



# CIVIL AVIATION AUTHORITY OF MALAYSIA

## CHECKLIST FOR CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

(Civil Aviation Regulation 2016)

### SECTION 1 – CAMO SECTION

Status of Application :  Initial Approval  Amendment/ Revision

CAMO Privilege/s:  Continuing Airworthiness Management  Airworthiness Review Report  Permit to Fly

Organisation's CAME Reference :

GAM/CAAM/CAME

Issue & Revision Date:

ISSUE 3 REV 1 DATE 14 OCT 2022

AOC Holder (please tick) :  YES  NO

AOC Approval Number : N/A

Organisation Name & Address : GALAXY AEROSPACE (M) SDN BHD, LOT 11-14, HELICOPTER CENTRE, MIAC, SULTAN ABDUL AZIZ SHAH AIRPORT, 47200 SUBANG, SELANGOR.

Provisional Approval Date : N/A

Provisional Approval Reference : N/A

CAMO Approval Number : CAMO/2016/03

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### 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?
<b>COVER PAGE</b>			
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 i.e. MASTER (1), MASTER (2), 01,02)	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>INTRODUCTION</b>			
Foreword		I. Foreword, page 1 of 33 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Table of content		II. Table of Content, page 2 - 5 of 33 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
List of effective pages (CAAM Approval column)		III. List of EffectivePages, page 6 - 9 of 33 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
List of issues / amendments or record of revision		IV. Amendment Record,page 10 - 29 of 33 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
CAAM Certificate of Approval or Provisional Approval		V. Certificate of Approval, page 30 of 33 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Internal organisation review and concurrence page signed by QM and CAM <ul style="list-style-type: none"> <li><input type="checkbox"/> Internal approval statement</li> <li><input type="checkbox"/> Title, name, date and signature (QM and CAM)</li> </ul> <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 33 Part Introduction. Internal approval statement with CAME 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 - 29 of 33 Part Introduction	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Effective date of the current revision <ul style="list-style-type: none"> <li><input type="checkbox"/> The effective date is the date that the amendment introduced in this amendment takes effect</li> <li><input 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.</li> </ul>	Chapter 3.1.2 of CAD 6802	IV. Amendment Record, page 10 - 29 of 33 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 <ul style="list-style-type: none"> <li><input type="checkbox"/> CAME copy number</li> <li><input type="checkbox"/> Location of copies</li> <li><input type="checkbox"/> Holders of the copies</li> <li><input type="checkbox"/> Format of copies (CD-ROM, electronic data processing (EDP), Paper etc.)</li> </ul>	Chapter 3.1.2 of CAD 6802	VI. Distribution List, page 31 of 33 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 32 -33 of 33 Part Introduction.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
Organisation information i.e.: <ul style="list-style-type: none"> <li><input type="checkbox"/> Address of approved locations (Head Office)</li> <li><input type="checkbox"/> Mailing Address(es)</li> <li><input type="checkbox"/> Telephone number(s)</li> <li><input type="checkbox"/> Fax number(s) or E-mail address of the Head Office</li> </ul>	Chapter 3.1.5 (i) of CAD 6802	Cover Page.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<b>PART 0 – GENERAL ORGANISATION</b>			
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"> <li><input type="checkbox"/> Description of the organisation</li> <li><input type="checkbox"/> Relationship with other organisation               <ul style="list-style-type: none"> <li><input type="checkbox"/> Subsidiaries / mother company</li> <li><input type="checkbox"/> Consortiums</li> <li><input type="checkbox"/> Scope of work- Aircraft managed</li> <li><input type="checkbox"/> Quote aircraft types/series</li> <li><input type="checkbox"/> Date included in the scope of work</li> <li><input type="checkbox"/> List of aircraft maintenance programmes</li> <li><input type="checkbox"/> List of “generic” and “baseline” maintenance programmes</li> <li><input type="checkbox"/> Quote number of aircraft of each type</li> <li><input type="checkbox"/> Quote each aircraft registration (or elsewhere by agreement with CAAM- see note 1)</li> <li><input type="checkbox"/> List for each aircraft, aircraft owner/operator</li> <li><input type="checkbox"/> CAMO contract reference</li> </ul> </li> <li><input type="checkbox"/> Type of operation</li> <li><input type="checkbox"/> Organisation's Scope of Work (Scope of Approval) –see note 2</li> </ul> <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. This revision is to include approval for aircraft type R44 II.  5.6 List of Approved Maintenance Programme as per CAD 6801 and CAD 6802, page 29 - 30 of 53 Part 5.  5.7 Details of Aircraft Managed by GAMCAMO page 31 of 53 Part 5.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
0.3 Management personnel <ul style="list-style-type: none"> <li><input type="checkbox"/> Accountable Manager</li> <li><input type="checkbox"/> Nominated Post Holder for Continuing Airworthiness activities</li> <li><input type="checkbox"/> Continuing airworthiness coordination (group of persons)</li> <li><input type="checkbox"/> Designated Quality Manager (QM)</li> <li><input type="checkbox"/> Airworthiness Review staff</li> </ul>	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 24 - 25 of 53 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"> <li><input type="checkbox"/> Nominated person(s) authorised to issue ARR</li> <li><input type="checkbox"/> Nominated person(s) authorised to issue Permit to Fly (if applicable)</li> <li><input type="checkbox"/> Duties and Responsibilities (job functions)               <ol style="list-style-type: none"> <li>1. Accountable Manager</li> <li>2. Continuing Airworthiness Manager</li> <li>3. Designated Quality Manager (QM)</li> <li>4. Airworthiness Review staff</li> <li>5. Nominated person(s) authorised to issue Permit to Fly</li> </ol> </li> <li><input type="checkbox"/> Title(s) and name(s) of persons above (AR staff can be in Appendix 5.2)</li> <li><input type="checkbox"/> Manpower Resources and               <ul style="list-style-type: none"> <li><input type="checkbox"/> Manpower Resources Table should show broad figures of the number of staff assigned to CAM</li> <li><input type="checkbox"/> Should show an adequate amount of staff against scope</li> <li><input type="checkbox"/> The date the staff number is established</li> <li><input type="checkbox"/> When the staff number will be updated</li> </ul> </li> <li><input type="checkbox"/> Man-hour plan development and updating               <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.)</li> <li><input type="checkbox"/> Include subcontracted organisation if applicable</li> </ul> </li> <li><input type="checkbox"/> Training Policy               <ul style="list-style-type: none"> <li><input type="checkbox"/> Training Policy</li> <li><input type="checkbox"/> How the training need is assessed</li> <li><input type="checkbox"/> How the recurrent and continuing training is assessed</li> <li><input type="checkbox"/> Recording and follow-up</li> </ul> </li> </ul> <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 have the corporate authority as per CAD6802 Chapter 5.1.1.</i></p>		<p>5.8 ManpowerResources and Management Tool page 31 - 37 of 51 Part 5.</p> <p>This revision to correct typo in paragraph 0.3.6.2 and update the manpower resources for GAM CAMO.</p>	
