[Date]

**LISTE DES PAGES EFFECTIVES**

| **Chapitre** | **Page** | **N°d’édition** | **Date d’édition** | **N° de révision** | **Date de révision** |
| --- | --- | --- | --- | --- | --- |
| LPE | 1 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| ER | 2 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| LA | 3 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| LR | 4 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| TM | 5-6 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| General | 7 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| SECTION A — TECHNICAL REQUIREMENTS | 8 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| SUBPART A | 9 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| SUBPART B | 10-11 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| SUBPART E | 12 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| SUBPART G | 13 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| SECTION B — ADDITIONAL PROCEDURES FOR COMPETENT AUTHORITIES | 14 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| SUBPART A | 15 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| SUBPART B | 16 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| SUBPART G | 17 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| APPENDICES TO AMCs AND GM TO ANNEX Va (Part-T) | 18 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| Appendix I to AMC T.A.704 | 19-25 | 01 | 15/07/2020 | 00 | 15/07/2020 |
| Appendix II to AMC T.B.702 | 26-35 | 01 | 15/07/2020 | 00 | 15/07/2020 |

**ENREGISTREMENT DES RÉVISIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **N° de révision** | **Date d’application** | **Date d’insertion** | **Emargement** | **Remarques** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

LISTE DES AMENDEMENTS

|  |  |  |  |
| --- | --- | --- | --- |
| **Page** | **N°d’Amdt**  | **Date** | **Motif** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**LISTE DES RÉFÉRENCES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Référence** | **Source** | **Titre** | **N° d’édition** | **Date d’édition** |
| Regulation (EU) N° XXX/CEMAC/PC/DAJ 1321/2014) | EU | Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Annex Va (PART-T) | N° 2 | 17/12/2015 |
| Regulation (EU) N° XXX/CEMAC/PC/DAJ 1321/2014) | EU | Easy Access Rules for Continuing Airworthiness (Regulation | N° 1 | Apr 2019 |
| Regulation (EU) N° XXX/CEMAC/PC/DAJ 1321/2014) | EU | Acceptable Means of Compliance (AMC) and Guidance Material (GM) to Annex Va (PART-T) | Issue 1 Amendment 2 | Apr 2020 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**TABLE OF CONTENTS**

