CIVIL AVIATION GUIDANCE MATERIAL – 6802

CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

CAAM Part M Subpart G

CIVIL AVIATION AUTHORITY OF MALAYSIA

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Introduction

This Civil Aviation Guidance Material 6802 (CAGM – 6802) is issued by the Civil Aviation Authority of Malaysia (CAAM) to provide guidance for the application of Continuing Airworthiness Management Organisation Approval pursuant to CAD 6802 – Continuing Airworthiness Management Organisation Approval (CAAM Part M Subpart G).

Organisations may use these guidelines to ensure compliance with the respective provisions of the relevant CAD's issued. Notwithstanding the Regulation 204 and Regulation 205 of the Malaysian Civil Aviation Regulations 2016 (MCAR 2016), when the CAGMs issued by the CAAM are complied with, the related requirements of the CAD's may be deemed as being satisfied and further demonstration of compliance may not be required.

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Chief Executive Officer
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Civil Aviation Guidance Material components and Editorial practices

This Civil Aviation Guidance Material is made up of the following components and are defined as follows:

Standards: Usually preceded by words such as *"shall"* or *"must"*, are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to the CAAM is compulsory.

Recommended Practices: Usually preceded by the words such as "*should"* or "*may*", are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

Appendices: Material grouped separately for convenience, but forms part of the Standards and Recommended Practices stipulated by the CAAM.
Definitions: Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

Tables and Figures: These add to or illustrate a Standard or Recommended Practice, and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

Notes: Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices;

Attachments: Material supplementary to the Standards and Recommended Practices or included as a guide to their application.

The units of measurement used in this document are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Guidance Material, the use of the male gender should be understood to include male and female persons

Record of revisions

Revisions to this CAGM shall be made by authorised personnel only. After inserting the revision, enter the required data in the revision sheet below. The 'Initials' has to be signed off by the personnel responsible for the change.

Rev No.	Revision Date	Revision Details	Initials

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1 Application and Approvals (CAD 6802 2)

1.1 CAD 6802 2.1 – Application

1.1.1 An application shall be made on CAAM/AW/6802-01 application form.

1.1.2 An appropriate fee shall be made upon the submission and proof of payment shall be attached with the application.

1.1.3 The applicant who intends to apply for Continuing Airworthiness Management Organisation approval shall be subjected to the 5 Phases process as follow-

a) Pre-application phase;

1) Pre-application phase is an introductory process where the applicant who intended to acquire a CAMO approval from CAAM shall be briefed on the procedures and processes involved prior to the approval.
2) The applicant shall provide a reasonable timeline that covers all related aspects of the processes until their expected date of getting the approval. The CAAM may advise on the duration of the process and may advise further on the timeline.
3) The applicant, at this phase, shall provide CAAM with a set of a company profile that contains the information but not limited to the status of the organisation, place of business, organisation structure, post holders, aircraft type to be managed, capability request, financial capacity, prospective maintenance organisation and any other information that could assist the applicant evaluation.
4) The applicant will be advised to further submit the formal application if the CAAM is satisfied with the pre-application phase.
5) For an AOC applicant, the application for CAMO shall be made in concurrence with AOC application to avoid delay in the AOC approval.

b) Formal application phase;

1) This stage is a formal application process where the applicant will submit all required documents to CAAM.
2) The applicant shall submit the application form CAAM/AW/6802-01 and evidence that adequate payment has been made for the application.
3) The applicant shall submit a complete draft of the exposition and together with the CAME checklist form CAAM/AW/6802-03.
4) The applicant shall submit CAAM Form 4 for the accountable manager and nominated post holder(s). CAAM Form 4 shall be accompanied with curriculum vitae, supporting documents to show the experience and qualification and internal assessment record.
5) If the application also includes the privilege for Airworthiness Review Report (ARR), the organisation shall submit the application for Airworthiness Review Staff (ARS) form CAAM/AW/0105-01 together with the internal assessment.

6) The applicant shall present the timeline to the primary inspector for his agreement. The timeline is however is a living document and it might be changed from time to time, the applicant shall inform and update the primary inspector for his agreement.

c) Document evaluation phase;

1) This is the phase where the primary inspector will review the organisation submission documents and this includes the assessment on the Accountable Manager and the management personnel (nominated post holder).
2) The process of reviewing the submitted documents will be carried out once the nominated post holders have been accepted by CAAM.
3) The nominated post holder shall be called for regular meetings to review the submitted documents. The meetings shall either be conducted at Airworthiness Division or the organisation's facility.
4) The documents review will cover the organisation's exposition and its supporting documents such as the procedure manual including forms and checklists.

d) Demonstration and inspection phase; and

1) The organisation shall ensure that at this phase they are ready for the certification audit. This is where the evaluation of the organisation's readiness to function as continuing airworthiness management organisation will be performed by a team of airworthiness inspectors.
2) Prior to that, an internal audit by the Quality System shall be carried out by the organisation and once ready, an official request shall be sent to the primary inspector for the certification audit scheduling.
3) When the certification audit has been successfully carried out, the organisation will be issued a Provisional Approval Certificate. This approval will not entitle the organisation to issue maintenance instruction to the maintenance organisation however the organisation will be able to perform continuing airworthiness management tasks. The organisation also do not entitle the organisation to produce Airworthiness Review Report and to issue the Permit to Fly.
4) The Provisional Approval Certificate is valid for 1 (one) year from the date of issue.
5) To acquire a Certificate of Approval that reflects the organisation's privileges, a Technical Competency Audit shall be carried out. At this stage, the organisation should be able to demonstrate to the CAAM that they are competent as a CAMO organisation.

e) Certification phase.

1) Once the demonstration and inspection phase completed, the organisation will be issued with the Certificate of Approval reflecting the

privileges that the organisation is deemed to have based on its capabilities.

1.2 CAD 6802 2.3 – Extent of Approval

1.2.1 The approval is indicated on a certificate issued by the CAAM.

1.2.2 Notwithstanding point 1.2.1, for commercial air transport (CAT), the approval shall be part of the air operator certificate issued by CAAM, for the aircraft operated.

1.2.3 The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management organisation exposition in accordance with paragraph 3.1.5 of CAD 6802.

1.2.4 The organisation shall reflect the primary location and each additional location of the continuing airworthiness management activities in the exposition.

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2 Continuing Airworthiness Management Exposition (CAD 6802 3)

2.1 CAD 6802 3.1 – Establishing exposition

2.1.1 The purpose of the continuing airworthiness management exposition is to set forth the procedures, means and methods of the CAMO. Compliance with its contents will assure compliance with CAD 6801 (CAAM Part M) requirements. The exposition shall be developed by using Form CAAM/AW/6802-03.

2.1.2 A continuing airworthiness management exposition should comprise:

a) Part 0 General organisation

b) Part 1 Continuing airworthiness procedures

c) Part 2 Quality system

d) Part 3 Contracted maintenance — management of maintenance (liaison with maintenance organisations)

e) Part 4 Airworthiness review procedures (if applicable)

f) Part 4B Permit to Fly

g) Part 5 Appendices

2.1.3 Personnel should be familiar with those parts of the continuing airworthiness management exposition that are relevant to their tasks.

2.1.4 The CAMO should specify in the exposition who is responsible for the amendment of the document. Unless otherwise agreed by CAAM, the person responsible for the management of the quality system should be responsible for monitoring the amendments of continuing airworthiness management exposition, including associated procedure's manuals, and the submission of proposed amendments to CAAM. CAAM may agree to a procedure, and its agreement will be stated in the amendment control section of the continuing airworthiness management exposition defining the class of amendments, which can be incorporated without the prior consent of the CAAM ('indirect approval procedure').

2.1.5 The CAMO may use electronic data processing (EDP) for the publication of the continuing airworthiness management exposition. The continuing airworthiness management exposition should be made available to the Airworthiness Division in an acceptable form. Attention should be paid to the compatibility of the EDP publication systems with the necessary dissemination, both internally and externally, of the continuing airworthiness management exposition.

2.1.6 The continuing airworthiness management exposition should contain information, as applicable, on how the CAMO complies with CDCCL instructions.

