



CIVIL AVIATION AUTHORITY OF MALAYSIA

CHECKLIST FOR CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

(Civil Aviation Regulation 2016)

SECTION 1 – CAMO SECTION

Status of Application	: <input type="checkbox"/> Initial Approval	<input checked="" type="checkbox"/> Amendment/ Revision
CAMO Privilege/s:	<input checked="" type="checkbox"/> Continuing Airworthiness Management	<input checked="" type="checkbox"/> Airworthiness Review Report <input checked="" type="checkbox"/> Permit to Fly
Organisation's CAME Reference	: <input type="text" value="GAM/CAAM/CAME"/>	Issue & Revision Date: <input type="text" value="Issue 3 Rev 0 Date 10 Aug 2022"/>
AOC Holder (please tick)	: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	AOC Approval Number : <input type="text"/>
Organisation Name & Address	: <input type="text" value="GALAXY AEROSPACE (M) SDN BHD, LOT 11-14, HELICOPTER CENTRE, MIAC, SULTAN ABDUL AZIZ SHAH AIRPORT, 47200 SUBANG, SELANGOR."/>	
Provisional Approval Date	: <input type="text"/>	Provisional Approval Reference : <input type="text"/>
CAMO Approval Number	: <input type="text" value="CAMO/2016/03"/>	Prepared by : <input type="text" value="ZATY NADHIRA BINTI MOHAMED ZUHARI"/>
Contact Person Telephone No	: <input type="text" value="013 250 2935"/>	Email of Contact : <input type="text" value="zaty@galaxyaerospac e.my"/>

SECTION 2 – EXPOSITION CHECKLIST AND CAMO DECLARATION

1. Structure of the Continuing Airworthiness Management Exposition

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

- a. Single document: The standard CAME produced i.a.w. CAD 6802 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed continuing airworthiness management procedures and detailed quality system procedures.
- b. Several documents: The CAME must contain at least the information as detailed in CAD 6802 Chapter 3.0. The additional material may be published in separate documents which must be referenced from the CAME. In this case:
 - i. The CAME should cross refer to the associated procedures, documents, appendices and forms which are managed separately.
 - ii. These associated documents must meet the same rules as described for the CAME.
 - iii. This/these associated document(s), procedure(s) and form(s) etc. must be provided to the CAAM, as part of the CAME.

For some organizations certain sections of the headings defined within chapter of CAD/CAGM may be 'not applicable'. In this case they should be annotated as such within the CAME.

2. When completing this document, it is important to make a positive statement showing how the organisation complies with any relevant part of the Subpart G requirement through the content by indicating in the CAME reference, if any part is not relevant then it should indicate with N/A and justify why the part is not applicable. Please tick (✓) in the box appropriately.