**Page**

GENERAL 7

GM T.1 Competent authority 7

SECTION A — TECHNICAL REQUIREMENTS 8

SUBPART A — GENERAL 9

SUBPART B — CONTINUING AIRWORTHINESS 10

AMC T.A.201 (1) (h) - Responsibilities 10

GM T.A.201 (1) (j) - Responsibilities 10

AMC1 T.A.201 (3) - Responsibilities 10

AMC2 T.A.201 (3) - Responsibilities 10

AMC3 T.A.201(3) - Responsibilities 10

SUBPART E — MAINTENANCE ORGANISATION 12

GM1 T.A.501 12

AMC1 T.A.501(3) 12

SUBPART G — ADDITIONAL REQUIREMENTS FOR CONTINUING

 AIRWORTHINESS MANAGEMENT ORGANISATIONS APPROVED

 PURSUANT TO ANNEX I (PART-M) SUBPART G 13

AMC T.A.704 - Continuing airworthiness management exposition (CAME) 13

AMC T.A.706 - Personnel requirements 13

GM T.A.708 - Continuing airworthiness management 13

AMC T.A.709 - Maintenance data 13

AMC T.A.711 Privileges 13

SECTION B — ADDITIONAL PROCEDURES FOR COMPETENT AUTHORITIES 14

SUBPART A — GENERAL 15

AMC T.B.102 (3) - Competent authority 15

AMC T.B.102 (4) - Competent authority 15

AMC T.B.104 - Record-keeping 15

SUBPART B — ACCOUNTABILITY 16

SUBPART G — ADDITIONAL REQUIREMENTS FOR CONTINUING

 AIRWORTHINESSMANAGEMENT ORGANISATIONS APPROVED

 PURSUANT TO ANNEX I (PART-M) SUBPART G 17

AMC T.B.702 - Initial approval 17

APPENDICES TO AMCs AND GM TO ANNEX Va (Part-T) 18

Appendix I to AMC T.A.704 — Continuing airworthiness management exposition

(CAME) 19

Appendix II to AMC T.B.702 — ASSA-AC Form 13T 26

**GENERAL**

**GM T.1 - Competent authority**

[Article 1(b)](https://dxweb.easa.europa.eu/dx4/Topics/continuingAirworthinesstopic_1_2.docx) and Article 3(6) of Commission Regulation (EU) No 1321/2014, as amended by Commission Regulation (EU) 2015/1536, establish the applicability of [Annex Va (Part-T)](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_1_0.docx) to aircraft registered in a third country for which their regulatory safety oversight has not been delegated to a Member State when they are dry leased-in by an air carrier licensed in accordance with Regulation (EC) No 1008/2008.

This means that the provisions of [Part-T](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_1_0.docx) are not applicable to aircraft registered in a third country for which their regulatory safety oversight has been delegated to a Member State. In such a case, the responsibilities established under M.A.201 are applicable (ref. Article 1(a)(ii) of Regulation (EU) No 1321/2014)

The conditions for the approval of the dry lease-in are specified in ORO.AOC.110.

**SECTION A — TECHNICAL REQUIREMENTS**

**SUBPART A — GENERAL**

**SUBPART B — CONTINUING AIRWORTHINESS**

**AMC T.A.201 (1) (h) - Responsibilities**

**PRE-FLIGHT INSPECTION**

Contents of the pre-flight inspection may be found in [AMC M.A.301(](https://dxweb.easa.europa.eu/dx4/Topics/partm-amcgmtopic_2_2_0.docx)a).

**GM T.A.201 (1) (j) - Responsibilities**

**RECORDS**

The records should provide all the necessary information to allow the CAMO and the competent authority to clearly establish the airworthy condition of the aircraft during the whole lease period.

**AMC1 T.A.201 (3) - Responsibilities**

1. The CAMO carries the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management; it should thus be satisfied before the intended flight that all required maintenance has been properly carried out by a maintenance organisation.
2. The CAMO should establish a process to verify that the maintenance organisation complies with the applicable requirements of Subpart E.

**AMC1 T.A.201 (3) - Responsibilities**

**MAINTENANCE ORGANISATION**

1. The CAMO carries the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management; it should thus be satisfied before the intended flight that all required maintenance has been properly carried out by a maintenance organisation.
2. The CAMO should establish a process to verify that the maintenance organisation complies with the applicable requirements of Subpart E of Part-T.

**AMC2 T.A.201 (3) - Responsibilities**

**CONTRACT**

1. 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.
2. 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 a bearing on the airworthiness or serviceability of aircraft is not or will not be properly performed. Appendix IV to AMC1 CAMO.A.315(c) — Contracted maintenance gives further details on the contents of the contract.
3. The CAMO should consider checking at the maintenance facilities any aspect of the contracted work to satisfy its responsibility for the airworthiness of the aircraft during the period of the contract.

**AMC3 T.A.201 (3) - Responsibilities**

**CONTRACT**

Normally the contract with the maintenance organisation should be established for the duration of the lease period, which should not be more than 7 months. For unscheduled line maintenance and component maintenance up to engines, the contract may take the form of individual work orders as long as the scope of work and the responsibilities of the CAMO and of the maintenance organisation are properly addressed.

**SUBPART E — MAINTENANCE ORGANISATION**

**GM1 T.A.501**

The CAMO should establish a process to verify that the maintenance organisation complies with the applicable requirements of Part-T Subpart E, one of the inputs to this process may be whether the maintenance organisation holds an approval by the State of Registry issued in accordance with the requirements of ICAO Annex 6 Part I Section 8.7.

**AMC1 T.A.501 (3)**

The occurrence-reporting system should describe the procedures followed by the organisation whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft are transmitted to the operator, to the organisation responsible for the type design of that aircraft, and to the State of Registry.

