on-the-job training should take into account the scope and complexity of the inspector's tasks. The competent authority should assess whether the required competency has been achieved before an inspector is authorised to perform a task without supervision.

(b) Recurrent training programme

Once qualified, the inspector should undergo training periodically, as well as whenever deemed necessary by the competent authority, in order to remain competent to perform the allocated tasks. The recurrent training programme for inspectors should include, as appropriate to their role, at least the following topics:

- (1) changes in aviation legislation, the operational environment and technologies;
- (2) procedures of the competent authority that are relevant to the inspector's tasks;
- (3) technical training, including training on aircraft-specific subjects, that is appropriate to the role and tasks of the inspector; and
- (4) results from past oversight.

(c) An assessment of an inspector's competency should take place at regular intervals that do not exceed 3 years. The results of these assessments, as well as any actions taken following the assessments, should be recorded.

## AMC1 CAMO.B.200(a)(5) Management system

ED Decision 2020/002/R

### SAFETY RISK MANAGEMENT PROCESS

- (a) The safety risk management process required by point [CAMO.B.200](#) should be documented. The following should be defined in the related documentation:
- (1) means for hazard identification, and the related data sources, taking into account data that comes from other competent authorities with which the competent authority interfaces in the State, or from the competent authorities of other Member States;
  - (2) risk management steps including:
    - (i) analysis (in terms of the probability and the severity of the consequences of hazards and occurrences);
    - (ii) assessment (in terms of tolerability); and
    - (iii) control (in terms of mitigation) of risks to an acceptable level;
  - (3) who holds the responsibilities for hazard identification and risk management;
  - (4) who holds the responsibilities for the follow-up of risk mitigation actions;
  - (5) the levels of management who have the authority to make decisions regarding the tolerability of risks;



- (6) means to assess the effectiveness of risk mitigation actions; and
  - (7) the link with the compliance monitoring function.
- (b) To demonstrate that the safety risk management process is operational, competent authorities should be able to provide evidence that:
- (1) the persons involved in internal safety risk management activities are properly trained;
  - (2) hazards that could impact the authority's capabilities to perform its tasks and discharge its responsibilities have been identified and the related risk assessment is documented;
  - (3) regular meetings take place at appropriate levels of management of the competent authority to discuss the risks identified, and to decide on the tolerability of risks and possible risk mitigations;
  - (4) in addition to the initial hazard identification exercise, the risk management process is triggered as a minimum whenever changes occur that may affect the competent authority's capability to perform any of the tasks required by Part-CAMO;
  - (5) a record of the actions taken to mitigate risks is maintained, showing the status of each action and the owner of the action;
  - (6) there is a follow-up on the implementation of all risk mitigation actions;
  - (7) risk mitigation actions are assessed for their effectiveness; and
  - (8) the results of risk assessments are periodically reviewed to check whether they remain relevant. (Are the assumptions still valid? Is there new information?).

## GM1 CAMO.B.200(a)(5) Management system

ED Decision 2020/002/R

### SAFETY RISK MANAGEMENT PROCESS

The purpose of safety risk management as part of the management system framework for competent authorities is to ensure the effectiveness of the management system. As for any organisation, hazard identification and risk management is expected to contribute to effective decision-making, to guide the allocation of resources and contribute to organisational success.

The safety risk management process required by point [CAMO.B.200](#) is intended to address the safety risks that are directly related to the competent authority's organisation and processes, and which may affect its capability to perform its tasks and discharge its responsibilities. This process is not intended to be a substitute for the State safety risk management SARPs defined in ICAO Annex 19, Chapter 3, component 3.3. This does not mean, however, that the competent authority may not use information and data that is obtained through its State Safety Programme (SSP), including oversight data and information, for the purpose of safety risk management as part of its management system.

The safety risk management process is also to be applied to the management of changes ([CAMO.B.210](#)), which is intended to ensure that the management system remains effective whenever changes occur.

## AMC1 CAMO.B.200(d) Management system

*ED Decision 2020/002/R*

### PROCEDURES TO BE MADE AVAILABLE TO THE AGENCY

- (a) Copies of the procedures related to the competent authority's management system, and their amendments, that should be made available to the Agency for the purpose of standardisation, should provide at least the following information:
- (1) the competent authority's organisational structure for the continuing oversight functions that it undertakes, with a description of the main processes. This information should demonstrate the allocation of responsibilities within the competent authority, and that the competent authority is capable of carrying out the full range of tasks for the size and complexity of the Member State's aviation industry. It should also consider the overall proficiency and the scope of authorisation of the competent authority's personnel;
  - (2) for personnel who are involved in oversight activities, the minimum required professional qualification and amount of experience, and the principles that are used to guide their appointment (e.g. assessment);
  - (3) how the following are carried out: assessments of applications and evaluations of compliance, the issuing of certificates, continuing oversight activities, the follow-up of findings, enforcement measures and the resolution of safety concerns;
  - (4) the principles used for the management of exemptions and derogations;
  - (5) the processes that are in place to distribute the applicable safety information to enable a timely reaction to a safety problem;
  - (6) the criteria for planning continuing oversight activities (i.e. oversight programme), including the management of interfaces when conducting continuing oversight activities (of air operations and of continuing airworthiness management, for example); and
  - (7) an outline of the initial training of newly recruited oversight personnel (taking future activities into account), and the basic framework for the recurrent training of oversight personnel.
- (b) As part of the continuous monitoring of a competent authority, the Agency may request details of the working methods used, in addition to a copy of the procedures of the competent authority's management system (and any amendments). These additional details are the procedures and the related guidance material that describe the working methods for the personnel of the competent authority who conduct oversight activities.
- (c) Information related to the competent authority's management system may be submitted in an electronic format.

## CAMO.B.205 Allocation of tasks to qualified entities

*Regulation (EU) 2019/1383*

- (a) Tasks related to the initial certification, or continuing oversight of persons, or organisations subject to Regulation (EU) 2018/1139 and its delegated and implementing acts may be allocated by Member States only to qualified entities. When allocating tasks, the competent authority shall ensure that it has:
- (1) put a system in place to initially and continuously assess that the qualified entity complies with Annex VI 'Essential requirements for qualified entities' to Regulation (EU) 2018/1139. This system and the results of the assessments shall be documented;

- (2) established a documented agreement with the qualified entity, approved by both parties at the appropriate management level, which clearly defines:
  - (i) the tasks to be performed;
  - (ii) the declarations, reports, and records to be provided;
  - (iii) the technical conditions to be met in performing such tasks;
  - (iv) the related liability coverage;
  - (v) the protection given to information acquired in carrying out such tasks.
- (b) The competent authority shall ensure that the internal audit process and safety risk management process required by point (a)(5) of point [CAMO.B.200](#) covers all certification, or continuing oversight tasks performed on its behalf.

## GM1 CAMO.B.205 Allocation of tasks to qualified entities

ED Decision 2020/002/R

### CERTIFICATION TASKS

The tasks that may be performed by a qualified entity on behalf of the competent authority include those that are related to the initial certification and to the continuing oversight of persons and organisations as defined in Regulation (EU) No 1321/2014.

## CAMO.B.210 Changes in the management system

Regulation (EU) 2019/1383

- (a) The competent authority shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EU) 2018/1139 and its delegated and implementing acts. This system shall enable it to take action as appropriate to ensure that its management system remains adequate and effective.
- (b) The competent authority shall update its management system to reflect any change to Regulation (EU) 2018/1139 and its delegated and implementing acts in a timely manner, so as to ensure effective implementation.
- (c) The competent authority shall notify the Agency of changes affecting its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EU) 2018/1139 and its delegated and implementing acts.

## CAMO.B.220 Record-keeping

Regulation (EU) 2019/1383

- (a) The competent authority shall establish a system of record-keeping that allows adequate storage, accessibility, and reliable traceability of:
  - (1) the management system's documented policies and procedures;
  - (2) training, qualification, and authorisation of its personnel;
  - (3) the allocation of tasks, covering the elements required by point [CAMO.B.205](#), as well as the details of tasks allocated;
  - (4) certification processes and continuing oversight of certified organisations, including:
    - (i) the application for an organisation certificate;

- (ii) the competent authority's continuing oversight programme, including all assessment, audit and inspection records;
  - (iii) the organisation certificate, including any changes thereto;
  - (iv) a copy of the oversight programme listing the dates when audits are due and when audits were carried out;
  - (v) copies of all formal correspondence;
  - (vi) details of findings, corrective actions, date of action closure, any exemption and enforcement actions;
  - (vii) any assessment, audit and inspection reports issued by another competent authority pursuant to point (d) of point [CAMO.B.300](#);
  - (viii) copies of all organisation CAMEs or manuals and amendments thereto;
  - (ix) copies of any other document approved by the competent authority;
- (5) the evaluation and notification to the Agency of alternative means of compliance proposed by organisations, and the assessment of alternative means of compliance used by the competent authority itself;
- (6) safety information and follow-up measures in accordance with point [CAMO.B.125](#);
- (7) the use of flexibility provisions in accordance with Regulation (EU) 2018/1139 and its delegated and implementing acts.
- (b) The competent authority shall maintain a list of all organisation certificates it issued.
- (c) All records referred to in points (a) and (b) shall be kept for a minimum period of 5 years subject to applicable data protection law.
- (d) All records referred to in points (a) and (b) shall be made available upon request to a competent authority of another Member State or the Agency.

## AMC1 CAMO.B.220(a) Record-keeping

*ED Decision 2020/002/R*

### GENERAL

- (a) The record-keeping system should ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period.
- (b) All records that contain sensitive data regarding applicants or organisations should be stored in a secure manner with controlled access to ensure confidentiality.
- (c) Records should be kept in paper form or in electronic format or a combination of the two. Records that are stored on microfilm or optical discs are also acceptable. The records should remain legible and accessible throughout the required retention period. The retention period starts when the record is created.
- (d) Paper systems should use robust material which can withstand normal handling and filing. Computer record systems should have at least one backup system, which should be updated within 24 hours of any new entry. Computer record systems should include safeguards against any unauthorised personnel from altering the data.

- (e) All computer hardware that is used to ensure the backup of data should be stored in a different location from the one that contains the working data, and in an environment that ensures that the data remains in a good condition. When hardware or software changes take place, special care should be taken to ensure that all the necessary data continues to be accessible throughout at least the full period specified in point [CAMO.B.220\(c\)](#).

## AMC1 CAMO.B.220(a)(1) Record-keeping

*ED Decision 2020/002/R*

### COMPETENT AUTHORITY MANAGEMENT SYSTEM

Records that are related to the competent authority's management system should include, as a minimum, and as applicable:

- (a) the documented policies and procedures;
- (b) the personnel files of the competent authority's personnel, with the supporting documents related to their training and qualifications;
- (c) the results of the competent authority's internal audit and safety risk management processes, including audit findings, and corrective, preventive and risk mitigation actions; and
- (d) the contract(s) established with any qualified entities that perform certification or oversight tasks on behalf of the competent authority.

## AMC1 CAMO.B.220(d) Record-keeping

*ED Decision 2020/002/R*

### REQUEST BY A COMPETENT AUTHORITY OF ANOTHER MEMBER STATE OR THE AGENCY

The cases, when records shall be made available should be limited to:

- incidents or accidents;
- findings through the aircraft continuing airworthiness monitoring (ACAM) programme where organisations approved by another competent authority are involved, to determine the root cause;
- aircraft mainly operated in another Member State;
- aircraft previously operated in another Member State;
- organisations having approvals in several Member States.

When records are requested from another Member State, the reason for the request should be clearly stated. The records can be made available by sending a copy or by allowing their consultation.

## CAMO.B.300 Oversight principles

*Regulation (EU) 2022/410*

- (a) The competent authority shall verify:
  - (1) compliance with the requirements applicable to organisations prior to the issue of an organisation certificate, as applicable;
  - (2) continued compliance with the applicable requirements of organisations it has certified;
  - (3) implementation of appropriate safety measures mandated by the competent authority as defined in points (c) and (d) of point [CAMO.B.135](#).

- (b) This verification shall:
- (1) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
  - (2) provide the organisations concerned with the results of safety oversight activity;
  - (3) be based on assessments, audits and inspections, including unannounced inspections;
  - (4) provide the competent authority with the evidence needed in case further action is required, including the measures provided for in point [CAMO.B.350](#) 'Findings and corrective actions'.
- (c) The scope of oversight defined in points (a) and (b) shall take into account the results of past oversight activities and the safety priorities.
- (d) Where organisation facilities are located in more than one State, the competent authority as defined in point [CAMO.A.105](#) may agree to have oversight tasks performed by the competent authority(ies) of the Member State(s) where facilities are located, or by the Agency for facilities located in a third country. Any organisation subject to such agreement shall be informed of its existence and of its scope.
- (e) For oversight performed at facilities located in another State, the competent authority as defined in point [CAMO.A.105](#) shall inform the competent authority of such State, or the Agency for facilities of organisations having their principal place of business in a third country, before performing any on-site audit or inspection of such facilities.
- (f) The competent authority shall collect and process any information deemed useful for oversight, including for unannounced inspections.
- (g) When a contract is concluded in accordance with point [M.A.201\(ea\)](#) of Annex I (Part-M), the competent authority responsible for the oversight of the CAMO and the competent authorities responsible for the oversight of the operators concerned shall cooperate to ensure the exchange of information which is relevant for the performance of their tasks. This cooperation shall include the exchange of information on results of the oversight activities performed by those competent authorities and may include the performance of oversight tasks on the CAMO by the competent authorities responsible for the operators.

## AMC1 CAMO.B.300(a);(b);(c) Oversight principles

*ED Decision 2020/002/R*

### MANAGEMENT SYSTEM ASSESSMENT

As part of the initial certification of an organisation, the competent authority should assess the organisation's management system and processes to make sure that all the required enablers of a functioning management system are present and suitable.

As part of its continuing oversight activities, the competent authority should verify that the required enablers remain present and operational, and assess the effectiveness of the organisation's management system and processes.

When significant changes take place in the organisation, the competent authority should determine whether there is a need to review the existing assessment to ensure that it is still appropriate.

## GM1 CAMO.B.300(a);(b);(c) Oversight principles

ED Decision 2022/017/R

### MANAGEMENT SYSTEM MATURITY LEVELS

Regarding the evaluation of the maturity of the management systems, the following definitions apply:

- ‘present’: there is evidence that the process/feature is documented in the organisation’s management system/safety management system (SMS) documentation;
- ‘suitable’: the process/feature is suitable based on the size, nature, and complexity of the organisation, and the inherent risk in the activity;
- ‘operating’: there is evidence that the process/feature is in use and an output is being produced;
- ‘effective’: there is evidence that the process/feature is achieving the desired outcome and has a positive safety impact.

## AMC1 CAMO.B.300(f) Oversight principles

ED Decision 2020/002/R

### INFORMATION DEEMED USEFUL FOR OVERSIGHT

This information should include, as a minimum:

- (a) any occurrence reports received by the competent authority;
- (b) the results of the following types of inspections and surveys if they indicate an issue that originates from a Part-CAMO organisation:
  - (i) ramp inspections performed in accordance with Subpart RAMP of Annex II (Part-ARO) of Commission Regulation (EU) No 965/2012 ‘Air Operations’;
  - (ii) product surveys of aircraft pursuant to points [M.B.303](#) or [ML.B.303](#);
  - (iii) results of aircraft sample surveys conducted pursuant to point [CAMO.B.305\(b\)\(1\)](#); and
  - (iv) results of physical surveys or partial airworthiness reviews performed by the competent authority in line with point [M.B.901](#).

## GM1 CAMO.B.300(g) Oversight principles

ED Decision 2022/017/R

### COOPERATION BETWEEN COMPETENT AUTHORITIES

When a contract is concluded between a CAMO and an operator in accordance with point [M.A.201\(ea\)](#), which may occur during an initial CAMO application or an application for a change (requiring prior approval), the competent authorities of the CAMO and of the operator need to cooperate.

This cooperation between the different competent authorities may be established through a cooperative oversight agreement. That agreement will focus on the information that is relevant for performing the competent authority’s tasks, and be proportional to the nature and complexity of the organisations’ activities. It will cover at least the following aspects:

- (a) General information
  - (1) Scope of the cooperation and identification of the operator (or operators if the competent authorities agree to include in a single agreement several operators that use the same CAMO) and the CAMO.

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- (2) Nomination of focal points in each competent authority; changing the focal points does not imply a full revision of the cooperation agreement.
  - (3) Meetings held between the competent authorities to ensure that all remain informed of significant issues.
  - (4) Provisions for the resolution of conflicts or disagreements.
- (b) Oversight
- (1) Sharing of the oversight programme that is implemented by each competent authority (e.g. audit plan and audit programme especially regarding the oversight of the management system), including the competent authorities' assessment of the complexity of the organisations' activities.
  - (2) Sharing of the management system assessment approach that is used by each competent authority (refer also to [GM2 CAMO.B.300\(g\)](#)).
  - (3) Sharing of the results of the management system assessments.
  - (4) Performance of oversight tasks on the CAMO by the competent authorities responsible for the operator, on behalf of the competent authority of the CAMO, if such arrangement exists.
  - (5) Participation of inspectors from one competent authority as observers during the performance of oversight tasks by another competent authority, or joint audits/assessments by different competent authorities.
  - (6) Specific support, if needed, to assist in the inclusion of an aircraft into the AOC, when transferred from one AOC holder to another within the group.
  - (7) Sharing of information on how the CAMO and operator manage their tasks, to adapt oversight accordingly, such as, but not limited to, the following:
    - (i) the selection of aircraft subject to product audits as part of the oversight of the CAMO may consider information that comes from the competent authorities of the operator(s), which is provided to the competent authority of the CAMO;
    - (ii) information on the use and completion of the aircraft technical log system or on the use of the minimum equipment list (MEL) by the operator, which is reported by the competent authority of the CAMO to the competent authority of the relevant operator, may be considered in the operator's oversight programme;
    - (iii) sharing of information on the interfaces between the operator(s) and the CAMO regarding the assessment of non-mandatory modifications and/or inspections and the decision on their application as per point [CAMO.A.315\(b\)\(4\)](#); and
    - (iv) sharing of information on the system in place between the operator(s) and the CAMO to ensure that pre-flight inspections are properly accomplished.
- (c) Additional cooperation provisions
- (1) Sharing of information between competent authorities, as well as methods and timing for that sharing, e.g. the result of the assessment of the management system is shared every time the assessment is conducted by one of the competent authorities.
  - (2) A cooperation mechanism to ensure prompt reaction if one of the competent authorities shares serious concerns about the organisation with another competent authority.



- (3) Information to be provided to the competent authority of the operator before integrating an aircraft to the AOC.
- (4) Sharing of information between competent authorities before granting any specific approval (e.g. Part-SPA, AMC 20-6, etc.).
- (5) Sharing of the relevant operator's and CAMO's occurrence reports as well as of the procedures in place between relevant competent authorities to ensure coordinated follow-up and resolution, where applicable.
- (6) Sharing of changes in the exposition and manuals when those changes impact harmonised procedures.

## GM2 CAMO.B.300(g) Oversight principles

ED Decision 2022/017/R

### ASSESSMENT OF HARMONISED MANAGEMENT SYSTEMS

- (a) One of the core capabilities that are required for supporting the effective implementation of safety management is the ability to monitor the effectiveness of an organisation's management system. Competent authorities assess that effectiveness as part of their oversight activities. Cooperation between several competent authorities on that assessment is necessary, especially when different organisations have harmonised management systems as required by point [M.A.201\(ea\)](#).
- (b) To ensure cooperative oversight and sound decision-making regarding oversight across a single air carrier business grouping, the competent authorities involved are expected to provide for the following:
  - (1) Use a common approach to the assessment of the management system, including the continuous improvement of the management systems across the operator(s) and the CAMO involved. Different competent authorities may not necessarily use the same tool to assess the maturity of the harmonised management systems. However, they will coordinate on this matter and share with one another to which extent their assessment approach follows the principles that are set out in [GM1 CAMO.B.300\(a\);\(b\);\(c\)](#). This way, all competent authorities involved will have an overall understanding of how each competent authority evaluates compliance and effectiveness of the management system(s).
  - (2) When a finding is raised on a harmonised procedure or, if used, on a group standard, the other competent authority(ies) is/are informed, and the related root cause analysis and corrective action plan that are developed by the operator(s) and CAMO concerned are shared with all competent authorities involved. In addition, the informed competent authority(ies) will assess if such a finding is relevant for the organisation under its/their oversight and, depending on the conclusion of such an assessment, will take appropriate action (e.g. take no action, communicate with the organisation or with the competent authority that raised the finding, or raise a finding itself/themselves).
- (c) Regarding the duration of the oversight planning cycle of the organisations whose management systems are harmonised:
  - (1) even if the management systems of organisations are harmonised with each other, the maturity levels of those management systems may differ; as the oversight planning cycle is mainly driven by the management system's maturity and the organisation's compliance

- records, some organisations may have an oversight planning cycle of 24 months (or less) and others a 36- or 48-month cycle;
- (2) the competent authorities involved will inform each other when the duration of the oversight planning cycle of the organisation(s) under their oversight is to be increased or reduced.

## CAMO.B.305 Oversight programme

Regulation (EU) 2019/1383

- (a) The competent authority shall establish and maintain an oversight programme covering the oversight activities required by point [CAMO.B.300](#).
- (b) The oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities, and shall be based on the assessment of associated risks. It shall include within each oversight planning cycle:
- (1) assessments, audits and inspections, including unannounced inspections and, as applicable:
    - (i) management system assessments and process audits;
    - (ii) product audits of a relevant sample of aircraft managed by the organisation;
    - (iii) sampling of airworthiness reviews performed;
    - (iv) sampling of permits to fly issued;
  - (2) meetings convened between the accountable manager and the competent authority to ensure both remain informed of significant issues.
- (c) For organisations certified by the competent authority, an oversight planning cycle not exceeding 24 months shall be applied.
- (d) Notwithstanding point (c), the oversight planning cycle may be extended up to 36 months if the competent authority has established that during the previous 24 months:
- (1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks;
  - (2) the organisation has continuously demonstrated under point [CAMO.A.130](#) that it has full control over all changes;
  - (3) no level 1 findings have been issued;
  - (4) all corrective actions have been implemented within the time period accepted or extended by the competent authority as defined in point [CAMO.B.350](#).

Notwithstanding point (c), the oversight planning cycle may be further extended to a maximum of 48 months if, in addition to the conditions provided in points (1) to (4) of the first subparagraph, the organisation has established, and the competent authority has approved, an effective continuous reporting system to the competent authority on the safety performance and regulatory compliance of the organisation itself.

- (e) The oversight planning cycle may be reduced if there is any evidence that the safety performance of the organisation has decreased.

- (f) The oversight programme shall include records of the dates when audits, inspections and meetings are due, and when such audits, inspections and meetings have been carried out.
- (g) At the completion of each oversight planning cycle, the competent authority shall issue a recommendation report on the continuation of the approval reflecting the results of oversight.