2.1.7 Appendix 14.1 – CAME Structure contains an example of a continuing airworthiness management exposition layout.

2.1.8 Part 0 'General organisation' of the continuing airworthiness management exposition should include a corporate commitment by the CAMO, signed by the accountable manager, confirming that the continuing airworthiness management exposition and any associated manuals define the organisation's compliance with CAD 6801 and CAD 6802 and will be complied with at all times.

2.1.9 The accountable manager's exposition statement should embrace the intent of the following paragraph, and in fact this statement may be used without amendment. Any amendment to the statement should not alter its intent:

'This exposition defines the organisation and procedures upon which CAAM's CAMO approval is based.

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

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

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

Signed .....

Dated .....

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

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

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

3 Facilities (CAD 6802 4)

3.1 CAD 6802 4.1 – Facilities for the management of continuing airworthiness

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

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4 Personnel Requirements (CAD 6802 5)

4.1 CAD 6802 5.1 – Personnel requirements

4.1.1 The person or group of persons should represent the continuing airworthiness management structure of the organisation and be responsible for all continuing airworthiness functions. Dependent on the size of the operation and the organisational set-up, the continuing airworthiness functions may be divided under individual managers or combined in nearly any number of ways. However, if a quality system is in place it should be independent from the other functions.

4.1.2 The actual number of persons to be employed and their necessary qualifications is dependent upon the tasks to be performed and thus dependent on the size and complexity of the organisation (general aviation aircraft, corporate aircraft, number of aircraft and the aircraft types, complexity of the aircraft and their age and for commercial air transport, route network, line or charter, ETOPS) and the amount and complexity of maintenance contracting. Consequently, the number of persons needed, and their qualifications may differ greatly from one organisation to another and a simple formula covering the whole range of possibilities is not feasible.

4.1.3 To enable CAAM to accept the number of persons and their qualifications, an organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of man/hours and the qualifications needed to perform the tasks. With significant changes in the aspects relevant to the number and qualifications of persons needed, this analysis should be updated.

4.1.4 Nominated person or group of persons should have:

a) practical experience and expertise in the application of aviation safety standards and safe operating practices;

b) a comprehensive knowledge of;

   1) relevant parts of operational requirements and procedures;
   2) the AOC holder's operations specifications when applicable;
   3) the need for, and content of, the relevant parts of the AOC holder's operations manual when applicable;

c) knowledge of quality systems;

d) five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position.

e) a relevant engineering degree or an aircraft maintenance technician qualification with additional education acceptable to CAAM. A ‘relevant engineering degree’ means an engineering degree from aeronautical,

mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components;

f) The above recommendation may be replaced by 5 years of experience additional to those already recommended by paragraph d) above. These 5 years should cover an appropriate combination of experience in tasks related to aircraft and/or continuing airworthiness management and/or surveillance of such tasks;

g) thorough knowledge with the organisation's continuing airworthiness management exposition;

h) knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to CAAM CAD 1801 Level 1 CAT C Type Training and could be imparted by a CAAM Part 147 organisation, by the manufacturer, or by any other organisation accepted by CAAM.

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

j) knowledge of maintenance methods.

k) knowledge of applicable regulations.

4.2 CAD 6802 5.1.1 – Accountable manager

4.2.1 Accountable manager is normally intended to mean the chief executive officer of the CAMO, who by virtue of position has overall (including in particular financial) responsibility for running the organisation. The accountable manager may be the accountable manager for more than one organisation and is not required to be knowledgeable on technical matters. When the accountable manager is not the chief executive officer, CAAM will need to be assured that such an accountable manager has direct access to the chief executive officer and has a sufficiency of continuing airworthiness funding allocation.

4.3 CAD 6802 5.1.6 – Nominated Post Holder employed under Part-145

4.3.1 CAAM should only accept that the nominated post holder be employed by the organisation approved under CAD 8601 (CAAM Part 145) when it is manifest that he/she is the only available competent person in a position to exercise this function, within a practical working distance from the operator's offices.

4.3.2 This paragraph only applies to contracted maintenance and therefore does not affect situations where the organisation approved under CAD 8601 (CAAM Part 145) and the operator are the same organisation.

4.4 CAD 6802 5.1.7 – Fuel Tank Safety Training

4.4.1 Additional training in fuel tank safety as well as associated inspection standards and maintenance procedures should be required of CAMO technical personnel, especially the staff involved with the management of CDCCL, Service Bulletin assessment, work planning and maintenance programme management. Refer to Appendix 14.2 – Fuel Tank Safety training.

4.5 CAD 6802 5.1.10 – Airworthiness Review Staff list

4.5.1 The approval by CAAM of the exposition, containing in paragraph 3.1.5(f) of CAD 6802 the list of airworthiness review staff, constitutes their formal acceptance by the CAAM and also their formal authorisation by the organisation.

4.6 CAD 6802 5.1.13 – Initial and recurrent training

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

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5 Airworthiness Review Staff (CAD 6802 6)

5.1 CAD 6802 6.1.1 – Airworthiness Review Staff qualification

5.1.1 Airworthiness review staff are only required if the CAMO wants to be granted airworthiness review privilege in accordance with paragraph 10.1.2 of CAD 6802 and, if applicable, permit to fly privileges in accordance with paragraph 10.1.3 of CAD 6802.

5.1.2 'Experience in continuing airworthiness' means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.

5.1.3 A person qualified to the paragraph 4.1.4(e) of this CAGM should be considered as holding the equivalent to an aeronautical degree.

5.1.4 An appropriate licence in compliance with CAD 1801 is any one of the following:

a) a category B1 licence in the subcategory of the aircraft reviewed, or

b) a category B2 or C licence.

It is not necessary to satisfy the experience requirements of CAD 1801 at the time of the review.

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

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

a) Being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific model line, while being involved in the airworthiness management of a different model line.

b) CAMO organisations with AMO/LMO approval, may nominate maintenance personnel from their AMO/LMO organisation as airworthiness review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests.

c) Nominating as airworthiness review staff personnel from the quality department of the CAMO with the agreement from the CAAM.

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

e) Nominating as airworthiness review staff the accountable manager or the nominated post holder.

f) Being authorised to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process.

g) In the case of one-man organisations, this person has always overall authority. This means that this person can be nominated as airworthiness review staff.

5.2 CAD 6802 6.1.1a)3) – Evidence of formal aeronautical maintenance training

5.2.1 Formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects:

5.2.2 Relevant parts of initial and continuing airworthiness regulations.

a) Relevant parts of operational requirements and procedures, if applicable.

b) The organisation's continuing airworthiness management exposition.

c) Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to CAD 1801 Level 1 CAT C Type Training and could be imparted by a maintenance training organisation approved in accordance with CAD 1821, by the manufacturer, or by any other organisation accepted by CAAM.

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

e) Maintenance methods.

5.3 CAD 6802 6.1.1c) – ARS acceptable experience for other than Group A aircraft.

5.3.1 For any other aircraft not specified under paragraph 6.1.1(a) of CAD 6802:

a) 'experience in continuing airworthiness' can be full-time or part-time, either as professional or on a voluntary basis.

5.3.2 Appropriate aeronautical maintenance training means demonstrated knowledge of the following subjects:

a) Relevant parts of initial and continuing airworthiness regulations.

b) Relevant parts of operational requirements and procedures, if applicable.

c) The organisation's continuing airworthiness management exposition.

d) Knowledge of a relevant sample of the type(s) of aircraft gained through training and/or work experience. Such knowledge should be at least at a level equivalent to CAD 1801 CAT C Type Training and could be imparted by a maintenance training organisation approved in accordance with CAD 1821, by the manufacturer, or by any other organisation accepted by CAAM.

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

f) Maintenance methods.

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

5.4 CAD 6802 6.1.2 – Acceptance of ARS

5.4.1 The formal acceptance by CAAM of the airworthiness review staff is granted through the corresponding Approved Signatory Certificate.

5.4.2 If the airworthiness review is performed under the supervision of existing airworthiness review staff, evidence should be provided to CAAM together with CAAM Form CAAM/AW/0105-01. If satisfied, CAAM will issue the formal acceptance through Approved Signatory Certificate.