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
COVER PAGE			
The official name of the organisation as defined in application form CAAM/AW/6802-01	Chapter 2 of CAD 6802	Cover Page, Galaxy Aerospace (M) Sdn. Bhd.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
The approval reference of the CAMO		Cover Page, CAMO Approval ref. CAMO/2016/03	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
The copy number from the distribution list		Cover Page, GAM/CAME/(copy number)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
INTRODUCTION			
Foreword		I. Foreword, page 1 of 31 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Table of content		II. Table of Content, page 2 - 5 of 31 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
List of effective pages (CAAM Approval column)		III. List of Effective Pages, page 6 - 9 of 31 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
List of issues / amendments or record of revision		IV. Amendment Record, page 10 - 27 of 31 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
CAAM Certificate of Approval or Provisional Approval		V. Certificate of Approval, page 28 of 31 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Internal organisation review and concurrence page signed by QM and CAM <input checked="" type="checkbox"/> Internal approval statement <input checked="" type="checkbox"/> Title, name, date and signature (QM and CAM) <i>Note: Pre-audit concept/prove before submission the CAME to CAAM for final approval</i>		III. List of Effective (LOEP) Pages, page 6 - 9 of 31 Part Introduction. Internal approval statement with CAMM and QAM signature at every end of table of LOEP page.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Revision highlights / Summary of changes	Chapter 3.1.2 of CAD 6802	IV. Amendment Record, page 10 - 27 of 31 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Effective date of the current revision <input checked="" type="checkbox"/> The effective date is the date that the amendment introduced in this amendment takes effect <input checked="" type="checkbox"/> The effective date can be established just prior to the final approval of the CAME by CAAM or just after. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc.	Chapter 3.1.2 of CAD 6802	IV. Amendment Record, page 10 - 27 of 31 Part Introduction. The effective date can be referred to Effective Date column of the Amendment Record Table for Direct Approval Amendments.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Distribution list <input checked="" type="checkbox"/> CAME copy number <input checked="" type="checkbox"/> Location of copies <input checked="" type="checkbox"/> Holders of the copies <input checked="" type="checkbox"/> Format of copies (CD-ROM, electronic data processing (EDP), Paper etc.)	Chapter 3.1.2 of CAD 6802	VI. Distribution List, page 29 of 31 Part Introduction.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
Abbreviation, terminology and definitions		VII. Abbreviation List, page 30 -31 of 31 Part Introduction.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Organisation information i.e.: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Address of approved locations (Head Office) <input checked="" type="checkbox"/> Mailing Address(es) <input checked="" type="checkbox"/> Telephone number(s) <input checked="" type="checkbox"/> Fax number(s) or E-mail address of the Head Office 	Chapter 3.1.5 (i) of CAD 6802	Cover Page.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
PART 0 – GENERAL ORGANISATION			
0.1 Corporate commitment by the accountable manager (when the AM is not the CEO of the organisation then such CEO shall countersign the statement)	Chapter 3.1.5 (d) of CAD 6802	0.1 Corporate Commitment by the Accountable Manager, page 1 of 22 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
0.2 General information and scope of work <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Description of the organisation <input checked="" type="checkbox"/> Relationship with other organisation <ul style="list-style-type: none"> <input type="checkbox"/> Subsidiaries / mother company <input type="checkbox"/> Consortiums <input checked="" type="checkbox"/> Scope of work- Aircraft managed <input checked="" type="checkbox"/> Quote aircraft types/series <input checked="" type="checkbox"/> Date included in the scope of work <input checked="" type="checkbox"/> List of aircraft maintenance programmes <input type="checkbox"/> List of “generic” and “baseline” maintenance programmes <input checked="" type="checkbox"/> Quote number of aircraft of each type <input checked="" type="checkbox"/> Quote each aircraft registration (or elsewhere by agreement with CAAM- see note 1) <input checked="" type="checkbox"/> List for each aircraft, aircraft owner/operator <input checked="" type="checkbox"/> CAMO contract reference <input checked="" type="checkbox"/> Type of operation <input checked="" type="checkbox"/> Organisation's Scope of Work (Scope of Approval) –see note 2 <p><i>Note 1: It is crucial to be able to identify which aircraft is managed by the CAMO at a given time, especially when it comes to determining whether or not an aircraft has remained in “controlled environment” and or when aircraft are removed from an AOC but will be kept managed by the CAMO as a private aircraft.</i></p> <p><i>Note 2: the CAAM/AW/0102-00 will refer to section containing the Scope of Approval (Scope of Work)</i></p>	Chapter 2.3.2 / 3.1.5 of CAD 6802	0.2 General Information and Scope of Work, page 2 - 4 of 22 Part 0. 5.6 List if Approved Maintenance Programme as per CAD 6801 and CAD 6802, page 28 - 29 of 51 Part 5. 5.7 Details of Aircraft Managed by GAM CAMO page 30 of 51 Part 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
0.3 Management personnel <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Accountable Manager <input checked="" type="checkbox"/> Nominated Post Holder for Continuing Airworthiness activities <input checked="" type="checkbox"/> Continuing airworthiness coordination (group of persons) <input checked="" type="checkbox"/> Designated Quality Manager (QM) <input checked="" type="checkbox"/> Airworthiness Review staff <input checked="" type="checkbox"/> Nominated person(s) authorised to issue ARR 	Chapter 2.1.1 (c), 3.1.5 (f), 5.1 of CAD 6802	0.3 Management Personnel, page 5 - 11 of 22 Part 0. 5.2 List of Airworthiness Review Staff page 23 - 24 of 51 Part 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<ul style="list-style-type: none"> ✓ Nominated person(s) authorised to issue Permit to Fly (if applicable) ✓ Duties and Responsibilities (job functions) <ul style="list-style-type: none"> 1. Accountable Manager 2. Continuing Airworthiness Manager 3. Designated Quality Manager (QM) 4. Airworthiness Review staff 5. Nominated person(s) authorised to issue Permit to Fly ✓ Title(s) and name(s) of persons above (AR staff can be in Appendix 5.2) ✓ Manpower Resources and <ul style="list-style-type: none"> ✓ Manpower Resources Table should show broad figures of the number of staff assigned to CAM ✓ Should show an adequate amount of staff against scope ✓ The date the staff number is established ✓ When the staff number will be updated □ Man-hour plan development and updating <ul style="list-style-type: none"> ✓ All activities, also activities not performed under the CAMO approval (in such cases where the CAMO staff also performing other approval system roles such as AMO, DOA etc.) □ Include subcontracted organisation if applicable ✓ Training Policy <ul style="list-style-type: none"> ✓ Training Policy ✓ How the training need is assessed ✓ How the recurrent and continuing training is assessed ✓ Recording and follow-up <p><i>Note: Generally, the CEO shall be the AM for the company, in some cases the CEO has delegated the function of the AM to an immediate person under him/her, by this the delegated AM shall has the corporate authority as per CAD6802 Chapter 5.1.1.</i></p>		5.8 Manpower Resources and Management Tool page 31 - 37 of 51 Part 5.	