**SUBPART G — ADDITIONAL REQUIREMENTS FOR CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATIONS APPROVED PURSUANT TO ANNEX I (PART-M) SUBPART G**

**AMC T.A.704 - Continuing airworthiness management exposition (CAME)**

In addition to the contents described in AMC1 CAMO.A.300 the CAME should provide additional information describing how the CAMO manages the continuing airworthiness of the aircraft under [Part-T.](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_1_0.docx) Guidance on the specific contents may be found in Appendix I to AMC T.A.704.

**AMC T.A.706 - Personnel requirements**

1. Adequate knowledge may be demonstrated by training or work experience with the applicable third-country regulations or a combination of training and experience.
2. The competence assessment required by CAMO.A.305(g) should include the knowledge necessary for the performance of the activities under [Part-T.](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_1_0.docx)

**GM T.A.708 - Continuing airworthiness management**

The CAMO has already approved procedures to perform the management of the aircraft under Part-CAMO. These procedures may be adapted as necessary to satisfy the requirements under [T.A.708](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_5_3.docx) or the CAMO may decide to develop different procedures.

**AMC T.A.709 - Maintenance data**

Applicable maintenance data should include the ICA applicable to the aircraft, the requirements, procedures, standards and mandatory safety information (MSI) issued by the State of Registry, the requirements, procedures, standards and MSI issued by the Agency.

The applicable maintenance data should be in a language acceptable to the competent authority.

**AMC T.A.711 - Privileges**

Under the privilege of CAMO.A.125(d)(3), the CAMO may contract the performance of limited continuing airworthiness tasks required b[y Part-T w](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_1_0.docx)ith another organisation working under the CAMO’s quality system and listed on the approval certificate.

**SECTION B — ADDITIONAL PROCEDURES FOR COMPETENT AUTHORITIES**

**SUBPART A — GENERAL**

**AMC T.B.102 (3) - Competent authority**

Staff should have adequate qualifications and should have received adequate training as described in [AMC1 M.B.102(](https://dxweb.easa.europa.eu/dx4/Topics/partm-amcgmtopic_2_9_0_1.docx)c) an[d AMC2 M.B.102(](https://dxweb.easa.europa.eu/dx4/Topics/AMC2-M.B.102%28c%29-Competent-authority---Qualification-and-trainingeasatopice341aa0b-ba40-4e1e-b931-e53e8d9fc6d7.docx)c), and in addition staff should have sufficient knowledge of the applicable third-country airworthiness requirements. Such knowledge may be demonstrated by training in, or work experience with, the applicable third-country airworthiness requirements or a combination of training and work experience.

**AMC T.B.102 (4) - Competent authority**

AMC M.B.102(d) may be used by the competent authority to establish the procedures required to comply with Part-T. In addition, the competent authority should establish procedures to ensure adequate coordination with the State of Registry.

**AMC T.B.104 - Record-keeping**

AMC M.B.104(a) and AMC M.B.104(f) may be used by the competent authority to establish its record-keeping system.

**SUBPART B — ACCOUNTABILITY**

**SUBPART G — ADDITIONAL REQUIREMENTS FOR CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATIONS APPROVED PURSUANT TO ANNEX I (PART-M) SUBPART G**

**AMC T.B.702 - Initial approval**

1. The audit report EASA Form 13T should be used to record the audit performance and the findings. EASA Form 13T may be found in Appendix II to AMC T.B.702.
2. When the organisation is not approved under Part-CAMO for a particular aircraft type, then the organisation should apply for a change under CAMO.A.130 to include that aircraft type in the scope of approval at the same time when it applies for approval under [Part-T Subpart G](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_5_0.docx) to manage the continuing airworthiness of aircraft referred to in [T.B.101.](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_6_0_0.docx)
3. When the organisation is already approved unde[r](https://dxweb.easa.europa.eu/dx4/Topics/partMirtopic_2_6_0.docx) Part-CAMO for a particular aircraft type, then the approval to manage the continuing airworthiness of aircraft referred to in [T.B.101](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_6_0_0.docx) should be considered as a change that requires prior approval by the competent authority. The approval by the competent authority should be performed by approving the proposed amendments to the CAME.