5.4.3 Once the airworthiness review staff has been accepted by CAAM, the inclusion of their name in the exposition (refer to paragraph 3.1.5(h) of CAD 6802) constitutes the formal authorisation by the organisation.

5.4.4 The acceptance of the Airworthiness Review Staff is subjected to renewal annually. CAMO shall ensure that the ARS authorisation is continuously monitored.

5.4.5 The renewal application shall be made by using CAAM/AW/0105-02, 7 days prior the expiry of authorisation validity.

5.4.6 Any submission of renewal after 14 days from the date of expiry will cancel the Approved Signatory Certificate.

5.5 CAD 6802 6.1.3 – Validity of ARS approval

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

a) been involved in continuing airworthiness management activities for at least six months in every two year period, or

b) conducted at least one airworthiness review in the last twelve month period.

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

5.6 CAD 6802 6.1.5 – ARS record

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

a) Name,

b) Date of Birth,

c) Basic Education,

d) Experience,

e) Aeronautical Degree and/or licence in accordance with CAD 1801,

f) Initial Training received,

g) Type of Training received,

h) Continuation Training received,

i) Experience in continuing airworthiness and within the organisation,

j) Responsibilities of current role in the organisation,

k) Copy of the authorisation.

6 Continuing Airworthiness Management (CAD 6802 7)

6.1 CAD 6802 7.1 – CAMO competency on aircraft continuing airworthiness management

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

6.1.2 Adequate knowledge of the airworthiness limitations should cover:

a) Each mandatory modification time, replacement time, structural inspection interval, and related structural inspection procedure;

b) Reserved

c) Any mandatory replacement time of EWIS components.

d) A limit of validity (LOV) of the engineering data that supports the structural maintenance programme, stated as a total number of accumulated flight cycles or flight hours or both, approved under aircraft certification basis. Until the full-scale fatigue testing is completed and the LOV is approved, the Airworthiness Limitations Section must specify an interim limitation restricting aircraft operation to not more than half the number of the cycles accumulated on the fatigue test article.

e) Each Certification Maintenance Requirement established to comply with any of the applicable requirements.

f) and fuel tank system airworthiness limitations including critical design configuration control limitations (CDCCL).

6.2 CAD 6802 7.1.2c) – Managing the approval of modification and repairs

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

6.3 CAD 6802 7.1.2d) – Maintenance of aircraft

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

6.4 CAD 6802 7.1.3 – 1 - Written maintenance contract

6.4.1 In case of Group A aircraft, the provisions of paragraph 2.1.1 of CAD 6802 establish that a CAMO is required. This CAMO is in charge of the continuing airworthiness management and this includes the tasks specified in paragraph 3.1.1 (b), (c), (e) and (f) of CAD 6801. If the CAMO does not hold the appropriate maintenance organisation approval (CAAM Part 145 approval), then the CAMO should conclude a contract with the appropriate organisation(s).

6.4.2 The CAMO bears the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management. Thus, it should be satisfied before the intended flight that all required maintenance has been properly carried out.

6.4.3 The CAMO should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.

6.4.4 The fact that the CAMO has contracted a maintenance organisation approved under CAD 8601 (CAAM Part 145) should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft.

6.4.5 The contract between the CAMO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.

6.4.6 Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned that could result in a situation where work that has an effect on the airworthiness or serviceability of aircraft is not or will not be properly performed.

6.4.7 Special attention should be paid to procedures and responsibilities to ensure that all maintenance work is performed, service bulletins are analysed and decisions are taken on their accomplishment, airworthiness directives are accomplished on time and that all work, including non-mandatory modifications, is carried out to approved data and to the latest standards.

6.4.8 Appendix 14.3 – Contracted Maintenance of the appendices gives further details on the subject.

6.5 CAD 6802 7.1.3 – 2 - Maintenance contract with another CAMO/operator

6.5.1 The purpose of paragraph 7.1.3(b) is to ensure that all maintenance is carried out by an appropriately approved maintenance organisation. It is possible to contract another operator/CAMO (secondary operator/CAMO) that does not hold a maintenance organisation approval when it proves that such a contract is in the interest of the CAMO by simplifying the management of its maintenance, and the CAMO keeps an appropriate control of it. In this case the continuing airworthiness

management exposition should include appropriate procedures to ensure that all maintenance is ultimately carried out on time by approved maintenance organisations in accordance with the CAMO's data. In particular, the quality system procedures should place great emphasis on monitoring compliance with the above. The list of approved maintenance organisations, or a reference to this list, should be included in the CAMO's continuing airworthiness management exposition.

6.5.2 This contract should not preclude the CAMO from ensuring that all maintenance is performed by appropriately approved organisations which comply with the continuing airworthiness responsibility requirements in accordance with paragraph 2.1 of CAD 6801. Typical examples of such arrangements are the following:

a) Component maintenance.

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

b) Aircraft, engine and component maintenance.

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

6.6 CAD 6802 7.1.3 – 3 - Line maintenance using IATA Standard Ground Handling Agreement

6.6.1 For line maintenance, the actual layout of the IATA Standard Ground Handling Agreement may be used as a basis, but this does not preclude the CAMO from ensuring that the content of the contract is acceptable and especially that the contract allows the CAMO to properly exercise its maintenance responsibility.

Those parts of the contract that have no effect on the technical or operational aspects of airworthiness are outside the scope of this paragraph.

6.7 CAD 6802 7.1.4 – One-time work order

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

7 Documentation (CAD 6802 8)

7.1 CAD 6802 8.1 – CAMO control on the maintenance data

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

7.1.2 The sentence '…, except when required by Chapter 3 of this CAD' means, in particular, the need to keep a copy of the customer data which was used to perform continuing airworthiness activities during the contract period.

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

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

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

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

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

7.2 CAD 6802 8 1.1 – Other records

7.2.1 Paragraph 8.1.1 of CAD 6802 refers to continuing airworthiness tasks referred to in paragraph 7.1 of CAD 6802. As a consequence, this covers continuing airworthiness management tasks but not airworthiness reviews.

7.2.2 Airworthiness review requirements are established in paragraph 9 of CAD 6802 and the requirements for the corresponding record retention are contained in paragraph 13.1 of CAD 6802.

8 Airworthiness Review (CAD 6802 9)

8.1 CAD 6802 9.1 – Requirement summary for Airworthiness Review

8.1.1 The following is a summary of the requirements contained in paragraph 9.1 of CAD 6802 as well as the associated Guidance Material - and Appendices, in relation to the responsibilities of the airworthiness review staff:

a) Airworthiness review staff are responsible for performing both the documental and the physical survey.

b) Procedures must be established by the CAMO in order to perform the airworthiness review, including the depth of samplings (refer to paragraph 8.2 and 8.3 of this CAGM).

c) Procedures must make very clear that the final word about the depth of the inspections (both documental and physical) belongs to the airworthiness review staff, who can go beyond the depth contained in the CAME if they find it necessary. At the end, it is the responsibility of the airworthiness review staff to be satisfied that the aircraft complies with CAD 6801 (CAAM Part M) and is airworthy, and the organisation must ensure that no pressure or restrictions are imposed on the airworthiness review staff when performing their duty.

d) A compliance report must be produced by the airworthiness review staff, detailing all items checked and the outcome of the review.

e) Airworthiness review staff are responsible for the items checked during the airworthiness review. However, they do not take over the responsibilities of the CAMO, Part-145, DOA, POA or any other organisations, not being responsible for problems not detected during the airworthiness review or for the possibility that the approved or declared maintenance programme may not include certain recommendations from the Design Approval Holder. Obviously, if the airworthiness review staff are not independent of the airworthiness management process and were nominated on the basis of the option of having overall authority on such a process, they will be responsible for the full continuing airworthiness of such aircraft. Nevertheless, this responsibility will be a consequence of their position related to paragraph 5.1 of CAD 6802 and not of their position as airworthiness review staff (paragraph 6.1 of CAD 6802).