<p>0.4 Management Organisation Charts</p> <ul style="list-style-type: none"> ✓ General Organisation Chart ✓ Continuing Airworthiness Management Organisation Chart ✓ The nominated persons as per CAMO should be identified in the chart ✓ Quality Manager/ Compliance Monitoring personnel must be shown to be independent of the continuing airworthiness management and must report directly to the accountable manager. 	Chapter 3.1.5(g) of CAD 6802	0.4 Management Organisation Chart, page 12 of 22 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>0.5 Notification procedure to the CAAM regarding changes to the organisation's activities / approval / location / personnel</p> <ul style="list-style-type: none"> ✓ Changes <ul style="list-style-type: none"> ✓ Organisation name and location ✓ Organisation additional location 	Chapter 12 of CAD 6802	0.5 Notification Procedure to the CAAM page 13 of 22 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<ul style="list-style-type: none"> ✓ The group of persons as specified in 0.3 ✓ Operation, facilities, procedures, work scope, staff and technical arrangements, as far as they may affect the approval ✓ Changes of the contracted maintenance organisation. ✓ Notification before such changes take place ✓ Conduct risk assessment for any change requiring prior approval and provide it to CAAM upon request ✓ Internal pre-audit before application 			
<p>0.6 CAME amendment procedure Exposition Amendment Procedures (including, delegated procedures)</p> <ul style="list-style-type: none"> ✓ Amendments that need prior approval ✓ Amendments not requiring prior approval ✓ Description of how such amendments will be managed ✓ Person responsible for amending the Exposition. ✓ Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the CAAM ✓ Sources of proposed amendments within the organisation ✓ Internal approval process <ul style="list-style-type: none"> ✓ Verifying and validation of amended procedures before use ✓ CAM and QM to sign the internal approval page, see introduction ✓ Approval process with CAAM ✓ Revision acknowledge receipt process ✓ Definition of minor amendments to the Exposition that can be amended without the prior approval of the CAAM, if applicable and agreed <ul style="list-style-type: none"> ✓ In case of minor amendment, the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the CAME is approved by CAAM. ✓ Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable ✓ Effective date of the amendment ✓ CAME Review <p><i>Note: After CAAM has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different locations have received the revision at the date it is effective.</i></p>	<p>Chapter 3.1.5 (j), 3.1.7, 3.1.8 of CAD 6802</p>	<p>0.6 CAME Amendment Procedure, page 14 - 17 of 22 Part 0.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
0.7 Facilities <ul style="list-style-type: none"> ✓ Location of facilities ✓ General description <ul style="list-style-type: none"> ✓ Layout of premises ✓ Office accommodation for: - <ul style="list-style-type: none"> ✓ Planning ✓ Technical records ✓ Quality ✓ Technical reference area etc. ✓ Storage 	Chapter 4.1 of CAD 6802	0.7 Facilities, page 18 - 22 of 22 Part 0.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES			
1.1a Use of aircraft continuing airworthiness records system and if applicable, aircraft journey log (AJL) system <ul style="list-style-type: none"> ✓ The records system <ul style="list-style-type: none"> ✓ Description – paper form, electronic format ✓ Computer backup and prevention for data alteration ✓ Retention period ✓ Accessible within a reasonable time whenever they are needed <input type="checkbox"/> Organised in a manner that ensures their traceability and retrievability thought their required retention period <input type="checkbox"/> Aircraft journey log and continuing airworthiness records system <ul style="list-style-type: none"> ✓ General and contents ✓ Instruction for use ✓ Aircraft technical log approval (initial approval by CAAM) ✓ Procedure for changes to the technical log system without prior approval. 	Chapter 2.1.1 (e) of CAD 6802, Chapter 3.6 of CAD 6801, CAGM 6801	1.1a Aircraft Journey Log System page 1 - 4 of 57 Part 1. 1.3 Time and Continuing Airworthiness Records: Responsibilities, Retention and Access page 11 -14 of 57 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.1b MEL application <ul style="list-style-type: none"> ✓ MEL application ✓ General ✓ MEL procedure ✓ MEL categories ✓ MEL application by maintenance staff ✓ MEL application by the crew (if applicable) ✓ Acceptance by the crew ✓ Aircraft dispatch by the crew in accordance with MEL ✓ Management of the MEL time limit ✓ MEL time limitation overrun (only for category B, C (and D if applicable)) ✓ This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of a MEL limitation. This should refer to the journey log procedures. <p><i>Note: There will be no indirect approval of MEL time limitation overrun: In any case CAAM must continue to receive an application for any extension of time limitation.</i></p>	Chapter 2.1.1 (e) of CAD 6802, Chapter 3.6 of CAD 6801, CAGM 6803	1.1b MEL Application, page 4 - 6 of 57 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
1.2 Aircraft Maintenance Programme (AMP) – development amendment and approval <ul style="list-style-type: none"> ✓ General ✓ Content Development <ul style="list-style-type: none"> ✓ Sources ✓ Responsibilities ✓ AMP amendments ✓ Approval by the CAAM. 	Chapter 3.2 of CAD 6801, CAGM 6804	1.2 Aircraft Maintenance Programme (AMP), page 7 - 10 of 57 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.3 Continuing airworthiness records: responsibilities, retention and access. <ul style="list-style-type: none"> ✓ Format of records ✓ Adequate storage and reliable traceability ✓ Storage of records – protection from damage, alteration and theft ✓ Computer records system backup ✓ Backup of data stored in a different location then working data hours and cycles recording ✓ Continuing airworthiness records ✓ Preservation of Continuing Airworthiness records ✓ Access to continuing airworthiness records ✓ Transfer of continuing airworthiness records <p><i>Note: The record-keeping system must 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 of all activities developed.</i></p>	Chapter 3.5 of CAD 6801	1.3 Time and Continuing Airworthiness Records: Responsibilities, Retention and Access page 11 -14 of 57 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.4 Accomplishment and control of Airworthiness Directive <ul style="list-style-type: none"> ✓ Airworthiness Directive information ✓ Airworthiness Directive decision ✓ Airworthiness Directive control ✓ Airworthiness Directive listing 	Chapter 3.3 of CAD 6801	1.4 Accomplishment and Control of Airworthiness Directives page 15 - 17 of 57 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.5 Analysis of the Effectiveness of the maintenance programme(s) <ul style="list-style-type: none"> ✓ Procedure to analyse the effectiveness of the AMP <ul style="list-style-type: none"> ✓ Spares ✓ Defects ✓ Malfunctions ✓ Damage ✓ Amendment to the AMP ✓ Liaison Meetings ✓ Frequency of Meetings 	Chapter 3.2 of CAD 6801, CAGM 6804	1.5 Analysis of the effectiveness of the maintenance programme, page 18 - 19 of 57 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