## AMC1 CAMO.B.305(a);(b) Oversight programme

ED Decision 2020/002/R

### ANNUAL REVIEW

- (a) The oversight planning cycle and the related oversight programme for each organisation should be reviewed annually to ensure that they remain adequate regarding any changes in the nature, complexity or the safety performance of the organisation.
- (b) When reviewing the oversight planning cycle and the related oversight programme, the competent authority should also consider any relevant information collected in accordance with points [CAMO.A.160](#) and [CAMO.B.300\(f\)](#).

## AMC1 CAMO.B.305(b) Oversight programme

ED Decision 2020/002/R

### SPECIFIC NATURE AND COMPLEXITY OF THE ORGANISATION — RESULTS OF PAST OVERSIGHT

When determining the oversight programme, including the product audits, the competent authority should consider in particular the following elements, as applicable:

- (1) the effectiveness of the organisation's management system in identifying and addressing non-compliances and safety hazards;
- (2) the implementation by the organisation of any industry standards that are directly relevant to the organisation's activity subject to this Regulation;
- (3) the procedure applied for and the scope of changes not requiring prior approval;
- (4) any specific procedures implemented by the organisation that are related to any alternative means of compliance used;
- (5) the number of approved locations and the activities performed at each location;
- (6) the number and type of any subcontractors who perform continuing airworthiness management tasks; and
- (7) the volume of activity for each aircraft type / series / group, as applicable.

## AMC2 CAMO.B.305(b) Oversight programme

ED Decision 2020/002/R

### SUBCONTRACTED ACTIVITIES

When a CAMO subcontracts continuing airworthiness management tasks, all subcontracted organisations should also be audited by the competent authority at periods not exceeding the applicable oversight planning cycle (credits per [AMC2 CAMO.B.305\(c\)](#) point (d) are permitted) to ensure that the subcontracted continuing airworthiness management tasks are carried out in compliance with Part-CAMO, Part-M and Part-ML, as applicable.

For these audits, the competent authority inspector should ensure that he or she is accompanied throughout the audit by a senior technical member of the CAMO.

NOTE: When a CAMO subcontracts continuing airworthiness management tasks, the competent authority should also ensure that the CAMO has sufficient control over the subcontracted organisation (see [AMC1 CAMO.A.125\(d\)\(3\)](#)).

## AMC1 CAMO.B.305(b)(1) Oversight programme

ED Decision 2020/002/R

### AUDIT

- (a) The oversight programme should indicate which aspects of the approval will be covered by each audit.
- (b) Part of each audit should concentrate on the audit reports produced by the organisation's compliance monitoring function, to determine whether the organisation has been identifying and correcting its problems.
- (c) At the conclusion of the audit, the auditing inspector should complete an audit report that identifies the areas and processes that were audited, and includes all findings that were raised.
- (d) At the completion of each oversight planning cycle, a new EASA Form 13-CAMO should be issued.

## AMC1 CAMO.B.305(c) Oversight programme

ED Decision 2020/002/R

### OVERSIGHT PLANNING CYCLE — AUDIT AND INSPECTION

- (a) When determining the oversight planning cycle and defining the oversight programme, the competent authority should assess the risks related to the activity of each organisation, and adapt the oversight to the level of risk identified and to the effectiveness of the organisation's management system, in particular its ability to effectively manage safety risks.
- (b) The competent authority should establish a schedule of audits and inspections that is appropriate to each organisation. The planning of audits and inspections should take into account the results of the hazard identification and the risk assessment conducted and maintained by the organisation as part of the organisation's management system. Inspectors should work in accordance with the schedule provided to them.
- (c) When the competent authority, having regard to the level of risk identified and the effectiveness of the organisation's management system, varies the frequency of an audit or inspection, it should ensure that all aspects of the organisation's activity are audited and inspected within the applicable oversight planning cycle.

## AMC2 CAMO.B.305(c) Oversight programme

ED Decision 2020/002/R

### OVERSIGHT PLANNING CYCLE — AUDIT

- (a) For each organisation certified by the competent authority, all processes should be completely audited at periods that do not exceed the applicable oversight planning cycle. The beginning of the first oversight planning cycle is normally determined by the date of issue of the first certificate. If the competent authority wishes to align the oversight planning cycle with the calendar year, it should shorten the first oversight planning cycle accordingly.
- (b) The interval between two audits for a particular process should not exceed the interval of the applicable oversight planning cycle.

- (c) Audits should include at least one on-site audit within each oversight planning cycle. For organisations who carry out their regular activity at more than one site, the determination of the sites to be audited should consider the results of past oversight activities and the volume of activities at each site, as well as main risk areas identified.
- (d) For organisations holding more than one certificate, the competent authority may define an integrated oversight schedule to include all the applicable audit items. In order to avoid any duplication of audits, credit may be granted for specific audit items that have already been completed during the current oversight planning cycle, provided that:
  - (1) the specific audit item is the same for all the certificates under consideration;
  - (2) there is satisfactory evidence on record that those specific audit items were carried out, and that all the related corrective actions have been implemented to the satisfaction of the competent authority;
  - (3) the competent authority is satisfied that there is no evidence that standards have deteriorated regarding those specific audit items for which credit is granted;
  - (4) the interval between two audits for the specific item for which credit is granted does not exceed the applicable oversight planning cycle.

## AMC1 CAMO.B.305(d) Oversight programme

*ED Decision 2020/002/R*

### EXTENSION OF THE OVERSIGHT PLANNING CYCLE BEYOND 24 MONTHS

- (a) If the competent authority applies an oversight planning cycle that exceeds 24 months, it should, at a minimum, perform one focused inspection of the organisation (inspection of a specific area, element or aspect of the organisation) within each 12-month segment of the cycle to support the extended oversight programme.

NOTE: Where another inspection can be linked to the oversight of the organisation (e.g. when an aircraft managed by the organisation is inspected through ACAM survey), then the competent authority may take credit of such inspection to maintain the extension beyond 24 months.

- (b) If the results of this inspection indicate a decrease in the safety performance or regulatory compliance of the organisation, the competent authority should revert to a 24-month (or less) oversight planning cycle and review the oversight programme accordingly.
- (c) In order to be able to approve an oversight planning cycle of beyond 36 months, the competent authority should agree on the format and contents of the continuous reporting to be made by the organisation on its safety performance and regulatory compliance.

## CAMO.B.310 Initial certification procedure

*Regulation (EU) 2019/1383*

- (a) Upon receiving an application for the initial issue of a certificate for an organisation, the competent authority shall verify the organisation's compliance with the applicable requirements.
- (b) A meeting with the accountable manager of the organisation shall be convened at least once during the investigation for initial certification to ensure that he/she fully understands the significance of the certification process and the reason for signing the statement of the organisation to comply with the procedures specified in the CAME.

- (c) The competent authority shall record all findings, closure actions (actions required to close a finding) and recommendations.
- (d) The competent authority shall confirm in writing all the findings raised during the verification to the organisation. For initial certification, all findings must be corrected to the satisfaction of the competent authority before the certificate can be issued.
- (e) When satisfied that the organisation complies with the applicable requirements, the competent authority shall:
  - (1) issue the certificate as established in Appendix I 'EASA Form 14' to this Annex;
  - (2) formally approve the CAME.
- (f) The certificate reference number shall be included on the EASA Form 14 certificate in a manner specified by the Agency.
- (g) The certificate shall be issued for an unlimited duration. The privileges, scope of the activities that the organisation is approved to conduct, including any limitations as applicable, shall be specified in the terms of approval attached to the certificate.
- (h) To enable the organisation to implement changes without prior competent authority approval in accordance with point (c) of point [CAMO.A.130](#), the competent authority shall approve the relevant CAME procedure defining the scope of such changes and describing how such changes will be managed and notified.

## AMC1 CAMO.B.310 Initial certification procedure

*ED Decision 2022/017/R*

### VERIFICATION OF COMPLIANCE

- (a) In order to verify the organisation's compliance with the applicable requirements, the competent authority should conduct an audit of the organisation, including interviews of the personnel, and inspections carried out at the organisation's facilities.
- (b) The competent authority should only conduct such an audit if it is satisfied that the application and the supporting documentation, including the results of the pre-audit performed by the organisation, are in compliance with the applicable requirements.
- (c) The audit should focus on the following areas:
  - (1) the detailed management structure, including the names and qualifications of personnel required by points [CAMO.A.305\(a\)](#) and (b)(2), and the adequacy of the organisation and its management structure;
  - (2) the personnel:
    - (i) the adequacy of the number of staff, and of their qualifications and experience with regard to the intended terms of approval and the associated privileges;
    - (ii) the validity of licences and/or authorisations, as applicable;
  - (3) the processes for safety risk management and compliance monitoring;
  - (4) the facilities and their adequacy regarding the organisation's scope of work;
  - (5) The documentation based on which the certificate should be granted (i.e. the documentation required by Part-CAMO), including the continuing airworthiness management contract when point [M.A.201\(ea\)](#) is applied:

- (i) verification that the procedures specified in the CAME comply with the applicable requirements; and
  - (ii) verification that the accountable manager has signed the exposition statement.
- (d) If an application for an organisation certificate is refused, the applicant should be informed of the right of appeal that exists under national law.

## GM1 CAMO.B.310 and CAMO.B.330 Initial certification procedure and changes

*ED Decision 2022/017/R*

In relation to point [M.A.201\(ea\)](#), if an application, submission, receipt, certificate, or other document is submitted to a competent authority in a language different from the official language of the Member State of that authority, that authority may request a translation.

## AMC1 CAMO.B.310(a) Initial certification procedure

*ED Decision 2020/002/R*

### AUDIT

- (a) The competent authority should determine how and by whom the audit shall be conducted. For example, it will be necessary to determine whether one large team audit, a short series of small team audits, or a long series of single inspector audits is most appropriate for the particular situation.
- (b) The audit may be structured so as to verify the organisation's processes related to a product line. For example, in the case of an organisation with Airbus A320 and Airbus A310 ratings, the audit should concentrate on the continuing airworthiness management processes of one type only for a full compliance check, and depending upon the result, the second type may only require a sample check against those aspects that were seen to be weak regarding compliance for the first type.
- (c) In determining the scope of the audit and which activities of the organisation will be assessed during the audit, the privileges of the approved organisation should be taken into account, e.g. their approval to carry out airworthiness reviews.
- (d) The competent authority auditing inspector should always ensure that he or she is accompanied throughout the audit by a senior member of the organisation, who is normally the compliance monitoring manager. The reason for being accompanied is to ensure that the organisation is fully aware of any findings raised during the audit.
- (e) At the end of the audit, the auditing inspector should inform the senior member of the organisation of all the findings that were raised during the audit.

## AMC1 CAMO.B.310(c) Initial certification procedure

*ED Decision 2020/002/R*

- (a) There may be occasions when the competent authority inspector is unsure about the compliance of some aspects of the applicant's organisation. If this occurs, the inspector should inform the organisation about the possible non-compliance at the time, and about the fact that the situation will be reviewed within the competent authority before a decision is made. If the review concludes that there is no finding, then a verbal confirmation to the organisation should suffice.

- (b) Findings should be recorded on the audit report form, each with a provisional categorisation as a level 1 or 2 finding. Subsequent to the on-site audit that identified the particular findings, the competent authority should review the provisional finding levels, adjusting them if necessary, and should change the categorisation from ‘provisional’ to ‘confirmed’.

### AMC2 CAMO.B.310(c) Initial certification procedure

ED Decision 2020/002/R

- (a) The audit should be recorded using the audit report EASA Form 13-CAMO ([Appendix V to AMC2 CAMO.B.310\(c\)](#)).
- (b) A review of the EASA Form 13-CAMO audit report should be carried out by a competent independent person nominated by the competent authority. The review should take into account the relevant points of Part-CAMO, the categorisation of the finding levels and the closure action that was taken. A satisfactory review of the audit report should be indicated by a signature on EASA Form 13-CAMO.
- (c) The audit reports should include the date when each finding was closed, together with a reference to the competent authority report or letter that confirmed the closure.

### AMC1 CAMO.B.310(d) Initial certification procedure

ED Decision 2020/002/R

All findings should be confirmed in writing to the applicant organisation within 2 weeks of the on-site audit.

### GM1 CAMO.B.310(e)(1); CAMO.B.330 Initial certification procedure and changes

ED Decision 2020/002/R

#### TERMS OF APPROVAL

The table shown for the terms of approval in [EASA Form 14](#) includes a field designated as ‘Aircraft type/series/group’.

The intention is to give maximum flexibility to the competent authority to customise the approval to a particular organisation.

Possible alternatives to be included in this field are the following:

- A specific type designation that is part of a type certificate, such as Airbus 340-211 or Cessna 172R.
- A type rating (or series) as listed in Part-66 Appendix I to AMC, which may be further subdivided, such as Boeing 737-600/700/800, Boeing 737-600, Cessna 172 Series.
- An aircraft group such as, for example, ‘all sailplanes and powered sailplanes’ or ‘Cessna single piston engine aircraft’ or ‘Group 3 aircraft’ (as defined in [66.A.5](#)) or ‘aircraft below 2 730 kg MTOM’.

Reference to the engine type installed in the aircraft may or may not be included, as necessary.

It is important to note that the terms of approval defined in EASA Form 14 is further limited to the scope of work defined in the CAME. It is this scope of work in the CAME which ultimately defines the approval of the organisation. As a consequence, it is possible for a competent authority to endorse in



[EASA Form 14](#), for example, a scope of work for Group 3 aircraft while the detailed scope of work defined in the CAME does not include all Group 3 aircraft.

Nevertheless, in all cases, the competent authority should be satisfied that the organisation has the capability of managing the types/groups/series endorsed in [EASA Form 14](#).

Since the activities linked to continuing airworthiness management are mainly process-oriented rather than facility/tooling-oriented, changes to the detailed scope of work defined in the CAME (either directly or through a capability list), within the limits already included in [EASA Form 14](#), may be considered as not affecting the approval and not subject to point [CAMO.A.130\(a\)](#). As a consequence, for these changes, the competent authority may allow the use by the CAMO of the procedure referred to in point [CAMO.A.130\(c\)](#) for changes not requiring prior approval.

Since, as mentioned above, the competent authority should make sure that the organisation is capable of managing the requested category as a whole, it is not reasonable to grant a full Group 3 approval based on an intended scope of work which is limited to, for example, a Cessna 172 aircraft. However, it may be reasonable to grant such full Group 3 approval, after showing appropriate capability, for an intended scope of work covering several aircraft types or series of different complexity and which are representative of the full Group 3. In such case, if later on changes need to be introduced in the detailed scope of work detailed in the CAME to include new aircraft types (within Group 3), this may be done by the procedure referred to in point [CAMO.A.130\(c\)](#).

#### **Special case for ELA1 aircraft:**

In order to promote standardisation, for this category of aircraft the following approach is recommended:

- Possible ratings to be endorsed in [EASA Form 14](#):
  - ELA1 sailplanes;
  - ELA1 powered sailplanes and ELA1 aeroplanes;
  - ELA1 balloons;
  - ELA1 airships.
- Before endorsing any of those ratings (for example, ELA1 sailplanes) in [EASA Form 14](#), the competent authority should audit that the organisation is capable of managing at least one aircraft type (for example, one type of sailplanes within the ELA1 category), including the availability of the necessary facilities, data, maintenance programmes, and staff.

### **AMC1 CAMO.B.310(e)(2) Initial certification procedure**

ED Decision 2020/002/R

- (a) The competent authority should indicate its approval of the CAME in writing.
- (b) Contracts for subcontracting continuing airworthiness management tasks by CAMOs should be included in the continuing airworthiness organisation exposition. The competent authorities should verify that the standards set forth in [AMC1 CAMO.A.125\(d\)\(3\)](#) have been met when approving the exposition.
- (c) The competent authority while investigating the acceptability of the proposed subcontracted continuing airworthiness management tasks arrangements should take into account, in the subcontracted organisation, all other such contracts that are in place irrespective of state of registry in terms of sufficiency of resources, expertise, management structure, facilities and

liaison between the CAMO, the subcontracted organisation and, where applicable, the contracted maintenance organisation(s).

- (d) Approval of the CAME constitutes formal acceptance of personnel specified in points [CAMO.A.305\(a\)](#), [CAMO.A.305\(b\)\(2\)](#), [CAMO.A.305\(e\)](#) and [CAMO.A.305\(f\)](#).
- (e) The competent authority may reject an accountable manager if there is clear evidence that this person previously held a senior position in any organisation that was approved in accordance with Regulation (EU) 2018/1139 and its delegated and implementing acts, and that the person abused that position by not complying with the applicable requirements.
- (e) For CAT, commercial specialised operations and commercial ATO or commercial DTO operations, the initial approval of the aircraft technical log system required by [M.A.306\(b\)](#) and [M.B.305](#) may be done by approving the CAME in which this system should be described.

## CAMO.B.330 Changes

Regulation (EU) 2019/1383

- (a) Upon receiving an application for a change that requires prior approval, the competent authority shall verify the organisation's compliance with the applicable requirements before issuing the approval.
- (b) The competent authority shall establish the conditions under which the organisation may operate during the change unless the competent authority determines that the organisation's certificate needs to be suspended.
- (c) When satisfied that the organisation complies with the applicable requirements, the competent authority shall approve the change.
- (d) Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received competent authority approval pursuant to point (c), the competent authority shall suspend, limit or revoke the organisation's certificate.
- (e) For changes not requiring prior approval, the competent authority shall assess the information provided in the notification sent by the organisation in accordance with point (c) of point [CAMO.A.130](#) to verify compliance with the applicable requirements. In case of any non-compliance, the competent authority shall:
  - (1) notify the organisation about the non-compliance and request further changes;
  - (2) in case of level 1 or level 2 findings, act in accordance with point [CAMO.B.350](#).

## AMC1 CAMO.B.330 Changes

ED Decision 2020/002/R

- (a) The competent authority should have adequate control over any changes to the personnel specified in points [CAMO.A.305\(a\)](#), (b)(2), (e) and (f). Such changes in personnel will require an amendment to the exposition.
- (b) When an organisation submits the name of a new nominee for any of the personnel specified in points [CAMO.A.305\(a\)](#), (b)(2) and (e), the competent authority may require the organisation to produce a written résumé of the proposed person's qualifications. The competent authority should reserve the right to interview the nominee or call for additional evidence of his or her suitability before deciding upon him or her being acceptable.

- (c) For changes requiring prior approval, in order to verify the organisation's compliance with the applicable requirements, the competent authority should conduct an audit of the organisation, limited to the extent of the changes, and determine whether a risk assessment needs to be provided by the organisation.
- (d) If a risk assessment is deemed to be necessary, the competent authority should inform the organisation accordingly.
- (e) If the competent authority considers that it is necessary to review the risk assessment performed by the organisation, it should request the organisation to provide it, and assess its result.
- (f) If required, the audit may include interviews and inspections carried out at the organisation's facilities.
- (g) The applicable part(s) of EASA Form 13-CAMO should be used to document the assessment of any changes to the Part-CAMO approval.

## GM1 CAMO.B.330 Changes

*ED Decision 2020/002/R*

### CHANGE OF THE NAME OF THE ORGANISATION

- (a) On receipt of the application and the amendment to the relevant parts of the CAME, the competent authority should reissue the certificate.
- (b) A change of only the name does not require the competent authority to audit the organisation unless there is evidence that other aspects of the organisation have changed.

## CAMO.B.350 Findings and corrective actions

*Regulation (EU) 2019/1383*

- (a) The competent authority shall have a system to analyse findings for their safety significance.
- (b) A level 1 finding shall be issued by the competent authority when any significant non-compliance is detected with the applicable requirements of Regulation (EU) 2018/1139 and its delegated and implementing acts, with the organisation's procedures and manuals, or with the terms of an approval or certificate which lowers safety or seriously endangers flight safety.

The level 1 findings shall include:

- (1) failure to give the competent authority access to the organisation's facilities as defined in point [CAMO.A.140](#) during normal operating hours and after two written requests;
  - (2) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;
  - (3) evidence of malpractice or fraudulent use of the organisation certificate;
  - (4) the lack of an accountable manager.
- (c) A level 2 finding shall be issued by the competent authority when any non-compliance is detected with the applicable requirements of Regulation (EU) 2018/1139 and its delegated and implementing acts, with the organisation's procedures and manuals, or with the terms of an approval or certificate which may lower safety or endanger flight safety.

- (d) When a finding is detected during oversight or by any other means, the competent authority shall, without prejudice to any additional action required by Regulation (EU) 2018/1139 and its delegated and implementing acts, communicate the finding to the organisation in writing, and request corrective action to address the non-compliance(s) identified. Where a finding directly relates to an aircraft, the competent authority shall inform the State in which the aircraft is registered.
- (1) In the case of level 1 findings, the competent authority shall take immediate and appropriate action to prohibit or limit activities and, if appropriate, it shall take action to revoke the certificate or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding until successful corrective action has been taken by the organisation.
  - (2) In the case of level 2 findings, the competent authority shall:
    - (i) grant the organisation a corrective action implementation period appropriate to the nature of the finding, that in any case initially shall not be more than 3 months. It shall commence from the date of the written communication of the finding to the organisation, requesting corrective action to address the non-compliance identified. At the end of this period, and subject to the nature of the finding and past safety performance of the organisation, the competent authority may extend the 3-month period subject to a satisfactory corrective action plan agreed by the competent authority;
    - (ii) assess the corrective action and implementation plan proposed by the organisation, and if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
  - (3) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the competent authority, the finding shall be raised to a level 1 finding and action taken as laid down in point (d)(1).
  - (4) The competent authority shall record all findings it has raised or that have been communicated to it in accordance with point (e) and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of action closure for findings.
- (e) Without prejudice to any additional enforcement measures, when the authority of a Member State acting under the provisions of point (d) of point [CAMO.B.300](#) identifies any non-compliance with the applicable requirements of Regulation (EU) 2018/1139 and its delegated and implementing acts by an organisation certified by the competent authority of another Member State or the Agency, it shall inform that competent authority and provide an indication of the level of finding.

## **CAMO.B.355 Suspension, limitation and revocation**

*Regulation (EU) 2019/1383*

The competent authority shall:

- (a) suspend a certificate on reasonable grounds in the case of potential safety threat;
- (b) suspend, revoke or limit a certificate pursuant to point [CAMO.B.350](#);

- (c) suspend certificate in case the competent authority's inspectors are unable over a period of 24 months to discharge their oversight responsibilities through on-site audit(s) due to the security situation in the State where the facilities are located.