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

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

8.2 CAD 6802 9.1.1 – Airworthiness Review Report scope of review

8.2.1 A full documentation review is a check of at least the following categories of documents:

a) registration papers

b) aircraft continuing airworthiness record system

c) aircraft journey log system

d) list of deferred defects, minimum equipment list and configuration deviation list if applicable

e) aircraft flight manual including aircraft configuration

f) aircraft maintenance programme

g) maintenance data

h) relevant work packages

i) AD status

j) modification and SB status

k) modification and repair approval sheets

l) list of service life-limited component

m) relevant CAAM Form 1 or equivalent

n) mass and balance report and equipment list

o) aircraft, engine and propeller TC Data Sheets

p) the technical aspect of operational requirements within the operational specifications are met.

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

8.3 CAD 6802 9.1.2 and 9.1.3 d) – ARS performing physical survey

8.3.1 The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.). In this case, after the airworthiness review a release to service should be issued in accordance with CAD 6801 (CAAM Part M).

8.3.2 When the airworthiness review staff are not appropriately qualified to CAD 1801 in order to release such maintenance, paragraph 9.1.2 of CAD 6802 requires them to be assisted by such qualified personnel. However, the function of such approval holder (AML) is limited to perform and release the maintenance actions requested

by the airworthiness review staff, it not being their function to perform the physical survey of the aircraft. As stated in paragraph 9.1.2 of CAD 6802, the airworthiness review staff shall carry out the physical survey of the aircraft, and this survey includes the verification that no inconsistencies found between the aircraft and the review of documented records.

8.3.3 This means that the airworthiness review staff who are going to sign the airworthiness review report or the recommendation should be the one performing both the documented review and the physical survey of the aircraft, it not being the intent of the rule to delegate the survey to approval holder (AML) personnel who are not airworthiness review staff. Furthermore, the provision of paragraph 9.1.4 of CAD 6802 allowing a 90 days anticipation for the physical survey provides enough flexibility to ensure that the airworthiness review staff are present.

8.3.4 The physical survey may include verifications to be carried out during flight.

8.3.5 The CAMO should develop procedures for the airworthiness review staff to produce a compliance report that confirms the physical survey has been carried out and found satisfactory.

8.3.6 To ensure compliance the physical survey may include relevant sample checks of items.

8.4 CAD 6802 9.1.4 – ARR review pattern

8.4.1 'Without loss of continuity of the airworthiness review pattern' means that the new expiration date is set up one year after the previous expiration date. As a consequence, when the airworthiness review is anticipated, the validity or the airworthiness review report is longer than one year (up to 90 days longer).

8.4.2 This anticipation of up to 90 days also applies to the 12 months requirements which means that the aircraft is still considered it has been continuously managed by a single CAMO and maintained by appropriately approved organisations, from the date when the last airworthiness review report was issued until the date when the new airworthiness review is performed (this can be up to 90 days less than 12 months).

8.5 CAD 6802 9.1.5 – Satisfactory review of ARR

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

8.5.2 The submission of the ARR shall be made in accordance with CAD 8301 within period as stipulated.

8.6 CAD 6802 9.1.11 – Inconclusive findings during review

8.6.1 The objective of informing the CAAM when the airworthiness review shows discrepancies linked to deficiencies in the content of the maintenance programme is to allow the CAAM to take it into account when planning the inspections and to make sure that CAAM agrees on the amendments required in the maintenance programme as required by paragraph 3.2.6 of CAD 6801.

9 Privileges of the Organisation (CAD 6802 10)

9.1 CAD 6802 10.1.1 c) – Subcontracting of continuing airworthiness tasks

9.1.1 The CAMO may subcontract certain continuing airworthiness management tasks to qualified organisations. The subcontracted organisation performs the continuing airworthiness management tasks as an integral part of the CAMO's continuing airworthiness management system, irrespective of any other approval held by the subcontracted organisation (including CAMO or Part-145 approval).

9.1.2 The CAMO remains accountable for the satisfactory completion of the continuing airworthiness management tasks irrespective of any contract that may be established.

9.1.3 In order to fulfil this responsibility, the CAMO should be satisfied that the actions taken by the subcontracted organisation meet the standards required by CAMO. Therefore, the CAMO management of such activities should be accomplished:

a) by active control through direct involvement, and/or

b) by endorsing the recommendations made by the subcontracted organisation.

9.1.4 In order to retain ultimate responsibility, the CAMO should limit subcontracted tasks to the activities specified below:

a) airworthiness directive analysis and planning;

b) service bulletin analysis;

c) planning of maintenance;

d) reliability monitoring, engine health monitoring;

e) maintenance programme development and amendments;

f) any other activities, which do not limit the CAMO responsibilities, as agreed by the CAAM.

9.1.5 The CAMO's controls associated with subcontracted continuing airworthiness management tasks should be reflected in the associated contract and be in accordance with the CAMO policy and procedures defined in the continuing airworthiness management exposition. When such tasks are subcontracted, the continuing airworthiness management system is considered to be extended to the subcontracted organisations.

9.1.6 With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the activities described in Appendix 14.4 – Subcontracting Continuing Airworthiness Management Tasks. Where contracts are made with more than one organisation, the CAMO should demonstrate that adequate coordination controls are in place and that the individuals' responsibilities are clearly defined in the related contracts.

9.1.7 Contracts should not authorise the subcontracted organisation to subcontract to other organisations elements of the continuing airworthiness management tasks.

9.1.8 The CAAM should exercise oversight of the subcontracted activities through the CAMO approval. The contracts should be acceptable to the CAAM. The CAMO should only subcontract to approved organisation.

9.1.9 The subcontracted organisation should agree to notify the CAMO of any changes affecting the contract as soon as practical. The CAMO should then inform its CAAM. Failure to do so may invalidate the CAAM acceptance of the contract.

9.1.10 Appendix 14.4 provides information on the subcontracting of continuing airworthiness management tasks.

9.2 CAD 6802 10.1.2 – Other privileges

9.2.1 An organisation may be approved for the privileges in accordance with para 10.1.1 of CAD 6802 only, without the privilege to carry out airworthiness reviews. This can be contracted to another appropriately approved organisation. In such case, it is not mandatory that the contracted organisation is linked to an AOC holder, being possible to contract an appropriately approved independent continuing airworthiness management organisation which is approved for the same aircraft type.

9.2.2 In order to be approved for the privileges of para 10.1.2 of CAD 6802 for a particular aircraft type, it is necessary to be approved for the privileges of para 10.1.1 of CAD 6802 for that aircraft type. As a consequence, the normal situation in this case is that the organisation will be performing continuing airworthiness management tasks and performing airworthiness reviews on every aircraft type contained in the approval certificate.

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

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

9.3 CAD 6802 10.1.3 – Additional privilege

9.3.1 The sentence ‘for the particular aircraft for which the organisation is approved to issue the airworthiness review report’ contained in paragraph 10.1.3 of CAD 6802 means that the permit to fly can only be issued for aircraft managed by that CAMO.

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10 Quality System (CAD 6802 11)

10.1 CAD 6802 11.1.1 – Quality system procedure development

10.1.1 Procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all employees to report any difficulties with the procedures via their organisation's internal occurrence reporting mechanisms.

10.1.2 All procedures, and changes to the procedures, should be verified and validated before use where practicable.

10.1.3 The feedback part of the system should address who is required to rectify any non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should lead to the accountable manager specified in Chapter 5 of CAD 6802.

10.1.4 The independent quality audit reports referenced in paragraph 11.1.2 of CAD 6802 should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated quality auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the quality auditor of such rectification.

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

10.2 CAD 6802 11.1.2 – Independent Audit

10.2.1 The primary objectives of the quality system are to enable the CAMO to ensure airworthy aircraft and to remain in compliance with the Part-M requirements.

10.2.2 An essential element of the quality system is the independent audit.

10.2.3 The independent audit is an objective process of routine sample checks of all aspects of the CAMO ability to carry out continuing airworthiness management to the required standards. It includes some product sampling as this is the end result of the process.

10.2.4 The independent audit represents an objective overview of the complete continuing airworthiness management related activities. It is intended to complement the objectives of airworthiness review requirement and to be satisfied that all aircraft managed by the organisation remain airworthy.

