

MAINTENANCE ORGANISATION EXPOSITION

NOTIFICATION PROCEDURE TO CAAM REGARDING CHANGES TO THE ORGANISATION'S ACTIVITIES / APPROVAL / LOCATION / PERSONNEL

1.10.1 Responsibility

1. QAM is responsible to notify CAAM in all cases that GAM plans to carry out any of the changes listed in MOE Part 1.10.2 (Changes to the Organisation).

1.10.2 Changes to the Organisation

1. Following are changes to the organisation which requires notification and approval by the CAAM.
 - a) Name of the organisation.
 - b) Approved maintenance locations/bases.
 - c) Addition or cancellation of approved maintenance locations/bases.
 - d) Change of Accountable Manager.
 - e) Change of nominated personnel.
 - f) Any changes in company activities that could affect the scope of approval as per Application for Maintenance Organisation Approval Form (CAAM/AW/8601-01) or MOE Part 1.9 (Scope of Work), including capability lists and related to:
 - i. Facilities
 - ii. Equipment
 - iii. Tools
 - iv. Materials
 - v. Maintenance data
 - vi. Procedures
 - vii. Work scope
 - viii. Certifying staff

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1.10.3 Notifications Procedure

1. All notifications will be made in hard copy format and sent to CAAM. However, QAM may decide to send a notification of proposed change first via e-mail, as this may serve to expedite the review process by the CAAM. The necessary amendments to the quality system and pertaining documents will be initiated accordingly.
2. QAM shall notify and advise CAAM of any changes to the organization as defined in MOE Part 1.10.2 (Changes to the Organisation) at the earliest opportunity within a month.
3. QAM shall submit the following documents to CAAM, but not limited to:
 - a) A cover letter
 - b) Completed CAAM/AW/0104-00 Details of Management Personnel (CAAM Form 4) for change of Accountable Manager and nominated personnel – if applicable
 - c) Completed CAAM/AW/860101 Application for Maintenance Organisation Approval for change or addition of location and work scope
 - d) Management of Change (GAM/Q-011)
 - e) Capability Evaluation Checklist (GAM/Q-066) – if applicable
 - f) Internal Audit Report (GAM/Q-009) – if applicable
 - g) A revised/draft Maintenance Organisation Exposition
 - h) A revised/draft Workshop Capability List – if applicable