<p>0.4 Management Organisation Charts</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General Organisation Chart</li> <li><input type="checkbox"/> Continuing Airworthiness Management Organisation Chart</li> <li><input type="checkbox"/> The nominated persons as per CAMO should be identified in the chart</li> <li><input type="checkbox"/> Quality Manager/ Compliance Monitoring personnel must be shown to be independent of the continuing airworthiness management and must report directly to the accountable manager.</li> </ul>	<p>Chapter 3.1.5(g) of CAD 6802</p>	<p>0.4 Management Organisation Chart, page 12 of 22 Part 0.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<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"> <li><input type="checkbox"/> Changes           <ul style="list-style-type: none"> <li><input type="checkbox"/> Organisation name and location</li> </ul> </li> </ul>	<p>Chapter 12 of CAD 6802</p>	<p>0.5 Notification Procedure to the CAAM page 13 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?
<ul style="list-style-type: none"> <li><input type="checkbox"/> Organisation additional location</li> <li><input type="checkbox"/> The group of persons as specified in 0.3</li> <li><input type="checkbox"/> Operation, facilities, procedures, work scope, staff and technical arrangements, as far as they may affect the approval</li> <li><input type="checkbox"/> Changes of the contracted maintenance organisation.</li> <li><input type="checkbox"/> Notification before such changes take place</li> <li><input type="checkbox"/> Conduct risk assessment for any change requiring prior approval and provide it to CAAM upon request</li> <li><input type="checkbox"/> Internal pre-audit before application</li> </ul>			
<p>0.6 CAME amendment procedure Exposition Amendment Procedures (including, delegated procedures)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Amendments that need prior approval</li> <li><input type="checkbox"/> Amendments not requiring prior approval</li> <li><input type="checkbox"/> Description of how such amendments will be managed</li> <li><input type="checkbox"/> Person responsible for amending the Exposition. <ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> </ul> </li> <li><input type="checkbox"/> Sources of proposed amendments within the organisation</li> <li><input type="checkbox"/> Internal approval process <ul style="list-style-type: none"> <li><input type="checkbox"/> Verifying and validation of amended procedures before use</li> <li><input type="checkbox"/> CAM and QM to sign the internal approval page, see introduction</li> </ul> </li> <li><input type="checkbox"/> Approval process with CAAM</li> <li><input type="checkbox"/> Revision acknowledge receipt process</li> <li><input type="checkbox"/> 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"> <li><input type="checkbox"/> 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.</li> </ul> </li> <li><input type="checkbox"/> Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable</li> <li><input type="checkbox"/> Effective date of the amendment</li> <li><input type="checkbox"/> CAME Review</li> </ul> <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 - 17of 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?
<p>0.7 Facilities</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of facilities</li> <li><input type="checkbox"/> General description <ul style="list-style-type: none"> <li><input type="checkbox"/> Layout of premises</li> </ul> </li> <li><input type="checkbox"/> Office accommodation for: - <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning</li> <li><input type="checkbox"/> Technical records</li> <li><input type="checkbox"/> Quality</li> <li><input type="checkbox"/> Technical reference area etc.</li> <li><input type="checkbox"/> Storage</li> </ul> </li> </ul>	<p>Chapter 4.1 of CAD 6802</p>	<p>0.7 Facilities, page 18 - 22 of 22 Part 0.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<b>PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES</b>			
<p>1.1a Use of aircraft continuing airworthiness records system and if applicable, aircraft journey log (AJL) system</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The records system <ul style="list-style-type: none"> <li><input type="checkbox"/> Description – paper form, electronic format</li> <li><input type="checkbox"/> Computer backup and prevention for data alteration</li> <li><input type="checkbox"/> Retention period</li> <li><input type="checkbox"/> Accessible within a reasonable time whenever they are needed</li> <li><input type="checkbox"/> Organised in a manner that ensures their traceability and retrievability thought their required retention period</li> </ul> </li> <li><input type="checkbox"/> Aircraft journey log and continuing airworthiness records system <ul style="list-style-type: none"> <li><input type="checkbox"/> General and contents</li> <li><input type="checkbox"/> Instruction for use</li> <li><input type="checkbox"/> Aircraft technical log approval (initial approval by CAAM)</li> <li><input type="checkbox"/> Procedure for changes to the technical log system without prior approval.</li> </ul> </li> </ul>	<p>Chapter 2.1.1 (e) of CAD 6802, Chapter 3.6 of CAD 6801, CAGM 6801</p>	<p>1.1a Aircraft Journey Log System page 1 - 4 of 57 Part 1.</p> <p>1.3 Time and Continuing Airworthiness Records:Responsibilities, Retention and Access page 11 -14 of 57 Part 1.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Comment:</p>
<p>1.1b MEL application</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> MEL application</li> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> MEL procedure</li> <li><input type="checkbox"/> MEL categories</li> <li><input type="checkbox"/> MEL application by maintenance staff</li> <li><input type="checkbox"/> MEL application by the crew (if applicable)</li> <li><input type="checkbox"/> Acceptance by the crew</li> <li><input type="checkbox"/> Aircraft dispatch by the crew in accordance with MEL</li> <li><input type="checkbox"/> Management of the MEL time limit</li> <li><input type="checkbox"/> MEL time limitation overrun (only for category B, C (and D if applicable)</li> <li><input type="checkbox"/> 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.</li> </ul> <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>	<p>Chapter 2.1.1 (e) of CAD 6802, Chapter 3.6 of CAD 6801, CAGM 6803</p>	<p>1.1b MEL Application, page 4 - 6 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?