10.2.5 The independent audit should ensure that all aspects of CAD 6802 compliance are checked annually, including all the sub-contracted activities, and may be carried out as a complete single exercise or subdivided over the annual period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every year without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to the annual interval for the particular procedure. Provided that there are no safety related findings, the audit time periods specified in CAD 6802 may be increased by up to 100% subject to agreement by CAAM.

10.2.6 Where the organisation has more than one approved location, the quality system should describe how these are integrated into the system and include a plan to audit each location every year.

10.2.7 A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.

10.2.8 The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked.

10.2.9 An organisation should establish a quality plan acceptable to CAAM to show when and how often the activities as required by CAD 6802 will be audited.

11 Changes to the CAMO (CAD 6802 12)

11.1 CAD 6802 12.1 – Changes without notification would cause suspension of the approval

11.1.1 Paragraph 12.1 of CAD 6802 covers changes to the CAMO approval that need to be communicated to the CAAM before taking effect. The primary purpose of this paragraph is to enable CAMO to show and CAAM to determine continued compliance with CAD 6802.

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12 Record Keeping (CAD 6802 13)

12.1 CAD 6802 13.1 – Control of records

12.1.1 The CAMO should ensure that it always receives a complete maintenance release from the approved maintenance organisation and that the required records can be retained. The system to keep the continuing airworthiness records should be described in the organisation continuing airworthiness management exposition.

12.1.2 When an organisation arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records under paragraphs 13.1 of CAD 6802 relating to the preservation of records. If it ceases to be the organisation responsible for the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft.

12.1.3 Keeping continuing airworthiness records in a form acceptable to CAAM means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. The record should remain legible throughout the required retention period.

12.1.4 Paper systems should use robust material which can withstand normal handling and filing.

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

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

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13 CAAM Continuous Oversight

13.1 Continuing Airworthiness Management Organisation responsibility

13.1.1 The CAMO organisation shall at all times, complies with the requirements mandated by Civil Aviation Authority of Malaysia through its published requirements. In order to maintain its approval and the privilege/s given, a continuous monitoring under its quality system will ensure that all aspect of the regulatory requirements and company approved procedures are complied.

13.1.2 The organisation shall ensure that whenever there are conditions of unforeseen circumstances in which restrict the movement of the CAAM to conduct physical audit, the commitment of the organisation to respond on the desktop audit checklist provided by the CAAM whenever instructed to.

13.1.3 The applicable checklists that have been developed by the CAAM are listed but not limited to below:

a) CAAM/AW/6802-07 : CAMO DESKTOP AUDIT - OPERATIONAL DISRUPTION DUE TO PANDEMIC OUTBREAK

b) CAAM/AW/6802-08 : CAMO DESKTOP AUDIT – OPERATIONAL STATUS DUE TO PANDEMIC OUTBREAK

c) CAAM/AW/6802-09 : CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION ANNUAL SURVEILLANCE –DESKTOP ANNUAL AUDIT CHECKLIST

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14 Appendices

14.1 Appendix 1 – CAME Structure

CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

TABLE OF CONTENT

Part 2	**Quality system**
2.1	Continuing airworthiness quality policy, plan and audit procedure
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2.4	Monitoring that all maintenance is carried out by an appropriate maintenance organisation
2.5	Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor
2.6	Quality audit personnel
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Part 5	**Appendices**
5.1	Sample documents
5.2	List of airworthiness review staff
5.3	List of subcontractors
5.4	List of contracted approved maintenance organisations

5.5 Copy of contracts for subcontracted continuing airworthiness function

LIST OF EFFECTIVE PAGES

Page	Revision	Page	Revision	Page	Revision
1	Original	3	Original	5	Original
2	Original	4	Original	….	….

DISTRIBUTION LIST

(The document should include a distribution list to ensure proper distribution of the manual and to demonstrate to CAAM that all personnel involved in continuing airworthiness activities have access to the relevant information. This does not mean that all personnel have to receive a manual, but that a reasonable amount of manuals is distributed within the organisation(s) so that personnel concerned have quick and easy access to the manual.

Accordingly, the continuing airworthiness management exposition should be distributed to:

- the operator's or the organisation's management personnel and to any person at a lower level as necessary; and
- the AMO or LAMO contracted maintenance organisation(s); and
- CAAM.

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14.2 Appendix 2 – Fuel Tank Safety Training

1 This appendix includes general instructions for providing training on Fuel Tank Safety issues.

2 Effectivity:

Large aircraft as defined paragraph 1.4 of CAD 6802.

3 Affected organisations:

CAMOs involved in the continuing airworthiness management of aeroplanes specified in paragraph 14.2.2.

4 Persons from affected organisations who should receive training:

a) Phase 1 only:

The quality manager and quality personnel.

b) Phase 1 + Phase 2 + Continuation training:

Personnel of the CAMO involved in the management and review of the continuing airworthiness of aircraft specified in paragraph 14.2.2.

5 of the training courses

Phase 1 – Awareness

The training should be carried out before the person starts to work without supervision but not later than 6 months after joining the organisation. The persons who have already attended the Level 1 Familiarisation course in compliance with Part 66 Level 1 Training are already in compliance with Phase 1.

Type:

Should be an awareness course with the principal elements of the subject. It may take the form of a training bulletin, or other self-study or informative session. Signature of the reader is required to ensure that the person has passed the training.

Level:

It should be a course at the level of familiarisation with the principal elements of the subject.

Objectives:

The trainee should, after the completion of the training:

Be familiar with the basic elements of the fuel tank safety issues.

Be able to give a simple description of the historical background and the elements requiring a safety consideration, using common words and showing examples of non-conformities.

Be able to use typical terms.

Content of the course should include:

a) a short background showing examples of FTS accidents or incidents,

b) the description of concept of fuel tank safety and CDCCL,

c) some examples of manufacturers documents showing CDCCL items,

d) typical examples of FTS defects,

e) some examples of TC holders repair data

f) some examples of maintenance instructions for inspection.

Phase 2 - Detailed training

A flexible period may be allowed by the CAAM to allow organisations to set the necessary courses and impart the training to the personnel, taking into account the organisation's training schemes/means/practices.

The persons who have already attended the Level 2 Detailed training course in compliance with Part 66 Level III training either from CAMO or from a Part-147 training organisation are already in compliance with Phase 2 with the exception of continuation training.

Staff should have received Phase 2 training within 12 months of joining the organisation, whichever comes later.

Type:

Should be a more in-depth internal or external course. It should not take the form of a training bulletin or other self-study. An examination should be required at the end, which should be in the form of a multi choice question, and the pass mark of the examination should be 75%.

Level:

It should be a detailed course on the theoretical and practical elements of the subject.

The training may be made either:

a) in appropriate facilities containing examples of components, systems and parts affected by Fuel Tank Safety (FTS) issues. The use of films, pictures and practical examples on FTS is recommended; or

b) by attending a distance course (e-learning or computer based training) including a film when such film meets the intent of the objectives and content here below. An e-learning or computer based training should meet the following criteria:

1) A continuous evaluation process should ensure the effectiveness of the training and its relevance;
2) Some questions at intermediate steps of the training should be proposed to ensure that the trainee is authorized to move to the next step;
3) The content and results of examinations should be recorded;
Access to an instructor in person or at distance should be possible in case support is needed.

A duration of 8 hours for phase 2 is an acceptable compliance.

When the course is provided in a classroom, the instructor should be very familiar with the data in Objectives and Guidelines. To be familiar, an instructor should have attended himself a similar course in a classroom and made additionally some lecture of related subjects.

Objectives:

The attendant should, after the completion of the training:

a) have knowledge of the history of events related to fuel tank safety issues and the theoretical and practical elements of the subject, be able to give a detailed description of the concept of fuel tank system ALI (including Critical Design Configuration Control Limitations CDCCL, and using theoretical fundamentals and specific examples;

b) have the capacity to combine and apply the separate elements of knowledge in a logical and comprehensive manner;

c) have knowledge on how the above items affect the aircraft;

d) be able to identify the components or parts or the aircraft subject to FTS from the manufacturer's documentation, be able to plan the action or apply a Service Bulletin and an Airworthiness Directive.

Content: Following the guidelines described in paragraph 14.2.6.