### **AMC1 CAMO.B.355(c) Suspension, limitation and revocation**

*ED Decision 2020/002/R*

#### **INFORMATION ON THE SECURITY SITUATION**

- (a) The European Commission Security Directorate generally advises against any non-essential travel to a country where hostile conditions, or a combination of the following conditions, reduce the level of security, and pose a high level of threat to personnel, as follows:
- (1) international or internal armed conflict with frequent armed confrontation taking place, numerous casualties, and/or serious damages to infrastructures;
  - (2) a situation that could lead to war, or characterised by high internal or external tension that could escalate into instability in the short term; very poorly functioning institutions;
  - (3) relatively frequent terrorist attacks due to the presence of active terrorist groups, either domestic or transnational, and state authorities that are unable to ensure a satisfactory level of security; and
  - (4) frequent criminal violence that also targets non-nationals. State authorities have a limited ability to counter criminal activities and ensure security.
- (b) Countries where the above conditions apply should not be considered to be compatible with the performance of on-site audits by the competent authority.

## APPENDICES TO ANNEX Vc (PART-CAMO)

### Appendix I — Continuing Airworthiness Management Organisation Certificate – EASA Form 14

*Regulation (EU) 2022/410*

<p>[MEMBER STATE (*)] A Member of the European Union (**)</p> <p><b>CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION CERTIFICATE</b></p> <p>Reference: [MEMBER STATE CODE *].CAMO.XXXX (Reference(s): include here the AOC approval(s) AOC XX.XXXX)</p> <p>Pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency and to Commission Regulation (EU) No 1321/2014, and subject to the conditions specified below, the [COMPETENT AUTHORITY OF THE MEMBER STATE*] hereby certifies:</p> <p>[COMPANY NAME AND ADDRESS]</p> <p>as a continuing airworthiness management organisation in compliance with Section A of Annex Vc (Part-CAMO) to Commission Regulation (EU) No 1321/2014.</p> <p>CONDITIONS:</p> <ol style="list-style-type: none"><li>1. This certificate is limited to the scope specified in the scope of work section of the approved continuing airworthiness management exposition (CAME) as referred to in Section A of Annex Vc (Part-CAMO) to Commission Regulation (EU) No 1321/2014.</li><li>2. This certificate requires compliance with the procedures specified in the CAME approved in accordance with Annex Vc (Part-CAMO) to Commission Regulation (EU) No 1321/2014.</li><li>3. This certificate is valid whilst the approved continuing airworthiness management organisation remains in compliance with Annex I (Part-M), Annex Vb (Part-ML) and Annex Vc (Part-CAMO) to Commission Regulation (EU) No 1321/2014.</li><li>4. Where the continuing airworthiness management organisation subcontracts under its management system the service of an (several) organisation(s), this certificate remains valid subject to such organisation(s) fulfilling the applicable contractual obligations.</li><li>5. Subject to compliance with the conditions 1 to 4 above, this certificate shall remain valid for an unlimited duration unless the certificate has previously been surrendered, superseded, suspended or revoked.</li></ol> <p>If this form is also used for air operator certificate (AOC) holders (air carriers licensed in accordance with Regulation (EC) No 1008/2008), the AOC number, or if in accordance with point M.A.201(ea) of Annex I (Part-M) to Commission Regulation (EU) No 1321/2014, the AOC numbers, shall be added to the reference, in addition to the standard number, and condition 5 shall be replaced with the following additional conditions:</p> <ol style="list-style-type: none"><li>6. This certificate does not constitute an authorisation to operate the types of aircraft referred to in condition 1. The authorisation to operate the aircraft is the AOC.</li><li>7. Termination, suspension or revocation of the AOC of an air carrier licensed in accordance with Regulation (EC) No 1008/2008 automatically invalidates the present certificate in relation to the aircraft registrations specified in the AOC except when the CAMO is contracted in accordance with point M.A.201(ea) of Annex I (Part-M) to Commission Regulation (EU) No 1321/2014, unless otherwise explicitly stated by the competent authority.</li><li>8. Subject to compliance with the previous conditions, this certificate shall remain valid for an unlimited duration unless the certificate has previously been surrendered, superseded, suspended or revoked.</li></ol> <p>Date of original issue: .....</p> <p>Signed: .....</p> <p>Date of this revision: .....Revision No: .....</p> <p>For the competent authority: [COMPETENT AUTHORITY OF THE MEMBER STATE (*)]</p> <p>Page ... of ...</p>
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**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION**

**TERMS OF APPROVAL**

Reference: [MEMBER STATE CODE \*].CAMO.XXXX  
(Reference(s) AOC XX.XXXX)

Organisation: [COMPANY NAME AND ADDRESS]

Aircraft type/series/group	Airworthiness review authorised	Permits to fly authorised	Subcontracted organisations
	[YES/NO] ***	[YES/NO] ***	
	[YES/NO] ***	[YES/NO] ***	
	[YES/NO] ***	[YES/NO] ***	
	[YES/NO] ***	[YES/NO] ***	

The terms of approval are limited to the scope of work contained in the approved CAME section.....

CAME reference: .....

Date of original issue: .....

Signed: .....

Date of this revision: ..... Revision No: .....

For the Competent Authority: [COMPETENT AUTHORITY OF THE MEMBER STATE \*]

**EASA Form 14 Issue 6**

- (\*) or 'EASA', if EASA is the competent authority
- (\*\*) delete for non-EU Member State or EASA
- (\*\*\*) delete as appropriate if the organisation is not approved.

## AMC1 to Appendix I to Part-CAMO — Continuing Airworthiness Management Organisation Certificate

*ED Decision 2020/002/R*

### **EASA FORM 14**

The following fields on page 2 'CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION - TERMS OF APPROVAL' of the [EASA Form 14](#) certificate should be completed as follows:

- Date of original issue: It refers to the date of the original issue of the continuing airworthiness management exposition.
- Date of this revision: It refers to the date of the last revision of the continuing airworthiness management exposition affecting the content of the certificate. Changes to the continuing airworthiness management exposition which do not affect the content of the certificate do not require the reissuance of the certificate.
- Revision No: It refers to the revision number of the last revision of the continuing airworthiness management exposition affecting the content of the certificate. Changes to the continuing airworthiness management exposition which do not affect the content of the certificate do not require the reissuance of the certificate.



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## APPENDICES TO AMC AND GM TO ANNEX Vc (PART-CAMO)

### Appendix I to AMC1 CAMO.A.115 — EASA Form 2

*ED Decision 2020/002/R*

The provisions of [Appendix IX to AMC M.A.602 and AMC M.A.702](#) EASA Form 2 apply.

## Appendix II to AMC1 CAMO.A.125(d)(3) — Subcontracting of continuing airworthiness management tasks

*ED Decision 2021/009/R*

### **1. Subcontracted continuing airworthiness management tasks**

- 1.1. To actively control the standards of the subcontracted organisation, the CAMO should employ a person or group of persons who are trained and competent in the disciplines associated with Part-CAMO. As such, they are responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continuing airworthiness of the aircraft to be operated.
- 1.2. The CAMO should conduct a pre-subcontract audit to establish that the organisation to be subcontracted can achieve the standards required by Part-CAMO in connection with the activities to be subcontracted.
- 1.3. The CAMO should ensure that the organisation to be subcontracted has sufficient and qualified personnel who are trained and competent in the functions to be subcontracted. In assessing the adequacy of personnel resources, the CAMO should consider the particular needs of those activities that are to be subcontracted, while taking into account the subcontracted organisations existing commitments.
- 1.4. To be appropriately approved to subcontract continuing airworthiness management tasks, the CAMO should have procedures for the management control of these arrangements. The CAME should contain relevant procedures to reflect its control of those arrangements made with the subcontracted organisation.
- 1.5. Subcontracted continuing airworthiness management tasks should be addressed in a contract between the CAMO and the subcontracted organisation. The contract should also specify that the subcontracted organisation is responsible for informing the CAMO that is in turn responsible for notifying the respective competent authority, of any subsequent changes that affect their ability to fulfil the contract.
- 1.6. The subcontracted organisation should use procedures which set out the manner of fulfilling its responsibilities with regard to the subcontracted activities. Such procedures may be developed by either the subcontracted organisation or the CAMO.
- 1.7. Where the subcontracted organisation develops its own procedures, they should be compatible with the CAME and the terms of the contract. These should be accepted by the competent authority as extended procedures of the CAMO and as such should be cross-referenced in the CAME. One current copy of the subcontracted organisation's relevant procedures should be kept by the CAMO and should be accessible to the competent authority when needed.

Note: Should any conflict arise between the subcontracted organisation's procedures and those of the CAMO, then the policy and procedures of the CAME will prevail.

- 1.8. The contract should also specify that the subcontracted organisation's procedures may only be amended with the agreement of the CAMO. The CAMO should ensure that these amendments are compatible with its CAME and comply with Part-CAMO.

The CAMO should nominate the person responsible for continued monitoring and acceptance of the subcontracted organisation's procedures and their amendments. The controls used to fulfil this function should be clearly set out in the amendment section of the CAME detailing the level of CAMO involvement.

- 1.9. Whenever any elements of the continuing airworthiness management tasks are subcontracted, the CAMO personnel should have access to all relevant data in order to fulfil their responsibilities.

Note: The CAMO retains the authority to override, whenever necessary for the continuing airworthiness of their aircraft, any recommendation of the subcontracted organisation.

- 1.10. The CAMO should ensure that the subcontracted organisation continues to have qualified technical expertise and sufficient resources to perform the subcontracted tasks while complying with the relevant procedures. Failure to do so may invalidate the CAMO approval.
- 1.11. The contract should provide for competent authority monitoring.
- 1.12. The contract should address the respective responsibilities to ensure that any findings arising from the competent authority monitoring will be closed to the satisfaction of the competent authority.

## **2. Accomplishment**

This paragraph describes the topics which may be applicable to such subcontracting arrangements.

### **2.1. Scope of work**

The type of aircraft and their registrations, engine types and/or components subject to the continuing airworthiness management tasks contract should be specified.

### **2.2. Maintenance programme development and amendment**

The CAMO may subcontract the preparation of the draft maintenance programme and any subsequent amendments. However, the CAMO remains responsible for assessing that the draft proposals meet its needs and for obtaining competent authority approval, where applicable; the relevant procedures should specify these responsibilities. The contract should also stipulate that any data necessary to substantiate the approval of the initial programme or an amendment to this programme should be provided for CAMO agreement and/or competent authority upon request.

### **2.3. Maintenance programme effectiveness and reliability**

The CAMO should have a system in place to monitor and assess the effectiveness of the maintenance programme based on maintenance and operational experience. The collection of data and initial assessment may be made by the subcontracted organisation; the required actions are to be endorsed by the CAMO.

Where reliability monitoring is used to establish the effectiveness of the maintenance programme, this may be provided by the subcontracted organisation and should be specified in the relevant procedures. Reference should be made to the approved maintenance and reliability programme. Participation of the CAMO's personnel in reliability meetings with the subcontracted organisation should also be specified.

When providing reliability data, the subcontracted organisation is limited to working with primary data/documents provided by the CAMO or data provided by the CAMO's contracted maintenance organisation(s) from which the reports are derived. The pooling of reliability data is permitted if it is acceptable to the competent authority.

#### 2.4. Permitted variations to the maintenance programme

The reasons and justification for any proposed variation to scheduled maintenance may be prepared by the subcontracted organisation. Acceptance of the proposed variation should be granted by the CAMO. The means by which the CAMO acceptance is given should be specified in the relevant procedures. When outside the limits set out in the maintenance programme, the CAMO is required to obtain approval by the competent authority.

#### 2.5. Scheduled maintenance

Where the subcontracted organisation plans and defines maintenance checks or inspections in accordance with the approved maintenance programme, the required liaison with the CAMO, including feedback, should be defined.

The planning control and documentation should be specified in the appropriate supporting procedures. These procedures should typically set out the CAMO's level of involvement in each type of check. This will normally involve the CAMO assessing and agreeing to a work specification on a case-by-case basis for base maintenance checks. For routine line maintenance checks, this may be controlled on a day-to-day basis by the subcontracted organisation subject to appropriate liaison and CAMO controls to ensure timely compliance. This may typically include but is not necessarily limited to:

- applicable work package, including work cards;
- scheduled component removal list;
- ADs to be incorporated;
- modifications to be incorporated.

The associated procedures should ensure that the CAMO is informed in a timely manner of the accomplishment of such tasks.

#### 2.6. Compliance monitoring and risk assessment

The CAMO's management system should monitor the adequacy of the subcontracted continuing airworthiness management task performance for compliance with the contract and with Part-CAMO and assess the risks entailed by such subcontracting. The terms of the contract should therefore include a provision allowing the CAMO to perform a surveillance (including audits and assessments) of the subcontracted organisation. The aim of the surveillance is primarily to investigate and judge the effectiveness of those subcontracted activities and thereby to ensure compliance with Part-CAMO and the contract and mitigate related safety risks. Audit and assessment reports may be subject to review when requested by the competent authority.

#### 2.7. Access to the competent authority

The contract should specify that the subcontracted organisation should always grant access to the competent authority.

#### 2.8. Maintenance data

The maintenance data used for the purpose of the contract should be specified, together with those responsible for providing such documentation and the competent authority responsible for the acceptance/approval of such data, when applicable. The CAMO should ensure that such data, including revisions, is readily available to the CAMO personnel and to those in the subcontracted organisation who may be required to assess such data. The CAMO should

establish a ‘fast-track’ means to ensure that urgent data is transmitted to the subcontractor in a timely manner. Maintenance data is defined in [M.A.401\(b\)](#) or [ML.A.401\(b\)](#).

#### 2.9. Airworthiness directives (ADs)

While the various aspects of AD assessment, planning and follow-up may be accomplished by the subcontracted organisation, AD embodiment is performed by a maintenance organisation. The CAMO is responsible for ensuring timely embodiment of the applicable ADs and is to be provided with notification of compliance. It, therefore, follows that the CAMO should have clear policies and procedures on AD embodiment supported by defined procedures which will ensure that the CAMO agrees to the proposed means of compliance.

The relevant procedures should specify:

- what information (e.g. AD publications, continuing airworthiness records, flight hours/cycles, etc.) the subcontracted organisation needs from the CAMO;
- what information (e.g. AD planning listing, detailed engineering order, etc.) the CAMO needs from the subcontracted organisation in order to ensure timely compliance with the ADs.

To fulfil the above responsibility, the CAMO should ensure that it receives current mandatory continued airworthiness information for the aircraft and equipment it is managing.

#### 2.10. Service bulletin (SB) modifications

The subcontracted organisation may be required to review and make recommendations on the embodiment of an SB and other associated non-mandatory material based on a clear policy established by the CAMO. This should be specified in the contract.

#### 2.11. Mandatory life limitation or scheduled maintenance controls and component control/removal forecast

Where the subcontracted organisation performs planning activities, it should be specified that the organisation should receive the current flight cycles, flight hours, landings and/or calendar controlled details, as applicable, at a frequency to be specified in the contract. The frequency should be such that it allows the organisation to properly perform the subcontracted planning functions. It, therefore, follows that there will need to be adequate liaison between the CAMO, the contracted maintenance organisation(s) and the subcontracted organisation. Additionally, the contract should specify how the CAMO will be in possession of all current flight cycles, flight hours, etc., so that it may assure the timely accomplishment of the required maintenance.

#### 2.12. Engine health monitoring

If the CAMO subcontracts the on-wing engine health monitoring, the subcontracted organisation should receive all the relevant information to perform this task, including any parameter reading deemed necessary to be supplied by the CAMO for this control. The contract should also specify what kind of feedback information (such as engine limitation, appropriate technical advice, etc.) the organisation should provide to the CAMO.

#### 2.13. Defect control

Where the CAMO has subcontracted the day-to-day control of technical log deferred defects, this should be specified in the contract and should be adequately described in the appropriate procedures. The operator’s minimum equipment list (MEL)/configuration deviation list (CDL) provides the basis for establishing which defects may be deferred and the associated limits. The procedures should also define the responsibilities and actions to be taken for defects such as

aircraft on ground (AOG) situations, repetitive defects, and damage beyond the type certificate holder's limits.

For all other defects identified during maintenance, the information should be brought to the attention of the CAMO which, depending upon the procedural authority granted by the competent authority, may determine that some defects can be deferred. Therefore, adequate liaison between the CAMO, its subcontracted organisation and contracted maintenance organisation should be ensured.

The subcontracted organisation should make a positive assessment of potential deferred defects and consider the potential hazards arising from the cumulative effect of any combination of defects. The subcontracted organisations should liaise with the CAMO to get its agreement following this assessment.

Deferment of MEL/CDL allowable defects can be accomplished by a contracted maintenance organisation in compliance with the relevant technical log procedures, subject to the acceptance by the aircraft commander.

#### 2.14. Occurrence reporting

All incidents and safety occurrences should be collected, and those that meet the reporting criteria should be reported as required by point [CAMO.A.160](#) in accordance with a procedure established by the CAMO (see [GM1 CAMO.A.205](#)).

#### 2.15. Continuing airworthiness records

They may be maintained and kept by the subcontracted organisation on behalf of the CAMO, which remains the owner of these documents. However, the CAMO should be provided with the current status of AD compliance and life-limited parts and time-controlled components in accordance with the agreed procedures. The CAMO should also be granted unrestricted and timely access to the original records as and when needed. Online access to the appropriate information systems is acceptable.

The record-keeping requirements of point [CAMO.A.220](#) should be met. Access to the records by duly authorised members of the competent authority should be granted upon request.

#### 2.16. Maintenance check flight (MCF) procedures

MCFs are performed under the control of the operator in coordination with the CAMO. MCF requirements from the subcontracted organisation or contracted maintenance organisation should be agreed by the operator/CAMO.

#### 2.17. Communication between the CAMO and the subcontracted organisation

2.17.1. In order to fulfil its airworthiness responsibility, the CAMO needs to receive all the relevant reports and relevant maintenance data. The contract should specify what information should be provided and when.

2.17.2. Meetings provide one important cornerstone whereby the CAMO can fulfil part of its responsibility for ensuring the airworthiness of the operated aircraft. They should be used to establish good communication between the CAMO, the subcontracted organisation and the contracted maintenance organisation. The terms of the contract should include, whenever appropriate, the provision for a certain number of meetings to be held between the involved parties. Details of the types of liaison meetings and associated terms of reference of each meeting should be documented. The meetings may include but are not limited to all or a combination of:

- (a) Contract review

Before the contract is enforced, it is very important that the technical personnel of both parties, that are involved in the fulfilment of the contract, meet in order to be sure that every point leads to a common understanding of the duties of both parties.

(b) Work scope planning meeting

Work scope planning meetings may be organised so that the tasks to be performed are commonly agreed.

(c) Technical meeting

Scheduled meetings should be organised in order to review on a regular basis and agree on actions on technical matters such as ADs, SBs, future modifications, major defects found during shop visit, reliability, etc.

(d) Compliance and performance meeting

Compliance and performance meetings should be organised in order to examine matters raised by the CAMO's surveillance and the competent authority's oversight activity and to agree on necessary preventive, corrective and risk mitigation actions.

(e) Reliability meeting

When a reliability programme exists, the contract should specify the involvement of the CAMO and of the subcontracted organisation in that programme, including their participation in reliability meetings. Provision to enable competent authority participation in the periodical reliability meetings should also be made.

## Appendix III to AMC4 CAMO.A.305(g) — Fuel Tank Safety training

*ED Decision 2020/002/R*

The provisions of [Appendix XII to AMC1 M.B.102\(c\)](#) apply.



## Appendix IV to AMC1 CAMO.A.315(c) — Contracted maintenance

ED Decision 2020/002/R

### 1. Maintenance contracts

The following paragraphs are not intended to provide a standard maintenance contract, but to provide a list of the main points that should be addressed, when applicable, in a maintenance contract between the CAMO and the maintenance organisation. The following paragraphs only address technical matters and exclude matters such as costs, delay, warranty, etc.

When maintenance is contracted to more than one maintenance organisation (for example, aircraft base maintenance to X, engine maintenance to Y, and line maintenance to Z1, Z2 and Z3), attention should be paid to the consistency of the different maintenance contracts.

A maintenance contract is not normally intended to provide appropriate detailed work instructions to personnel. Accordingly, there should be established organisational roles and responsibilities, procedures and routines in the CAMO and the maintenance organisation to cover these functions in a satisfactory way such that any person involved is informed about his/her accountabilities, responsibilities and the procedures that apply. These procedures and routines can be included/appended to the CAME and to the maintenance organisation's manual/maintenance organisation exposition (MOE), or can consist in separate procedures. In other words, procedures and routines should reflect the conditions of the contract.

### 2. Aircraft/engine maintenance

The following subparagraphs may be adapted to a maintenance contract that applies to aircraft base maintenance, aircraft line maintenance, and engine maintenance.

Aircraft maintenance also includes the maintenance of the engines and auxiliary power units (APU) while they are installed on the aircraft.

#### 2.1. Scope of work

The type of maintenance to be performed by the maintenance organisation should be specified unambiguously. In case of line and/or base maintenance, the contract should specify the aircraft type and, preferably, should include the aircraft's registrations.

In case of engine maintenance, the contract should specify the engine type.

#### 2.2. Locations identified for the performance of maintenance/certificates held

The place(s) where base, line or engine maintenance, as applicable, will be performed should be specified. The certificate held by the maintenance organisation at the place(s) where maintenance will be performed should be referred to in the contract. If necessary, the contract may address the possibility of performing maintenance at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity to support occasional line maintenance.

#### 2.3. Subcontracting

The maintenance contract should specify under which conditions the maintenance organisation may subcontract tasks to a third party (regardless if this third party is approved or not). At least, the contract should make reference to [M.A.615](#), [CAO.A.095\(a\)\(2\)](#) and [145.A.75\(b\)](#). Additional guidance is provided by the associated AMC and GM. In addition, the CAMO may require the maintenance organisation to obtain the CAMO approval before subcontracting to a third party. Access should be given to the CAMO to any information (especially the compliance monitoring information) about the maintenance organisation's subcontractors involved in the contract. It should, however, be noted that under the CAMO responsibility both the CAMO and its

competent authority are entitled to be fully informed about subcontracting, although the competent authority will normally only be concerned with aircraft, engine and APU subcontracting.

#### 2.4. Maintenance programme

The maintenance programme, under which maintenance has to be performed, has to be specified.

The CAMO should have that maintenance programme approved by its competent authority.

#### 2.5. Monitoring

The terms of the contract should include a provision allowing the organisation to monitor the maintenance organisation in terms of compliance with the applicable requirements. The maintenance contract should specify how the results of such monitoring are taken into account by the maintenance organisation (See also paragraph 2.23. 'Meetings').

#### 2.6. Competent authority involvement

The contract should identify the competent authority(ies) responsible for the oversight of the aircraft, the operator, the CAMO, and the maintenance organisation. Additionally, the contract should allow competent authority(ies) access to the maintenance organisation.

#### 2.7. Maintenance data

The contract should specify the maintenance data and any other manual required for the fulfilment of the contract, and how these data and manuals are made available and kept current (regardless if they are provided by the CAMO or by the maintenance organisation).