1.2 Aircraft Maintenance Programme (AMP) – development amendment and approval <ul style="list-style-type: none"> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> Content Development               <ul style="list-style-type: none"> <li><input type="checkbox"/> Sources</li> <li><input type="checkbox"/> Responsibilities</li> <li><input type="checkbox"/> AMP amendments</li> <li><input type="checkbox"/> Approval by the CAAM.</li> </ul> </li> </ul>	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"> <li><input type="checkbox"/> Format of records</li> <li><input type="checkbox"/> Adequate storage and reliable traceability</li> <li><input type="checkbox"/> Storage of records – protection from damage, alteration and theft</li> <li><input type="checkbox"/> Computer records system backup</li> <li><input type="checkbox"/> Backup of data stored in a different location then working data hours and cycles recording</li> <li><input type="checkbox"/> Continuing airworthiness records</li> <li><input type="checkbox"/> Preservation of Continuing Airworthiness records</li> <li><input type="checkbox"/> Access to continuing airworthiness records</li> <li><input type="checkbox"/> Transfer of continuing airworthiness records</li> </ul> <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"> <li><input type="checkbox"/> Airworthiness Directive information</li> <li><input type="checkbox"/> Airworthiness Directive decision</li> <li><input type="checkbox"/> Airworthiness Directive control</li> <li><input type="checkbox"/> Airworthiness Directive listing</li> </ul>	Chapter 3.3 of CAD 6801	1.4 Accomplishment and Control of Airworthiness Directives page 15 - 17 of 57 Part 1. This revision update website reference for FAA AD.	<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"> <li><input type="checkbox"/> Procedure to analyse the effectiveness of the AMP               <ul style="list-style-type: none"> <li><input type="checkbox"/> Spares</li> <li><input type="checkbox"/> Defects</li> <li><input type="checkbox"/> Malfunctions</li> <li><input type="checkbox"/> Damage</li> </ul> </li> <li><input type="checkbox"/> Amendment to the AMP</li> <li><input type="checkbox"/> Liaison Meetings</li> <li><input type="checkbox"/> Frequency of Meetings</li> </ul>	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"> <li><input type="checkbox"/> Policy</li> <li><input type="checkbox"/> Procedures to assess/analyse and decisions taken               <ul style="list-style-type: none"> <li><input type="checkbox"/> The decision on their application</li> <li><input type="checkbox"/> Use of the organization risk management process</li> <li><input type="checkbox"/> Records keeping of the assessment/analyse risk</li> </ul> </li> </ul>	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"> <li><input type="checkbox"/> Modification – General</li> <li><input type="checkbox"/> Inspections</li> <li><input type="checkbox"/> Service Bulletins</li> <li><input type="checkbox"/> Service Letters</li> <li><input type="checkbox"/> Other modification</li> <li><input type="checkbox"/> Minor modification</li> <li><input type="checkbox"/> Standard changes and standard repairs</li> <li><input type="checkbox"/> Instruction for continuing airworthiness - AMP</li> <li><input type="checkbox"/> Recording of modification</li> <li><input type="checkbox"/> Liaison with OPS / owner</li> </ul> <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"> <li><input type="checkbox"/> Modification – General</li> <li><input type="checkbox"/> Type of approval required</li> <li><input type="checkbox"/> Assessment</li> <li><input type="checkbox"/> Instruction for continuing airworthiness – AMP</li> <li><input type="checkbox"/> CDCCL taking into account</li> <li><input type="checkbox"/> Recording of modification</li> <li><input type="checkbox"/> Liaison with OPS / owner e.g. regarding FM and MEL supplements</li> </ul>	<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"> <li><input type="checkbox"/> Analysis</li> <li><input type="checkbox"/> Liaison with Manufacturers and Regulatory Authorities</li> <li><input type="checkbox"/> Deferred Defect Policy</li> <li><input type="checkbox"/> Non Deferrable Defects Away from Base</li> <li><input type="checkbox"/> Repetitive Defects</li> <li><input type="checkbox"/> Mandatory Occurrence Reporting</li> <li><input type="checkbox"/> Liaison Meetings</li> </ul> <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"> <li>➤ an open mind, the commitment of all;</li> <li>➤ objective analyses of relevant data; and</li> </ul>	<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"> <li><input type="checkbox"/> Procedure for approval of modifications and repairs</li> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> The person responsible for accepting the design before submission to the CAAM</li> <li><input type="checkbox"/> Developing and submitting a modification/repair design for approval to CAAM</li> <li><input type="checkbox"/> Application process</li> <li><input type="checkbox"/> Supporting documents</li> <li><input type="checkbox"/> Form used</li> <li><input type="checkbox"/> If DOA approved under Part-21, indicate here, and the related manuals should be referred too (if applicable)</li> </ul>	<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"> <li><input type="checkbox"/> Extent and scope of the reliability programmes</li> <li><input type="checkbox"/> Specific organisational structure, duties and responsibilities</li> <li><input type="checkbox"/> Establishment of reliability data</li> <li><input type="checkbox"/> Corrective action system (AMP amendment)</li> <li><input type="checkbox"/> Schedule reviews – reliability meetings</li> <li><input type="checkbox"/> Participation of the CAAM and/or competent authorities (if applicable)</li> </ul>	<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"> <li><input type="checkbox"/> General – scope and definition</li> <li><input type="checkbox"/> Evaluation of pre-flight inspection content <ul style="list-style-type: none"> <li><input type="checkbox"/> Walk-around</li> <li><input type="checkbox"/> Inspection of aircraft log books</li> <li><input type="checkbox"/> Inspection of validity of C of A</li> <li><input type="checkbox"/> Control of consumable fluids, gases etc. &amp; recording</li> <li><input type="checkbox"/> Control of refueling</li> <li><input type="checkbox"/> Control of cargo and baggage loading</li> <li><input type="checkbox"/> Control of doors security</li> <li><input type="checkbox"/> Control of control surface and landing gear locks, pitot/static covers, restraint device and engine/aperture blanks have been removed</li> <li><input type="checkbox"/> Control that all the aircraft's external surfaces and engines are free from ice, snow, sand, dust etc.</li> </ul> </li> </ul>	<p>Chapter 2.1.4 &amp; 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"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Concurrent with AMP</li> <li><input type="checkbox"/> For CAT – control of publish guidance to maintenance and flight personnel performing pre-flight inspection, defining responsibilities for these actions.</li> <li><input type="checkbox"/> Responsibility of training of personnel performing pre-flight inspection.</li> <li><input type="checkbox"/> Content of pre-flight inspection training – training standard</li> <li><input type="checkbox"/> Records of training</li> </ul>			