Continuation training:

The organisation should ensure that the continuation training is performed in each two years period. The syllabus of the training programme referred to in the Training policy of the Continuing Airworthiness Management Exposition (CAME) should contain the additional syllabus for this continuation training.

The continuation training may be combined with the phase 2 training in a classroom or at distance.

The continuing training should be updated when new instructions are issued which are related to the material, tools, documentation and manufacturer's or CAAM's directives.

6 Guidelines for preparing the content of Phase 2 courses.

The following guidelines should be taken into consideration when the phase 2 training programme are being established:

a) understanding of the background and the concept of fuel tank safety,

b) how the mechanics can recognise, interpret and handle the improvements in the instructions for continuing airworthiness that have been made or are being made regarding fuel tank systems,

c) awareness of any hazards especially when working on the fuel system, and when the Flammability Reduction System using nitrogen is installed.

Paragraphs a) b) and c) above should be introduced in the training programme addressing the following issues:

1) The theoretical background behind the risk of fuel tank safety: the explosions of mixtures of fuel and air, the behaviour of those mixtures in an aviation environment, the effects of temperature and pressure, energy needed for ignition, etc., the 'fire triangle', - Explain 2 concepts to prevent explosions:

   i) ignition source prevention; and
   ii) flammability reduction,

2) The major accidents related to fuel tank systems, the accident investigations and their conclusions,
3) Where relevant information can be found and how to use and interpret this information in the various instructions for continuing airworthiness (aircraft maintenance manuals, component maintenance manual, etc.),
4) Fuel Tank Safety during maintenance: fuel tank entry and exit procedures, clean working environment, what is meant by configuration control, wire separation, bonding of components etc.
5) Flammability reduction systems when installed: reason for their presence, their effects, the hazards of a Flammability Reduction System (FRS) using nitrogen for maintenance, safety precautions in maintenance/working with an FRS,
6) Recording maintenance actions, recording measures and results of inspections.

The training should include a representative number of examples of defects and the associated repairs as required by the TC/STC holders maintenance data.

7 Approval of training

For CAMOs the approval of the initial and continuation training programme and the content of the examination can be achieved by the change of the CAME exposition. The modification of the CAME should be approved by CAAM. The necessary changes to the CAME to meet the content of this decision should be made and implemented at the time requested by CAAM.

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14.3 Appendix 3 – Contracted Maintenance

1 Maintenance contracts

The following paragraphs are not intended to provide a standard maintenance contract, but to provide a list of the main points that should be addressed, when applicable, in a maintenance contract between the CAMO and the maintenance organisation. The following paragraphs only address technical matters and exclude matters such as costs, delay, warranty, etc.

When maintenance is contracted to more than one maintenance organisation (for example, aircraft base maintenance to X, engine maintenance to Y, and line maintenance to Z1, Z2 and Z3), attention should be paid to the consistency of the different maintenance contracts.

A maintenance contract is not normally intended to provide appropriate detailed work instructions to personnel. Accordingly, there should be established organisational responsibilities, procedures and routines in the CAMO and the maintenance organisation to cover these functions in a satisfactory way such that any person involved is informed about his/her responsibilities and the procedures that apply. These procedures and routines can be included/appended to the CAME and to the maintenance organisation's manual/MOE, or can consist in separate procedures. In other words, procedures and routines should reflect the conditions of the contract.

2 Aircraft/engine maintenance

The following subparagraphs may be adapted to a maintenance contract that applies to aircraft base maintenance, aircraft line maintenance, and engine maintenance.

Aircraft maintenance also includes the maintenance of the engines and APU while they are installed on the aircraft.

1) Scope of work
The type of maintenance to be performed by the maintenance organisation should be specified unambiguously. In case of line and/or base maintenance, the contract should specify the aircraft type and, preferably, should include the aircraft's registrations.
In case of engine maintenance, the contract should specify the engine type.

2) Locations identified for the performance of maintenance/certificates held.
The place(s) where base, line or engine maintenance, as applicable, will be performed should be specified. The certificate held by the maintenance organisation at the place(s) where maintenance will be performed should be referred to in the contract. If necessary, the contract may address the possibility of performing maintenance at any location subject to the need for such maintenance arising either from the unserviceability of the aircraft or from the necessity to support occasional line maintenance.

3) Subcontracting

The maintenance contract should specify under which conditions the maintenance organisation may subcontract tasks to a third party (regardless if this third party is approved or not). At least the contract should make reference to Chapter 16 of CAD 8602 and Chapter 6 of CAD 8601. Additional guidance is provided by the associated CAGM. In addition, the CAMO may require the maintenance organisation to obtain the CAMO approval before subcontracting to a third party. Access should be given to the CAMO to any information (especially the quality monitoring information) about the maintenance organisation's subcontractors involved in the contract. It should, however, be noted that under the CAMO responsibility both the CAMO and CAAM are entitled to be fully informed about subcontracting, although CAAM will normally only be concerned with aircraft, engine and APU subcontracting.

4) Maintenance programme

The maintenance programme, under which maintenance has to be performed, has to be specified. The CAMO should have that maintenance programme approved by CAAM.

5) Quality monitoring

The terms of the contract should include a provision allowing the CAMO to perform a quality surveillance (including audits) of the maintenance organisation. The maintenance contract should specify how the results of the quality surveillance are taken into account by the maintenance organisation (see also paragraph 24 'Meetings').

6) CAAM involvement.

The contract should identify CAAM responsible for the oversight of the aircraft, the operator, the CAMO, and the maintenance organisation. Additionally, the contract should allow CAAM access to the maintenance organisation.

7) Maintenance data

The contract should specify the maintenance data and any other manual required for the fulfilment of the contract, and how these data and manuals are made available and kept current (regardless if they are provided by the CAMO or by the maintenance organisation).

This may include but is not limited to:

i) maintenance programme,
ii) airworthiness directives,
iii) major repairs/modification data,
iv) aircraft maintenance manual,
v) aircraft illustrated parts catalogue (IPC),
vi) wiring diagrams,
vii) troubleshooting manual,

viii) Minimum Equipment List (normally on board the aircraft),
ix) operator's manual,
x) flight manual,
xi) engine maintenance manual,
xii) engine overhaul manual.

8) Incoming conditions
The contract should specify in which condition the aircraft should be made available to the maintenance organisation. For extensive maintenance, it may be beneficial that a work scope planning meeting be organised so that the tasks to be performed may be commonly agreed (see also paragraph 24 'Meetings').

9) Airworthiness directives and service bulletins/modifications
The contract should specify the information that the CAMO is responsible to provide to the maintenance organisation, such as:

i) the status of the ADs including due date and the selected means of compliance, if applicable; and
ii) status of modifications and the decision to embody a modification or an SB.

In addition, the contract should specify the type of information the CAMO will need in return to complete the control of ADs and modification status.

10) Hours and cycles control.
Hours and cycles control is the responsibility of the CAMO, and the contract should specify how the CAMO should provide the current hours and cycles to the maintenance organisation and whether the maintenance organisation should receive the current flight hours and cycles on a regular basis so that it may update the records for its own planning functions (see also paragraph 23 'Exchange of information').

11) Service life-limited component.
The control of service life-limited components is the responsibility of the CAMO. The contract should specify whether the CAMO should provide the status of service life-limited parts to the maintenance organisation, and the information that the approved organisation will have to provide to the CAMO about the service life-limited components' removal/installation so that the CAMO may update its records (see also paragraph 23 'Exchange of information').

12) Supply of parts
The contract should specify whether a particular type of material or component is supplied by the CAMO or by the maintenance organisation, which type of component is pooled, etc. The contract should clearly state that it is the maintenance organisation's responsibility to be in any case satisfied that the component in question meets the approved data/standard and to ensure that

the aircraft component is in a satisfactory condition for installation. Additional guidance on the acceptance of components is provided in paragraph 4.2 of CAD 6801 and paragraph 5.5 of CAD 8601.

13) Pooled parts at line stations
If applicable, the contract should specify how the subject of pooled parts at line stations should be addressed.

14) Scheduled maintenance
For planning scheduled maintenance checks, the support documentation to be given to the maintenance organisation should be specified. This may include but is not limited to:

i) applicable work package, including job cards;
ii) scheduled component removal list;
iii) modifications to be incorporated.