1.6 Non-Mandatory modification and inspection <ul style="list-style-type: none"> ✓ Policy <ul style="list-style-type: none"> ✓ Procedures to assess/analyse and decisions taken <ul style="list-style-type: none"> ✓ The decision on their application ✓ Use of the organization risk management process ✓ Records keeping of the assessment/analyse risk 	Chapter 3.4 of CAD 6801, CAD 8102, CAD 8104, CAD 8106, CAD 8109, CAD 8110	1.6 Non-Mandatory Modification Embodiment Policy, page 20 -23 of 57 Part 1.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<p>management and decisions taken</p> <ul style="list-style-type: none"> ✓ Modification – General ✓ Inspections ✓ Service Bulletins ✓ Service Letters ✓ Other modification ✓ Minor modification □ Standard changes and standard repairs ✓ Instruction for continuing airworthiness - AMP ✓ Recording of modification ✓ Liaison with OPS / owner <p><i>Note 1: The CAMO managing the continuing airworthiness of the aircraft must 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, State of Design or CAAM.</i></p> <p><i>Note 2: Records of the assessment and risk management process to decide on non-mandatory modification and or inspections application must be kept.</i></p>			
<p>1.7 Repair and modifications.</p> <ul style="list-style-type: none"> ✓ Modification – General ✓ Type of approval required ✓ Assessment ✓ Instruction for continuing airworthiness – AMP ✓ CDCCL taking into account ✓ Recording of modification ✓ Liaison with OPS / owner e.g. regarding FM and MEL supplements 	<p>Chapter 3.4 of CAD 6801, CAD 8102, CAD 8104, CAD 8106, CAD 8109, CAD 8110</p>	<p>1.7 Repair and Modification Standard, page 24 - 26 of 57.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>1.8 Defect Reports</p> <ul style="list-style-type: none"> ✓ Analysis ✓ Liaison with Manufacturers and Regulatory Authorities ✓ Deferred Defect Policy ✓ Non Deferrable Defects Away from Base ✓ Repetitive Defects ✓ Mandatory Occurrence Reporting ✓ Liaison Meetings <p><i>Note 1: It is a requirement for the organisations to implement and maintain a quality management system to ensure compliance with the essential requirements for airworthiness, manage safety risks and to aim for continuous improvement of the system.</i></p> <p><i>Continuous improvement requires:</i></p> <ul style="list-style-type: none"> ➤ an open mind, the commitment of all; ➤ objective analyses of relevant data; and 	<p>Chapter 4.3 of CAD 6801, CAD 1900, CAD 19, CAGM 8503</p>	<p>1.8 Defect Reports, page 27 - 30 of 57 Part 1.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<p>➤ <i>perseverance to implement improvements</i></p> <p><i>The organisation must establish an occurrence reporting system as part of the quality management system, in order to contribute to the aim of continuous improvement of safety. Therefore, review of relevant incidents, accidents, occurrences is essential, in order to learn, improve, and strengthen the system.</i></p> <p><i>Note 2: The occurrence reporting system must comply with CAD 1900 and CAGM8503.</i></p>			
<p>1.9 Engineering Activity</p> <ul style="list-style-type: none"> ✓ Procedure for approval of modifications and repairs ✓ General ✓ The person responsible for accepting the design before submission to the CAAM ✓ Developing and submitting a modification/repair design for approval to CAAM ✓ Application process ✓ Supporting documents ✓ Form used ✓ If DOA approved under Part-21, indicate here, and the related manuals should be referred too (if applicable) 	<p>Chapter 3.4 of CAD 6801, CAD 8102, CAD 8104, CAD 8106, CAD 8109, CAD 8110, CAD 8401</p>	<p>1.9 Engineering Activity, page 31 of 57 Part 1.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>1.10 Reliability Programmes</p> <ul style="list-style-type: none"> ✓ Extent and scope of the reliability programmes ✓ Specific organisational structure, duties and responsibilities ✓ Establishment of reliability data ✓ Corrective action system (AMP amendment) ✓ Schedule reviews – reliability meetings <input type="checkbox"/> Participation of the CAAM and/or competent authorities (if applicable) 	<p>Chapter 7.1.2 (a) of CAD 6802, Chapter 3.2.5 of CAD 6801</p>	<p>1.10 Reliability Programmes, page 31 - 36 of 57 Part 1.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>1.11 Pre-flight Inspection</p> <ul style="list-style-type: none"> ✓ General – scope and definition ✓ Evaluation of pre-flight inspection content <ul style="list-style-type: none"> ✓ Walk-around ✓ Inspection of aircraft log books ✓ Inspection of validity of C of A ✓ Control of consumable fluids, gases etc. & recording ✓ Control of refueling ✓ Control of cargo and baggage loading ✓ Control of doors security ✓ Control of control surface and landing gear locks, pitot/static covers, restraint device and engine/aperture blanks have been removed ✓ Control that all the aircraft's external surfaces and engines are free from ice, snow, sand, dust etc. 	<p>Chapter 2.1.4 & 3.1.1 (a) of CAD 6801</p>	<p>1.11 Pre-flight Inspections, page 37 - 38 of 57 Part 1.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<ul style="list-style-type: none"> ✓ 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 ✓ Control of oil and hydraulic fluid uplift by crew and tyre inflation, if considered as part of the pre-flight inspection by crew and possible maintenance action ✓ Concurrent with AMP <ul style="list-style-type: none"> □ For CAT – control of publish guidance to maintenance and flight personnel performing pre-flight inspection, defining responsibilities for these actions. ✓ Responsibility of training of personnel performing pre-flight inspection. ✓ Content of pre-flight inspection training – training standard ✓ Records of training 			
<p>1.12 Aircraft Weighing</p> <ul style="list-style-type: none"> ✓ What occasion an aircraft has to be weighed? ✓ Who performs the weighing? ✓ What procedure is used? ✓ Who calculate the new weight and balance? ✓ Process of weighing result into the organization. ✓ Liaison with OPS / owner as applicable. 	<p>CAD 6805, Chapter 9.1.9 of CAD 6802, CAD 8301</p>	<p>1.12 Aircraft Weighing, page 39 - 41 of 57 Part 1.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>1.13 Check Flight Procedures</p> <ul style="list-style-type: none"> ✓ General <ul style="list-style-type: none"> ✓ Flight preparation ✓ Maintenance Check flight ✓ Post-flight activities ✓ Involvement of maintenance personnel or organization ✓ Different scenario <ul style="list-style-type: none"> ✓ Incomplete maintenance as per maintenance data, the aircraft has been released. ✓ Defect and dispatch not possible as per maintenance data. ✓ Criteria for check flight ✓ Check flight procedure. ✓ Process for applying for approval of Flight Condition and Permit to Flight when applicable. ✓ MCF flight crew competency required for flight ✓ Insurance coverage. 	<p>Chapter 2, 3, 4 of CAD 8305, Chapter 3.1.1(f) of CAD 6801</p>	<p>1.13 Check Flight Procedures, page 42 - 46 of 57 Part 1.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>1.14 Planning procedures</p> <ul style="list-style-type: none"> ✓ General ✓ Planning of AMP tasks, modifications, AD's, SB's, defects on MEL, open defects, etc. ✓ Creation of work package, including work cards ✓ Ordering maintenance 	<p>Chapter 7.1 of CAD 6802</p>	<p>1.14 Planning Procedures, page 47 - 49 of 57, Part 1</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Supervise activities and coordinate related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determined of aircraft airworthiness <input checked="" type="checkbox"/> Monitoring of maintenance between scheduled maintenance Variation procedure <input checked="" type="checkbox"/> Updating planning software after maintenance completions <p><i>Note: Contract maintenance does give good information about the planning function and communication that is needed to take place between CAMO planning and maintenance whether the maintenance is contracted or not.</i></p>			