**APPENDICES TO AMCS AND GM TO ANNEX VA (PART-T)**

**Appendix I to AMC T.A.704 — Continuing airworthiness management exposition (CAME)**

The CAME of the CAMO should be amended to take into account the following elements:

1. In Part 0.1, the accountable manager statement for compliance with [Part-T:](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_1_0.docx)

**PART 0 — GENERAL ORGANISATION, SAFETY POLICY OBJECTIVES**

## Safety policy, objectives and accountable manager statement

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* *and any associated referenced manuals define the organisation and procedures upon which the competent authority’s approval of the continuing airworthiness management organisation is based.*

*These procedures are endorsed by the undersigned and must be complied with, as applicable, in order to ensure that all continuing airworthiness activities, including maintenance of the aircraft managed, are carried out on time to an approved standard.*

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

*It is understood that the approval of the organisation is based on the continuous compliance of the organisation with Part-CAMO,* *Part-M and Part-T and with the organisation’s procedures described in this exposition. The competent authority is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by Part-CAMO,* *Part- M and Part-T or any conditions according to which the approval was issued.*

*Suspension or revocation of the CAMO certificate will invalidate the AOC.*

1. In Part 0.2, point ‘Scope of work — aircraft managed’:

## General information and scope of work

 Scope of work — aircraft managed

This paragraph should specify the scope of work for which the CAMO is approved. This includes aircraft type/series, aircraft registrations, owner/operator, contract references, State of Registry for CAMOs approved under [Part-T,](https://dxweb.easa.europa.eu/dx4/Topics/partT-IRtopic_1_0.docx) etc. The following is given as an example:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Aircraft type/series**  | **Date included in the scope of work**  | **Aircraft maintenance programme or ‘generic’/baseline’ maintenance programme**  | **Aircraft registration(s)**  | **Owner/ operator**  | **CAMO contract reference**  | **Part-T State of Registry**  |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |

Reference can be made in this paragraph to the operations specifications or operations manual where the aircraft registration(s) is (are) listed.

Depending on the number of aircraft, this paragraph may be updated as follows:

1. the paragraph is revised each time an aircraft is removed from or added to the list;
2. the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list. In that case, it should be stated in the paragraph where the current list of aircraft managed is available for consultation.
3. A new Part 6 is added to include the continuing airworthiness management procedures:

**PART 6 — CONTINUING AIRWORTHINESS PROCEDURES FOR AIRCRAFT REFERRED TO IN T.A.101**

* 1. **CONTINUING AIRWORTHINESS MANAGEMENT**
		1. Aircraft continuing airworthiness records system
1. Aircraft continuing airworthiness records system and aircraft technical log

This section should describe the system used by the CAMO to manage the aircraft’s continuing airworthiness records.

1. Minimum equipment list (MEL) procedures

This section should describe the specific responsibilities of the CAMO with regard to the issue, update, use and management of the MEL, if applicable to the aircraft.

* + 1. Aircraft maintenance programme

This paragraph should identify the State of Registry requirements for the maintenance programme, and should describe how the procedure established by the CAMO satisfies those requirements. This procedure should address the specific responsibilities of the CAMO with regard to the development, update, approval or acceptance and management of the maintenance programme. The sources for the maintenance programme and the mandatory tasks should be clearly identified.

* + 1. Time and continuing airworthiness records, responsibilities, retention and access
	1. Recording of hours and cycles

The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should describe how the CAMO has access to the current flight hours and cycles information and how this information is processed in the organisation.

* 1. Records

This paragraph should describe in detail the type of documents that are required to be recorded and the recording-period requirements for each document. This can be provided by a table or series of tables that should include the following:

* family of document (if necessary),
* name of document,
* retention period,
* responsible person for retention,
* place of retention.
	1. Preservation of records

This paragraph should set out the means to protect the records from fire, floods, etc., as well as the specific procedures in place to guarantee that the records will not be altered during the retention period [especially for the computer records].