<p>1.12 Aircraft Weighing</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What occasion an aircraft has to be weighed?</li> <li><input type="checkbox"/> Who performs the weighing?</li> <li><input type="checkbox"/> What procedure is used?</li> <li><input type="checkbox"/> Who calculate the new weight and balance?</li> <li><input type="checkbox"/> Process of weighing result into the organization.</li> <li><input type="checkbox"/> Liaison with OPS / owner as applicable.</li> </ul>	<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"> <li><input type="checkbox"/> General <ul style="list-style-type: none"> <li><input type="checkbox"/> Flight preparation</li> <li><input type="checkbox"/> Maintenance Check flight</li> <li><input type="checkbox"/> Post-flight activities</li> </ul> </li> <li><input type="checkbox"/> Involvement of maintenance personnel or organization</li> <li><input type="checkbox"/> Different scenario <ul style="list-style-type: none"> <li><input type="checkbox"/> Incomplete maintenance as per maintenance data, the aircraft has been released.</li> <li><input type="checkbox"/> Defect and dispatch not possible as per maintenance data.</li> </ul> </li> <li><input type="checkbox"/> Criteria for check flight</li> <li><input type="checkbox"/> Check flight procedure.</li> <li><input type="checkbox"/> Process for applying for approval of Flight Condition and Permit to Flight when applicable.</li> <li><input type="checkbox"/> MCF flight crew competency required for flight</li> <li><input type="checkbox"/> Insurance coverage.</li> </ul>	<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"> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> Planning of AMP tasks, modifications, AD's, SB's, defects on MEL, open defects, etc.</li> <li><input type="checkbox"/> Creation of work package, including work cards</li> <li><input type="checkbox"/> Ordering maintenance</li> </ul>	<p>Chapter 7.1 of CAD 6802</p>	<p>1.14 Planning Procedures, page 47 - 49 of 57, Part 1. This revision correct typo in paragraph 1.14.2.5.</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"> <li><input 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</li> <li><input type="checkbox"/> Monitoring of maintenance between scheduled maintenance Variation procedure</li> <li><input type="checkbox"/> Updating planning software after maintenance completions</li> </ul> <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"> <li><input type="checkbox"/> Control of information               <ul style="list-style-type: none"> <li><input type="checkbox"/> Technical library</li> <li><input type="checkbox"/> Subscriptions control</li> <li><input type="checkbox"/> Information held / need regarding the scope of work</li> <li><input type="checkbox"/> Issue / amendment control</li> </ul> </li> <li><input type="checkbox"/> Technical information amendment procedures               <ul style="list-style-type: none"> <li><input type="checkbox"/> Manuals</li> <li><input type="checkbox"/> Service Information (AD, SB, SIL, etc.)</li> <li><input type="checkbox"/> Distribution: access to the staff</li> </ul> </li> <li><input type="checkbox"/> Company Technical Procedures / Instructions               <ul style="list-style-type: none"> <li><input type="checkbox"/> Issue / Amendments control</li> <li><input type="checkbox"/> Distribution: access to the staff</li> </ul> </li> <li><input type="checkbox"/> Maintenance documentation               <ul style="list-style-type: none"> <li><input type="checkbox"/> Preparation from approved sources</li> <li><input type="checkbox"/> Work card/worksheet system                   <ul style="list-style-type: none"> <li><input type="checkbox"/> Differentiate disassembly, accomplishment, reassemble and testing</li> <li><input type="checkbox"/> Lengthy maintenance task – supplementary workcard/worksheet</li> </ul> </li> <li><input type="checkbox"/> Amendment control</li> <li><input type="checkbox"/> Transfer / transcribe of airworthiness data</li> <li><input type="checkbox"/> Review and identification of amendment status of maintenance instructions</li> <li><input type="checkbox"/> Distribution of airworthiness data: access to the staff</li> </ul> </li> <li><input type="checkbox"/> Modifying maintenance instruction (chapter 5.6 of CAD 8601)</li> <li><input type="checkbox"/> Verification and validation of new procedures where practicable</li> <li><input type="checkbox"/> Incorporation of best practice and human factors principles</li> <li><input type="checkbox"/> Control of customer supplied maintenance data</li> <li><input type="checkbox"/> Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.)</li> <li><input type="checkbox"/> Incorporation of CDCCL concept.</li> </ul>	<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"> <li><input type="checkbox"/> compliance with CDCCL instructions</li> <li><input type="checkbox"/> traceability of CDCCL completion</li> <li><input type="checkbox"/> Awareness of Technical Publications, Instructions and Service Information by the staff</li> </ul>			
<p>1.16 Control of personnel competency</p> <p>Objectives</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job descriptions for each job function/role in the organisation. Job descriptions should contain sufficient criteria to enable the required competency assessment</li> <li><input type="checkbox"/> Initial - staff need to be assessed for competency before unsupervised work commences</li> <li><input type="checkbox"/> Continuous - staff competency must be controlled continuously</li> <li><input type="checkbox"/> Assessment for each job function/role. New job function/role, new assessment</li> <li><input type="checkbox"/> Assessment performed by trained and qualified personnel</li> <li><input type="checkbox"/> Competency assessed by the evaluation of, e.g.: <ul style="list-style-type: none"> <li><input type="checkbox"/> Desk-top – records for training and experience. May include confirmation check</li> <li><input type="checkbox"/> Testing and or interview</li> <li><input type="checkbox"/> On-the-job performance</li> </ul> </li> <li><input type="checkbox"/> Result of the assessment <ul style="list-style-type: none"> <li><input type="checkbox"/> Ongoing supervision or unsupervised work permitted</li> <li><input type="checkbox"/> Need for additional training</li> </ul> </li> <li><input type="checkbox"/> Issuance of authorisation/letter for unsupervised work for each job function/role</li> <li><input type="checkbox"/> All staff should be able to demonstrate knowledge of, and compliance with, the CAMO procedures, as applicable to their duties.</li> <li><input 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.</li> <li><input 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</li> <li><input type="checkbox"/> All prospective continuing airworthiness management staff need to be assessed for their competency related to their intended duties</li> </ul>	<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?