This may include but is not limited to:

- maintenance programme,
- airworthiness directives,
- repairs/modification data,
- aircraft maintenance manual,
- aircraft illustrated parts catalogue (IPC),
- wiring diagrams,
- troubleshooting manual,
- MEL (normally on board the aircraft),
- operator's manual,
- flight manual,
- engine maintenance manual,
- engine overhaul manual.

#### 2.8. Incoming conditions

The contract should specify in which condition the aircraft should be made available to the maintenance organisation. For extensive maintenance, it may be beneficial that a work scope planning meeting be organised so that the tasks to be performed may be commonly agreed (see also paragraph 2.23 'Meetings').

## 2.9. Airworthiness directives and service bulletins/modifications

The contract should specify the information that the CAMO is responsible to provide to the maintenance organisation, such as:

- the status of the ADs including due date and the selected means of compliance, if applicable; and
- status of modifications and the decision to embody a modification or an SB.

In addition, the contract should specify the type of information the CAMO will need in return to complete the control of ADs and modification status.

## 2.10. Hours and cycles control

Hours and cycles control is the responsibility of the CAMO, and the contract should specify how the CAMO should provide the current hours and cycles to the maintenance organisation and whether the maintenance organisation should receive the current flight hours and cycles on a regular basis so that it may update the records for its own planning functions (see also paragraph 2.22 'Exchange of information').

## 2.11. Life-limited parts and time-controlled components

The control of life-limited parts and time-controlled components is the responsibility of the CAMO. The contract should specify whether the CAMO should provide the status of life-limited parts and time-controlled components to the maintenance organisation, and the information that the approved organisation will have to provide to the CAMO about the removal/installation of the life-limited parts and time-controlled components so that the CAMO may update its records (see also paragraph 2.22 'Exchange of information').

## 2.12. Supply of parts

The contract should specify whether a particular type of material or component is supplied by the CAMO or by the maintenance organisation, which type of component is pooled, etc. The contract should clearly state that it is the maintenance organisation's responsibility to be satisfied that the component in question meets the approved data/standard and to ensure that the aircraft component is in a satisfactory condition for installation. Additional guidance on the acceptance of components is provided in [M.A.501](#), [ML.A.501](#) and [145.A.42](#).

## 2.13. Pooled parts at line stations

If applicable, the contract should specify how the subject of pooled parts at line stations should be addressed.

## 2.14. Scheduled maintenance

For planning scheduled maintenance checks, the support documentation to be given to the maintenance organisation should be specified. This may include but is not limited to:

- applicable work package, including work cards;
- scheduled component removal list;
- modifications to be incorporated.

When the maintenance organisation decides, for any reason, to defer a maintenance task, it has to be formally agreed with the CAMO. If the deferment goes beyond an approved limit, please refer to paragraph 2.17 'Deviation from the maintenance schedule'. This should be addressed, where applicable, in the maintenance contract.

#### 2.15. Unscheduled maintenance/defect rectification

The contract should specify to which level the maintenance organisation may rectify a defect without reference to the CAMO. It should describe, as a minimum, the management of approval of repairs and the incorporation of repairs. The deferment of any defect rectification should be submitted to the CAMO.

#### 2.16. Deferred tasks

See paragraphs 2.14 and 2.15 above, as well as [145.A.50\(e\)](#), [M.A.801\(f\)](#) and [ML.A.801\(f\)](#). In addition, for aircraft line and base maintenance, the use of the operator's MEL and the liaison with the CAMO in case of a defect that cannot be rectified at the line station should be addressed.

#### 2.17. Deviation from the maintenance schedule

Deviations from the maintenance schedule have to be managed by the CAMO in accordance with the procedures established in the maintenance programme. The contract should specify the support the maintenance organisation may provide to the operator in order to substantiate the deviation request.

#### 2.18. Maintenance check flight (MCF)

If any MCF is required after aircraft maintenance, it should be performed in accordance with the procedures established in the CAME and/or the operator's manual.

#### 2.19. Bench test

The contract should specify the acceptability criterion and whether a representative of the CAMO should witness an engine undergoing test.

#### 2.20. Release to service documentation

The release to service has to be performed by the maintenance organisation in accordance with its maintenance organisation procedures. The contract should, however, specify which support forms have to be used (aircraft technical log, maintenance organisation's release format, etc.) and the documentation that the maintenance organisation should provide to the CAMO upon delivery of the aircraft. This may include but is not limited to:

- certificate of release to service,
- flight test report,
- list of modifications embodied,
- list of repairs,
- list of ADs accomplished,
- maintenance visit report,
- test bench report.

#### 2.21. Maintenance record-keeping

The CAMO may subcontract the maintenance organisation to retain some of the maintenance records required by Part-M Subpart C. This means that the CAMO subcontracts under its management system part of its record-keeping tasks and, therefore, the provisions of point [CAMO.A.125\(d\)\(3\)](#) apply.

## 2.22. Exchange of information

Each time exchange of information between the CAMO and the maintenance organisation is necessary, the contract should specify what information should be provided and when (i.e. in which case or at what frequency), how, by whom and to whom it has to be transmitted.

## 2.23. Meetings

The maintenance contract should include the provision for a certain number of meetings to be held between the CAMO and the maintenance organisation.

### 2.23.1. Contract review

Before the contract is enforced, it is very important that the technical personnel of both parties, that are involved in the fulfilment of the contract, meet in order to be sure that every point leads to a common understanding of the duties of both parties.

### 2.23.2. Work scope planning meeting

Work scope planning meetings may be organised so that the tasks to be performed may be commonly agreed.

### 2.23.3. Technical meeting

Scheduled meetings may be organised in order to review on a regular basis technical matters such as ADs, SBs, future modifications, major defects found during maintenance check, aircraft and component reliability, etc.

### 2.23.4. Compliance and performance meeting

Compliance and performance meetings may be organised in order to examine matters raised by the CAMO's monitoring and to agree upon necessary preventive and corrective actions.

### 2.23.5. Reliability meeting

When a reliability programme exists, the contract should specify the CAMO's and maintenance organisation's respective involvement in that programme, including the participation in reliability meetings.

**Appendix V to AMC2 CAMO.B.310(c) — EASA Form 13-CAMO***ED Decision 2020/002/R*

PART-CAMO APPROVAL RECOMMENDATION REPORT		EASA FORM 13-CAMO
<b>Part 1: General</b>		
Name of organisation:		
Approval reference:		
Requested approval rating/		
<a href="#">EASA Form 14</a> or AOC dated*:		
Other approvals held (if app.)		
Address of facility(ies) audited:		
Audit period: from		to
Date(s) of audit(s):		
Audit reference(s):		
Persons interviewed:		
Competent authority inspector(s):		Signature(s):
Competent authority office:		Date of EASA Form 13-CAMO Part 1 completion:
*delete as appropriate		

PART-CAMO APPROVAL RECOMMENDATION REPORT		EASA FORM 13-CAMO				
<b>Part 2: Part-CAMO Compliance Audit Review</b>						
The five columns may be labelled and used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following Part-CAMO subparagraphs please either tick (✓) the box if satisfied with compliance, or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.						
Para	Subject					
<a href="#">CAMO.A.115</a>	Application for an organisation certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.120</a>	Means of compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.125</a>	Terms of approval and privileges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.130</a>	Changes to the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.135</a>	Continued validity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.140</a>	Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.150</a>	Findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.155</a>	Immediate reaction to a safety problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.160</a>	Occurrence reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.200</a>	Management system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.202</a>	Internal safety reporting scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.205</a>	Contracting and subcontracting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.215</a>	Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.220</a>	Record-keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.300</a>	Continuing airworthiness management exposition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.305</a>	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.310</a>	Airworthiness review staff qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.315</a>	Continuing airworthiness management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.320</a>	Airworthiness review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAMO.A.325</a>	Continuing airworthiness	—	—	—	—	—

management data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent authority inspector(s):	Signature(s):				
Competent authority office:	Date of EASA Form 13-CAMO Part 2 completion:				



PART-CAMO APPROVAL RECOMMENDATION REPORT		EASA FORM 13-CAMO
<b>Part 3: Compliance with PART-CAMO continuing airworthiness management exposition (CAME)</b>		
Please either tick (√) the box if satisfied with compliance; or cross (x) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.		
<b>PART 0 General organisation, safety policy and objectives</b>		
0.1	<input type="checkbox"/>	Safety policy, objectives and accountable manager statement
0.2	<input type="checkbox"/>	General information and scope of work
0.3	<input type="checkbox"/>	Management personnel
0.4	<input type="checkbox"/>	Management organisation chart
0.5	<input type="checkbox"/>	Procedure for changes requiring prior approval
0.6	<input type="checkbox"/>	Procedure for changes not requiring prior approval
0.7	<input type="checkbox"/>	Alternative means of compliance procedure (AltMoC)
<b>PART 1 Continuing airworthiness management procedures</b>		
1.1	<input type="checkbox"/>	Use of aircraft continuing airworthiness record system and if applicable, aircraft technical log (ATL) system
1.1a	<input type="checkbox"/>	MEL application
1.2	<input type="checkbox"/>	Aircraft maintenance programmes(AMP) – development amendment and approval
1.3	<input type="checkbox"/>	Continuing airworthiness records, responsibilities, retention, access
1.4	<input type="checkbox"/>	Accomplishment and control of airworthiness directives
1.5	<input type="checkbox"/>	Analysis of the effectiveness of the maintenance programme(s)
1.6	<input type="checkbox"/>	Non-mandatory modification and inspections
1.7	<input type="checkbox"/>	Repairs and modifications
1.8	<input type="checkbox"/>	Defect reports
1.9	<input type="checkbox"/>	Engineering activity
1.10	<input type="checkbox"/>	Reliability programmes
1.11	<input type="checkbox"/>	Pre-flight inspections
1.12	<input type="checkbox"/>	Aircraft weighing
1.13	<input type="checkbox"/>	Maintenance check flight procedures
<b>PART 2 Management system procedures</b>		
2.1	<input type="checkbox"/>	Hazard identification and safety risk management schemes
2.2	<input type="checkbox"/>	Internal safety reporting and investigations
2.3	<input type="checkbox"/>	Safety action planning
2.4	<input type="checkbox"/>	Safety performance monitoring
2.5	<input type="checkbox"/>	Change management
2.6	<input type="checkbox"/>	Safety training and promotion
2.7	<input type="checkbox"/>	Immediate safety action and coordination with operator’s emergency response plan (ERP)

2.8	<input type="checkbox"/>	Compliance monitoring
2.8.1	<input type="checkbox"/>	Audit plan and audits procedure
2.8.2	<input type="checkbox"/>	Monitoring of continuing airworthiness management activities
2.8.3	<input type="checkbox"/>	Monitoring of the effectiveness of the maintenance programme(s)
2.8.4	<input type="checkbox"/>	Monitoring that all maintenance is carried out by an appropriate maintenance organisation
2.8.5	<input type="checkbox"/>	Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor
2.8.6	<input type="checkbox"/>	Compliance monitoring personnel
2.9	<input type="checkbox"/>	Control of personnel competency
2.10	<input type="checkbox"/>	Management system record-keeping
2.11	<input type="checkbox"/>	Occurrence reporting
<b>PART 3</b>		<b>Contracted Maintenance — management of maintenance</b>
3.1	<input type="checkbox"/>	Procedures for contracted maintenance
3.2	<input type="checkbox"/>	Product audit of aircraft
<b>PART 4</b>		<b>Airworthiness review procedures</b>
4.1	<input type="checkbox"/>	Airworthiness review staff
4.2	<input type="checkbox"/>	Documented review of aircraft records
4.3	<input type="checkbox"/>	Physical survey
4.4	<input type="checkbox"/>	Additional procedures for recommendations to competent authorities for the import of aircraft
4.5	<input type="checkbox"/>	Recommendations to competent authorities
4.6	<input type="checkbox"/>	Issue of ARC
4.7	<input type="checkbox"/>	Airworthiness review records, responsibilities, retention and access
4.8	<input type="checkbox"/>	ARC extension
<b>PART 4B</b>		<b>Permit to fly procedures</b>
4B.1	<input type="checkbox"/>	Conformity with approved flight conditions
4B.2	<input type="checkbox"/>	Issue of permit to fly under the CAMO privilege
4B.3	<input type="checkbox"/>	Permit to fly authorised signatories
4B.4	<input type="checkbox"/>	Interface with the local authority for the flight
4B.5	<input type="checkbox"/>	Permit to fly records, responsibilities, retention and access
<b>PART 5</b>		<b>Supporting documents</b>
5.1	<input type="checkbox"/>	Sample documents, including the template of the ATL system
5.2	<input type="checkbox"/>	List of airworthiness review staff
5.3	<input type="checkbox"/>	List of subcontractors as per <a href="#">CAMO.A.125(d)(3)</a>

5.4	<input type="checkbox"/>	List of contracted maintenance organisations and list of maintenance contracts as per <a href="#">CAMO.A.300(a)(13)</a>
5.5	<input type="checkbox"/>	Copy of contracts for subcontracted work ( <a href="#">Appendix II to AMC1 CAMO.A.125(d)(3)</a> )
5.6	<input type="checkbox"/>	List of approved maintenance programmes as per <a href="#">CAMO.A.300(a)(12)</a>
5.7	<input type="checkbox"/>	List of currently approved AltMoC as per point <a href="#">CAMO.A.300(a)(13)</a>

CAME Reference: \_\_\_\_\_ CAME Amendment: \_\_\_\_\_

Competent authority inspector(s): \_\_\_\_\_ Signature(s): \_\_\_\_\_

Competent authority office: \_\_\_\_\_ Date of EASA Form 13-CAMO Part 3 completion: \_\_\_\_\_

PART-CAMO APPROVAL RECOMMENDATION REPORT		EASA FORM 13-CAMO			
<b>Part 4: Findings regarding PART-CAMO compliance status</b>					
Each level 1 and 2 finding should be recorded whether it has been rectified or not and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.					
Part 2 or 3 ref.	Audit reference(s): Findings	Level	Corrective action		
			Date Due	Date Closed	Reference

PART-CAMO APPROVAL RECOMMENDATION REPORT	EASA FORM 13-CAMO
<b>Part 5: PART-CAMO approval or continued approval or change recommendation*</b>	
Name of organisation:	
Approval reference:	
Audit reference(s):	
The following <b>Part-CAMO</b> terms of approval are recommended for this organisation:	
Or, it is recommended that the <b>Part-CAMO</b> terms of approval specified in EASA Form 14 referenced ..... be continued.	
Name of recommending competent authority inspector:	
Signature of recommending competent authority inspector:	
Competent authority office:	
Date of recommendation:	
EASA Form 13-CAMO review:	Date:
*delete as appropriate	

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## **ANNEX VD (PART-CAO)**

### **GENERAL**

#### **CAO.1 General**

*Regulation (EU) 2019/1383*

For the purpose of this Annex (Part-CAO):

- (1) the competent authority shall be:
  - (a) for organisations having their principal place of business in a Member State, the authority designated by that Member State;
  - (b) for organisations having their principal place of business in a third country, the Agency.
- (2) 'owner' means the person responsible for the continuing airworthiness of the aircraft, including the following persons:
  - (i) the registered owner of the aircraft;
  - (ii) the lessee in the case of a leasing contract;
  - (iii) the operator.

## SECTION A — ORGANISATION REQUIREMENTS

### CAO.A.010 Scope

Regulation (EU) 2019/1383

This Annex establishes the requirements to be met by a combined airworthiness organisation (CAO) in order to be issued, upon application, an approval for the maintenance and continuing airworthiness management of aircraft and components for installation thereon, and to continue carrying out those activities, where such aircraft are not classified as complex motor-powered aircraft and are not listed in the air operator certificate of an air carrier licensed in accordance with Regulation (EC) No 1008/2008.

### CAO.A.015 Application

Regulation (EU) 2019/1383

CAOs shall apply for the issuance of, or change to, a CAO approval to the competent authority in a form and manner established by that authority.

### AMC1 CAO.A.015 Application

ED Decision 2020/002/R

An application should be made on an EASA Form 2 ([Appendix III to AMC1 CAO.A.015](#)) or an equivalent form that is acceptable to the competent authority.

Draft documents should be submitted at the earliest opportunity so that the assessment of the application can begin. The initial certification or approval of changes cannot take place until the competent authority has received the completed documents.

### CAO.A.017 Means of compliance

Regulation (EU) 2020/270

- (a) Alternative means of compliance to the acceptable means of compliance adopted by the Agency may be used by an organisation to demonstrate compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts.
- (b) When an organisation wishes to use alternative means of compliance, it shall, prior to using it, provide the competent authority with a full description of those alternative means of compliance. That description shall include an assessment demonstrating compliance of alternative means of compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts.

The organisation may use those alternative means of compliance subject to prior approval by the competent authority, and upon receipt of the notification as provided for in point [CAO.B.017](#).

## CAO.A.020 Terms of approval

Regulation (EU) 2019/1383

- (a) The CAO shall specify the approved scope of work in its combined airworthiness exposition (CAE), as provided for in point [CAO.A.025](#).
- (1) For aeroplanes of more than 2 730 kg maximum take-off mass (MTOM) and for helicopters of more than 1 200 kg MTOM or certified for more than 4 occupants, the scope of work shall indicate the particular aircraft types. Changes to this scope of work shall be approved by the competent authority in accordance with point (a) of point [CAO.A.105](#) and point (a) of point [CAO.B.065](#).
- (2) For complete turbine engines, the scope of work shall indicate the engine manufacturer or group or series or type or the maintenance task(s). Changes to this scope of work shall be approved by the competent authority in accordance with point (a) of point [CAO.A.105](#) and point (a) of point [CAO.B.065](#).
- (3) A CAO which employs only one person for both planning and carrying out of all maintenance tasks cannot hold privileges for the maintenance of:
- (a) aeroplanes equipped with a turbine engine (in the case of aircraft-rated organisations);
  - (b) helicopters equipped with a turbine engine or with more than one piston engine (in the case of aircraft-rated organisations);
  - (c) complete piston engines of 450 HP and above (in the case of engine-rated organisations); and
  - (d) complete turbine engines (in the case of engine-rated organisations).
- (4) For aircraft other than those mentioned in point (1), for components different from complete turbine engines and for non-destructive testing (NDT)-specialised services, the scope of work shall be controlled by the CAO in accordance with the procedure set out in point (a)(11) of point [CAO.A.025](#). For maintenance of components different from complete engines, the scope of work shall be classified in accordance with the following system ratings:
- (i) C1: air conditioning and pressurisation;
  - (ii) C2: auto flight;
  - (iii) C3: communications and navigation;
  - (iv) C4: doors and hatches;
  - (v) C5: electrical power and lights;
  - (vi) C6: equipment;
  - (vii) C7: engine;
  - (viii) C8: flight controls;
  - (ix) C9: fuel;
  - (x) C10: helicopter and rotors;
  - (xi) C11: helicopter transmission;
  - (xii) C12: hydraulic power;

- (xiii) C13: indicating and recording system;
- (xiv) C14: landing gear;
- (xv) C15: oxygen;
- (xvi) C16: propellers;
- (xvii) C17: pneumatic and vacuum systems;
- (xviii) C18: protection from ice/rain/fire;
- (xix) C19: windows;
- (xx) C20: structural;
- (xxi) C21: water ballast; and
- (xxii) C22: propulsion augmentation.

Organisations obtaining an approval in accordance with this Annex on the basis of an existing organisation approval issued in accordance with Subpart G or Subpart F of Annex I (Part-M) or Annex II (Part-145) in accordance with paragraph 4 of Article 4, shall include in the scope of work all the necessary details to ensure that the privileges are identical to the ones included in the existing approval.

- (b) The CAO approval shall be issued on the basis of the template set out in Appendix I to this Annex.
- (c) A CAO may fabricate, in conformity with maintenance data, a restricted range of parts for use in the course of undergoing work within its own facilities, as indicated in their CAE.

## GM1 CAO.A.020 Terms of approval

*ED Decision 2020/002/R*

### SCOPE OF WORK — AIRCRAFT CLASS

In the combined airworthiness exposition (CAE), the following guidance can be used as a minimum aircraft information to be indicated while specifying the scope of work of an organisation in the aircraft class.

- (a) For aeroplanes above 2 730 kg maximum take-off mass (MTOM):  
The particular aircraft types included (the use of the list of type ratings contained in the AMC to Part-66 is acceptable).
- (b) For aeroplanes up to 2 730 kg MTOM:
  - The type of propulsion (turbine engine, piston engine)
  - The category (ELA1, ELA2, up to 2 730 kg)
- (c) For helicopters above 1 200 kg MTOM and four occupants:  
The particular aircraft types included (the use of the list of type ratings contained in Appendix I to AMC to Part-66 is acceptable).
- (d) For helicopters up to 1 200 kg MTOM and four occupants:  
The type of propulsion (turbine engine, piston engine)
- (e) For sailplanes:



ELA1

(f) For balloons:

- Hot-air balloons
- Gas-balloons
- Roziere balloons

(g) For airships:

- The particular airship type for those which are not classified as ELA2
- For ELA2 airships, whether it covers hot-air airships or gas-airships

Each category or type of aircraft specified in the scope of work is to be completed with the privileges held (maintenance, continuing airworthiness management, airworthiness review, permit to fly) for that aircraft category or type.

## GM1 CAO.A.020(a) Terms of approval

ED Decision 2020/002/R

### EXAMPLES OF CHANGE TO THE SCOPE OF WORK

In the case of helicopter Bell 206B model (above 1 200 kg MTOM) with regard to the scope of work, adding Bell 206L model to the scope of work would require approval by the competent authority in accordance with point [CAO.A.020\(a\)\(1\)](#).

If the scope of work contains the Rotax 912 A Series complete piston engine, the combined airworthiness organisation (CAO) shall control changes to the scope of work for additional complete piston engines (e.g. Rotax 914 series or LOM M 332 Series) in accordance with [CAO.A.105\(b\)](#) through an approved procedure.

## AMC1 CAO.A.020(c) Terms of approval

ED Decision 2020/002/R

### FABRICATION

- (a) The agreement by the competent authority for the fabrication of parts by the maintenance organisation should be formalised through the approval of a detailed procedure in the CAE. This AMC contains principles and conditions to be taken into account for the preparation of an acceptable procedure.
- (b) Fabrication, inspection, assembly and test should be clearly within the technical and procedural capability of the approved maintenance organisation.
- (c) The approved data necessary to fabricate the part is that approved by either the Agency, the type certificate (TC) holder, the Part 21 design organisation approval holder, or the supplemental type certificate (STC) holder.
- (d) Items fabricated by an approved maintenance organisation may only be used by that organisation in the course of overhaul, maintenance, modifications, or repair of aircraft or components undergoing work within its own facilities. The permission to fabricate does not constitute approval for manufacturing, or for supplying externally and the parts do not qualify for certification on EASA Form 1. This also applies to the bulk transfer or surplus inventory, in that locally fabricated parts are physically segregated and excluded from any delivery certification.