<p>1.15 Airworthiness data control</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Control of information <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Technical library <input checked="" type="checkbox"/> Subscriptions control <input checked="" type="checkbox"/> Information held / need regarding the scope of work <input checked="" type="checkbox"/> Issue / amendment control <input checked="" type="checkbox"/> Technical information amendment procedures <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Manuals <input checked="" type="checkbox"/> Service Information (AD, SB, SIL, etc.) <input checked="" type="checkbox"/> Distribution: access to the staff <input checked="" type="checkbox"/> Company Technical Procedures / Instructions <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Issue / Amendments control <input checked="" type="checkbox"/> Distribution: access to the staff <input type="checkbox"/> Maintenance documentation <ul style="list-style-type: none"> <input type="checkbox"/> Preparation from approved sources <input type="checkbox"/> Work card/worksheet system <ul style="list-style-type: none"> <input type="checkbox"/> Differentiate disassembly, accomplishment, reassemble and testing <input type="checkbox"/> Lengthy maintenance task – supplementary workcard/worksheet <input checked="" type="checkbox"/> Amendment control <input checked="" type="checkbox"/> Transfer / transcribe of airworthiness data <input checked="" type="checkbox"/> Review and identification of amendment status of maintenance instructions <input checked="" type="checkbox"/> Distribution of airworthiness data: access to the staff <input checked="" type="checkbox"/> Modifying maintenance instruction (chapter 5.6 of CAD 8601) <input type="checkbox"/> Verification and validation of new procedures where practicable <input type="checkbox"/> Incorporation of best practice and human factors principles <input checked="" type="checkbox"/> Control of customer supplied maintenance data <input type="checkbox"/> Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.) <input type="checkbox"/> Incorporation of CDCCL concept. 	<p>Chapter 4.1 of CAD 6801, Chapter 8.0 of CAD 6802, Chapter 5.6 of CAD 8601</p>	<p>1.15 Airworthiness Data Control, page 50 - 53 of 57 Part 0.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<ul style="list-style-type: none"> <input type="checkbox"/> compliance with CDCCL instructions <input type="checkbox"/> traceability of CDCCL completion <input checked="" type="checkbox"/> Awareness of Technical Publications, Instructions and Service Information by the staff 			
<p>1.16 Control of personnel competency</p> <p>Objectives</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Job descriptions for each job function/role in the organisation. Job descriptions should contain sufficient criteria to enable the required competency assessment <input checked="" type="checkbox"/> Initial - staff need to be assessed for competency before unsupervised work commences <input checked="" type="checkbox"/> Continuous - staff competency must be controlled continuously <input checked="" type="checkbox"/> Assessment for each job function/role. New job function/role, new assessment <input checked="" type="checkbox"/> Assessment performed by trained and qualified personnel <input checked="" type="checkbox"/> Competency assessed by the evaluation of, e.g.: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Desk-top – records for training and experience. May include confirmation check <input checked="" type="checkbox"/> Testing and or interview <input checked="" type="checkbox"/> On-the-job performance <input checked="" type="checkbox"/> Result of the assessment <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ongoing supervision or unsupervised work permitted <input checked="" type="checkbox"/> Need for additional training <input checked="" type="checkbox"/> Issuance of authorisation/letter for unsupervised work for each job function/role <input checked="" type="checkbox"/> All staff should be able to demonstrate knowledge of, and compliance with, the CAMO procedures, as applicable to their duties. <input checked="" type="checkbox"/> Also able to demonstrate an understanding of safety management principles including human factors, related to their job function and receive safety training as per CAD 19 and SMS requirement. <input checked="" type="checkbox"/> 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 written confirmation from the previous organisation <input checked="" type="checkbox"/> All prospective continuing airworthiness management staff need to be assessed for their competency related to their intended duties 	<p>Chapter 5.1.13 of CAD 6802</p>	<p>1.16 Control of Personnel Competency, page 54 - 55 of 57 Part 1.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<p><input checked="" type="checkbox"/> Record-keeping</p> <p>Procedure</p> <p><input checked="" type="checkbox"/> Specify</p> <ul style="list-style-type: none"> <input type="checkbox"/> the persons who are responsible for this process; <input checked="" type="checkbox"/> when the assessment should take place; <input checked="" type="checkbox"/> how to give credit from previous assessments; <input checked="" type="checkbox"/> how to validate qualification records; <input checked="" type="checkbox"/> the means and methods to be used for the initial assessment; <input checked="" type="checkbox"/> the means and methods to be used for the continuous control of competency, including to gather feedback on the performance of personnel; <input checked="" type="checkbox"/> the aspects of competencies to be observed during the assessment in relation to each job function; <input checked="" type="checkbox"/> the actions to be taken if the assessment is not satisfactory; and <input checked="" type="checkbox"/> how to record assessment results. <p><i>Note: For Airworthiness Review Staff and Quality Staff see Part 2.6</i></p>			
<p>1.17 Subcontracting management control procedure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Subcontract content and its continuing control <ul style="list-style-type: none"> <input type="checkbox"/> Content as per Appendix 1 to CAD 6801. <input type="checkbox"/> Tasks to be subcontracted <input type="checkbox"/> Procedure to be used and its control <input type="checkbox"/> Handling of findings <input type="checkbox"/> No subcontracting by the sub contracted organisation allowed <input type="checkbox"/> Individual responsibility clearly defined <input type="checkbox"/> Subcontracted organisation to notify the operator of any changes affecting the contract <input type="checkbox"/> Subcontract approval by CAAM <ul style="list-style-type: none"> <input type="checkbox"/> Notifying the CAAM of any changes affecting the contract <input type="checkbox"/> Tasks that can be subcontracted <input type="checkbox"/> Active control of the activities and/or endorsing the recommendation made by the subcontracting organisation <ul style="list-style-type: none"> <input type="checkbox"/> Individual responsibility clearly defined <input type="checkbox"/> Access to relevant data <input type="checkbox"/> Establish staff competence (same as in 1.16) <input type="checkbox"/> Assessment of subcontracted staff <input type="checkbox"/> Training and continuation training of subcontracted staff <input type="checkbox"/> Subcontracting management control procedure to ensure that the action 	<p>Appendix 1 of CAD 6801, Chapter 3.1.5 (I) of CAD 6802, 5.1.13 of CAD 6802</p>	<p>1.17 Subcontracting Management Control Procedure, page 56 of 57 Part 1.</p> <p>GAM CAMO does not subcontract any of the continuing airworthiness management tasks to other organisation for the time being in force.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Comment:</p>