15) When the maintenance organisation determines, for any reason, to defer a maintenance task, it has to be formally agreed with the CAMO. If the deferment goes beyond an approved limit, please refer to paragraph 18 'Deviation from the maintenance schedule'. This should be addressed, where applicable, in the maintenance contract.

16) Unscheduled maintenance/defect rectification
The contract should specify to which level the maintenance organisation may rectify a defect without reference to the CAMO. It should describe, as a minimum, the management of approval of repairs and the incorporation of major repairs. The deferment of any defect rectification should be submitted to the CAMO.

17) Deferred tasks
See paragraphs 14 and 15 above, as well as paragraph 5.9(e) of CAD 8601. In addition, for aircraft line and base maintenance, the use of the operator's MEL and the liaison with the CAMO in case of a defect that cannot be rectified at the line station should be addressed.

18) Deviation from the maintenance schedule
Deviations from the maintenance schedule have to be managed by the CAMO in accordance with the procedures established in the maintenance programme. The contract should specify the support the maintenance organisation may provide to the operator in order to substantiate the deviation request.

19) Test flight
If any test flight is required after aircraft maintenance, it should be performed in accordance with the procedures established in the continuing airworthiness management exposition or the operator's manual.

20) Bench test
The contract should specify the acceptability criterion and whether a representative of the CAMO should witness an engine undergoing test.

21) Release to service documentation
The release to service has to be performed by the maintenance organisation in accordance with its maintenance organisation procedures. The contract should, however, specify which support forms have to be used (aircraft journey log, maintenance organisation's release format, etc.) and the documentation that the maintenance organisation should provide to the CAMO upon delivery of the aircraft. This may include but is not limited to:

i) certificate of release to service,
ii) flight test report,
iii) list of modifications embodied,
iv) list of repairs,
v) list of ADs accomplished,
vi) maintenance visit report,
vii) test bench report.

22) Maintenance record-keeping
The CAMO may subcontract the maintenance organisation to retain some of the maintenance records required by CAD 6801. This means that the CAMO subcontracts under its quality system part of its record-keeping tasks and, therefore, the provisions of 10.1.1 c) of CAD 6802 apply.

23) Exchange of information
Each time exchange of information between the CAMO and the maintenance organisation is necessary, the contract should specify what information should be provided and when (i.e. in which case or at what frequency), how, by whom and to whom it has to be transmitted.

24) Meetings
The maintenance contract should include the provision for a certain number of meetings to be held between the CAMO and the maintenance organisation.

25) Contract review
Before the contract is enforced, it is very important that the technical personnel of both parties, that are involved in the fulfilment of the contract, meet in order to be sure that every point leads to a common understanding of the duties of both parties.

26) Work scope planning meeting
Work scope planning meetings may be organised so that the tasks to be performed may be commonly agreed.

27) Technical meeting

Scheduled meetings may be organised in order to review on a regular basis technical matters such as ADs, SBs, future modifications, major defects found during maintenance check, aircraft and component reliability, etc.

28) Quality meeting
Quality meetings may be organised in order to examine matters raised by the CAMO's quality surveillance and to agree upon necessary corrective actions

29) Reliability meeting
When a reliability programme exists, the contract should specify the CAMO's and maintenance organisation's respective involvement in that programme, including the participation in reliability meetings.

14.4 Appendix 4 – Subcontracting Continuing Airworthiness Management Tasks

1 Subcontracted continuing airworthiness management tasks

1) To actively control the standards of the subcontracted organisation, the CAMO should employ a person or group of persons who are trained and competent in the disciplines associated with CAD 6802. As such, they are responsible for determining what maintenance is required, when it has to be performed, by whom and to what standard in order to ensure the continuing airworthiness of the aircraft to be operated.
2) The CAMO should conduct a pre-subcontract audit to establish that the organisation to be subcontracted can achieve the standards required by CAD 6802 in connection with those activities to be subcontracted.
3) The CAMO should ensure that the organisation to be subcontracted has sufficient and qualified personnel who are trained and competent in the functions to be sub-contracted. In assessing the adequacy of personnel resources, the CAMO should consider the particular needs of those activities that are to be subcontracted, while taking into account the subcontracted organisations existing commitments.
4) To be appropriately approved to subcontract continuing airworthiness management tasks, the CAMO should have procedures for the management control of these arrangements. The continuing airworthiness management exposition should contain relevant procedures to reflect its control of those arrangements made with the sub-contracted organisation.
5) Subcontracted continuing airworthiness management tasks should be addressed in a contract between the CAMO and the subcontracted organisation. The contract should also specify that the subcontracted organisation is responsible for informing the CAMO, that is in turn responsible for notifying the respective CAAM, of any subsequent changes that affect their ability to fulfil the contract.
6) The subcontracted organisation should use procedures which set out the manner of fulfilling its responsibilities with regard to the subcontracted activities. Such procedures may be developed by either the subcontracted organisation or the CAMO.
7) Where the subcontracted organisation develops its own procedures, they should be compatible with the continuing airworthiness management exposition and the terms of the contract. These should be accepted by CAAM as extended procedures of the CAMO and as such should be cross-referenced from the continuing airworthiness management exposition. One current copy of the subcontracted organisation's relevant procedures should be kept by the CAMO and should be accessible to CAAM when needed.

Note: Should any conflict arise between the subcontracted organisation's procedures and those of the CAMO, then the policy and procedures of the continuing airworthiness management exposition will prevail.

8) The contract should also specify that the subcontracted organisation's procedures may only be amended with the agreement of the CAMO. The CAMO should ensure that these amendments are compatible with its continuing airworthiness management exposition and comply with CAD 6802.
9) The CAMO should nominate the person responsible for continued monitoring and acceptance of the subcontracted organisation's procedures and their amendments. The controls used to fulfil this function should be clearly set out in the amendment section of the continuing airworthiness management exposition detailing the level of CAMO involvement.
10) Whenever any elements of the continuing airworthiness management tasks are subcontracted, the CAMO personnel should have access to all relevant data in order to fulfil their responsibilities.

Note.- The CAMO retains the authority to override, whenever necessary for the continuing airworthiness of their aircraft, any recommendation of the subcontracted organisation.

11) The CAMO should ensure that the subcontracted organisation continues to have qualified technical expertise and sufficient resources to perform the sub-contracted tasks while complying with the relevant procedures. Failure to do so may invalidate the CAMO approval.
12) The contract should provide for CAAM monitoring.
13) The contract should address the respective responsibilities to ensure that any findings arising from the CAAM monitoring will be closed to the satisfaction of the CAAM.

2 Accomplishment

This paragraph describes the topics which may be applicable to such subcontracting arrangements.

1) Scope of work
The type of aircraft and their registrations, engine types and/or components subject to the continuing airworthiness management tasks contract should be specified.

2) Maintenance programme development and amendment
The CAMO may subcontract the preparation of the draft maintenance programme and any subsequent amendments. However, the CAMO remains responsible for assessing that the draft proposals meet its needs and for obtaining CAAM approval; the relevant procedures should specify these responsibilities. The contract should also stipulate that any data necessary to substantiate the approval of the initial programme or an amendment to this programme should be provided for CAMO agreement and/or CAAM upon request.

3) Maintenance programme effectiveness and reliability

The CAMO should have a system in place to monitor and assess the effectiveness of the maintenance programme based on maintenance and operational experience. The collection of data and initial assessment may be made by the subcontracted organisation; the required actions are to be endorsed by the CAMO.

Where reliability monitoring is used to establish the effectiveness of the maintenance programme, this may be provided by the subcontracted organisation and should be specified in the relevant procedures. Reference should be made to the approved maintenance and reliability programme. Participation of the CAMO's personnel in reliability meetings with the subcontracted organisation should also be specified.

When providing reliability data, the subcontracted organisation is limited to working with primary data/documents provided by the CAMO or data provided by the CAMO's contracted maintenance organisation(s) from which the reports are derived. The pooling of reliability data is permitted if it is acceptable to the CAAM.