- (e) Fabrication of parts, modification kits, etc. for onward supply and/or sale may not be conducted under a CAO approval.
- (f) The data specified in point (c) may include repair procedures involving the fabrication of parts. Where the data on such parts is sufficient to facilitate fabrication, the parts may be fabricated by an approved maintenance organisation. Care should be taken to ensure that the data includes details on part numbering, dimensions, materials, processes, and any special manufacturing techniques, special raw material specification or/and incoming inspection requirement and that the approved organisation has the necessary capability. That capability should be defined within the CAE. Where special processes or inspection procedures are defined in the approved data, which are not available at the approved maintenance organisation, that organisation cannot fabricate the part unless the TC/STC holder gives an approved alternative.
- (g) Examples of fabrication under the scope of a CAO approval can include but are not limited to the following:
  - (1) fabrication of bushes, sleeves and shims;
  - (2) fabrication of secondary structural elements and skin panels;
  - (3) fabrication of control cables;
  - (4) fabrication of flexible and rigid pipes;
  - (5) fabrication of electrical cable looms and assemblies; and
  - (6) formed or machined sheet metal panels for repairs.

It is not acceptable to fabricate any item to pattern unless an engineering drawing of the item is produced which includes any necessary fabrication processes and which is accepted to the competent authority.

- (h) Where a TC holder or an approved production organisation is prepared to make available complete data which is not referred to in aircraft manuals or service bulletins, but provides manufacturing drawings for items specified in parts lists, the fabrication of these items is not considered to be within the scope of a CAO approval unless agreed otherwise by the competent authority in accordance with a procedure specified in the CAE.

- (i) Inspection and identification

Any locally fabricated part should be subject to an inspection stage before, separately, and preferably independently from, any inspection of its installation. The inspection should establish full compliance with the relevant manufacturing data, and the part should be unambiguously identified as fit for use by stating conformity to the approved data. Adequate records should be maintained of all such fabrication processes including heat treatment and the final inspections. All parts, except those with inadequate space, should carry a part number which clearly relates them to the manufacturing/inspection data. Additionally to the part number, the approved maintenance organisation's identity should be marked on the part for traceability purposes.

## CAO.A.025 Combined airworthiness exposition

*ED Decision (EU) 2019/1383*

- (a) The CAO shall provide a manual containing at least the following information:
- (1) a statement signed by the accountable manager confirming that the organisation will at all times work in accordance with the requirements of this Annex and the CAE;
  - (2) the CAE's scope of work;
  - (3) the title(s) and name(s) of the person(s) referred to in points (a) and (b) of point [CAO.A.035](#);
  - (4) an organisation chart showing the chains of responsibility between the person(s) referred to in points (a) and (b) of CAO.A.035;
  - (5) a list of certifying staff with their scope of approval, if such staff exist;
  - (6) a list of staff responsible for the development and approval of aircraft maintenance programmes (AMPs) with their scope of approval, if such staff exist;
  - (7) a list of airworthiness review staff with their scope of approval, if such staff exist;
  - (8) a list of staff responsible for the issuance of permits to fly, if such staff exist;
  - (9) a general description and location of the facilities;
  - (10) procedures specifying how the CAO shall ensure compliance with the requirements of this Annex;
  - (11) the CAE amendment procedure, as provided for in point (b) of point [CAO.A.105](#).
- (b) The initial CAE shall be approved by the competent authority.
- (c) Amendments to the CAE shall be handled in accordance with point CAO.A.105.

## AMC1 CAO.A.025 Combined airworthiness exposition (CAE)

*ED Decision 2020/002/R*

This AMC provides an outline of the layout of an acceptable CAE.

Chapter	Description	Implementing rule reference
<b>PART A — GENERAL DESCRIPTION</b>		
A.1	Statement by accountable manager	CAO.A.025(a)(1); CAO.A.035(a)
A.2	General presentation of the organisation	CAO.A.035(a); CAO.A.100(e)
A.3	Description and location of the facilities	CAO.A.025(a)(9); CAO.A.030
A.4	Scope of work	CAO.A.020(a); CAO.A.025(a)(2); CAO.A.095(e); Appendix I point (a)
A.5	Exposition amendments and changes to the organisation	CAO.A.025(a)(11)/(c); CAO.A.105
A.6	Procedure for alternative means of compliance	CAO.A.017
A.7	Management personnel	CAO.A.025(a)(3); CAO.A.035(b); CAO.A.100(a)
A.8	Organisation chart	CAO.A.025(a)(4)

Chapter	Description	Implementing rule reference
A.9	Manpower resources	CAO.A.035(d)
A.10	List of certifying staff	CAO.A.025(a)(5)
A.11	List of staff responsible for the development and approval of the aircraft maintenance programme (AMP)	CAO.A.025(a)(6)
A.12	List of airworthiness review staff	CAO.A.025(a)(7); CAO.A.045(d)
A.13	List of staff responsible for the issuance of permits to fly	CAO.A.025(a)(8)
<b>PART B — GENERAL PROCEDURES</b>		
B.1	Quality (or organisational review) system	CAO.A.100(a)/(b)/(d)/(e)/(f)
B.2	Audit plan (or frequency and content of organisational review)	CAO.A.100(b)/(f)
B.3	Monitoring of maintenance contracts	CAO.A.100(b)(2)
B.4	Qualification, assessment and training of staff	CAO.A.035(c)/(d)/(e)/(f); CAO.A.040(a); CAO.A.045(a)/(b)/(c); CAO.A.060(a)
B.5	One-off certification authorisation	CAO.A.040(b)
B.6	Limited certification authorisation	CAO.A.040(c)
B.7	Subcontracting	CAO.A.095(a)(2)/(b)(3); CAO.A.100(f)
B.8	Maintenance data and continuing airworthiness management data	CAO.A.055(a); CAO.A.080
B.9	Records management and retention	CAO.A.035(e); CAO.A.040(d); CAO.A.045(e); CAO.A.050(b); CAO.A.060(j); CAO.A.075(a)/(b)(9); CAO.A.090; CAO.A.100(c); CAO.A.085
B.10	Carrying out the airworthiness review	CAO.A.085; CAO.A.095(c)
B.11	Conformity with approved flight conditions	CAO.A.095(d)
B.12	Issue of the permit to fly	CAO.A.095(d); CAO.A.045(a)
<b>PART C — MAINTENANCE PROCEDURES</b>		
C.1	Maintenance — general	CAO.A.025(10)
C.2	Work order acceptance	CAO.A.055(b)
C.3	Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration, etc.)	CAO.A.050; CAO.A.060(d); CAO.A.030(b)
C.4	Maintenance facility (selection, organisation, cleanliness and environmental limitations)	CAO.A.060(b)/(e)/(f)
C.5	Maintenance accomplishment and maintenance standards	CAO.A.095(a)(1); CAO.A.060(c); Appendix I points (b)/(c)/(d)
C.6	Prevention of maintenance error	CAO.A.060(g)/(i)
C.7	Critical maintenance tasks and error-capturing method	CAO.A.060(h)
C.8	Fabrication	CAO.A.020(c)
C.9	Certifying staff responsibilities and maintenance release	CAO.A.040(a); CAO.A.065; CAO.A.070; CAO.A.095(a)(4)
C.10	Defects arising during maintenance	CAO.A.075(b)(6)
C.11	Maintenance away from approved location	CAO.A.095(a)(3)

Chapter	Description	Implementing rule reference
C.12	Procedure for component maintenance under aircraft or engine rating	Appendix I point (b)/(c)
C.13	Procedure for maintenance on installed engine (or component) under engine (or component) rating	Appendix I point (c)/(d)
C.14	Special procedures (specialised tasks, non-destructive testing (NDT), engine running, etc.)	CAO.A.030(a); Appendix I point (e)
C.15	Issue of airworthiness review certificate (ARC) under maintenance privilege	CAO.A.095(c)(2)
<b>PART D — CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES</b>		
D.1	Continuing airworthiness management — general	CAO.A.025(10); CAO.A.095(b)(1); CAO.A.075(a)/(b)(7)/(b)(9)
D.2	Minimum equipment list (MEL) (and configuration deviation list (CDL)) application	CAO.A.075(a)
D.3	AMP development, control and periodic review	CAO.A.075(a)/(b)(1)/(b)(2); CAO.A.095(b)(2)
D.4	Airworthiness directives and other mandatory airworthiness requirements	CAO.A.075(a)/(b)(5)/(b)(8)
D.5	Modifications and repairs	CAO.A.075(b)(3)
D.6	Pre-flight inspection	CAO.A.075(a)
D.7	Defects	CAO.A.075(b)(6)
D.8	Establishment of contracts and work orders for the maintenance	CAO.A.075(a)/(b)(4)/(b)(7)
D.9	Coordination of maintenance activities	CAO.A.075(b)(8)
D.10	Mass and balance statement	CAO.A.075(a)/(b)(10)
D.11	Issue of ARC or ARC recommendation	CAO.A.095(c)(1)(i)
D.12	ARC extension	CAO.A.095(b)(4)/(c)(1)(ii)
D.13	Maintenance check flights	CAO.A.075(a)
<b>PART E — SUPPORTING DOCUMENTS</b>		
E.1	Sample documents	
E.2	List of subcontracted organisations	
E.3	List of organisations contracted by the CAO	
E.4	Aircraft technical log system (if applicable)	
E.5	List of the currently approved alternative means of compliance	
E.6	Copy of contracts for subcontracted continuing airworthiness tasks	

## AMC2 CAO.A.025 Combined airworthiness exposition (CAE)

*ED Decision 2020/002/R*

- (a) Personnel should be familiar with those parts of the CAE that are relevant to their tasks.
- (b) The CAO may use electronic data processing (EDP) for the publication of the CAE. Attention should be paid to the compatibility of the EDP systems with the necessary dissemination, both internally and externally, of the CAE.

## CAO.A.030 Facilities

Regulation (EU) 2019/1383

The CAO shall ensure that all necessary facilities, including adequate office accommodation are provided for it to be able to carry out all the planned work.

In addition, where the scope of approval of the organisation includes maintenance activities, the CAO shall ensure that:

- (a) specialised workshops, hangars and bays provide adequate protection from contamination and the environment;
- (b) secure storage facilities are provided for components, equipment, tools and material, under conditions ensuring that unserviceable components and materials are segregated from all other components, material, equipment and tools, that the manufacturer's instructions for storage are complied with and that access to the storage facilities is restricted to authorised personnel.

## AMC1 CAO.A.030 Facilities

ED Decision 2020/002/R

### FACILITIES FOR AN ORGANISATION HOLDING MAINTENANCE PRIVILEGES

- (a) Where a hangar is not owned by the organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned maintenance should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the AMP. The aircraft hangar visit plan should be updated on a regular basis.
- (b) For balloons and airships, a hangar may not be required where maintenance of the envelope and bottom-end equipment can more appropriately be performed outside, providing all necessary maintenance can be accomplished in accordance with [MLA.402](#). For complex repairs or component maintenance requiring an EASA Form 1, suitable approved workshops should be provided. The facilities and environmental conditions required for inspection and maintenance should be defined in the CAE.
- (c) Subject to agreement by the competent authority, the organisation may use alternative suitable facilities other than a hangar at the approved location for certain aircraft maintenance tasks, provided that adequate protection from contamination and environment are ensured for the particular work package.
- (d) Protection from the weather elements relates to the normal prevailing local weather elements that are expected throughout any 12-month period. Aircraft hangar and aircraft component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust, etc. Aircraft hangar and aircraft component workshop floors should be sealed to minimise dust generation.
- (e) Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete continuing airworthiness records in a proper manner.
- (f) Special case for aircraft to which Part-ML applies:
  - (1) It is acceptable not to have access to a hangar or dedicated workshops. Depending on the scope of work, other facilities are acceptable as long as protection is ensured from inclement weather and contamination. This may include, for example, working in the field or in non-aviation premises (closed or not).
  - (2) These facilities do not need to be individually approved by the competent authority as long as the CAE describes for each type of facility the scope of work, the tooling and

- equipment available, and the permitted environmental conditions (weather, contamination).
- (3) The organisation should include, as part of the quality system/organisational review, a sampling of the compliance with these conditions during certain maintenance events.
- (g) It is acceptable to combine any or all of the office accommodation requirements into one office subject to the staff having sufficient room to carry out the assigned tasks.
- (h) Storage facilities for serviceable aircraft components should be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation. The manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations.
- (i) Adequate storage racks should be provided and strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not damaged during storage.
- (j) All aircraft components, wherever practicable, should remain packaged in their protective material to minimise damage and corrosion during storage. A shelf life control system should be utilised and identity tags used to identify components.
- (k) 'Segregation' refers to storing unserviceable components in a separate secured location from serviceable components.
- (l) Segregation and management of any unserviceable component should be ensured according to the pertinent procedure approved to that organisation.
- (m) Procedures should be defined by the organisation describing the decision process for the status of unserviceable components. This procedure should identify at least the following:
- (1) role and responsibilities of the persons managing the decision process;
  - (2) description of the decision process to choose between maintaining, storing or mutilating a component; and
  - (3) traceability of decision.
- (n) Once unserviceable components or materials have been identified as unsalvageable in accordance with [M.A.501\(a\)\(3\)](#) or [ML.A.504\(c\)](#), the organisation should establish secure areas in which to segregate such items and to prevent unauthorised access. Unsalvageable components should be managed through a procedure to ensure that these components receive the appropriate final disposal according to [M.A.504\(b\)](#) or [ML.A.504\(d\)](#) or (e). The person responsible for the implementation of this procedure should be identified.

## CAO.A.035 Personnel requirements

*Regulation (EU) 2019/1383*

- (a) The CAO shall appoint an accountable manager, who shall have an authority for ensuring that all activities of the organisation can be financed so that those activities are carried out in accordance with the requirements of this Annex.
- (b) The accountable manager shall nominate a person or group of persons who shall be responsible for ensuring that the CAO is always in compliance with the requirements of this Annex. Those person(s) shall ultimately be responsible to the accountable manager.

- (c) All persons referred to in point (b) shall have the relevant knowledge, background and experience related to continuing airworthiness management or maintenance, as appropriate for their functions.
- (d) The CAO shall have sufficient appropriately qualified staff for it to be able to carry out the planned work. The CAO shall be entitled to use temporarily subcontracted staff.
- (e) The CAO shall assess and record the qualification of all personnel.
- (f) Personnel who carry out specialised tasks, such as welding, or non-destructive testing ('NDT') inspection other than colour contrast inspections shall be qualified in accordance with an officially-recognised standard

### AMC1 CAO.A.035(c) Personnel requirements

*ED Decision 2020/002/R*

#### **KNOWLEDGE, BACKGROUND AND EXPERIENCE OF NOMINATED PERSON(S)**

Persons or group of persons nominated in accordance with point [CAO.A.035\(b\)](#) should have:

- (a) practical experience and expertise in the application of aviation safety standards and safe operating practices;
- (b) comprehensive knowledge of:
  - (1) Part-M, Part-ML and any associated requirements and procedures; and
  - (2) the CAE;
- (c) 5 years aviation experience of which at least 2 years should be from the aeronautical industry in an appropriate position;
- (d) knowledge of a relevant sample of the type(s) of aircraft or components that are within the scope of work. This knowledge may be demonstrated by documented evidence or by an assessment performed by the competent authority.

Training courses, when used as documented evidence, should be as a minimum at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation, and could be provided by a Part-147 organisation, by the manufacturer or by any other organisation accepted by the competent authority; and

- (e) knowledge of:
  - (1) maintenance standards (including human factor principles); and
  - (2) quality system (or organisational review).

### AMC1 CAO.A.035(e) Personnel requirements

*ED Decision 2020/002/R*

#### **QUALIFICATION ASSESSMENT**

- (a) Personnel involved in maintenance and continuing airworthiness management should be assessed for competence by 'on-the-job' evaluation and/or by examination relevant to their particular job role within the organisation before unsupervised work is permitted.
- (b) Adequate initial and recurrent training should be provided and recorded to ensure continued competence.



## CAO.A.040 Certifying staff

*Regulation (EU) 2019/1383*

- (a) Certifying staff shall comply with the requirements of Article 5. They shall only exercise their privileges to release maintenance if the CAO has ensured:
- (1) that these certifying staff meet the requirements of point (b) of point 66.A.20 of Annex III (Part-66) except when paragraph 6 of Article 5 refers to a national regulation of a Member State, in which case, they shall meet the requirements of such a regulation;
  - (2) that these certifying staff have an adequate understanding of the relevant aircraft or aircraft component(s) to be maintained, or both, as well as of the organisation procedures required to perform such maintenance.
- (b) By derogation from point (a), in unforeseen circumstances where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the CAO contracted to provide maintenance support may issue a one-off certification authorisation, alternatively:
- (1) to one of their employees holding type qualifications for aircraft of similar technology, construction and systems;
  - (2) to any person with no less than 3 years of maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification, provided that there is no organisation approved in accordance with this Annex at that location and that the contracted CAO obtains and holds on file evidence of the experience and licence of that person.
- The issuance of a one-off certification authorisation shall be reported by the CAO to the competent authority within 7 days of the issuance. The CAO issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is rechecked.
- (c) By derogation from point (a), the CAO may use certifying staff qualified in accordance with the following requirements when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the CAE:
- (1) for a repetitive preflight airworthiness directive (AD) which specifically states that the flight crew may carry out such an AD, the CAO may issue a limited certifying-staff authorisation to the pilot-in-command on the basis of the flight crew licence held, provided that the CAO ensures that sufficient practical training has been carried out by the pilot-in-command so he/she can accomplish the AD to the required standard;
  - (2) in the case of aircraft operating away from a supported location, the CAO may issue a limited certifying-staff authorisation to the pilot-in-command, on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out so that such a commander can accomplish the task to the required standard.
- (d) The CAO shall record the details concerning certifying staff and maintain an up-to-date list of all certifying staff, together with details on their scope of approval, as part of the organisation's exposition.

## CAO.A.045 Airworthiness review staff

Regulation (EU) 2021/700

- (a) In order for it to be approved to carry out airworthiness reviews and, if applicable, to issue permits to fly, a CAO shall have appropriate airworthiness review staff who shall comply with all of the following requirements:
  - (1) they acquired experience in continuing airworthiness of at least 1 year for sailplanes and balloons and of at least 3 years for all other aircraft;
  - (2) they hold an appropriate licence issued in accordance with Article 5 of this Regulation or an aeronautical degree or equivalent, or they acquired experience in continuing airworthiness in addition to that referred to in point (1) of at least 2 years for sailplanes and balloons and at least 4 years for all other aircraft;
  - (3) they acquired appropriate aeronautical-maintenance training.
- (b) Before the CAO issues an authorisation to an airworthiness review staff to perform airworthiness review, the CAO shall nominate the person who will perform an airworthiness review of an aircraft under supervision of the competent authority or under the supervision of a person already authorised as airworthiness review staff of the CAO. If this supervision is satisfactory, the competent authority shall formally accept the staff to become airworthiness review staff.
- (c) The CAO shall ensure that its airworthiness review staff can demonstrate appropriate recent continuing airworthiness experience.
- (d) Each airworthiness review staff shall be identified in the CAE in a list that contains the airworthiness review authorisation referred in point (b).
- (e) The CAO shall maintain a record of all its airworthiness review staff, which shall include details of any appropriate qualification and a summary of relevant continuing airworthiness experience and training of the person concerned, as well as a copy of his or her authorisation. It shall retain that record for a period of at least 2 years after the date at which the person concerned no longer works for the CAO.

## AMC1 CAO.A.045 Airworthiness review staff

ED Decision 2020/002/R

- (a) Airworthiness review staff already authorised to perform airworthiness review for an organisation approved in accordance Part-M Subpart F, Part-M Subpart G, Part-CAMO or Part-145 is considered to be authorised in accordance with Part-CAO when such organisation applies for a Part-CAO approval. This means that no additional supervision is needed to be authorised to be accepted to continue carrying out airworthiness reviews. This does not supersede the requirement for the organisation to ensure that all personnel is competent for the job they are authorised.
- (b) 'Experience in continuing airworthiness' in [CAO.A.045\(a\)](#) refers to any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.
- (c) 'Appropriate recent continuing airworthiness experience' in [CAO.A.045\(c\)](#) refers to the fact that in order to keep the validity of the airworthiness review staff authorisation, the airworthiness review staff should have either:

- (1) been involved in continuing airworthiness management activities for at least 6 months in every 2-year period; or
  - (2) conducted at least one airworthiness review in the last 12-month period.
- (d) In order to restore the validity of the authorisation, the airworthiness review staff should conduct at a satisfactory level an airworthiness review under the supervision of the competent authority or, if accepted by the competent authority, under the supervision of another currently valid authorised airworthiness review staff of the CAO concerned in accordance with an approved procedure.
- (e) A person that holds a relevant engineering degree or an aircraft maintenance technician qualification with additional education should be considered as holding the equivalent to an aeronautical degree. 'Relevant engineering degree' refers to an engineering degree from mechanical, electrical, electronic, avionics or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.

## CAO.A.050 Components, equipment and tools

*Regulation (EU) 2019/1383*

- (a) The CAO shall:
- (1) hold the equipment and tools specified in the maintenance data provided for in point CAO.A.055, or verified equivalents as listed in the CAE, as necessary for day-to-day maintenance within the scope of the organisation's approval;
  - (2) have a procedure to ensure that it has access to all other equipment and tools necessary to carry out its work, used only on an occasional basis, where needed.
- (b) The CAO shall ensure that the tools and equipment it uses are controlled and calibrated to an officially recognised standard. It shall keep records of such calibrations and the standards used and comply with point [CAO.A.090](#).
- (c) The CAO shall inspect, classify and appropriately segregate all incoming components in accordance with points [M.A.501](#) and [M.A.504](#) of Annex I (Part-M) or with points [ML.A.501](#) and [ML.A.504](#) of Annex Vb (Part-ML), as applicable.

## AMC1 CAO.A.050(a) Components, equipment and tools

*ED Decision 2020/002/R*

- (a) The tools 'necessary for day-to-day maintenance' refers to those needed to perform standard maintenance practices plus those needed in order to complete the normal servicing tasks as well as those needed up to the annual/100-hour or equivalent inspections and which are common to the majority of aircraft contained in the scope of approval.
- (b) The availability of tools rarely used because the particular maintenance task is very rarely performed can be handled through a procedure in accordance with [CAO.A.050\(a\)\(2\)](#).

## CAO.A.055 Maintenance data and work orders

Regulation (EU) 2019/1383

- (a) The CAO shall hold and use applicable current maintenance data specified in point [M.A.401](#) of Annex I (Part-M) or in point [M.L.A.401](#) of Annex Vb (Part-ML), as applicable, in the performance of maintenance, including modifications and repairs. However, in the case of customer-provided maintenance data, it shall only be required to hold such data when the work is in progress.
- (b) Before the commencement of maintenance, a written work order shall be agreed between the CAO and the person or organisation requesting maintenance, in a manner that clearly establishes the maintenance to be carried out.