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<p>taken by the subcontracted organisation(s) meet the standards required by CAD 6801</p> <ul style="list-style-type: none"> <input type="checkbox"/> Involvement of the quality system including pre-audit <input type="checkbox"/> CAAM provision for monitoring (auditing the subcontract organisation) <input type="checkbox"/> Effect on Man-hour planning, see Part 0.3 <input type="checkbox"/> The periodic subcontract review process <p><i>Note: The above list is not exhaustive, refer to Appendix 1 of CAD 6801 for details information.</i></p>			
<p>1.18 Safety Management System for CAMO (for CAT Only)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description for CAMO SMS- (Medium of reporting, MOC process, HIRM process, SPI, SPT) <input type="checkbox"/> Declaration of CAMO Safety Manager (either using AOC SMS/ Part 145 SMS/CAMO SMS) <input type="checkbox"/> Connection of SMS CAMO with SMS Manual AOC/Part 145/CAMO 	<p>Chapter 3.1.5 (o), 3.1.6 of CAD 6802, CAD 19</p>	<p>1.18 Safety Management System (CAT only) page 57 of 57 Part 1.</p> <p>GAM CAMO does not hold Air Operator Certificate (AOC) approval for the time being in force.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
PART 2 – QUALITY SYSTEM			
<p>2.1 Quality Policy, Audit Plan and Audit Procedure, Audit Plan (Programme):</p> <p>Quality System Policy</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Independent monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures <input checked="" type="checkbox"/> Request action where non-compliances are identified <input checked="" type="checkbox"/> The independence of the quality system 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. <p>Audit Plan and Audit Procedure, Audit Plan (Programme):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Show when, how often <input checked="" type="checkbox"/> All aspect verified every year, including: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The independency of quality system established <input checked="" type="checkbox"/> Subcontracted activities (if applicable) <input checked="" type="checkbox"/> Product sampling <input checked="" type="checkbox"/> Each location approved <input checked="" type="checkbox"/> The audit plan is properly implemented, maintained, and continually reviewed and improved <input checked="" type="checkbox"/> Compliance audit procedure <input checked="" type="checkbox"/> Issue of audit report describing: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> What was checked (area, product etc.) <input checked="" type="checkbox"/> What paragraphs were audited 	<p>Chapter 11 of CAD 6802</p>	<p>2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedure, page 1 - 5 of 13 Part 2.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<ul style="list-style-type: none"> ✓ What amendment in regulation was used ✓ What procedures were audited ✓ The resulting non-compliance findings against applicable requirements and procedures ✓ The target date for proposal for a corrective action plan ✓ Target closure date for corrective action ✓ Responsible manager for Corrective Action Plan and Correction Action ✓ Compliance audit remedial action procedure <ul style="list-style-type: none"> ✓ Identifying the responsible manager ✓ Root cause analysis and contributing factor(s) ✓ Corrective Action with immediate fix/correction if applicable ✓ Preventive measures ✓ Information if other area or product may be affected and if it has been checked and the outcome ✓ Acceptance or rejection of Root Cause Analysis, Preventive Measures and Corrective Actions ✓ Record keeping 			
<p>2.2 Monitoring of Continuing Airworthiness Management Activities</p> <p>Procedure to:</p> <ul style="list-style-type: none"> ✓ Periodically review the activities of the continuing airworthiness management personnel and how they fulfil their responsibilities, as defined in Part 0 	Chapter 11 of CAD 6802	2.2 Monitoring of Continuing Airworthiness Management Activities, page 6 of 13 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>2.3 Monitoring compliance on the Effectiveness of the Maintenance Programme</p> <p>Procedure to:</p> <ul style="list-style-type: none"> ✓ Periodically review that the effectiveness of the maintenance programme(s) is analysed as defined in Part 1 	Chapter 11 of CAD 6802	2.3 Monitoring Compliance on the Effectiveness of the Maintenance Programme, page 7 of 13 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>2.4 Monitoring that all maintenance is carried out by an appropriately approved Part 145 Organisation</p> <p>Procedure to:</p> <ul style="list-style-type: none"> ✓ Periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the operators fleet ✓ Including feedback information from any contracted organisation on any actual or contemplated amendment 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: 	Chapter 11 of CAD 6802	2.4 Monitoring that All Maintenance is Carried Out by an Appropriate Maintenance Organisation, page 8 of 13 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<ul style="list-style-type: none"> ✓ Aircraft maintenance ✓ Engines ✓ Components 			
<p>2.5 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Sub-contractors used by the Maintenance Contractor</p> <p>Procedure to:</p> <ul style="list-style-type: none"> ✓ Periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract. ✓ 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, the relevant information is distributed in the organisation and to the contractor 	Chapter 11 of CAD 6802	2.5 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Subcontractors used by the Maintenance Contractor, page 9 of 13 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>2.6 Quality Audit Personnel</p> <ul style="list-style-type: none"> ✓ Nominated person (compliance monitoring manager) ✓ Other quality audit personnel ✓ Required experience ✓ Required training, e.g. relevant legislation, quality system theory and auditing techniques CAME procedures, on-the-job training etc. ✓ Required competence ✓ Required recurrent / continuation training (including HF, EWIS & FTS if applicable) ✓ Examination, test and assessment procedures ✓ Assessment must ensure adequate knowledge and competence of the quality audit personnel to perform the allocated tasks effectively including monitor compliance with CAMO and Part-M identifying non-compliance in an effective and timely manner so that the organisation may remain in compliance with Part- M. ✓ Independence of quality audit personnel when the organisation uses skilled personnel working within another department than that of Quality ✓ Retention of records <ul style="list-style-type: none"> ✓ Duration and location ✓ Type of documents ✓ This paragraph must describe how the compliance monitoring personnel are managed, and competency is ensured and assessed 	Chapter 5.1.13, 11 of CAD 6802	2.6 Quality Audit Personnel, page 10 of 13 Part 2.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<p>2.7 Records Keeping</p> <p>General</p> <ul style="list-style-type: none"> ✓ The record-keeping system must 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 of all activities developed ✓ Format of records ✓ Legible throughout the required retention period ✓ Backup of computer records ✓ Backup kept at a different location 	<p>Chapter 11.1.3 of CAD 6802</p>	<p>2.7 Records Keeping, page 11 of 13 Part 2.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>2.8 Independent audits of the quality system</p>	<p>Chapter 11 of CAD 6802, Chapter 11.1.1 of CAGM 6802</p>	<p>2.8 Independent Audits of the Quality System, page 12 - 13 of 13 Part 2.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
PART 3 CONTRACTED MAINTENANCE			
<p>3.1 Maintenance contractor selection procedure</p> <p>Maintenance contractor selection process:</p> <ul style="list-style-type: none"> ✓ General ✓ Maintenance contractor selection process <ul style="list-style-type: none"> ✓ How a maintenance contractor is selected ✓ Verification of approval ✓ Applicable aircraft type and engine ✓ Industrial capacity ✓ Contract review – ensure the contract is comprehensive and that it has no gaps or unclear area. ✓ Everyone involved in the contract (both CAMO and AMO) agrees with the terms of the contract and fully understands their responsibilities. ✓ Functional responsibilities of all parties are clearly identified ✓ Liaison with owner if not air carries licence operator ✓ Listing in CAME 5.4 <p>Procedure to follow to develop the maintenance contract</p> <ul style="list-style-type: none"> ✓ The process to implement the different elements described in Appendix 1 to CAD6801. ✓ Responsibilities, task and interaction with the maintenance organisation and with the owner/operator ✓ Describe when necessary, the use of work order for unscheduled line maintenance and component maintenance as per CAD 8601 and CAD 8602 ✓ The work order to ensure that the applicable elements of certification of 	<p>Chapter 2.1.8, Appendix 1 of CAD 6801, Chapter 2.1.1, 10.1.1 of CAD 6802</p>	<p>3.1 Maintenance contractor selection procedure, page 1 - 2 of 4 Part 3.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<p>maintenance are considered – template sample in Part 5.1</p> <p><i>Note: The organisation shall ensure that human factors and human performance limitations are taken into account during continuing airworthiness management, including all contracted activities. The organisation shall ensure that when contracting maintenance that any aviation safety hazards associated with such contracting are considered as part of the organisation management system</i></p>			
<p>3.2 Product audit of aircraft</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> General – audit of an aircraft <input checked="" type="checkbox"/> Different between an airworthiness review and quality audit <input checked="" type="checkbox"/> Compliance with approved procedures <input checked="" type="checkbox"/> Contracted maintenance carried out in accordance with the contract <input checked="" type="checkbox"/> Continued compliance with Part M 	Chapter 11 of CAD 6802	3.2 Product Audit of Aircraft, page 3 of 4 Part 3.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>3.3 Quality audit of sub-contracted CAMO tasks</p> <ul style="list-style-type: none"> <input type="checkbox"/> Subcontractor selection process <ul style="list-style-type: none"> <input type="checkbox"/> Hazard identification and risk management <input type="checkbox"/> Pre-audit <input type="checkbox"/> Control procedure <input type="checkbox"/> Etc. as per Appendix I to CAD 6801 <input type="checkbox"/> Compliance with approved procedures; <input type="checkbox"/> Contracted continuing airworthiness functions are carried out in accordance with the contract; <input type="checkbox"/> Continued compliance with Part-CAMO <input type="checkbox"/> Record-keeping <input type="checkbox"/> List of subcontractor in CAME 5.3 <input type="checkbox"/> Copy of contracts for subcontracted work <p><i>Note: The organisation shall ensure that when subcontracting any part of its continuing airworthiness management activities that these activities conform to the applicable requirements; and any aviation safety hazards associated with such subcontracting are considered as part of the organisation's management system.</i></p> <p><i>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 CAAM is given access to the subcontracted organisation, to determine continued compliance with the applicable requirements.</i></p> <p><i>This paragraph is only applicable when any continuing airworthiness tasks are subcontracted and should set out the procedures when performing a quality audit of the continuing airworthiness functions sub-contracted out.</i></p>	Chapter 11.1.2 of CAD 6802	3.3 Quality Audit of Sub-contracted CAMO Tasks, page 4 of 4 Part 3.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