4) Permitted variations to the maintenance programme

The reasons and justification for any proposed variation to scheduled maintenance may be prepared by the subcontracted organisation. Acceptance of the proposed variation should be granted by the CAAM through the request made by the CAMO. The means by which the permitted variation request should be specified in the relevant procedures. Any variations outside the limits set out in the maintenance programme, the CAMO is required to obtain approval by CAAM.

5) Scheduled maintenance

Where the subcontracted organisation plans and defines maintenance checks or inspections in accordance with the approved maintenance programme, the required liaison with the CAMO, including feedback, should be defined.

The planning control and documentation should be specified in the appropriate supporting procedures. These procedures should typically set out the CAMO's level of involvement in each type of check. This will normally involve the CAMO assessing and agreeing to a work specification on a case-by-case basis for base maintenance checks. For routine line maintenance checks, this may be controlled on a day-to-day basis by the subcontracted organisation subject to appropriate liaison and CAMO controls to ensure timely compliance. This may typically include but is not necessarily limited to:

i) applicable work package, including job cards;
ii) scheduled component removal list;
iii) ADs to be incorporated;
iv) modifications to be incorporated.
v) The associated procedures should ensure that the CAMO is informed in a timely manner on the accomplishment of such tasks.

6) Quality monitoring

The CAMO's quality system should monitor the adequacy of the subcontracted continuing airworthiness management task performance for compliance with the contract and with CAD 6802. The terms of the contract should therefore include a provision allowing the CAMO to perform a quality surveillance (including audits) of the subcontracted organisation. The aim of the surveillance is primarily to investigate and judge the effectiveness of those subcontracted activities and thereby to ensure compliance with CAD 6802 and the contract. Audit reports may be subject to review when requested by CAAM.

7) Access to the CAAM
The contract should specify that the subcontracted organisation should always grant access to CAAM.

8) Maintenance data
The maintenance data used for the purpose of the contract should be specified, together with those responsible for providing such documentation and CAAM responsible for the acceptance/approval of such data, when applicable. The CAMO should ensure that such data, including revisions, is readily available to the CAMO personnel and to those in the subcontracted organisation who may be required to assess such data. The CAMO should establish a 'fast track' means to ensure that urgent data is transmitted to the subcontractor in a timely manner. Maintenance data may include but is not necessarily limited to:

i) the maintenance programme,
ii) airworthiness directives,
iii) service bulletins,
iv) major repairs/modification data,
v) aircraft maintenance manual,
vi) engine overhaul manual,
vii) aircraft illustrated parts catalogue (IPC),
viii) wiring diagrams,
ix) troubleshooting manual.

9) Airworthiness directives (ADs)
While the various aspects of AD assessment, planning and follow-up may be accomplished by the subcontracted organisation, AD embodiment is performed by a maintenance organisation. The CAMO is responsible for ensuring timely embodiment of the applicable ADs and is to be provided with notification of compliance. It, therefore, follows that the CAMO should have clear policies and procedures on AD embodiment supported by defined procedures which will ensure that the CAMO agrees to the proposed means of compliance.
The relevant procedures should specify:

i) what information (e.g. AD publications, continuing airworthiness records, flight hours/cycles, etc.) the subcontracted organisation needs from the CAMO;

ii) what information (e.g. AD planning listing, detailed engineering order, etc.) the CAMO needs from the subcontracted organisation in order to ensure timely compliance with the ADs.

To fulfil the above responsibility, the CAMO should ensure that it receives current mandatory continued airworthiness information for the aircraft and equipment it is managing.

10) Service bulletin (SB) modifications
The subcontracted organisation may be required to review and make recommendations on the embodiment of an SB and other associated non-mandatory material based on a clear policy established by the CAMO. This should be specified in the contract.

11) Service life limit controls and component control/removal forecast.
Where the subcontracted organisation performs planning activities, it should be specified that the organisation should receive the current flight cycles, flight hours, landings and/or calendar controlled details, as applicable, at a frequency to be specified in the contract. The frequency should be such that it allows the organisation to properly perform the subcontracted planning functions. It, therefore, follows that there will need to be adequate liaison between the CAMO, the contracted maintenance organisation(s) and the subcontracted organisation. Additionally, the contract should specify how the CAMO will be in possession of all current flight cycles, flight hours, etc., so that it may assure the timely accomplishment of the required maintenance.

12) Engine health monitoring
If the CAMO subcontracts the on-wing engine health monitoring, the subcontracted organisation should receive all the relevant information to perform this task, including any parameter reading deemed necessary to be supplied by the CAMO for this control. The contract should also specify what kind of feedback information (such as engine limitation, appropriate technical advice, etc.) the organisation should provide to the CAMO.

13) Defect control
Where the CAMO has subcontracted the day-to-day control of technical log deferred defects, this should be specified in the contract and should be adequately described in the appropriate procedures. The operator's MEL/CDL provides the basis for establishing which defects may be deferred and the associated limits. The procedures should also define the responsibilities and actions to be taken for defects such as AOG situations, repetitive defects, and damage beyond the type certificate holder's limits.

For all other defects identified during maintenance, the information should be brought to the attention of the CAMO which, depending upon the procedural authority granted by CAAM, may determine that some defects can be deferred.

Therefore, adequate liaison between the CAMO, its subcontracted organisation and contracted maintenance organisation should be ensured.

The subcontracted organisation should make a positive assessment of potential deferred defects and consider the potential hazards arising from the cumulative effect of any combination of defects. The subcontracted organisations should liaise with the CAMO to get its agreement following this assessment.

Deferment of MEL/CDL allowable defects can be accomplished by a contracted maintenance organisation in compliance with the relevant technical log procedures, subject to the acceptance by the aircraft commander.

14) Mandatory occurrence reporting

All incidents and occurrences that meet the reporting criteria defined in CAD 6801 (Part-M) and CAD 8601 (Part-145) should be reported as required by the respective requirements. The CAMO should ensure that adequate liaison exists with the subcontracted organisation and the maintenance organisation.

15) Continuing airworthiness records

They may be maintained and kept by the subcontracted organisation on behalf of the CAMO, which remains the owner of these documents. However, the CAMO should be provided with the current status of AD compliance and service life-limited components in accordance with the agreed procedures. The CAMO should also be granted unrestricted and timely access to the original records as and when needed. Online access to the appropriate information systems is acceptable

The record-keeping requirements of CAD 6801 (Part-M) should be met. Access to the records by duly authorised members of the CAAM should be granted upon request.

16) Check flight procedures

Check flights are performed under the control of the CAMO. Check flight requirements from the subcontracted organisation or contracted maintenance organisation should be agreed by the CAMO.

17) Communication between the CAMO and the subcontracted organisation

i) In order to fulfil its airworthiness responsibility, the CAMO needs to receive all the relevant reports and relevant maintenance data. The contract should specify what information should be provided and when.

ii) Meetings provide one important cornerstone whereby the CAMO can fulfil part of its responsibility for ensuring the airworthiness of the operated aircraft. They should be used to establish good communication between the CAMO, the subcontracted organisation and the contracted

maintenance organisation. The terms of the contract should include, whenever appropriate, the provision for a certain number of meetings to be held between the involved parties. Details of the types of liaison meetings and associated terms of reference of each meeting should be documented. The meetings may include but are not limited to all or a combination of:

a) Contract review
Before the contract is enforced, it is very important that the technical personnel of both parties, that are involved in the fulfilment of the contract, meet in order to be sure that every point leads to a common understanding of the duties of both parties.

b) Work scope planning meeting
Work scope planning meetings may be organised so that the tasks to be performed are commonly agreed.

c) Technical meeting
Scheduled meetings should be organised in order to review on a regular basis and agree on actions on technical matters such as ADs, SBs, future modifications, major defects found during shop visit, reliability, etc.

d) Quality meeting
Quality meetings should be organised in order to examine matters raised by the CAMO's quality surveillance and the competent authority's monitoring activity and to agree on necessary corrective actions.

e) Reliability meeting
When a reliability programme exists, the contract should specify the involvement of the CAMO and of the subcontracted organisation in that programme, including their participation in reliability meetings. Provision to enable competent authority participation in the periodical reliability meetings should also be made.

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