|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Organisation:** |  | | | | | |
| **Application date:** | |  | | **Application Ref.:** |  | |
| **Isuue/Revision No:** | | |  | **Issue/Revision Date:** | |  |
| **Reason for Revision** | | |  | | | |

| **TITLE** | | | **S** | **NS** | **N/R** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Part 0 General organisation, safety policy and objectives** | | | | | | |
| 0.1-Safety policy, objectives and accountable manager statement | | |  |  |  |  |  |
| 0.2-General information and scope of work | | |  |  |  |  |  |
| 0.3-Management personnel | | |  |  |  |  |  |
| 0.4-Management organisation chart | | |  |  |  |  |  |
| 0.5-Procedure for changes requiring prior approval | | |  |  |  |  |  |
| 0.6-Procedure for changes not requiring prior approval | | |  |  |  |  |  |
| 0.7-Alternative means of compliance procedure (AltMoC) | | |  |  |  |  |  |
|  | **Part 1 Continuing airworthiness management procedures** | | | | | | |
| 1.1-Use of aircraft continuing airworthiness record system and if applicable, aircraft technical log (ATL) system  1.1a- MEL application | | |  |  |  |  |  |
| 1.2- Aircraft maintenance programmes(AMP) – development amendment and approval | | |  |  |  |  |  |
| 1.3- Continuing airworthiness records, responsibilities, retention, access | | |  |  |  |  |  |
| 1.4- Accomplishment and control of airworthiness directives | | |  |  |  |  |  |
| 1.5- Analysis of the effectiveness of the maintenance programme(s) | | |  |  |  |  |  |
| 1.6- Non-mandatory modification and inspections | | |  |  |  |  |  |
| 1.7- Repairs and modifications | | |  |  |  |  |  |
| 1.8- Defect reports | | |  |  |  |  |  |
| 1.9- Engineering activity | | |  |  |  |  |  |
| 1.10- Reliability programmes | | |  |  |  |  |  |
| 1.11- Pre-flight inspections | | |  |  |  |  |  |
| 1.12- Aircraft weighing | | |  |  |  |  |  |
| 1.13- Maintenance check flight procedures | | |  |  |  |  |  |
|  | **Part 2 Management system procedures** | | | | | | |
| 2.1- Hazard identification and safety risk management schemes | | |  |  |  |  |  |
| 2.2- Internal safety reporting and investigations | | |  |  |  |  |  |
| 2.3- Safety action planning | | |  |  |  |  |  |
| 2.4- Safety performance monitoring | | |  |  |  |  |  |
| 2.5- Change management | | |  |  |  |  |  |
| 2.6- Safety training and promotion | | |  |  |  |  |  |
| 2.7- Immediate safety action and coordination with operator’s emergency response plan (ERP) | | |  |  |  |  |  |
| 2.8- Compliance monitoring  2.8.1- Audit plan and audits procedure  2.8.2-Monitoring of continuing airworthiness management activities  2.8.3-Monitoring of the effectiveness of the maintenance programme(s)  2.8.4-Monitoring that all maintenance is carried out by an appropriate maintenance organisation  2.8.5-Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor  2.8.6-Compliance monitoring personnel | | |  |  |  |  |  |
| 2.9- Control of personnel competency | | |  |  |  |  |  |
| 2.10-Management system record-keeping | | |  |  |  |  |  |
| 2.11-Occurrence reporting | | |  |  |  |  |  |
| 2.12-Optional Modification Procedure | | |  |  |  |  |  |
|  | **Part 3 Contracted Maintenance — management of maintenance** | | | | | | |
| 3.1-Procedures for contracted maintenance | | |  |  |  |  |  |
| 3.2-Product audit of aircraft | | |  |  |  |  |  |
|  | **Part 4 Contracted Operators** | | | | | | |
| 4.1-Airworthiness review staff | | |  |  |  |  |  |
| 4.2-Documented review of aircraft records | | |  |  |  |  |  |
| 4.3-Physical survey | | |  |  |  |  |  |
| 4.4-Additional procedures for recommendations to competent authorities for the import of aircraft | | |  |  |  |  |  |
| 4.5-Recommendations to competent authorities | | |  |  |  |  |  |
| 4.6-Issue of ARC | | |  |  |  |  |  |
| 4.7-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 privilege | | |  |  |  |  |  |
| 4B.3-Permit to fly authorised signatories | | |  |  |  |  |  |
| 4B.4-Interface with the local authority for the flight | | |  |  |  |  |  |
| 4B.5-Permit to fly records, responsibilities, retention and access | | |  |  |  |  |  |
|  | **Part 5 Supporting documents** | | | | | | |
| 5.1-Sample documents, including the template of the ATL system | | |  |  |  |  |  |
| 5.2-List of airworthiness review staff | | |  |  |  |  |  |
| 5.3-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 | | |  |  |  |  |  |
| 5.6-List of approved maintenance programmes as per CAMO.A.300(a)(12) | | |  |  |  |  |  |
| 5.7-List of currently approved AltMoC as per SHT-CAM Madde 5 | | |  |  |  |  |  |
|  | | |  |  |  |  |  |
| **Inspected by Name Surname-Title** | | **Signature** | | **Date** | | | |
|  | |  | |  | | | |

**S:** Satisfactory **N:** Not satisfactory **N/A:** Not Applicable **N/R:** Not Required