PART 4 AIRWORTHINESS REVIEW PROCEDURES			
<p>4.1 Airworthiness review staff</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Independency of the AR staff <input checked="" type="checkbox"/> Assessment of AR staff <input checked="" type="checkbox"/> Experience, qualification, competence and training of AR staff <input checked="" type="checkbox"/> Formal acceptance by CAAM <input checked="" type="checkbox"/> Issuance of authorisation <input checked="" type="checkbox"/> Staff records <input checked="" type="checkbox"/> Maintaining the AR authorisation by: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Being involved in continuing airworthiness management activities for at least 6 months in every two-year period, or <input checked="" type="checkbox"/> conducted at least one airworthiness review in the last 12-month period. <input checked="" type="checkbox"/> Restore ARS lost validity of AR authorisation <p><i>Note: The AR staff has to be assessed by CAAM i.e. perform AR under supervision of CAAM.</i></p>	Chapter 6 of CAD 6802	4.1 Airworthiness Review Staff, page 1 - 4 of 17 Part 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>4.2 Documented review of aircraft records</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Performed by the same AR staff as the physical survey <input checked="" type="checkbox"/> Documented review of aircraft records as per chapter 6 of CAD 6802 <input checked="" type="checkbox"/> Aircraft records to review, including the depth of sampling – in detail <input checked="" type="checkbox"/> Level of detail that needs to be reviewed <input checked="" type="checkbox"/> Number of records <input checked="" type="checkbox"/> 90 days' anticipation to maintain the pattern <input checked="" type="checkbox"/> Inconclusive airworthiness review <input checked="" type="checkbox"/> Etc. 	Chapter 9 of CAD 6801, Chapter 9 of CAD 6802	4.2 Review of Aircraft Records, page 5 - 6 of 17 Part 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>4.3 Physical survey</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Performed by the same AR staff as the review of the documented review of aircraft records <input checked="" type="checkbox"/> How to perform the physical review, including the depth of sampling (inspection) <input checked="" type="checkbox"/> Topics that need to be reviewed <input checked="" type="checkbox"/> The physical area that needs to be inspected <input checked="" type="checkbox"/> Which document on-board that need to be reviewed <input checked="" type="checkbox"/> Review of the AMP effectiveness as per CAD 6801 <input checked="" type="checkbox"/> 90 days' anticipation to maintain the pattern <input checked="" type="checkbox"/> Inconclusive airworthiness review <input checked="" type="checkbox"/> Etc 	Chapter 9 of CAD 6801, Chapter 9 of CAD 6802, CAD 8301	4.3 Physical Survey, page 7 -8 of 17 Part 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>4.4 Additional procedures for recommendations to CAAM for the import of aircraft/used aircraft.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Additional tasks for import <input checked="" type="checkbox"/> Additional documents <input checked="" type="checkbox"/> Communication with CAAM or competent authorities <input checked="" type="checkbox"/> Additional items to be reviewed, records and physical 	Appendix 1 of CAD 8301, Chapter 9 of CAD 6801, Chapter 9 of CAD 6802	4.4 Additional Procedures for Recommendations to CAAM for the Import of Aircraft/Used Aircraft, page 9 -13 of 17 Part 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<input type="checkbox"/> Specification of maintenance required to be carried out –bridging inspection. <input type="checkbox"/> Etc... <i>Note: Recommendation can only be made when all findings are closed, and the aircraft is considered airworthy by complying with the relevant requirements.</i>			
4.5 Airworthiness review report <input checked="" type="checkbox"/> Purpose and use of ARR <input checked="" type="checkbox"/> Communication procedure with CAAM <input checked="" type="checkbox"/> Content of the recommendation <input checked="" type="checkbox"/> Organisation details <input checked="" type="checkbox"/> Aircraft, engines and APUs details <input checked="" type="checkbox"/> Maintenance record <input checked="" type="checkbox"/> State of design directives or alert information status. <input checked="" type="checkbox"/> Modification records <input checked="" type="checkbox"/> Aircraft physical inspection <input checked="" type="checkbox"/> Records of discrepancies/findings <input checked="" type="checkbox"/> Closure of findings <input checked="" type="checkbox"/> Recommendation statement <i>Note: Recommendation can only be made when all findings are closed, and the aircraft is considered airworthy by complying with the relevant requirements</i>	Chapter 9 of CAD 6801, Chapter 9 of CAD 6802	4.5 Airworthiness Review Report, page 14 of 17 Part 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
4.6 Control of ARR <input checked="" type="checkbox"/> Control of authorised signatories. <input checked="" type="checkbox"/> Period of issuance <input checked="" type="checkbox"/> Airworthiness of the aircraft when ARR is issued <input checked="" type="checkbox"/> Record keeping <input checked="" type="checkbox"/> Distribution of the ARR copies	Chapter 9 of CAD 6801, Chapter 9 of CAD 6802	4.6 Control of ARR, page 15 - 16 of 17 Part 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<input checked="" type="checkbox"/> 4.7 Airworthiness review records, responsibilities, retention and access <input checked="" type="checkbox"/> What records to be kept <input checked="" type="checkbox"/> Format of the records <input checked="" type="checkbox"/> How records are kept <input checked="" type="checkbox"/> How it is ensured protection from damage, alteration and theft <input checked="" type="checkbox"/> Periods of records keeping <input checked="" type="checkbox"/> Location of record storage <input checked="" type="checkbox"/> Access to the records <input checked="" type="checkbox"/> Responsibilities <i>Note: The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability and retrievability of all activities developed</i>	Chapter 9 of CAD 6801, Chapter 9 of CAD 6802	4.7 Airworthiness Review Records, Responsibilities, Retention and Access, page 17 of 17 Part 4.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
PART 4B – PERMIT TO FLY			
<input checked="" type="checkbox"/> 4B.1 Conformity with approved flight conditions.	Chapter 10.1.3 of CAD 6802, CAD 8305	4B.1 Conformity with Approved Flight Conditions, page 1 -2 of 14 Part 4B	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<input checked="" type="checkbox"/> 4B.2 Issue of permit to fly under CAMO privilege.		4B.2 Issue of Permit To Fly Under CAMO Privilege, page 3 - 10 of 14 Part 4B.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<input checked="" type="checkbox"/> 4B.3 Permit to fly authorised signatories.		4B.3 Permit to Fly Authorised Signatories, page 11 -12 of 14 Part 4B.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
4B.4 Interface with other authority for the flight.		4B.4 Interface with Other Authority for the Flight page 13 of 14 Part 4B.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
4B.5 Permit to fly records, responsibilities, retention and access		4B.5 Permit to Fly Records, Responsibilities, Retention and Access, page 14 of 14 Part 4B.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
PART 5 APPENDICES			
5.1 Sample documents <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sample of all forms used and referred to in the procedures <input checked="" type="checkbox"/> Example of forms: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Journey log system forms <input checked="" type="checkbox"/> Airworthiness Review record compliance report <input type="checkbox"/> Airworthiness Review physical compliance report <input checked="" type="checkbox"/> Permit to Fly if applicable <input type="checkbox"/> Variation request and approval form <input type="checkbox"/> MEL extension request and approval form <input type="checkbox"/> Internal reporting <input type="checkbox"/> Engine condition monitoring <input type="checkbox"/> Audit report, non-compliance report <input type="checkbox"/> Work order <input type="checkbox"/> Task card <input type="checkbox"/> Revision acknowledge <input type="checkbox"/> Damage record sheet (Dent and buckle) form <input type="checkbox"/> Etc... <p><i>Note: All sample of forms must contain revision control</i></p>	Chapter 3 of CAD 6802, CAD 8301	5.1 Sample Documents, page 1 -22 of 51 Part 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
5.2 List of airworthiness review staff <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name, scope and authorisation identification <input checked="" type="checkbox"/> List of personals authorised to extend ARR <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name and authorisation identification 	Chapter 3.1.2, 6 of CAD 6802	5.2 List of Airworthiness Review Staff, page 23 - 24 of 51 Part 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
5.3 List of sub-contractors <ul style="list-style-type: none"> <input type="checkbox"/> Name of the subcontractor <input type="checkbox"/> Location, address <input type="checkbox"/> Scope of CAM tasks subcontracted 	Appendix 1 of CAD 6801, Chapter 3, 7.1.3, 7.1.4 of CAD 6802	5.3 List of of Sub-contractors, page 25 of 51 Part 5. No continuing airworthiness management tasks subcontracted for the time being in force.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
5.4 List of approved maintenance organizations and list of maintenance contracts <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Name of the maintenance organisation <input checked="" type="checkbox"/> Location, address <input type="checkbox"/> Part 145 or Approval reference number <input checked="" type="checkbox"/> Scope of the work contracted <input checked="" type="checkbox"/> List of maintenance contract, contract reference 	Appendix 1, 2.1.5 of CAD 6801, Chapter 2.1.1, 3, 7.1.3, 7.1.4 of CAD 6802	5.4 List of Approved Maintenance Organizations and List of Maintenance Contracts, page 26 of 51 Part 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
5.5 Copy of contracts for sub-contracted work <ul style="list-style-type: none"> <input type="checkbox"/> Cover sheet that list the contract reference and revision status <input type="checkbox"/> Copy of the contract <input type="checkbox"/> Period review process 	Appendix 1 of CAD 6801, Chapter 3, 7.1.3, 7.1.4 of CAD 6802	5.5 Copy of contracts for sub-contracted work, page 27 of 51 Part 5. No continuing airworthiness management tasks subcontracted for the time being in force.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
5.6 List of Approved Maintenance Programme as per CAD 6801 and CAD 6802	Chapter 3.2 of CAD 6801, CAGM 6804	5.6 List of Approved Maintenance Programme as per CAD 6801 and CAD 6802, page 28 of 51 Part 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