## AMC1 CAO.A.055 Maintenance data and work orders

ED Decision 2020/002/R

It is not required to continuously hold all the maintenance data. It is acceptable to have a procedure to ensure that the specific maintenance data required for a particular maintenance activity will be available before that maintenance takes place.

## CAO.A.060 Maintenance standards

Regulation (EU) 2019/1383

When performing maintenance, the CAO shall comply with all of the following requirements:

- (a) ensure that any person performing maintenance is qualified in accordance with the requirements of this Annex;
- (b) ensure that the area in which maintenance is carried out is well organised and clean (no dirt or contamination);
- (c) use the methods, techniques, standards and instructions specified in the maintenance data and work orders referred to in point [CAO.A.055](#);
- (d) use the tools, equipment and material specified in point [CAO.A.050](#);
- (e) ensure that maintenance is performed in accordance with any environmental limitations specified in the maintenance data referred to in point [CAO.A.055](#);
- (f) ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
- (g) ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
- (h) ensure that an error-capturing method is implemented after the performance of any critical maintenance task;
- (i) perform a general verification after completion of maintenance in order to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts and material and that all access panels removed have been refitted;
- (j) ensure that all maintenance performed is properly recorded and documented.

## AMC1 CAO.A.060(g) Maintenance standards

ED Decision 2020/002/R

- (a) To minimise the risk of errors and to prevent omissions, the approved CAO when performing maintenance, should ensure that:
- (1) every maintenance task is signed off only after completion;
  - (2) the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified; and
  - (3) any work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed off by an authorised person.
- (b) To minimise the possibility of an error being repeated in identical tasks that involve removal/installation or assembly/disassembly of several components of the same type fitted to more than one system, whose failure could have an impact on safety, the approved CAO when performing maintenance should plan different persons to perform identical tasks in different systems. However, when only one person is available, then this person should perform reinspection of the tasks as described in [AMC2 CAO.A.060\(h\)](#).

## AMC1 CAO.A.060(h) Maintenance standards

ED Decision 2020/002/R

### CRITICAL MAINTENANCE TASKS

The following maintenance tasks should primarily be reviewed to assess their impact on safety:

- (a) tasks that may affect the control of the aircraft's flight path and attitude, such as the installation, rigging and adjustments of flight controls;
- (b) tasks that may affect aircraft stability control systems (autopilots, fuel transfer);
- (c) tasks that may affect the propulsive force of the aircraft, including the installation of aircraft engines, propellers and rotors; and
- (d) the overhaul, calibration or rigging of engines, propellers, transmissions and gearboxes.

## AMC2 CAO.A.060(h) Maintenance standards

ED Decision 2020/002/R

### INDEPENDENT INSPECTION

Independent inspection is one possible error-capturing method.

- (a) What is an independent inspection

An independent inspection is an inspection, which is performed by an 'independent qualified person', of a task carried out by an 'authorised person', taking into account that:

- (1) the 'authorised person' is the person who performs the task or supervises the task, and assumes the full responsibility for the completion of the task in accordance with the applicable maintenance data;
- (2) the 'independent qualified person' is the person who performs the independent inspection and attests to the satisfactory completion of the task, and that no deficiencies have been found. The 'independent qualified person' does not issue a certificate of

release to service (CRS); therefore, he or she is not required to hold certification privileges;

- (3) the CRS is issued by the 'authorised person' after the independent inspection has been carried out satisfactorily; and
- (4) the work card system should record the identification of each person, the date and the details of the independent inspection, as necessary, before the CRS is issued.

(b) Qualifications of personnel performing independent inspections

The organisation should have procedures to demonstrate that the 'independent qualified person' has been trained and has gained experience in the specific control systems to be inspected. This training and experience could be demonstrated, for example, by:

- (i) holding a Part-66 licence in the same subcategory as the licence subcategory or equivalent necessary to release or sign off the critical maintenance task; or
- (ii) holding a Part-66 licence in the same category and specific training in the task to be inspected; or
- (iii) having received appropriate training and having gained relevant experience in the specific task to be inspected.

(c) How to perform an independent inspection

The independent inspection should ensure, for example, the correct assembly, locking and sense of operation of the parts involved. When inspecting control systems that have undergone maintenance, the 'independent qualified person' should consider the following points independently:

- (1) all those parts of the system that have actually been disconnected or disturbed should be inspected for their correct assembly and locking;
- (2) the system as a whole should be inspected for full and free movement over the complete range;
- (3) cables should be tensioned correctly with adequate clearance at secondary stops;
- (4) the operation of the control system as a whole should be observed to ensure that the controls operate in the correct sense;
- (5) if different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls; and
- (6) software that is part of the critical maintenance task should be checked; for example, its version and its compatibility with the aircraft configuration.

(d) What to do in unforeseen cases when only one person is available

**REINSPECTION**

- (1) Reinspection is subject to the same conditions as the independent inspection is, except that the 'authorised person' performing the maintenance task is also acting as 'independent qualified person' and performs the inspection.
- (2) For critical maintenance tasks, reinspection should only be used in unforeseen circumstances when only one person is available to carry out the task and perform the independent inspection. The circumstances cannot be considered to be unforeseen if the

person or organisation has not assigned a suitable 'independent qualified person' to that particular task.

- (3) The CRS is issued by the 'authorised person' after the reinspection has been performed satisfactorily.
- (4) The work card system should record the identification of the 'authorised person' and the date and the details of the reinspection, as necessary, before the CRS is issued.

## CAO.A.065 Aircraft certificate of release to service

Regulation (EU) 2019/1383

At the completion of any aircraft maintenance carried out in accordance with this Annex, an aircraft CRS shall be issued in accordance with point [M.A.801](#) of Annex I (Part-M) or point [ML.A.801](#) of Annex Vb (Part-ML), as applicable.

## CAO.A.070 Component certificate of release to service

Regulation (EU) 2019/1383

- (a) At the completion of all component maintenance in accordance with this Annex, a component CRS shall be issued in accordance with point [M.A.802](#) of Annex I (Part-M) or point [ML.A.802](#) of Annex Vb (Part-ML), as applicable. An EASA Form 1 shall be issued in accordance with Appendix II to Annex I (Part-M), except as provided for in points (b) or (d) of point [M.A.502](#) of Annex I (Part-M) and point [ML.A.502](#) of Annex Vb (Part-ML) and for components fabricated in accordance with point (c) of point [CAO.A.020](#).
- (b) The EASA Form 1 referred to in point (a) may be generated from a computer database.

## GM1 CAO.A.070 Component certificate of release to service

ED Decision 2020/002/R

### COMPONENTS MAINTAINED BY A CAO

Appendix II to Part-M, point (5), blocks 12 and 14a describe how the component maintenance release is formalised by the CAO on EASA Form 1.

Used components maintained by a CAO appropriately approved for component maintenance and released on an EASA Form 1 cannot be installed on complex motor-powered aircraft or aircraft used by an air carrier licensed in accordance with Regulation (EC) No 1008/2008.

## AMC1 CAO.A.070(a) Component certificate of release to service

ED Decision 2020/002/R

1. An aircraft component which has been maintained off the aircraft requires the issuance of a CRS for such maintenance and another CRS in regard to being installed properly on the aircraft when such installation occurs. When an organisation maintains a component for use by the same organisation, an EASA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the CAE.
2. In the case of components in storage prior to Part-145, Part-M and Part 21 and not released on an EASA Form 1 or equivalent in accordance with [M.A.501\(a\)\(1\)](#) or [ML.A.501\(a\)](#), or removed serviceable from a serviceable aircraft or from an aircraft which has been withdrawn from service, the following applies:

- 2.1. An EASA Form 1 may be issued for an aircraft component which has been:
- maintained before Part-145 or Part-M became effective, or manufactured before Part 21 became effective;
  - used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components;
  - removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes;
  - maintained by an unapproved organisation.
- 2.2. An appropriately rated Part-CAO maintenance organisation may issue an EASA Form 1 as detailed in points 2.5 to 2.9, as appropriate, in accordance with the procedures detailed in the CAE as approved by the competent authority. The appropriately rated Part-CAO maintenance organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued with an EASA Form 1 under this point 2.
- 2.3. For the purposes of this point 2 only, ‘appropriately rated’ refers to an organisation with an approval class rating for the type of component or for the product in which it may be installed.
- 2.4. An EASA Form 1 issued in accordance with this point 2 should be issued by signing in block 14b and stating ‘Inspected/Tested’ in block 11. In addition, block 12 should specify:
- 2.4.1. when the last maintenance was carried out and by whom;
  - 2.4.2. if the component is unused, when the component was manufactured and by whom with a cross reference to any original documentation which should be included in the Form;
  - 2.4.3. a list of all airworthiness directives (ADs), repairs and modifications known to have been incorporated. If no ADs or repairs or modifications are known to be incorporated, then this should be so stated;
  - 2.4.4. the detail of life used for service life-limited parts being any combination of fatigue, overhaul or storage life;
  - 2.4.5. for any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 12. The maintenance history record and acceptance test report or statement, if applicable, should be attached to EASA Form 1.
- 2.5. New/unused aircraft components
- 2.5.1. Any unused aircraft component in storage without an EASA Form 1 up to the effective date(s) for Part 21 that was manufactured by an organisation acceptable to the competent authority at the time may be issued with an EASA Form 1 by an appropriately rated maintenance organisation approved under Part-CAO. EASA Form 1 should be issued in accordance with the following points, which should be included in a procedure within the CAE.
- Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this point represents a maintenance release under



Part-CAO and not a production release under Part 21. It is not intended to bypass the production release procedure agreed by the Member State for parts and subassemblies intended for fitment on the manufacturers' own production line.

- (a) An acceptance test report or statement should be available for all used and unused aircraft components that are subject to acceptance testing after manufacturing or maintenance as appropriate.
- (b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition, or in the absence of specific storage instructions, the aircraft component should be inspected for damage, corrosion and leakage to ensure good condition.
- (c) The storage life used of any storage life-limited parts should be established.

2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in point 2.5.1 (a) to (c) inclusive, the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated ADs, repairs and modifications and inspected/tested in accordance with the maintenance data to establish satisfactory condition and, if relevant, all seals, lubricants and life-limited parts replaced. Upon satisfactory completion after reassembly, an EASA Form 1 may be issued stating what was carried out and the reference to the maintenance data included.

## 2.6. Used aircraft components removed from a serviceable aircraft

2.6.1. Serviceable aircraft components removed from a Member State registered aircraft may be issued with an EASA Form 1 by an appropriately rated organisation subject to compliance with this point 2.6.1.

- (a) The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person.
- (b) The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component or related system.
- (c) The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional maintenance data.
- (d) The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may an EASA Form 1 be issued in accordance with this point 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could affect its operation.
- (e) A maintenance history record should be available for all used serialised aircraft components.
- (f) Compliance with known modifications and repairs should be established.

- (g) The flight hours/cycles/landings as applicable of any service life-limited parts including time since overhaul should be established.
- (h) Compliance with known applicable airworthiness directives should be established.
- (i) Subject to satisfactory compliance with this point 2.6.1, an EASA Form 1 may be issued and should contain the information as specified in point 2.4 including the aircraft from which the aircraft component was removed.

2.6.2. Serviceable aircraft components removed from a non-Member State registered aircraft may only be issued with an EASA Form 1 if the components are leased or loaned from the maintenance organisation approved under Part-CAO that retains control of the airworthiness status of the components. An EASA Form 1 may be issued and should contain the information as specified in point 2.4 including the aircraft from which the aircraft component was removed.

#### 2.7. Used aircraft components removed from an aircraft withdrawn from service

Serviceable aircraft components removed from a Member State registered aircraft withdrawn from service may be issued with an EASA Form 1 by a maintenance organisation approved under Part-CAO subject to compliance with this point 2.7.

- (a) Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under Part-CAO, employing procedures approved by the competent authority.
- (b) To be eligible for installation, components removed from such aircraft may be issued with an EASA Form 1 by an appropriately rated organisation following a satisfactory assessment.
- (c) As a minimum, the assessment will need to satisfy the standards set out in points 2.5 and 2.6 as appropriate. This should, where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with the maintenance programme applicable to the aircraft on which the component is to be installed.
- (d) Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should ensure that the manner in which the components were removed and stored are compatible with the standards required by Part-CAO.
- (e) A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff, who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan.
- (f) All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered.
- (g) Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to

be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history.

- (h) Suitable Part-CAO facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility, subsequent disassembly (if required) and storage of the components should be in accordance with the manufacturer's recommendations.

2.8. Used aircraft components maintained by organisations not approved in accordance with Part-M Subpart F, Part-CAO or Part-145

For used components maintained by a maintenance organisation not approved under Part-M Subpart F, Part-CAO or Part-145, due care should be taken before acceptance of such components. In such cases, an appropriately rated maintenance organisation approved under Part-CAO should establish satisfactory conditions by:

- (a) dismantling the component for sufficient inspection in accordance with the appropriate maintenance data;
- (b) replacing all service life-limited components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition;
- (c) reassembling and testing as necessary the component; and
- (d) completing all certification requirements as specified in [CAO.A.070](#).

In the case of used components maintained by an FAA Part-145 repair station (USA) or by a TCCA CAR573 approved maintenance organisation (Canada) that does not hold an EASA Part-145, Part-CAO or Part-M Subpart F approval, the conditions (a) through (d) described above may be replaced by the following conditions:

- (a) availability of a Form 8130-3 (FAA) or TCCA 24-0078 (TCCA) or an Authorized Release Certificate Form One (TCCA);
- (b) verification of compliance with all applicable airworthiness directives;
- (c) verification that the component does not contain repairs or modifications that have not been approved in accordance with Part 21;
- (d) inspection for satisfactory condition including in particular damage, corrosion or leakage; and
- (e) issuance of an EASA Form 1 in compliance with points 2.2, 2.3 and 2.4.

These alleviated requirements are based on the fact that credit can be taken for their technical capabilities and their competent authority oversight, as attested by the following documents:

- Maintenance Annex Guidance (MAG) between the FAA and EASA
- Maintenance Annex Guidance (MAG) between the TCCA and EASA

2.9. Used aircraft components removed from an aircraft involved in an accident or incident

Such components should only be issued with an EASA Form 1 when processed in accordance with point 2.7 and a specific work order including all additional necessary tests and inspections made necessary by the accident or incident. Such a work order may

require input from the TC holder or original manufacturer as appropriate. This work order should be referenced in block 12.

3. A certificate should not be issued for any component when it is known that the component is unserviceable except in the case of a component undergoing a series of maintenance processes at several approved maintenance organisations and the component needs a certificate for the previous maintenance process carried out for the next approved maintenance organisation to accept the component for subsequent maintenance processes. In such a case, a clear statement of limitation should be endorsed in block 12.
4. The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for components from the manufacturer/maintenance organisation to users. It should only be issued by organisations approved by a competent authority or the Agency as applicable within the scope of the approval.

## CAO.A.075 Continuing-airworthiness management

*Regulation (EU) 2019/1383*

- (a) All continuing airworthiness management shall be carried out in accordance with the requirements of Subpart C of Annex I (Part-M) or Subpart C of Annex Vb (Part-ML), as applicable.
- (b) For every aircraft managed, the CAO shall:
  - (1) develop and control the AMP for the aircraft managed and:
    - (i) in the case of aircraft complying with Annex Vb (Part-ML), approve the AMP and its amendments, or
    - (ii) in the case of aircraft complying with Annex I (Part-M), present the AMP and its amendments to the competent authority for approval, unless the approval is covered by an indirect approval procedure in accordance with point (c) of point [M.A.302](#) of Annex I (Part-M);
  - (2) provide a copy of the AMP to the owner;
  - (3) ensure that data used for any modification and repairs complies with points [M.A.304](#) or [ML.A.304](#), as applicable;
  - (4) ensure that all maintenance is performed in accordance with the AMP and released in accordance with Section A, Subpart H of Annex I (Part-M), Section A of Annex II (Part-145) or Section A, Subpart H of Annex Vb (Part-ML), as applicable;
  - (5) ensure that all applicable ADs and all operational directives with a continuing airworthiness impact are implemented;
  - (6) ensure that all defects discovered during maintenance or reported are corrected by an appropriately approved maintenance organisation or by independent certifying staff;
  - (7) ensure that the aircraft is brought for maintenance to an appropriately approved organisation or to independent certifying staff, whenever necessary;
  - (8) coordinate the scheduled maintenance, application of ADs, replacement of service-life-limited parts and component inspection in order to ensure the work is carried out properly;
  - (9) manage and archive all continuing-airworthiness records and, if applicable, the aircraft technical log;

- (10) ensure that the mass-and-balance statement reflects the current status of the aircraft.

## AMC1 CAO.A.075 Continuing airworthiness management

ED Decision 2020/002/R

- (a) The CAO holding the [CAO.A.095\(b\)](#) privilege is in charge of the continuing airworthiness management and this includes the tasks specified respectively in [M.A.301](#) points (b), (c), (f), (g) and (h), and [ML.A.301](#) points (b), (c), (d) and (e).
- (b) If the CAO does not hold the appropriate maintenance privilege, then the CAO should conclude a contract with the appropriate maintenance organisation(s) in agreement with the owner/operator.
- (c) The CAO bears the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management. Thus, it should be satisfied before the intended flight that all required maintenance has been properly carried out.
- (d) The fact that the CAO has contracted a maintenance organisation should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft.
- (e) The contract between the CAO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.

## CAO.A.080 Continuing airworthiness management data

Regulation (EU) 2020/270

The CAO shall hold and use applicable current maintenance data specified in point [M.A.401](#) of Annex I (Part-M) or point [ML.A.401](#) of Annex Vb (Part-ML), as applicable, for the performance of the continuing airworthiness management tasks referred to in point [CAO.A.075](#) of this Annex (Part-CAO). That data may be provided by the owner, subject to a contract as referred in points [M.A.201\(h\)\(2\)](#) or [M.A.201\(i\)\(1\)](#) or [M.A.201\(i\)\(3\)](#) of Annex I (Part-M), or points [ML.A.201\(e\)\(1\)](#) or [ML.A.201\(f\)](#) of Annex Vb (Part-ML), in which case the CAO only needs to hold such data for the duration of the contract, unless where it is to retain the data pursuant to point [CAO.A.090\(b\)](#) of this Annex (Part-CAO).

## AMC1 CAO.A.080 Continuing airworthiness management data

ED Decision 2020/002/R

When there is no contract yet for continuing airworthiness management, there is no need to hold the current continuing airworthiness management data.

## CAO.A.085 Airworthiness review

Regulation (EU) 2020/270

The CAO shall perform any airworthiness reviews in accordance with point [M.A.901](#) of Annex I (Part-M) or point [ML.A.903](#) of Annex Vb (Part-ML), as applicable.

## CAO.A.090 Record-keeping

*Regulation (EU) 2019/1383*

- (a) The CAO shall retain the following records:
- (1) the maintenance records necessary to demonstrate that all requirements of this Annex have been met for the issuance of the CRS, including the subcontractor's release documents; the CAO shall provide a copy of each CRS to the owner of the aircraft, together with a copy of any specific repair or modification data used for the repairs or modifications carried out;
  - (2) the continuing airworthiness management records required by any of the following:
    - (i) point [M.A.305](#) and, if applicable, point [M.A.306](#) of Annex I (Part-M);
    - (ii) point [ML.A.305](#) of Annex Vb (Part-ML);
  - (3) where the CAO has the privilege referred to in point (c) of point CAO.A.095, it shall retain a copy of each airworthiness review certificate (ARC) issued in accordance with point (a) of point [ML.A.901](#) of Annex Vb (Part-ML) and recommendation issued or, as applicable, extended, together with all supporting documents;
  - (4) where the CAO has the privilege referred to in point (d) of point [CAO.A.095](#), it shall retain a copy of each permit to fly issued in accordance with point 21.A.729 of Annex I (Part-21) to Regulation (EU) No 748/2012.
- (b) The CAO shall retain a copy of the records described in point (a)(1), and any associated maintenance data, for a period of 3 years from the date at which it released to service the aircraft or aircraft component to which the work relates.
- (c) The CAO shall retain a copy of the records referred to in points (a)(2) to (a)(4) for a period of 2 years from the date at which the aircraft has been permanently withdrawn from service.
- (d) All records shall be stored in a manner that ensures protection from damage, alteration and theft.
- (e) All computer hardware used for backup of the maintenance records shall be stored in a different location from that containing those data and in an environment that ensures that they remain in good condition.
- (f) Where the continuing airworthiness management of an aircraft is transferred to another organisation or person, all the records retained under points (a)(2) to (a)(4) shall be transferred to that organisation or person. From the moment of the transfer, points (b) and (c) shall apply to that organisation or person.
- (g) Where the CAO terminates its operation, all retained records shall be transferred as follows:
- (1) the records referred to in point (a)(1) shall be transferred to the last owner or customer of the respective aircraft or component or shall be stored as specified by the competent authority;
  - (2) the records referred to in point (a)(2) to (a)(4) shall be transferred to the owner of the aircraft.

## CAO.A.095 Privileges of the organisation

Regulation (EU) 2020/270

The CAO shall have the following privileges:

- (a) Maintenance
- (1) Maintain any aircraft or component for which it is approved at the locations specified in the approval certificate and the CAE.
  - (2) Arrange for the performance of specialised services at another organisation appropriately qualified under the control of the CAO, in accordance with the appropriate procedures set out in the CAE and approved by the competent authority.
  - (3) Maintain any aircraft or component for which it is approved at any location, where the need of such maintenance arises either from the unserviceability of the aircraft or the need for supporting occasional maintenance, in accordance with the conditions specified in the CAE.
  - (4) Issue certificates of release to service upon completion of maintenance, in accordance with point [CAO.A.065](#) or [CAO.A.070](#).
- (b) Continuing airworthiness management
- (1) Manage the continuing airworthiness of any aircraft for which it is approved.
  - (2) Approve the AMP, in accordance with point (b)(2) of point [ML.A.302](#), for aircraft managed in accordance with Annex Vb (Part-ML).
  - (3) Carry out limited continuing airworthiness tasks with any contracted organisation working under their quality system, as listed on the approval certificate.
  - (4) Extend, in accordance with point [M.A.901\(f\)](#) of Annex I (Part-M) or point [ML.A.901\(c\)](#) of Annex Vb (Part-ML), an ARC that has been issued by the competent authority, another organisation or person as applicable.
- (c) Airworthiness review:
- (1) A CAO with its principal place of business in one of the Member States, the approval of which includes the privileges referred to in point (b), may be approved to carry out airworthiness reviews in accordance with point [M.A.901](#) of Annex I (Part-M) or point [ML.A.903](#) of Annex Vb (Part-ML), as applicable, and:
    - (i) issue the related ARC or recommendation for the issuance of the ARC;
    - (ii) extend the validity of an existing ARC.
  - (2) A CAO with its principal place of business in one of the Member States, the approval of which includes the privileges referred to in point (a), may be approved to carry out airworthiness reviews in accordance with point [ML.A.903](#) of Annex Vb (Part-ML) and issue the related ARC.
- (d) Permit to fly
- A CAO with its principal place of business in one of the Member States, the approval of which includes the privileges referred to in point (c), may be approved to issue a permit to fly in accordance with point (d) of point 21.A.711 of Annex I (Part-21) to Regulation (EU) No 748/2012 for those aircraft for which it can issue the ARC when it attests conformity with the approved flight conditions, in accordance with an adequate procedure provided for in the CAE.