* 1. Transfer of continuing airworthiness records

Transfer-in:

This paragraph should describe the procedure for the acquisition of the necessary continuing airworthiness records by the CAMO before leasing the aircraft and who is responsible for its implementation. The records should include the applicable status of compliance, release to service, approval and substantiating data for modifications and repairs, compliance with mandatory information, etc.

Transfer-out:

This paragraph should describe the procedure for the transfer of records in case of transfer of the aircraft to another organisation. In particular, it should specify which records have to be transferred and who is responsible for the coordination [if necessary] of the transfer.

* + 1. Accomplishment and control of mandatory safety information (MSI) issued by the State of Registry and the Agency

This paragraph should identify the MSI requirements issued by the State of Registry and the Agency. Additionally, it should demonstrate that the CAMO has a comprehensive system for the management of MSI including airworthiness directives (ADs) issued by the State of Registry and the Agency. It may, for instance, include the following subparagraphs:

1. MSI acquisition

This paragraph should specify the sources for the MSI (State of Registry, manufacturer, type certificate holder, the Agency).

1. MSI decision

This paragraph should describe how and by whom the MSI is analysed. It should also describe the decision-making process in case the MSI of the State of Registry conflicts with the MSI issued by the Agency or any EU airworthiness or operational requirement. This paragraph should also describe what kind of information is provided to the contracted maintenance organisations in order to plan and perform the MSI. This should include, as necessary, a specific procedure for emergency MSI management.

1. MSI control

This paragraph should specify how the organisation manages to ensure that all the applicable MSI is performed and that they are performed on time. This should include a closed-loop system that allows verifying that for each new or revised MSI and for each aircraft:

1. the MSI is not applicable, or
2. if the MSI is applicable:
* the MSI is not yet performed but the time limit is not overdue,
* the MSI is performed, and any repetitive inspection is identified and performed.

This may be a continuous process or may be based on scheduled reviews.

* + 1. Modifications and repairs

This paragraph should describe the State of Registry requirements for modifications and repairs. In particular, the process for the issue and approval of design data for repairs and modifications, the classification of repairs and modifications, and the specific responsibilities of the CAMO with regard to the management and approval of any modification and repair before embodiment.

* + 1. Defect reports
1. Analysis

This paragraph should describe how the defect reports provided by the contracted maintenance organisations are processed by the CAMO. The analysis of these reports should be taken into account for the maintenance programme evolution and non-mandatory modification policy.

1. Liaison with type certificate holders and regulatory authorities

Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the type certificate holder and the authority that has issued the type certificate so that they may take all the necessary actions.

1. Deferred defect policy

This paragraph should describe the State of Registry requirements for deferred defects. Defects such as cracks and structural defects are not addressed by the MEL and the configuration deviation list (CDL). However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph should establish the procedure to be followed in order to ensure that the deferment of any defect rectification will not lead to any safety concern. This will include appropriate liaison with the manufacturer and with the State of Registry.

* + 1. Reliability programmes

If a reliability programme is required, this paragraph should describe appropriately the management of a reliability programme. It should at least address the following:

* extent and scope of the reliability programme,
* specific organisational structure, duties and responsibilities,
* establishment of reliability data,
* analysis of the reliability data,
* corrective action system (maintenance programme amendment),
* scheduled reviews (reliability meetings with the participation of the competent authority).

This paragraph may, where necessary, be subdivided as follows:

1. airframe,
2. propulsion,
3. component.
	* 1. Pre-flight inspections

This paragraph should show how the scope and definition of pre-flight inspection, that is usually performed by the operating crew, is kept consistent with the scope of the maintenance performed by the contracted maintenance organisation. It should show how the evolution of the pre-flight inspection content and of the maintenance programme is concurrent.

The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, they have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.

1. Preparation of aircraft for flight,
2. Subcontracted ground-handling function,
3. Security of cargo and baggage loading,
4. Control of refuelling, quantity/quality,
5. Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard.
	* 1. Aircraft weighing

This paragraph should state in which occasion an aircraft has to be weighed taking into account the EU operational requirements and the State of Registry requirements. Weighing may also be required after a major modification. This paragraph should describe who performs the weighing, according to which procedure, who calculates the new weight and balance, and how the result is processed in the organisation.