<ul style="list-style-type: none"> <li><input type="checkbox"/> Record-keeping</li> </ul> <p>Procedure</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Specify               <ul style="list-style-type: none"> <li><input type="checkbox"/> the persons who are responsible for this process;</li> <li><input type="checkbox"/> when the assessment should take place;</li> <li><input type="checkbox"/> how to give credit from previous assessments;</li> <li><input type="checkbox"/> how to validate qualification records;</li> <li><input type="checkbox"/> the means and methods to be used for the initial assessment;</li> <li><input type="checkbox"/> the means and methods to be used for the continuous control of competency, including to gather feedback on the performance of personnel;</li> <li><input type="checkbox"/> the aspects of competencies to be observed during the assessment in relation to each job function;</li> <li><input type="checkbox"/> the actions to be taken if the assessment is not satisfactory; and</li> <li><input type="checkbox"/> how to record assessment results.</li> </ul> </li> </ul> <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"> <li><input type="checkbox"/> Subcontract content and its continuing control               <ul style="list-style-type: none"> <li><input type="checkbox"/> Content as per Appendix 1 to CAD 6801.</li> <li><input type="checkbox"/> Tasks to be subcontracted</li> <li><input type="checkbox"/> Procedure to be used and its control</li> <li><input type="checkbox"/> Handling of findings</li> <li><input type="checkbox"/> No subcontracting by the sub contracted organisation allowed</li> <li><input type="checkbox"/> Individual responsibility clearly defined</li> <li><input type="checkbox"/> Subcontracted organisation to notify the operator of any changes affecting the contract</li> </ul> </li> <li><input type="checkbox"/> Subcontract approval by CAAM               <ul style="list-style-type: none"> <li><input type="checkbox"/> Notifying the CAAM of any changes affecting the contract</li> </ul> </li> <li><input type="checkbox"/> Tasks that can be subcontracted</li> <li><input type="checkbox"/> Active control of the activities and/or endorsing the recommendation made by the subcontracting organisation               <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual responsibility clearly defined</li> </ul> </li> <li><input type="checkbox"/> Access to relevant data</li> <li><input type="checkbox"/> Establish staff competence (same as in 1.16)</li> <li><input type="checkbox"/> Assessment of subcontracted staff</li> <li><input type="checkbox"/> Training and continuation training of subcontracted staff</li> <li><input type="checkbox"/> Subcontracting management control procedure to ensure that the action</li> </ul>	<p>Appendix 1 of CAD 6801, Chapter 3.1.5 (l) 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 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"> <li><input type="checkbox"/> Involvement of the quality system including pre-audit</li> <li><input type="checkbox"/> CAAM provision for monitoring (auditing the subcontract organisation)</li> <li><input type="checkbox"/> Effect on Man-hour planning, see Part 0.3</li> <li><input type="checkbox"/> The periodic subcontract review process</li> </ul> <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"> <li><input type="checkbox"/> Description for CAMO SMS- (Medium of reporting, MOC process, HIRM process, SPI, SPT)</li> <li><input type="checkbox"/> Declaration of CAMO Safety Manager (either using AOC SMS/ Part 145 SMS/CAMO SMS)</li> <li><input type="checkbox"/> Connection of SMS CAMO with SMS Manual AOC/Part 145/CAMO</li> </ul>	<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>
<b>PART 2 – QUALITY SYSTEM</b>			
<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"> <li><input type="checkbox"/> Independent monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures</li> <li><input type="checkbox"/> Request action where non-compliances are identified</li> <li><input 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.</li> </ul> <p>Audit Plan and Audit Procedure, Audit Plan (Programme):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Show when, how often</li> <li><input type="checkbox"/> All aspect verified every year, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> The independency of quality system established</li> <li><input type="checkbox"/> Subcontracted activities (if applicable)</li> <li><input type="checkbox"/> Product sampling</li> <li><input type="checkbox"/> Each location approved</li> </ul> </li> <li><input type="checkbox"/> The audit plan is properly implemented, maintained, and continually reviewed and improved</li> <li><input type="checkbox"/> Compliance audit procedure</li> <li><input type="checkbox"/> Issue of audit report describing: <ul style="list-style-type: none"> <li><input type="checkbox"/> What was checked (area, product etc.)</li> <li><input type="checkbox"/> What paragraphs were audited</li> </ul> </li> </ul>	<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"> <li><input type="checkbox"/> What amendment in regulation was used</li> <li><input type="checkbox"/> What procedures were audited</li> <li><input type="checkbox"/> The resulting non-compliance findings against applicable requirements and procedures</li> <li><input type="checkbox"/> The target date for proposal for a corrective action plan</li> <li><input type="checkbox"/> Target closure date for corrective action</li> <li><input type="checkbox"/> Responsible manager for Corrective Action Plan and Correction Action</li> <li><input type="checkbox"/> Compliance audit remedial action procedure <ul style="list-style-type: none"> <li><input type="checkbox"/> Identifying the responsible manager</li> <li><input type="checkbox"/> Root cause analysis and contributing factor(s)</li> <li><input type="checkbox"/> Corrective Action with immediate fix/correction if applicable</li> <li><input type="checkbox"/> Preventive measures</li> <li><input type="checkbox"/> Information if other area or product may be affected and if it has been checked and the outcome</li> <li><input type="checkbox"/> Acceptance or rejection of Root Cause Analysis, Preventive Measures and Corrective Actions</li> </ul> </li> <li><input type="checkbox"/> Record keeping</li> </ul>			
<p>2.2 Monitoring of Continuing Airworthiness Management Activities</p> <p>Procedure to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Periodically review the activities of the continuing airworthiness management personnel and how they fulfil their responsibilities, as defined in Part 0</li> </ul>	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"> <li><input type="checkbox"/> Periodically review that the effectiveness of the maintenance programme(s) is analysed as defined in Part 1</li> </ul>	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"> <li><input type="checkbox"/> Periodically review that the approval of the contracted maintenance organisations is relevant for the maintenance of the operators fleet</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> If necessary, the procedure may be subdivided as follows:</li> </ul>	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"> <li><input type="checkbox"/> Aircraft maintenance</li> <li><input type="checkbox"/> Engines</li> <li><input type="checkbox"/> Components</li> </ul>			