- (e) A CAO may be approved for one or more privileges.

## **GM1 CAO.A.095 Privileges of the organisation**

*ED Decision 2020/002/R*

A CAO can be approved to perform airworthiness reviews although it does not hold the privileges of continuing airworthiness management (for aircraft to which Part-ML is applicable). This means that the certificate will show the boxes 'maintenance' and 'airworthiness reviews' ticked.

## **AMC1 CAO.A.095(b)(3) Privileges of the organisation**

*ED Decision 2020/009/R*

### **SUBCONTRACTING OF CONTINUING AIRWORTHINESS TASKS**

- (a) The CAO may subcontract certain continuing airworthiness management tasks to qualified organisations. The subcontracted organisation performs the continuing airworthiness management tasks as an integral part of the CAO quality system, irrespective of any other approval held by the subcontracted organisation (including CAMO, CAO or Part-145 approval).
- (b) The CAO remains accountable for the satisfactory completion of the continuing airworthiness management tasks irrespective of any contract that may be established.
- (c) In order to fulfil this responsibility, the CAO should be satisfied that the actions taken by the subcontracted organisation meet the standards required by Part-CAO. Therefore, the CAO management of such activities should be accomplished by:
- (1) active control through direct involvement; and/or
  - (2) endorsing the recommendations made by the subcontracted organisation.
- (d) In order to retain ultimate responsibility, the CAO should limit subcontracted tasks to the activities specified below:
- (1) airworthiness directive analysis and planning;
  - (2) service bulletin analysis;
  - (3) planning of maintenance;
  - (4) reliability monitoring, engine health monitoring;
  - (5) maintenance programme development and amendments; and
  - (6) any other activities, which do not limit the CAO responsibilities, as agreed by the competent authority.
- (e) The CAO's controls associated with subcontracted continuing airworthiness management tasks should be reflected in the associated contract and be in accordance with the CAO policy and procedures defined in the CAE. When such tasks are subcontracted, the quality system is considered to be extended to the subcontracted organisations.
- (f) With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the subcontracted activities. Where contracts are made with more than one organisation, the CAO should demonstrate that adequate coordination controls are in place and that the individuals' responsibilities are clearly defined in the related contracts.
- (g) Contracts should not authorise the subcontracted organisation to subcontract elements of the continuing airworthiness management tasks to other organisations.



- (h) The competent authority should exercise oversight of the subcontracted activities through the CAO approval. The contracts should be acceptable to the competent authority. The CAO should only subcontract to organisations which are specified by the competent authority on EASA Form 3-CAO (page 2, block titled 'List of organisation(s) working under a quality system').
- (i) The subcontracted organisation should agree to notify the CAO of any changes affecting the contract as soon as practical. The CAO should then inform its competent authority. Failure to do so may invalidate the competent authority's acceptance of the contract.
- (j) [Appendix II to AMC1 CAMO.A.125\(d\)\(3\)](#) provides information on the subcontracting of continuing airworthiness management tasks by the CAMO. The same principles may be applied to the CAO.

## CAO.A.100 Quality system and organisational review

*Regulation (EU) 2019/1383*

- (a) To ensure that the CAO continues to meet the requirements of this Annex, this organisation shall establish a quality system and designate a quality manager.
- (b) The quality system shall monitor the carrying out of the activities of the organisation covered by this Annex. It shall monitor in particular:
  - (1) that all those activities are performed in accordance with the approved procedures;
  - (2) that all contracted maintenance tasks are carried out in accordance with the contract;
  - (3) that the organisation continues to comply with the requirements of this Annex.
- (c) The records of that monitoring shall be retained for at least the previous 2 years.
- (d) Where the organisation holding a CAO approval is additionally approved in accordance with an Annex other than this Annex, the quality system may be combined with that required by the other Annex.
- (e) A CAO shall be considered as a small CAO when one of the following condition is met:
  - (1) the scope of the CAO does only contain aircraft covered by Part-ML.
  - (2) the CAO does not exceed 10 full-time equivalent staff involved in maintenance.
  - (3) the CAO does not exceed 5 full-time equivalent staff involved in continuing airworthiness management.
- (f) In the case of a small CAO, the quality system may be replaced by regular organisational reviews, subject to the approval of the competent authority. In that case, the CAO shall not contract continuing airworthiness management tasks to other parties.

## GM1 CAO.A.100(a) Quality system and organisational review

*ED Decision 2020/002/R*

### QUALITY SYSTEM — GENERAL

- (a) The primary objectives of the quality system are to provide an independent monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures, and to request actions where non-compliances are identified.
- (b) The independence of the quality system is established by always ensuring that audits are carried out by personnel who are not responsible for the functions, procedures or products that are audited.

**AMC1 CAO.A.100(a) Quality system and organisational review**

ED Decision 2020/002/R

**QUALITY SYSTEM — FEEDBACK**

- (a) The quality system should include a feedback system: it should ensure that all findings resulting from the independent audits are properly investigated and corrected in a timely manner. It should address who is required to rectify each non-compliance and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should enable the accountable manager to be kept informed of any safety issues and the extent of compliance with Part-CAO.
- (b) The audit reports referenced in [AMC1 CAO.A.100\(b\)](#) should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the auditor of such rectification.
- (c) The accountable manager should hold regular meetings with staff to check the progress of any corrective actions. If these meetings are delegated to the quality manager on a day-to-day basis, then the accountable manager should:
  - (1) meet the senior staff involved at least twice per year to review the overall performance of the compliance monitoring function; and
  - (2) receive at least a half-yearly summary report on non-compliance findings.

**AMC1 CAO.A.100(b) Quality system and organisational review**

ED Decision 2020/002/R

**QUALITY SYSTEM — INDEPENDENT AUDIT**

- (a) An essential element of the quality system is the independent audit.
- (b) The independent audit should be an objective process of routine sample checks of all aspects of the organisation's ability to carry out continuing airworthiness management and/or maintenance to the standards required by Regulation (EU) No 1321/2014. It should include some product sampling (e.g. product audit) as this is the end result of the process.
- (c) The independent audit should provide an objective overview of the complete set of continuing-airworthiness-management- and/or maintenance-related activities.
- (d) The organisation should establish an audit plan to show when and how often the activities as required by Part-M, Part-ML and Part-CAO will be audited.
- (e) The audit plan should ensure that all aspects of Part-CAO compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a complete single exercise or (sub)divided over the annual period. The independent audit should not require each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings. Where findings have been identified, the particular procedure should be verified against other product lines until the findings have been rectified, after which the independent audit procedure may revert to a 1-year interval for the particular procedure.
- (f) Provided that there are no safety-related findings, the audit planning cycle specified in this AMC may be increased by up to 100 %, subject to agreement by the competent authority.

- (g) Where the organisation has more than one location approved, the quality system should include a description of how these locations are integrated into the system, and include a plan to audit each location at a frequency consistent with the extent of activity at the particular location, not exceeding 2 years.
- (h) A report should be issued each time an audit is carried out describing what was checked and the resulting non-compliance findings against applicable requirements and procedures.

## GM1 CAO.A.100(b) and CAO.B.055 Quality system and organisational review and Continuing oversight

ED Decision 2022/011/R

### THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) FOR PERFORMING REMOTE AUDITS

Similar provisions to those in [GM1 145.A.200\(a\)\(6\)](#) and [145.B.300](#) apply.

## GM1 CAO.A.100(e) Quality system and organisational review

ED Decision 2020/002/R

An organisation that holds both maintenance and continuing airworthiness management privileges can be considered to be at the same time:

- a small CAO for one privilege; and
- not a small CAO for the other privilege.

In these situations, the organisation is not considered to be a small CAO as a whole.

## AMC1 CAO.A.100(f) Quality system and organisational review

ED Decision 2020/002/R

### ORGANISATIONAL REVIEW

- (a) The primary objectives of organisational review are to provide a monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures, and to request actions where non-compliances are identified.
- (b) The CAO should identify the:
  - (1) person responsible for the organisational review;
  - (2) frequency of the reviews;
  - (3) scope and content of the reviews;
  - (4) persons accomplishing the reviews;
  - (5) procedure for planning, performing and processing review findings; and
  - (6) procedure for ensuring corrective actions are carried out in the appropriate time frame.
- (c) [Appendix II to AMC1 CAO.A.100\(f\)](#) should be used to manage the organisational reviews.
- (d) The following continuing airworthiness management activities should not be considered to be subcontracting and, as a consequence, they may be performed without a quality system, although they need to be described in the CAE and be approved by the competent authority:

- (1) Subscription to a technical publisher that provides maintenance data (aircraft maintenance manuals, illustrated parts catalogues, service bulletins, etc.).
- (2) Contracting the use of a software tool for the management of [CAO.A.080](#) continuing airworthiness data and [CAO.A.090](#) records, provided that:
  - (i) if the tool is used by several organisations, each organisation has access to its own data only;
  - (ii) introduction of data can only be performed by personnel of the CAO; and
  - (iii) the data can be retrieved at any time.

## CAO.A.105 Changes to the organisation

Regulation (EU) 2021/700

- (a) In order to enable the competent authority to determine continued compliance with this Annex, the CAO shall notify the competent authority of any proposal to carry out any of the following changes, before such changes take place:
  - (1) changes affecting the information contained in the approval certificate laid down in Appendix I and the terms of approval of this Annex;
  - (2) changes of the persons referred to in points [CAO.A.035\(a\)](#) and (b);
  - (3) changes in the aircraft types covered by the scope of work referred to in point (a)(1) of point [CAO.A.020](#) in the case of aeroplanes of more than 2 730 kg maximum take-off mass (MTOM) and in the case of helicopters of more than 1 200 kg MTOM or certified for more than 4 occupants;
  - (4) changes in the scope of work referred to in point (a)(2) of [CAO.A.020](#) in the case of complete turbine engines;
  - (5) changes in the control procedure set out in point (b) of this point.
- (b) Any other changes in locations, facilities, equipment, tools, material, procedures, scope of work and staff shall be controlled by the CAO through a control procedure provided for in the CAE. The CAO shall submit a description of those changes and the corresponding CAE amendments to the competent authority within 15 days from the day on which the change took place.

## CAO.A.110 Continued validity

Regulation (EU) 2019/1383

- (a) An approval shall be issued for an unlimited duration and shall remain valid subject to:
  - (1) the organisation remaining in compliance with the requirements of this Annex, in particular how the findings are handled in accordance with point [CAO.A.115](#);
  - (2) the competent authority being granted access to the organisation to determine continued compliance with the requirements of this Annex;
  - (3) the competent authority not having surrendered or revoked the approval.
- (b) Upon surrender or revocation of the approval, the organisation shall return the approval certificate to the competent authority.

## CAO.A.115 Findings

*Regulation (EU) 2019/1383*

- (a) A Level 1 finding is any significant non-compliance with Part-CAO requirements which lowers the safety standard and seriously hazards flight safety.
- (b) A Level 2 finding is any non-compliance with the Part-CAO requirements which may lower the safety standard and possibly hazard flight safety.
- (c) After receiving a notification of a finding in accordance with point [CAO.B.060](#), the CAO shall adopt a corrective action plan and demonstrate to the satisfaction of the competent authority that it has taken the necessary corrective action to address the finding within the time period set by that authority.

## SECTION B — AUTHORITY REQUIREMENTS

### CAO.B.010 Scope

Regulation (EU) 2019/1383

This Section establishes the administrative requirements to be met by the competent authorities in connection to the requirements for organisations set out in Section A.

### CAO.B.017 Means of compliance

Regulation (EU) 2019/1383

- (a) The Agency shall develop Acceptable Means of Compliance ('AMC') that may be used to demonstrate compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts.
- (b) Alternative means of compliance may be used to demonstrate compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts
- (c) The competent authority shall establish a system to consistently evaluate that all alternative means of compliance used by organisations under its oversight allow for the establishment of compliance with Regulation (EU) No 2018/1139 and its delegated and implementing acts.
- (d) The competent authority shall evaluate all alternative means of compliance proposed by an organisation in accordance with point [CAO.A.017](#) by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When the competent authority finds that the alternative means of compliance are in accordance with Regulation (EU) 2018/1139 and its delegated and implementing acts, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be used and, if applicable, amend the approval or certificate of the applicant accordingly;
- (2) notify the Agency of their content, including copies of all relevant documentation.

### GM1 CAO.B.017 Means of compliance

ED Decision 2020/002/R

#### ALTERNATIVE MEANS OF COMPLIANCE

Alternative means of compliance that are used by a CAO, may be used by another CAO only if they are processed again in accordance with point [CAO.B.017\(d\)](#).

### CAO.B.020 Record-keeping

Regulation (EU) 2019/1383

- (a) The competent authority shall establish a system of record-keeping that allows adequate traceability of the process to keep the records for issuing, continuing, changing, suspending or revoking each issued certificate.
- (b) The records of the competent authority for the oversight of organisations approved in accordance with this Annex shall include, as a minimum:
  - (1) the application for an organisation approval;

- (2) the organisation approval certificate, including any changes thereto;
  - (3) a copy of the audit programme of the organisation, listing the dates at which audits were carried out and when they are due;
  - (4) the continuing-oversight records, including all audit records, as provide for in point [CAO.B.055](#);
  - (5) all findings, actions required to close the findings and recommendations;
  - (6) copies of all relevant correspondence with the organisation;
  - (7) details of any exemption in accordance with point [CAO.B.035](#) and enforcement actions;
  - (8) any report from other competent authorities relating to the oversight of the organisation;
  - (9) CAE and its amendments;
  - (10) copies of any other document approved by the competent authority.
- (c) The retention period for the records listed under point (b) shall be at least 5 years.
- (d) All records shall be made available to the competent authority of another Member State or the Agency, upon request.

## CAO.B.025 Mutual exchange of information

*Regulation (EU) 2019/1383*

- (a) Where necessary for the performance of their tasks under this Regulation, the competent authorities shall exchange information.
- (b) In the case of a potential safety threat involving several Member States, the competent authorities concerned shall assist each other in carrying out the necessary oversight action.

## CAO.B.030 Responsibilities

*Regulation (EU) 2019/1383*

The competent authority shall conduct the necessary inspections and investigations in order to verify and ensure that the organisations for which it is responsible in accordance with point [CAO.1](#) meets the requirements of Section A of this Annex.

## CAO.B.035 Exemptions

*Regulation (EU) 2019/1383*

Where a Member State grants an exemption from the requirements of this Annex in accordance with paragraph 2 of Article 71 of Regulation (EU) 2018/1139, the competent authority shall record the exemption. It shall retain those records as provided for in point (b)(6) of point [CAO.B.020](#).

## CAO.B.040 Application

*Regulation (EU) 2019/1383*

Where facilities of the CAO are located in more than one Member State, the initial certification procedure and continued oversight of the approval shall be carried out in cooperation with the competent authorities designated by the Member States in whose territory the other facilities are located.

## CAO.B.045 Initial certification procedure

Regulation (EU) 2020/270

- (a) Where it has been established that the organisation meets the requirements laid down in points (a) and (b) of [CAO.A.035](#), the competent authority shall formally notify the applicant about the acceptance of the personnel.
- (b) The competent authority shall ensure that the procedures specified in the CAE comply with Section A, and that the accountable manager has signed the commitment statement referred to in point (a)(1) of [CAO.A.025](#).
- (c) The competent authority shall verify that the organisation complies with Section A.
- (d) The competent authority shall convene a meeting with the accountable manager at least once during the investigation for approval to ensure that he or she fully understand the significance of the approval and the statement referred to in point (a)(1) of [CAO.A.025](#)
- (e) All findings in accordance with point [CAO.B.060](#) shall be confirmed in writing to the applicant organisation.
- (g) Before issuing the approval the competent authority shall close all be findings after the organisation has corrected them.

## GM1 CAO.B.045(a) Initial certification procedure

ED Decision 2020/002/R

### FORMAL ACCEPTANCE OF MANAGEMENT STAFF

The approval by the competent authority of the CAE, containing in accordance with [CAO.A.025\(a\)\(3\)](#) the nominative list of [CAO.A.035\(a\)](#) and (b) persons, constitutes the formal notification of acceptance by the competent authority of this personnel.

## AMC1 CAO.B.045 Initial certification procedure

ED Decision 2020/002/R

### VERIFICATION OF COMPLIANCE

- (a) In order to verify the organisation's compliance with the applicable requirements, the competent authority should conduct an audit of the organisation, including interviews of the personnel, and inspections carried out at the organisation's facilities.
- (b) The competent authority should only conduct such an audit if it is satisfied that the application and the supporting documentation are in compliance with the applicable requirements.
- (c) The audit should focus on the following areas:
  - (1) the management structure, including the names and qualifications of personnel required by points [CAO.A.035\(b\)](#), and the adequacy of the organisation and its management structure;
  - (2) the personnel:
    - (i) the adequacy of the number of staff, and their qualifications and experience with regard to the intended terms of approval and the associated privileges;
    - (ii) the validity of licences and/or authorisations, as applicable;
  - (3) the quality system (or organisational review);



- (4) the facilities and their adequacy regarding the organisation's scope of work;
- (5) the documentation required by Part-CAO, including:
  - (i) the verification that the procedures specified in the CAE comply with the applicable requirements; and
  - (ii) the verification that the accountable manager has signed the exposition statement.
- (d) If an application for an organisation certificate is refused, the applicant should be informed of the right of appeal that exists under national law.

## AMC2 CAO.B.045 Initial certification procedure

ED Decision 2020/002/R

### MAINTENANCE DATA

The organisation is not required to continuously hold all the maintenance data. It is acceptable to have a procedure to ensure that the specific maintenance data required for a particular maintenance activity will be available before that maintenance takes place.

However, the organisation should be able to demonstrate its maintenance capability and find means to comply with [CAO.A.050\(a\)](#) when it does not hold all current applicable maintenance data before the approval.

## AMC1 CAO.B.045(c) Initial certification procedure

ED Decision 2020/002/R

An EASA Form 613 should be used for this activity (see [Appendix I to AMC1 CAO.B.045\(c\)](#) and [AMC1 CAO.B.055\(b\)](#)).

## CAO.B.050 Issuance of the initial certificate

Regulation (EU) 2020/270

- (a) Where the competent authority has established that the applicant complies with point [CAO.B.045](#), it shall issue the certificate, using the EASA Form 3-CAO template laid down in [Appendix I](#) and specifying the terms of approval.
- (b) The competent authority shall include the reference number of the CAO as specified in the EASA Form 3-CAO template laid down in [Appendix I](#).

## CAO.B.055 Continuing oversight

Regulation (EU) 2019/1383

- (a) The competent authority shall establish and keep up-to-date, an oversight programme, specifying all CAOs to which it has issued a certificate and the dates at which it has audited and is scheduled to audit those CAOs.
- (b) The competent authority shall audit at periods not exceeding 24 months each CAO to which it has issued an approval. Those audits shall concentrate, in particular, on the changes to the organisation notified to it in accordance with the procedure specified in point (b) of point [CAO.A.105](#).

- (c) A relevant sample of the aircraft managed by the CAO, if the organisation is approved to do so, shall be surveyed at every 24-month period. The size of the sample shall be decided by the competent authority based on the result of prior audits and earlier product surveys.
- (d) The competent authority shall confirm in writing any finding during those audits to the CAO.
- (e) The competent authority shall record any findings during those audits, any actions required to close the findings and any recommendations issued.
- (f) The competent authority shall convey a meeting with the accountable manager of the CAO at least once every 24 months.

### AMC1 CAO.B.055 Continuing oversight

*ED Decision 2020/002/R*

At the successful conclusion of the audit(s), including verification of the CAE, an audit report form should be completed by the auditing surveyor including all recorded findings, closure actions and the recommendation. An EASA Form 613 should be used for this activity (see [Appendix I to AMC CAO.B.045\(c\) and CAO.B.055\(b\)](#)).

A review of EASA Form 613 audit report form should be carried out by a competent independent person nominated by the competent authority. Satisfactory review of the audit form should be indicated by a signature on the audit form.

### AMC2 CAO.B.055 Continuing oversight

*ED Decision 2020/002/R*

#### SUBCONTRACTED ACTIVITIES

- (a) If a CAO subcontracts continuing airworthiness management tasks, all subcontracted organisations should also be audited by the competent authority at periods not exceeding 24 months to ensure that the subcontracted continuing airworthiness management tasks are carried out in compliance with Part-CAO, Part-M and Part-ML, as applicable.
- (b) If a CAO subcontracts specialised maintenance tasks, the competent authority should determine whether the subcontracted organisation needs to be audited and included in the oversight programme, taking into account the specific nature and complexity of the subcontracted activities and the results of previous oversight activities of the CAO. Consideration may also be given to subcontracted organisation holding an organisation approval or a certification to an industry standard.
- (c) For these audits, the competent authority inspector should ensure that he or she is accompanied throughout the audit by a senior technical member of the CAO.

NOTE: When a CAO subcontracts tasks, the competent authority should also ensure that the CAO has sufficient control over the subcontracted organisation.

### CAO.B.060 Findings

*Regulation (EU) 2019/1383*

- (a) When during audits or by any other means, evidence is found showing non-compliance to the Part-CAO requirements, the competent authority shall take the following actions:
  - (1) for Level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the Level 1

- finding, the CAO approval, until successful corrective action has been taken by the organisation; and
- (2) for Level 2 findings, the competent authority shall grant a corrective action period of no more than 3 months, appropriate to the nature of the finding — in certain circumstances, at the end of this first period and subject to the nature of the finding, the competent authority can extend this 3-month period subject to a satisfactory corrective action plan.
- (b) Action shall be taken by the competent authority to suspend in whole or in part the approval in case of failure to comply within the timescale set out by the competent authority.

## AMC1 CAO.B.060(a)(1) Findings

ED Decision 2020/002/R

### LEVEL 1 FINDINGS

Where a level 1 finding directly relates to an aircraft, the competent authority should inform the State in which the aircraft is registered.

For a level 1 finding related to maintenance, it may be necessary for the competent authority to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding.