* + 1. Check flight procedures

This paragraph should describe the criteria for performing a check flight, taking into account the State of Registry requirements and the applicable instructions for continued airworthiness (ICA).

This paragraph should describe how the check flight procedure is established in order to meet its intended purpose, for instance after a heavy maintenance check, after engine or flight control removal installation, etc., and the release procedures to authorise such a check flight.

* 1. **CONTRACTED MAINTENANCE**
		1. Procedures for contracted maintenance
1. Procedures for the development of maintenance contracts

This paragraph should describe the procedures that the organisation follows to develop maintenance contracts. The CAMO processes to implement the different elements described in Appendix IV to AMC1 CAMO.A.315 (c) should be described. In particular, it should cover the responsibilities, tasks and interaction with the contracted maintenance organisation.

This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance. The organisation may develop a work order template to ensure that the applicable elements of Appendix IV to AMC1 CAMO.A.315(c) are considered. Such a template should be included in Part 5.1.

1. Maintenance contractor selection procedure

This paragraph should describe how a maintenance contractor is selected by the CAMO. The selection procedure should describe the verification that the maintenance organisation complies with Subpart E and also that the contractor has the industrial capacity to undertake the required maintenance. The selection procedure should preferably include a contract review process in order to ensure that:

* + - * the contract is comprehensive and it contains no gaps or unclear areas,
			* everyone involved in the contract [both at the CAMO and at the maintenance contractor] agrees with the terms of the contract and fully understands their responsibilities,
			* the functional responsibilities of all parties are clearly identified.
		1. Audit of aircraft

This paragraph should set out the procedures to perform an audit of an aircraft. It should describe the audit of aircraft before lease and the quality audit of aircraft during the lease period.

1. Audit of aircraft before lease

This audit should include an inspection of the aircraft and its records to ensure that the aircraft is airworthy and it complies with the State of Registry requirements, Part-T and any EU requirement applicable for the intended operation. This should include checking that all emergency and operational equipment as required by EU operational and airspace rules is available, that all required maintenance and MSI has been performed, that all modifications and repairs comply with the State of Registry requirements and they are recorded, etc.

1. Audit of aircraft during lease

This paragraph should set out the procedure to perform a quality audit of the aircraft during the lease period. This procedure may include:

* compliance with approved procedures,
* contracted maintenance is carried out in accordance with the contract,
* continued compliance with Part-T.

**Appendix II to AMC T.B.702 — EASA Form 13T**

|  |
| --- |
|  **PART-CAMO and T.A. SUBPART G APPROVAL RECOMMENDATION REPORT EASA FORM 13T**  |
| **Part 1: General**  Name of organisation:  Approval reference:  Requested approval rating:  EASA Form 14 dated\*:  Other approvals held (if applicable):  Address of facility audited:    Audit period: from to  Date(s) of audit(s):  Audit reference(s):    Persons interviewed:    Competent authority surveyor(s): Signature(s):   Competent authority office: Date of EASA Form 13T Part 1 completion:   \*delete where applicable  |