<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"> <li><input type="checkbox"/> Periodically review that the continuing airworthiness management personnel are satisfied that all contracted maintenance is carried out in accordance with the contract.</li> <li><input type="checkbox"/> 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</li> </ul>	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"> <li><input type="checkbox"/> Nominated person (compliance monitoring manager)</li> <li><input type="checkbox"/> Other quality audit personnel</li> <li><input type="checkbox"/> Required experience</li> <li><input type="checkbox"/> Required training, e.g. relevant legislation, quality system theory and auditing techniques CAME procedures, on-the-job training etc.</li> <li><input type="checkbox"/> Required competence</li> <li><input type="checkbox"/> Required recurrent / continuation training (including HF, EWIS &amp; FTS if applicable)</li> <li><input type="checkbox"/> Examination, test and assessment procedures</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Independence of quality audit personnel when the organisation uses skilled personnel working within another department than that of Quality</li> <li><input type="checkbox"/> Retention of records               <ul style="list-style-type: none"> <li><input type="checkbox"/> Duration and location</li> <li><input type="checkbox"/> Type of documents</li> </ul> </li> <li><input type="checkbox"/> This paragraph must describe how the compliance monitoring personnel are managed, and competency is ensured and assessed</li> </ul>	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 General</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Format of records</li> <li><input type="checkbox"/> Legible throughout the required retention period</li> <li><input type="checkbox"/> Backup of computer records</li> <li><input type="checkbox"/> Backup kept at a different location</li> </ul>	<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>
<b>PART 3 CONTRACTED MAINTENANCE</b>			
<p>3.1 Maintenance contractor selection procedure</p> <p>Maintenance contractor selection process:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> Maintenance contractor selection process <ul style="list-style-type: none"> <li><input type="checkbox"/> How a maintenance contractor is selected</li> <li><input type="checkbox"/> Verification of approval</li> <li><input type="checkbox"/> Applicable aircraft type and engine</li> <li><input type="checkbox"/> Industrial capacity</li> </ul> </li> <li><input type="checkbox"/> Contract review – ensure the contract is comprehensive and that it has no gaps or unclear area.</li> <li><input type="checkbox"/> Everyone involved in the contract (both CAMO and AMO) agrees with the terms of the contract and fully understands their responsibilities.</li> <li><input type="checkbox"/> Functional responsibilities of all parties are clearly identified</li> <li><input type="checkbox"/> Liaison with owner if not air carries licence operator</li> <li><input type="checkbox"/> Listing in CAME 5.4</li> </ul> <p>Procedure to follow to develop the maintenance contract</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The process to implement the different elements described in Appendix 1 to CAD6801.</li> <li><input type="checkbox"/> Responsibilities, task and interaction with the maintenance organisation and with the owner/operator</li> <li><input type="checkbox"/> Describe when necessary, the use of work order for unscheduled line maintenance and component maintenance as per CAD 8601 and CAD 8602</li> <li><input type="checkbox"/> The work order to ensure that the applicable elements of certification of</li> </ul>	<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"> <li><input type="checkbox"/> General – audit of an aircraft</li> <li><input type="checkbox"/> Different between an airworthiness review and quality audit</li> <li><input type="checkbox"/> Compliance with approved procedures</li> <li><input type="checkbox"/> Contracted maintenance carried out in accordance with the contract</li> <li><input type="checkbox"/> Continued compliance with Part M</li> </ul>	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"> <li><input type="checkbox"/> Subcontractor selection process               <ul style="list-style-type: none"> <li><input type="checkbox"/> Hazard identification and risk management</li> <li><input type="checkbox"/> Pre-audit</li> <li><input type="checkbox"/> Control procedure</li> <li><input type="checkbox"/> Etc. as per Appendix I to CAD 6801</li> </ul> </li> <li><input type="checkbox"/> Compliance with approved procedures;</li> <li><input type="checkbox"/> Contracted continuing airworthiness functions are carried out in accordance with the contract;</li> <li><input type="checkbox"/> Continued compliance with Part-CAMO</li> <li><input type="checkbox"/> Record-keeping</li> <li><input type="checkbox"/> List of subcontractor in CAME 5.3</li> <li><input type="checkbox"/> Copy of contracts for subcontracted work</li> </ul> <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 Subcontracted 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?
<b>PART 4 AIRWORTHINESS REVIEW PROCEDURES</b>			
<p>4.1 Airworthiness review staff</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Independency of the AR staff</li> <li><input type="checkbox"/> Assessment of AR staff</li> <li><input type="checkbox"/> Experience, qualification, competence and training of AR staff</li> <li><input type="checkbox"/> Formal acceptance by CAAM</li> <li><input type="checkbox"/> Issuance of authorisation</li> <li><input type="checkbox"/> Staff records</li> <li><input type="checkbox"/> Maintaining the AR authorisation by: <ul style="list-style-type: none"> <li><input type="checkbox"/> Being involved in continuing airworthiness management activities for at least 6 months in every two-year period, or</li> <li><input type="checkbox"/> conducted at least one airworthiness review in the last 12-month period.</li> </ul> </li> <li><input type="checkbox"/> Restore ARS lost validity of AR authorisation</li> </ul> <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"> <li><input type="checkbox"/> Performed by the same AR staff as the physical survey</li> <li><input type="checkbox"/> Documented review of aircraft records as per chapter 6 of CAD 6802</li> <li><input type="checkbox"/> Aircraft records to review, including the depth of sampling – in detail</li> <li><input type="checkbox"/> Level of detail that needs to be reviewed</li> <li><input type="checkbox"/> Number of records</li> <li><input type="checkbox"/> 90 days' anticipation to maintain the pattern</li> <li><input type="checkbox"/> Inconclusive airworthiness review</li> <li><input type="checkbox"/> Etc.