SECTION 3 – APPLICANT DECLARATION

- I declare that the information provided in this form is true and correct.
- I fully understand that in order for CAAM to approve this application, on-site visit(s) /audit(s) may be required of which will incurred cost under Civil Aviation (Fees and Charges) Regulations 2016. All related costs shall be borne by the organisation.
- I fully understand that any false statement and wrong information in this application and in the Continuing Airworthiness Management Exposition, may delay or may cause the application to be rejected.

Name of Authorised Person

Signature

Date

SECTION 4 – CAAM OFFICIAL USE ONLY

Accepted by:

Inspector's name :

Signature :

Official Stamp :

Date :

FORM INSTRUCTIONS FOR USE**SECTION 1 – CAMO SECTION**

	Tick (√) in appropriate box of status of application. Either Initial Application or Amendment.
	Tick (√) in appropriate box of CAME Privilege applied (CAMO/ARR/PTF) together inside CAME.
	Fill up CAME reference number, issue number & date of revision
	Tick (√) in appropriate box of AOC status. Fill up the AOC No. (if applicable)
	Fill up CAMO organisation name and address
	Fill up provisional approval date and provisional approval reference
	Fill up CAME approval number and fill up name of person at 'prepared by' column
	Fill up telephone number (who prepared by) and email of contact person

SECTION 2 : EXPOSITION CHECKLIST AND CAMO DECLARATION

	Fill up the operator's CAME reference/remark in accordance with column. Fill up remark all checklist from part 'Introduction' until part 5
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SECTION 3 – APPLICANT DECLARATION

	Fill up date, stamp of company position (if have) and put signature of CAMO Authorised personnel on the CAME checklist declaration part submission.
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SECTION 4 – CAAM OFFICIAL USE ONLY

	To be filled up by CAAM
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