| **PART-CAMO AND T.A. SUBPART G APPROVAL RECOMMENDATION REPORT EASA FORM 13T** |
| --- |
| **Part 2 PART-CAMO and** [**T.A. Subpart G**](https://dxweb.easa.europa.eu/dx4/Topics/partt-irtopic_5_0.docx) **Compliance Audit Review** |
| The five columns may be labelled and used as necessary to record the approval product line or facility, including subcontractor’s, reviewed. Against each column used of the following Part-CAMOsubparagraphs please either tick () the box if satisfied with compliance, or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed. |
|  |
| Para | Subject |  |  |  |  |  |
|  |
| CAMO.A.125 | Terms of approval and privileges  |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.300  | Continuing airworthiness management exposition |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.215 | Facilities |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.305T.A.706 | Personnel requirements |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.310 | Airworthiness review staff qualifications |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.310 | Continuing airworthiness management  |  |  |  |  |  |  |  |  |  |  |
|  |
| [M.A.201](https://dxweb.easa.europa.eu/dx4/Topics/partmirtopic_2_1_0.docx)[T.A.201](https://dxweb.easa.europa.eu/dx4/Topics/partt-irtopic_3_0.docx) | Responsibilities |  |  |  |  |  |  |  |  |  |  |
|   |
| [M.A.202](https://dxweb.easa.europa.eu/dx4/Topics/partmirtopic_2_1_1.docx)  | Occurrence reporting  |  |  |  |  |  |  |  |  |  |  |
|  |
| [M.A.302](https://dxweb.easa.europa.eu/dx4/Topics/partmirtopic_2_2_1.docx)  | Aircraft maintenance programme |  |  |  |  |  |  |  |  |  |  |
|   |
| [M.A.303](https://dxweb.easa.europa.eu/dx4/Topics/partmirtopic_2_2_2.docx)   | Airworthiness directives |  |  |  |  |  |  |  |  |  |  |
|  |
| [M.A.304](https://dxweb.easa.europa.eu/dx4/Topics/partmirtopic_2_2_3.docx)  | Data for modifications and repairs |  |  |  |  |  |  |  |  |  |  |
|  |
| [M.A.305](https://dxweb.easa.europa.eu/dx4/Topics/partmirtopic_2_2_4.docx) | Aircraft continuing airworthiness record system |  |  |  |  |  |  |  |  |  |  |
|  |
| [M.A.306](https://dxweb.easa.europa.eu/dx4/topics/partmirtopic_2_2_5.docx) | Aircraft technical log system  |  |  |  |  |  |  |  |  |  |  |
|  |
| M.A.307 | Transfer of aircraft continuing airworthiness records |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.325 | Continuing airworthiness management data |  |  |  |  |  |  |  |  |  |  |
|  |
| T.A.709 | Documentation  |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.320  | Airworthiness review  |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.125  | Terms of approval and privileges  |  |  |  |  |  |  |  |  |  |  |
|  |
| T.A.712 | Privileges  |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.130  | Changes to the organisation  |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.220 T.A.712 | Record-keeping  |  |  |  |  |  |  |  |  |  |  |
|  |
| CAMO.A.150 T.A.716 | Findings  |  |  |  |  |  |  |  |  |  |  |
| Competent authority surveyor (s): Signature(s):Competent authority office: Date of ASSA-AC Form 13T part 2 completion: |