## CAO.B.065 Changes

Regulation (EU) 2019/1383

- (a) Upon receiving an application for a change in accordance with point (a) of point [CAO.A.105](#), the competent authority shall verify the organisation's compliance with the applicable requirements before issuing the approval of the change.
- (b) The competent authority may indicate the conditions under which the CAO shall operate during the change unless the competent authority determines that the organisation's certificate shall be suspended because of the nature or extent of the changes.
- (c) For changes not requiring prior approval, the competent authority shall assess during the oversight activities that the CAO complies with the approved control procedure provided for in point (b) of point CAO.A.105 and complies with the applicable requirements.

## CAO.B.070 Suspension, limitation and revocation

Regulation (EU) 2019/1383

The competent authority shall:

- (a) suspend an approval on reasonable grounds in the case of a potential safety threat; or
- (b) suspend, revoke or limit an approval pursuant to point [CAO.B.060](#).

## APPENDICES TO ANNEX Vd (PART-CAO)

### Appendix I — Combined airworthiness organisation (CAO) certificate - EASA Form 3-CAO

Regulation (EU) 2020/270

- (a) Within the approval class(es) and rating(s) established by the competent authority, the scope of work specified in the CAE defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisations scope of work are matching.
- (b) An aircraft rating, in relation to the maintenance privileges, means that the CAO may carry out maintenance on the aircraft and any component (including engines), in accordance with aircraft maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such aircraft-rated CAO may temporarily remove a component for maintenance in order to improve access to that component except when such removal creates the need for additional maintenance not eligible for the requirements of point (b). This will be subject to a control procedure in the CAE to be approved by the competent authority.
- (c) An engine rating (turbine, piston or electrical) means that the CAO may carry out maintenance on the uninstalled engine and engine components, in accordance with engine maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, only whilst such components are fitted to the engine. Nevertheless, such engine-rated CAO may temporarily remove a component for maintenance in order to improve access to that component except when such removal creates the need for additional maintenance not eligible for the requirements of point (c). An engine-rated CAO may also carry out maintenance on an installed engine during base and line maintenance subject to a control procedure in the CAE to be approved by the competent authority.
- (d) A component rating (other-than-complete engines) means that the CAO may carry out maintenance on uninstalled components (excluding complete engines) intended for fitment to the aircraft or engine. This CAO may also carry out maintenance on an installed component (other-than-complete engines) during base and line maintenance or at an engine maintenance facility subject to a control procedure in the CAE to be approved by the competent authority.
- (e) An non-destructive testing (NDT) rating is a self-contained rating not necessarily related to a specific aircraft, engine or other component. The NDT rating is only necessary for a CAO that carries out NDT as a particular task for another organisation. A CAO approved with an aircraft, engine or component rating may carry out NDT on products they are maintaining subject to the CAE containing NDT procedures, without the need for an NDT rating.

[MEMBER STATE (\*)]  
A Member of the European Union (\*\*)

**COMBINED AIRWORTHINESS ORGANISATION CERTIFICATE**

Reference: [MEMBER STATE CODE (\*).CAO.[XXXX]

Pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency and to Regulation (EU) No 1321/2014 and subject to the conditions specified below, the [COMPETENT AUTHORITY OF THE MEMBER STATE (\*)] hereby certifies:

[COMPANY NAME AND ADDRESS]

as a combined airworthiness organisation in compliance with Section A of Annex Vd (Part-CAO) to Regulation (EU) No 1321/2014.

**CONDITIONS:**

- (a) this approval is limited to that specified in the terms of approval attached, and in the 'Scope of work' Section of the approved combined airworthiness exposition, as referred to in Section A of Annex Vd (Part-CAO) to Regulation (EU) No 1321/2014; and
- (b) this approval requires compliance with the procedures specified in the approved combined airworthiness exposition; and
- (c) this approval is valid whilst the approved combined airworthiness organisation remains in compliance with Annex Vd (Part-CAO) to Regulation (EU) No 1321/2014; and
- (d) where the approved combined airworthiness organisation contract out, under their quality system, the service of one or several organisations, this approval remains valid subject to such organisation(s) fulfilling applicable contractual obligations; and
- (e) subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue of the approval certificate: .....

Date of this revision of the approval certificate: .....

Revision No: .....

Signed: .....

For the competent authority: [COMPETENT AUTHORITY OF THE MEMBER STATE (\*)]

(\*) or EASA if EASA is the competent authority

(\*\*) delete for non-EU Member States or EASA.

**COMBINED AIRWORTHINESS ORGANISATION TERMS OF APPROVAL**

Reference: [MEMBER STATE CODE (\*).CAO.XXXX

Organisation: [COMPANY NAME AND ADDRESS]

CLASS	RATING	PRIVILEGES(***)
<b>AIRCRAFT (**)</b>	Aeroplanes — other-than-complex motor-powered aircraft (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Aeroplanes up to 2 730 kg maximum take-off mass (MTOM) (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Helicopters — other-than-complex motor-powered aircraft (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Helicopters up to 1 200 kg MTOM, certified for a maximum of up to 4 occupants (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Airships (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Balloons (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Sailplanes (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
<b>COMPONENTS (**)</b>	Complete turbine engines (**)	<input type="checkbox"/> Maintenance
	Complete piston engines (**)	
	Electrical engines (**)	
	Components other than complete engines (**)	
<b>SPECIALISED SERVICES (**)</b>	Non-destructive testing (NDT) (**)	<input type="checkbox"/> NDT

**LIMITATIONS**

**(to be included only for organisations rated for aeroplanes, helicopters or complete engines, if they only have one person planning and performing all maintenance tasks)**

The following maintenance is excluded from the scope of work (\*\*):

- maintenance on aeroplanes equipped with a turbine engine;
- maintenance on helicopters equipped with a turbine engine or with more than one piston engine; and
- maintenance on complete piston engines of 450 HP and above, and on complete turbine engines.

**List of organisation(s) working under a quality system (\*\*)**

These terms of approval are limited to the products, parts and appliances, and to the activities specified in the 'Scope of work' Section of the approved combined airworthiness exposition,

Combined airworthiness exposition reference: .....

Date of original issue of the exposition: .....

Date of last revision approved: .....Revision No: .....

Signed: .....

For the competent authority: [COMPETENT AUTHORITY OF THE MEMBER STATE (\*)]

(\*) or EASA if EASA is the competent authority

(\*\*) delete as appropriate if the organisation is not approved.

(\*\*\*) complete as appropriate

## APPENDICES TO AMC AND GM TO ANNEX Vd (PART-CAO)

### Appendix I to AMC1 CAO.B.045(c) and AMC1 CAO.B.055 — EASA Form 613

*ED Decision 2021/009/R*

Part-CAO APPROVAL RECOMMENDATION REPORT	EASA FORM 613
Part 1: General	
Name of organisation:	
Approval reference:	
Requested approval rating:	
EASA Form 3-CAO dated*:	
Other approvals held (if applicable):	
Address of facility audited:	
Audit period: from	to
Date(s) of audit(s):	
Audit reference(s):	
Persons interviewed:	
Competent authority inspector(s):	Signature(s):
Competent authority office:	Date of EASA Form 613 Part 1 completion:
*delete where applicable	



Part-CAO APPROVAL RECOMMENDATION REPORT		EASA FORM 613				
Part 2: <a href="#">Part-CAO</a> Compliance audit review						
The five columns may be labelled and used as necessary to record the approval product line or facility, including the subcontractor's, reviewed. Against each column used regarding the following Part-CAO points, please either tick (√) the box if satisfied with compliance or cross (X) the box if not satisfied with compliance, and specify the reference of the Part 4 finding next to the box; or enter N/A if an item is not applicable; or N/R if it is applicable but it was not reviewed.						
Point	Subject					
M.A.201(c) ML.A.201(c)	Maintenance responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.403(b) ML.A.403(b)	Aircraft defects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.017</a>	Means of compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.020</a>	Terms of approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.025</a>	Combined airworthiness exposition (see Part 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.030</a>	Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.035</a>	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.040</a>	Certifying staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.045</a>	Airworthiness review staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.050</a>	Components, equipment and tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.055</a>	Maintenance data and work orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.060</a>	Maintenance standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.065</a>	Aircraft certificate of release to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.070</a>	Component certificate of release to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.075</a>	Continuing-airworthiness management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.080</a>	Continuing-airworthiness management data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.085</a>	Airworthiness review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.090</a>	Record-keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<a href="#">CAO.A.095</a>	Privileges of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.100</a>	Quality system and organisational review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">CAO.A.105</a>	Changes to the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent authority inspector(s):			Signature(s):			
Competent authority office:			Date of EASA Form 613 Part 2 completion:			

Part-CAO APPROVAL RECOMMENDATION REPORT		EASA FORM 613
Part 3: Compliance with the combined airworthiness exposition (CAE) Please either tick (√) the box if satisfied with compliance; or cross (X) if not satisfied with compliance, and specify the reference of the Part 4 finding; or enter N/A if an item is not applicable; or N/R if it is applicable but it was not reviewed.		
<b>Part A</b>	<b>GENERAL DESCRIPTION</b>	
A.1	<input type="checkbox"/>	Statement by the accountable manager
A.2	<input type="checkbox"/>	General presentation of the organisation
A.3	<input type="checkbox"/>	Description and location of the facilities
A.4	<input type="checkbox"/>	Scope of work
A.5	<input type="checkbox"/>	Exposition amendments and changes to the organisation
A.6	<input type="checkbox"/>	Procedure for alternative means of compliance
A.7	<input type="checkbox"/>	Management personnel
A.8	<input type="checkbox"/>	Organisation chart
A.9	<input type="checkbox"/>	Manpower resources
A.10	<input type="checkbox"/>	List of certifying staff
A.11	<input type="checkbox"/>	List of staff responsible for the development and approval of the AMP
A.12	<input type="checkbox"/>	List of airworthiness review staff
A.13	<input type="checkbox"/>	List of staff responsible for the issuance of permits to fly
<b>Part B</b>	<b>GENERAL PROCEDURES</b>	
B.1	<input type="checkbox"/>	Quality (or organisational review) system
B.2	<input type="checkbox"/>	Audit plan (or frequency and content of organisational review)
B.3	<input type="checkbox"/>	Monitoring of maintenance contracts
B.4	<input type="checkbox"/>	Qualification, assessment and training of staff
B.5	<input type="checkbox"/>	One-off certification authorisation
B.6	<input type="checkbox"/>	Limited certification authorisation
B.7	<input type="checkbox"/>	Subcontracting

<b>Part-CAO APPROVAL RECOMMENDATION REPORT</b>		<b>EASA FORM 613</b>
<b>Part 3: Compliance with the combined airworthiness exposition (CAE)</b> Please either tick (√) the box if satisfied with compliance; or cross (X) if not satisfied with compliance, and specify the reference of the Part 4 finding; or enter N/A if an item is not applicable; or N/R if it is applicable but it was not reviewed.		
B.8	<input type="checkbox"/>	Maintenance data and continuing airworthiness management data
B.9	<input type="checkbox"/>	Records management and retention
B.10	<input type="checkbox"/>	Carrying out the airworthiness review
B.11	<input type="checkbox"/>	Conformity with approved flight conditions
B.12	<input type="checkbox"/>	Issue of the permit to fly
<b>Part C</b>	<b>MAINTENANCE PROCEDURES</b>	
C.1	<input type="checkbox"/>	Maintenance — general
C.2	<input type="checkbox"/>	Work order acceptance
C.3	<input type="checkbox"/>	Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration, etc.)
C.4	<input type="checkbox"/>	Maintenance facility (selection, organisation, cleanliness and environmental limitations)
C.5	<input type="checkbox"/>	Maintenance accomplishment and maintenance standards
C.6	<input type="checkbox"/>	Prevention of maintenance error
C.7	<input type="checkbox"/>	Critical maintenance tasks and error-capturing method
C.8	<input type="checkbox"/>	Fabrication
C.9	<input type="checkbox"/>	Certifying staff responsibilities and maintenance release
C.10	<input type="checkbox"/>	Defects arising during maintenance
C.11	<input type="checkbox"/>	Maintenance away from approved location
C.12	<input type="checkbox"/>	Procedure for component maintenance under aircraft or engine rating
C.13	<input type="checkbox"/>	Procedure for maintenance on installed engine (or component) under engine (or component) rating
C.14	<input type="checkbox"/>	Special procedures (specialised tasks, non-destructive testing (NDT), engine running, etc.)
C.15	<input type="checkbox"/>	Issue of ARC under maintenance privilege
<b>Part D</b>	<b>CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES</b>	
D.1	<input type="checkbox"/>	Continuing airworthiness management — general
D.2	<input type="checkbox"/>	MEL (and CDL) application
D.3	<input type="checkbox"/>	AMP development, control and periodic review
D.4	<input type="checkbox"/>	Airworthiness directives and other mandatory airworthiness requirements
D.5	<input type="checkbox"/>	Modifications and repairs
D.6	<input type="checkbox"/>	Pre-flight inspection
D.7	<input type="checkbox"/>	Defects
D.8	<input type="checkbox"/>	Establishment of contracts and work orders for the maintenance
D.9	<input type="checkbox"/>	Coordination of maintenance activities

<b>Part-CAO APPROVAL RECOMMENDATION REPORT</b>		<b>EASA FORM 613</b>
<p>Part 3: Compliance with the combined airworthiness exposition (CAE) Please either tick (√) the box if satisfied with compliance; or cross (X) if not satisfied with compliance, and specify the reference of the Part 4 finding; or enter N/A if an item is not applicable; or N/R if it is applicable but it was not reviewed.</p>		
D.10	<input type="checkbox"/>	Mass and balance statement
D.11	<input type="checkbox"/>	Issue of ARC or ARC recommendation
D.12	<input type="checkbox"/>	ARC extension
D.13	<input type="checkbox"/>	Maintenance check flights
<b>Part E                    SUPPORTING DOCUMENTS</b>		
E.1	<input type="checkbox"/>	Sample documents
E.2	<input type="checkbox"/>	List of subcontracted organisations
E.3	<input type="checkbox"/>	List of organisations contracted by the CAO
E.4	<input type="checkbox"/>	Aircraft technical log system (if applicable)
E.5	<input type="checkbox"/>	List of the currently approved alternative means of compliance
E.6	<input type="checkbox"/>	Copy of contracts for subcontracted continuing airworthiness tasks
CAE reference:		CAE amendment:
Competent authority audit staff:		Signature(s):
Competent authority office:		Date of EASA Form 613 Part 3 completion:

<b>Part-CAO APPROVAL RECOMMENDATION REPORT</b>		<b>EASA FORM 613</b>			
<p>Part 4: Findings regarding Part-CAO compliance status Each level 1 and 2 finding should be recorded whether it has been rectified or not, and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for them to take the necessary corrective action.</p>					
Part 2 or 3 ref.	Audit reference(s): Findings	L e v e l	Corrective action		
			Date due	Date closed	Reference

<b>Part-CAO APPROVAL RECOMMENDATION REPORT</b>	<b>EASA FORM 613</b>
<b>Part 5: Part-CAO approval or continued approval or change recommendation*</b>	
Name of organisation:	
Approval reference:	
Audit reference(s):	
The following Part-CAO terms of approval are recommended for this organisation:	
Or, it is recommended that the Part-CAO terms of approval specified in EASA Form 3-CAO referenced ..... should be continued.	
Name of recommending competent authority inspector:	
Signature of recommending competent authority inspector:	
Competent authority office:	
Date of recommendation:	
EASA Form 613 review:	Date:
*delete as appropriate	

## Appendix II to AMC1 CAO.A.100(f) — Organisational review

*ED Decision 2020/002/R*

Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, privilege to perform airworthiness reviews, etc.), the organisational review system may vary from a system using the principles and practices of a quality system (except for the requirement of independence) to a simplified system adapted to the low complexity of the organisation and the aircraft managed.

As a core minimum, the organisational review system should have the following features, which should be described in the CAE:

(a) Identification of the person responsible for the organisational review programme

By default, this person should be the accountable manager, unless he or she delegates this responsibility to (one of) the [CAO.A.035\(b\)](#) person(s).

(b) Identification and qualification criteria for the person(s) responsible for performing the organisational reviews

These persons should have a thorough knowledge of the regulations and of the organisation procedures. They should also have knowledge of audits, acquired through training or through experience (preferably as an auditor, but also possibly because they actively participated in several audits conducted by the competent authority).

(c) Elaboration of the organisational review programme

(1) Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the CAE should be addressed.

(2) A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews.

(d) Performance of organisational reviews

Each checklist item should be answered using an appropriate combination of:

- review of records, documentation, etc.;
- sample check of aircraft under contract or being maintained under a work order;
- interview of personnel involved;
- review of discrepancies and internal reports (e.g. notified difficulties when using current procedures and tools, systematic deviations from procedures, etc.);
- review of complaints filed by customers.

(e) Management of findings and occurrence reports

All findings should be recorded and notified to the affected persons.

(1) All findings that lower the safety standard and seriously hazard flight safety should be immediately notified to the competent authority and all necessary actions on aircraft in service should be immediately taken.

(2) All occurrence reports should be reviewed with the aim of continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g. notified difficulties when using current procedures

and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.

- (3) Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.
- (4) Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, the closure of the finding should be recorded along with a summary of the corrective action.
- (5) The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

Below is a typical example of a simplified organisational review checklist, **to be adapted as necessary to cover the CAE procedures used and the privileges held by the organisation:**

### **1. Scope of work**

- Check that all aircraft under contract are covered in EASA Form 3-CAO.
- Check that the scope of work in the CAE is consistent with EASA Form 3-CAO.
- Check that no work has been performed outside the scope of EASA Form 3-CAO and the CAE.
- Is it justified to retain in the approved scope of work aircraft types for which the organisation has no longer aircraft under contract?

### **2. Maintenance data**

- Check that the maintenance data is present and up to date for the ongoing maintenance activity.
- Check that no change has been made to the maintenance data from the design approval holder (DAH) without the DAH being notified.

### **3. Equipment and tools**

- Check the availability of maintenance equipment and tools against the lists in the CAE and check if they are still appropriate with regard to the maintenance data.
- Check tools for proper calibration (sample check).

### **4. Stores**

- Do the stores meet the criteria of the CAE procedures?
- Check by sampling some items in the store for presence of proper documentation and any overdue items.

### **5. Certification of maintenance**

- Has maintenance on products and components been properly certified?
- Have implementations of modifications/repairs been carried out with appropriate approval of such modifications/repairs (sample check)?

**6. Maintenance contracted**

- Sample check of maintenance records:
- Existence and adequacy of the work order;
- Data received from the maintenance organisation:
  - valid CRS including any deferred maintenance;
  - list of removed and installed components and copy of the associated EASA Form 1 or equivalent.
- Obtain a copy of the current approval certificate (EASA Form 3) of the maintenance organisations contracted.

**7. Maintenance subcontracted**

Check that subcontractors for specialised services are properly controlled by the organisation.

**8. Relations with the owners/operators — maintenance**

- Has maintenance been carried out with suitable work orders?
- When a maintenance contract has been signed with an owner/operator, have the obligations of the contracts been respected by both parties?

**9. Relations with the owners/operators — continuing airworthiness management**

- Has a contract (in accordance with [Appendix I to Part-M](#) or Appendix I to Part-ML) been signed with each external owner/operator, covering all the aircraft whose airworthiness is managed by the CAO?
- Have the owners/operators under contract fulfilled their obligations identified in the contract? As appropriate:
  - Are the pre-flight checks correctly performed? (interview of pilots)
  - Is the technical log or equivalent correctly used (record of flight hours/cycles, defects reported by the pilot, identification of what maintenance is next due, etc.)?
  - Have flights occurred with overdue maintenance or with defects not properly rectified or deferred? (sample check from the aircraft records)
  - Has maintenance been performed without notifying the CAO (sample check from the aircraft records, interview of the owner/operator)?

**10. Maintenance records**

- Have the maintenance actions been properly recorded?
- Perform a sample check of maintenance records (including EASA Form 1 or equivalent, and certificates of conformity) to ensure completeness and storage during the appropriate periods.

**11. Continuing airworthiness records**

- Perform a sample check of continuing airworthiness records to ensure completeness and storage during the appropriate periods.
- Is storage of computerised data properly ensured?



**12. Airworthiness review and permit to fly records**

Perform a sample check of airworthiness review and permit to fly records to ensure completeness and storage during the appropriate periods.

**13. Airworthiness situation of the fleet**

Does the continuing airworthiness status (AD, maintenance programme, life-limited components, deferred maintenance, ARC validity) show any expired items? If so, are the aircraft grounded?

**14. Aircraft maintenance programme (AMP) development and control**

- For Part-ML aircraft, ensure that the AMP has been approved by the CAO and has been subject to annual review.
- For Part-M aircraft, check that all revisions to the DAH instructions for continuing airworthiness (ICA), since the last review, have been (or are planned to be) incorporated in the maintenance programme, unless otherwise approved by the competent authority.
- Has the maintenance programme taken into account all modifications or repairs?
- Have all maintenance programme amendments been approved at the right level (CAO, competent authority or indirect approval)?
- Does the status of compliance with the maintenance programme reflect the latest approved maintenance programme?
- How has the organisation managed:
  - the tolerances (variations) to the AMP intervals?
  - the deviations from the maintenance tasks to be performed in accordance with the AMP?
- Have the deviations from the DAH ICA in the development of the AMP been properly justified and recorded?

**15. ADs (and other safety measures mandated by the competent authority or EASA)**

- Have all ADs issued since the last review been incorporated into the AD status?
- Does the AD status correctly reflect the AD content: applicability, compliance date, periodicity, etc.? (sample check on ADs)

**16. Modifications/repairs**

- Are all modifications/repairs listed in the corresponding status approved in accordance with [M.A.304](#) or [ML.A.304](#)? (sample check on modifications/repairs)
- Have all the modifications/repairs which have been installed since the last review been incorporated in the corresponding status? (sample check from the aircraft/component logbooks or equivalent)

**17. Personnel**

- Check that the current accountable manager and other nominated persons are correctly identified in the approved CAE.
- If the number of personnel has decreased or if the activity has increased, check that the organisation has still sufficient and adequate staff.

- Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed.
- Check that the staff has been trained, as necessary, to cover changes in:
  - regulations;
  - competent authority publications;
  - the CAE and associated procedures;
  - the approved scope of work;
  - maintenance data (significant ADs, ICA amendments, etc.).

**18. Occurrence reporting procedures**

Check that reporting is properly performed, actions taken and recorded.

**19. Airworthiness review and permit to fly procedures**

- Have airworthiness reviews been properly performed and the airworthiness review certificate or recommendation been properly issued?
- Have permits to fly been properly issued and the approved flight condition been complied with?

**Appendix III to AMC1 CAO.A.015 — EASA Form 2**

*ED Decision 2020/002/R*

The provisions of [Appendix IX to AMC M.A.602 and AMC M.A.702](#) EASA Form 2 apply.