</li> </ul>	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"> <li><input type="checkbox"/> Performed by the same AR staff as the review of the documented review of aircraft records</li> <li><input type="checkbox"/> How to perform the physical review, including the depth of sampling (inspection)</li> <li><input type="checkbox"/> Topics that need to be reviewed</li> <li><input type="checkbox"/> The physical area that needs to be inspected</li> <li><input type="checkbox"/> Which document on-board that need to be reviewed</li> <li><input type="checkbox"/> Review of the AMP effectiveness as per CAD 6801</li> <li><input type="checkbox"/> 90 days' anticipation to maintain the pattern</li> <li><input type="checkbox"/> Inconclusive airworthiness review</li> <li><input type="checkbox"/> Etc</li> </ul>	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"> <li><input type="checkbox"/> Additional tasks for import</li> <li><input type="checkbox"/> Additional documents</li> <li><input type="checkbox"/> Communication with CAAM or competent authorities</li> <li><input type="checkbox"/> Additional items to be reviewed, records and physical</li> </ul>	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?
<ul style="list-style-type: none"> <li><input type="checkbox"/> Specification of maintenance required to be carried out –bridging inspection.</li> <li><input type="checkbox"/> Etc...</li> </ul> <p><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></p>			
<p>4.5 Airworthiness review report</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Purpose and use of ARR</li> <li><input type="checkbox"/> Communication procedure with CAAM</li> <li><input type="checkbox"/> Content of the recommendation <ul style="list-style-type: none"> <li><input type="checkbox"/> Organisation details</li> <li><input type="checkbox"/> Aircraft, engines and APUs details</li> <li><input type="checkbox"/> Maintenance record</li> <li><input type="checkbox"/> State of design directives or alert information status.</li> <li><input type="checkbox"/> Modification records</li> <li><input type="checkbox"/> Aircraft physical inspection</li> <li><input type="checkbox"/> Records of discrepancies/findings</li> <li><input type="checkbox"/> Closure of findings</li> <li><input type="checkbox"/> Recommendation statement</li> </ul> </li> </ul> <p><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></p>	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:
<p>4.6 Control of ARR</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Control of authorised signatories.</li> <li><input type="checkbox"/> Period of issuance</li> <li><input type="checkbox"/> Airworthiness of the aircraft when ARR is issued</li> <li><input type="checkbox"/> Record keeping</li> <li><input type="checkbox"/> Distribution of the ARR copies</li> </ul>	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:
<p>4.7 Airworthiness review records, responsibilities, retention and access</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What records to be kept</li> <li><input type="checkbox"/> Format of the records</li> <li><input type="checkbox"/> How records are kept</li> <li><input type="checkbox"/> How it is ensured protection from damage, alteration and theft</li> <li><input type="checkbox"/> Periods of records keeping</li> <li><input type="checkbox"/> Location of record storage</li> <li><input type="checkbox"/> Access to the records</li> <li><input type="checkbox"/> Responsibilities</li> </ul> <p><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></p>	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:
<b>PART 4B – PERMIT TO FLY</b>			
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:
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. This revision include list of	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
		maintenance activities for R44 II that requires PTF.	
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:
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:
<b>PART 5 APPENDICES</b>			
<p>5.1 Sample documents</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sample of all forms used and referred to in the procedures</li> <li><input type="checkbox"/> Example of forms:</li> <li><input type="checkbox"/> Journey log system forms</li> <li><input type="checkbox"/> Airworthiness Review record compliance report</li> <li><input type="checkbox"/> Airworthiness Review physical compliance report</li> <li><input type="checkbox"/> Permit to Fly if applicable</li> <li><input type="checkbox"/> Variation request and approval form</li> <li><input type="checkbox"/> MEL extension request and approval form</li> <li><input type="checkbox"/> Internal reporting</li> <li><input type="checkbox"/> Engine condition monitoring</li> <li><input type="checkbox"/> Audit report, non-compliance report</li> <li><input type="checkbox"/> Work order</li> <li><input type="checkbox"/> Task card</li> <li><input type="checkbox"/> Revision acknowledge</li> <li><input type="checkbox"/> Damage record sheet (Dent and buckle) form</li> <li><input type="checkbox"/> Etc...</li> </ul> <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 -23 of 53 Part 5. This revision included sample AJL for aircraft type R44 series.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>5.2 List of airworthiness review staff</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name, scope and authorisation identification</li> <li><input type="checkbox"/> List of personals authorised to extend ARR <ul style="list-style-type: none"> <li><input type="checkbox"/> Name and authorisation identification</li> </ul> </li> </ul>	Chapter 3.1.2, 6 of CAD 6802	5.2 List of Airworthiness Review Staff, page 24 - 25 of 53 Part 5. This revision included ARS approval for aircraft type R44 II.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>5.3 List of sub-contractors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of the subcontractor</li> <li><input type="checkbox"/> Location, address</li> <li><input type="checkbox"/> Scope of CAM tasks subcontracted</li> </ul>	Appendix 1 of CAD 6801, Chapter 3, 7.1.3, 7.1.4 of CAD 6802	5.3 List of of Sub-contractors, page 26 of 53 Part 5. No continuing airworthiness management tasks subcontracted for the time being in force.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
<p>5.4 List of approved maintenance organizations and list of maintenance contracts</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of the maintenance organisation</li> <li><input type="checkbox"/> Location, address</li> <li><input type="checkbox"/> Part 145 or Approval reference number</li> <li><input type="checkbox"/> Scope of the work contracted</li> </ul>	Appendix 1, 2.1.5 of CAD 6801, Chapter 2.1.1, 3,	5.4 List of Approved Maintenance Organizations and List of Maintenance Contracts, page 27 of 53 Part 5. This revision to update	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