| **PART-CAMO and T.A. SUBPART G APPROVAL RECOMMENDATION REPORT EASA FORM 13T**  |
| --- |
| **Part 3: Compliance with M.A. Subpart G PART-CAMO and T.A. Subpart G continuing airworthiness management exposition (CAME)** Please either tick () the box if satisfied with compliance; or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.  |
| **Part 0 General organiszation, safety policy and objectives**0.1 Safety policy, objectives and accountable manager statement0.2 General information and scope of work0.3 Management personnel0.4 Management organisation chart Scope of work0.5 Procedure for changes requiring prior approval0.6 Procedure for changes not requiring prior approval0.7 Alternative means of compliance (AltMoC) procedure**Part 1** **Continuing airworthiness management procedures**1.1 Use of aircraft continuing airworthiness record system and if  applicable, aircraft technical log (ATL) system1.1a MEL application1.2 Aircraft maintenance programmes (AMP) – development  amendment and approval1.3 Continuing airworthiness records, responsibilities, retention,  access1.4 Accomplishment and control of airworthiness directives1.5 Analysis of the effectiveness of the maintenance programme(s)1.6 Non-mandatory modification and inspections1.7 Repairs and modifications1.8 Defect reports1.9 Engineering activity1.10 Reliability programmes1.11 Pre-flight inspections1.12 Aircraft weighing1.13 Maintenance check flight procedures**Part 2 Management system procedures**2.1 Hazard identification and safety risk management schemes2.2 Internal safety reporting and investigations2.3 Safety action planning2.4 Safety performance monitoring2.5 Change management2.6 Safety training and promotion2.7 Immediate safety action and coordination with operator’s emergency response plan (ERP)2.8 Compliance monitoring personnel2.8.1 Audit plan and audits procedure2.8.2 Monitoring of continuing airworthiness management activities2.8.3 Monitoring of the effectiveness of the maintenance programme(s)2.84 Monitoring that all maintenance is carried out by an appropriate  maintenance organisation 2.85 Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the  maintenance contractor2.86 Compliance monitoring personnel2.9 Control of personnel competency2.10 Management system record-keeping2.11 Occurrence reporting**Part 3** **Contracted Maintenance – management of maintenance**3.1 Procedures for contracted maintenance3.2 Product audit of aircraft**Part 4 Airworthiness review procedures**4.1 Airworthiness review staff4.2 Documented review of aircraft records4.3 Physical survey4.4 Additional procedures for recommendations to the  competent authorities for the import of aircraft4.5 Recommendations to competent authorities4.6 Issue of ARC4.7 Airworthiness review records, responsibilities, retention and access 4.8 ARC extension**Part 4B Permit to fly procedures**4B.1 Conformity with approved flight conditions.4B.2 Issue of permit to fly under the CAMO privilege4B.3 Permit to fly authorised signatories4B.4 Interface with the competent authority for the flight4B.5 Permit to fly records, responsibilities, retention and access**Part 5 Supporting documents**5.1 Sample Documents, including the template of the ATL system5.2 List of airworthiness review staff5.3 List of subcontractors as per CAMO.A.125(d)(3)5.4 List of contracted maintenance organisations and list of  maintenance contracts as per CAMO.A.300 (a) (13)5.5 Copy of contracts for subcontracted work (Appendix II to AMC1 CAMO.A.125(d)(3))5.6 List of approved maintenance programmes as per  CAMO.A.300 (a) (12)5.7 List of currently approved alternative means of compliance as per point CAMO.A.300 (a) (13**PART 6 - CONTINUING AIRWORTHINESS PROCEDURES FOR AIRCRAFT REFERRED TO IN T.A.101****PART 6.1** **CONTINUING AIRWORTHINESS MANAGEMENT**6.1.1 Aircraft continuing airworthiness records system6.1.2 Aircraft maintenance programme6.1.3 Time and continuing airworthiness records, responsibilities, retention and access6.1.4 Accomplishment and control of mandatory safety information (MSI) issued by the State of Registry and Agency6.1.5 Modifications and repairs standards6.1.6 Defect reports6.1.7 Reliability programmes6.1.8 Pre-flight inspections6.1.9 Aircraft weighing6.1.10 Check flight procedures**PART 6.2** **CONTRACTED MAINTENANCE**6.2.1 Procedures for contracted maintenance6.2.2 Audit of aircraft |
| CAME Reference: CMME Amendment:Competent authority audit staff: Signature(s):Competent authority office: Date of ASSA-AC Form 13T part 3 completion: |

|  |
| --- |
| **PART-CAMO and T.A. SUBPART G APPROVAL RECOMMENDATION REPORT EASA FORM 13T**  |
| **Part 4: Findings regarding PART-CAMO and T.A. Subpart G compliance status** Each level 1 and 2 finding should be recorded whether it has been rectified or not, and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.  |
| Part 2 or 3 ref. | Audit reference(s):Findings | Level | Corrective action |
| Date due | Date closed | Reference |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
|  **PART-CAMO and T.A. SUBPART G APPROVAL RECOMMENDATION REPORT EASA FORM 13T**  |
| **Part 5: PART-CAMO and T.A. Subpart G approval or continued approval or change recommendation\***  |
|  Name of organisation:  Approval reference:  Audit reference(s):  The following Part-CAMO terms of approval are recommended for this organisation:      Or, it is recommended that the Part-CAMO terms of approval specified in EASA Form 14 referenced ...................................................... be continued.    Name of recommending competent authority inspector:  Signature of recommending competent authority inspector:  Competent authority office:  Date of recommendation:  EASA Form 13T review: Date:  \*delete as appropriate  |