



Annex 19

Continuing Airworthiness Management Organisation - CASR Part 42

Introduction

This annex is an integral part of the CASA Surveillance Manual (CSM), which should always be referenced. To allow for more frequent revisions, this annex can be updated independent of the CSM and other annexes. The process of updating this annex requires verification and approval from its owners and sponsors, as well as from Coordination and Safety Systems (CSS). An updated version can only be published once CSS has finalised the format, with the latest revision history data included in the revision table.

Revision history

Revisions to this annex are recorded below in order of the most recent first.

Version Nº.	Date	Parts / sections	Details
1.0	June 2020	First Issue	

1 Overview

This Annex provides instructions for conducting surveillance of Continuing Airworthiness Management Organisation - CASR Part 42, and contains information relating to the following:

- Systems and Elements
- Systems and Elements - Health Checks
- Surveillance Currency Guide
- Information Sources.

2 Systems and Elements: Continuing Airworthiness Management Organisation

The audit technique involves assessing the documented system, comparing it against the actual system processes. The system is assessed for compliance and sampling conducted as appropriate. The assessment of the system and its risks is achieved by a questioning technique using the four attributes (12 components) of the Management System Model (MSM), see CSM Sections 3.3.3 System attributes – Management System Model and Section 3.3.3.1 – Systems attributes (table).

The CASA description of Continuing Airworthiness Management Organisation consists of combined AMO and AOC three systems and 12 elements, for Part 42 CAMO.

2.1 Systems elements

Table 1: Elements

Systems	Elements
Aircraft Maintenance	Approved Maintenance Programs
	Base Maintenance
	Line Maintenance
	Continuing Airworthiness Management
Operations	Management
	Authorised Personnel
	Authorised Activities
	Data and Documentation
Quality	Management
	Qualifications
	Authorisations (CAM staff, pilot maintenance)
	Audits

2.2 System: Aircraft maintenance

Table 2: Aircraft maintenance

Element: Aircraft Maintenance	
Element: Approved Maintenance Programs	
This element contains the systems and processes for identifying “what” maintenance activities are required to be done as well as “when” the maintenance activities are to be completed.	
Prompts:	
Manufacturers recommendations	Safety equipment
Aircraft age (Aging aircraft)	Major repairs and alterations
Aircraft modifications	Aircraft configuration and listing
Aircraft specialised operations	
	Minimum Equipment List (MEL)/Configuration Deviation List (CDL)
Parts fitted without ARC	
Element: Base Maintenance	
This element contains the systems and processes for achieving the “how” maintenance activities are controlled and “who” completes the maintenance activities.	
Prompts:	
Maintenance providers	Contractual arrangements
Permitted Base Maintenance Activities	Authorised personnel
Parts and stores and/or parts pooling	Operational equipment
Aircraft maintenance documentation	
Defect control	
	Certificate of release to service
Element: Line Maintenance	
This element contains the systems and processes for ensuring the appropriate activities are conducted to ensure the aircraft is serviced for flight.	
Prompts:	
Permitted Line Maintenance Activities	
Cleaning	Taxiing
Pilot maintenance	Authorised maintenance support equipment
Configuration control	Engine running
De-icing	Towing
Element: Continuing Airworthiness Management	

This element contains the activity related to airworthiness effectiveness.	
Airworthiness directives	MEL/CDL deferred maintenance
Instructions for Continuing Maintenance (ICA)	Dealing with ICA (includes updating AMP)
Authorised maintenance support equipment -computer tracking system	Continuing airworthiness records
Service Defect Reports (SDR)	Repair or modification control
Flight Technical Log	
Reliability program	Airworthiness reviews
Authorised AMP employee activity	Airworthiness review employee activity
AMP effectiveness review	Exposition process review

2.3 System: Operations

Table 3: Operations

Element: Management	
This element addresses the systems that ensure the Authorisation holder conducts its operations as authorised by legislation and its approval. This is primarily achieved using a properly structured organisation with appropriate communication channels. Appropriate key personnel ensure CAMO operations are not only approved but are appropriately controlled and resourced.	
Prompts:	
System Management responsibility	
Appropriate structure	Key personnel
Appropriate numbers of personnel	Facilities
Support staff	Technical staff
Element: Personnel Standards	
CAMO authorisation holder is required to establish and maintain an appropriate organisation, with sound and effective management structure that incorporates a safety management system. . The standards of personnel is required to be documented detailing induction training, periodic recurrent training/checking and any required upgrade training. A process for dealing with unsatisfactory performance should also be documented.	
Prompts:	
Qualifications	Approvals
Recency (if applicable)	Supervision
DAMP education and testing	
Element: Authorised Activities	
Airworthiness Review Certificate	
Variation to Approved Maintenance Program	Pilot maintenance authorisation
Maintenance Tracking	Extension to maintenance task interval

Element: Management	
DAMP training	DAMP supervision
Element: Data and documentation	
Exposition	ICA
System to review changes to ICA/data	

2.4 System: Quality

Table 4: Quality

Quality	
Element: Management	
This element contains the systems and processes for ensuring the aircraft is airworthy and fit for service. This is accomplished primarily through the authorisation holder’s internal audit processes and closes the loop on the entire maintenance system.	
Prompts:	
Quality department resources	Maintenance providers
Aircraft	Locations
Aircraft documentation	Control of maintenance due
Airworthiness reviews	Approved Maintenance Program employees
	Management knowledge of current risks
Element: Qualifications	
Quality Manager qualifications	Auditor qualifications
Element: Authorisations (CAMO staff, pilot maintenance)	
Pilot Maintenance approval	Approval of suppliers
Standard of Maintenance – auditors experienced to form a view	Independence of auditors
Element: Audits	
Scope of audits	Frequency of audits / plan
Audit findings reporting	Audit findings management
Root cause analysis	Audit records

3 Health Check

Health Check mandatory elements are available on the CASA Intranet. Details of the current mandatory elements for each authorisation type are published separately to the CASA website.

N/A at time of publication.

4 Surveillance Currency Guide: Continuing Airworthiness Maintenance Organisation

Surveillance level	Type	Elements
Level 1	Systems Audit	Systems, Risks and Compliance
	Health Check	Specific Elements, Risks and Compliance
	Post-authorisation Review	Entry Control Elements
Level 2	Operational Check	E.g. Aircraft inspection, Ramp check, Specific Instructions for Continuing Airworthiness (ICA) compliance check, Reliability System sample.

Note: Surveillance intervals are determined by the National Surveillance Selection Process (NSSP). Refer to the NSSP planned surveillance schedule for further information regarding surveillance intervals.

5 Information Sources

The following is a non-exhaustive list of information sources that can be accessed to support the assessment of an authorisation holder:

- Surveys
- Third-party audits
- Surveillance History (Reports and findings)
- EAP information
- Defect Report Service (DRS)
- Regulatory Service history and activity
- External information gathered from industry or other government agencies
- Enforcement action
- Accident/incident history
- Risk Management plans provided by the authorisation holder.

A large portion of this information is available to the surveillance team and authorisation management team via the Data Warehouse using the BusinessObjects application.

Note: For advice on where and how to access required information refer to CSM Chapter 5 – Information Capture and Access.