Content	CAD/ CAGM Reference	Operator's CAME Reference / Remarks	CAAM Review Satisfactory?
<input type="checkbox"/> List of maintenance contract, contract reference	7.1.3, 7.1.4 of CAD 6802	the maintenance contract reference.	
5.5 Copy of contracts for sub-contracted work <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 28 of 53 Part 5. No continuing airworthiness management tasks subcontracted for the time being in force.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:
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 AMP as per CAD 6801 and CAD 6802, page 29 -30 of 53 Part 5. This revision included generic AMP for R44 series.	<input type="checkbox"/> Yes <input type="checkbox"/> No Comment:

**SECTION 3 – APPLICANT DECLARATION**

1. I declare that the information provided in this form is true and correct.

2. 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.

3. 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 :

<b>FORM INSTRUCTIONS FOR USE</b>	
<b>SECTION 1 – CAMO SECTION</b>	
	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
<b>SECTION 2 : EXPOSITION CHECKLIST AND CAMO DECLARATION</b>	
	Fill up the operator's CAME reference/remark in accordance with column. Fill up remark all checklist from part 'Introduction' until part 5
<b>SECTION 3 – APPLICANT DECLARATION</b>	
	Fill up date, stamp of company position ( if have) and put signature of CAMO Authorised personnel on the CAME checklist declaration part submission.
<b>SECTION 4 – CAAM OFFICIAL USE ONLY</b>	
	To be filled up by CAAM