



CASR Subpart 42.G - Continuing Airworthiness Management Organisation (CAMO) Technical Assessor Handbook

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This is an internal CASA policy manual. It contains guidance material intended to assist CASA officers and delegates in carrying out their regulatory responsibilities and is available to the public for information purposes only.

You should not rely on this manual as a legal reference. Refer to the civil aviation legislation—including the Civil Aviation Act 1988 (Cth), its related regulations and any other legislative instruments—to ascertain the requirements of, and the obligations imposed by or under, the law.

Preface

As a Commonwealth government authority, CASA must ensure that the decisions we make, and the processes by which we make them, are effective, efficient, fair, timely, transparent, properly documented and otherwise comply with the requirements of the law. At the same time, we are committed to ensuring that all of our actions are consistent with the principles reflected in our Regulatory Philosophy.

Most of the regulatory decisions CASA makes are such that conformity with authoritative policy and established procedures will lead to the achievement of these outcomes. Frequently, however, CASA decision-makers will encounter situations in which the strict application of policy may not be appropriate. In such cases, striking a proper balance between the need for consistency and a corresponding need for flexibility, the responsible exercise of discretion is required.

In conjunction with a clear understanding of the considerations mentioned above, and a thorough knowledge of the relevant provisions of the civil aviation legislation, adherence to the procedures described in this manual will help to guide and inform the decisions you make, with a view to better ensuring the achievement of optimal outcomes in the interest of safety and fairness alike.

Shane Carmody
Chief Executive Officer and
Director of Aviation Safety

Table of contents

Preface	3
Table of contents	4
Glossary	9
Reference Material	11
Revision history	13
Part A - Introduction to this Handbook	15
A1 Purpose of this Handbook	15
A1.1 Who is this handbook for	15
A1.2 How to use this handbook	15
A1.3 What this handbook covers	16
A1.4 What this handbook does not cover	16
A1.5 Where to go for further assistance	16
A2 Part 42 Overview	17
A2.1 Background	17
A2.2 Who is affected by these Regulations	17
A2.3 Purpose of Part 42	17
A2.4 Requirements of Part 42	18
A2.4.1 Before a flight commences	18
A2.4.2 Continuing airworthiness management tasks	19
A2.4.3 Other continuing airworthiness tasks	19
A2.4.4 Approve maintenance program	19
A2.4.5 Reliability program	19
A2.4.6 Airworthiness review	19
A3 Policy Statements	21
A3.1 Assessment of a CASR Subpart 42.G application	21
Part B - Assessment Process	22
B1 Assessment Overview	22
B1.1 Objective of the assessment	22
B1.2 Preliminary and application requirements	22
B1.3 Assessment scope	22
B1.4 Assessment Elements	23
B1.5 Assessment Remarks	24
B2 Review and Subsequent Assessments	25
B2.1 Significant Changes	25
B2.2 Non-Significant Changes	25
B2.3 Renewal	25
Part C - Assessment Considerations	26
C1 General	26
C1.1 Accountable Manager's statement	26
C1.2 Business Objective	26
C1.3 Relationship with other Organisations	27

C1.4	Scope of CAMO Services	27
C1.4.1	List of aircraft and CAMO responsibilities	28
C1.4.2	Services the CAMO is approved to provide	29
C1.4.3	Limitations	29
C1.5	Management Positions and Employees	30
C1.5.1	Accountable Manager	31
C1.5.2	Continuing Airworthiness Manager	32
C1.5.3	Responsible Manager	34
C1.5.4	Quality Manager	35
C1.5.5	Airworthiness review employees	36
C1.5.6	Maintenance program approval employees	37
C1.5.7	Continuing airworthiness employees	38
C1.5.8	Documents supporting the qualifications of key personnel	39
C1.6	Organisational Chart	41
C1.7	Changes to Organisation	42
C1.7.1	Significant changes	42
C1.7.2	Changes that are not significant changes	42
C1.8	Facilities and Equipment	43
C1.9	Instructions for Continuing Airworthiness	44
C1.9.1	Description of ICA	44
C1.9.2	Access to ICA	45
C1.9.3	Updating the ICA	46
C1.10	Exposition	46
C1.10.1	Providing employees with the exposition	46
C1.10.2	Keeping the exposition up-to-date and compliant	47
C1.10.3	Changes to continuing airworthiness exposition	48
C1.10.4	Direction by CASA to change expositions	49
C2	Continuing Airworthiness Management	50
C2.1	Sourcing of Maintenance	50
C2.1.1	Maintenance of aircraft	50
C2.1.2	Maintenance of aircraft by pilots or flight engineers	51
C2.1.3	Maintenance of aeronautical products	52
C2.2	Pre-Flight Inspection	54
C2.2.1	Identification of pre-flight inspection requirements	54
C2.2.2	Ensuring compliance with pre-flight inspection requirements	55
C2.3	Certificate of Release to Service	56
C2.3.1	Ensuring CRS is issued after maintenance	56
C2.3.2	Issue of CRS open defect	57
C2.3.3	Issue of CRS after incomplete maintenance	57
C2.4	Management of defects	58
C2.4.1	Rectification of defect in aircraft before flight	58
C2.4.2	Operation of aircraft without rectification of defect	61
C2.5	Airworthiness Directs (and mandatory requirements)	63
C2.5.1	Ensuring compliance and airworthiness directives	63
C2.5.2	Other mandatory requirements	65
C2.6	Modifications and Repairs	65
C2.6.1	Part 21 Approval for the design of modifications and repairs to aircraft	65

C2.7	Dealing with Non-Mandatory Instructions for Continuing Airworthiness	67
C2.7.1	Ensuring compliance with CASR 42.130	67
C2.8	Life Limited Aeronautical Products	68
C2.8.1	Replacement of life limited aeronautical products	68
C2.9	Operational and Emergency Equipment	69
C2.10	Maintenance Program	70
C2.10.1	Development of maintenance program	70
C2.10.2	Arranging for approval of the proposed maintenance program by CASA	72
C2.10.3	Compliance with approved maintenance program	73
C2.10.4	Updating approved maintenance program	74
C2.10.5	Variation of approved maintenance programs	76
C2.10.6	One-off extension to a maintenance task interval	77
C2.10.7	Directions by CASA to vary approved maintenance program	78
C2.10.8	Engines and propellers	79
C2.11	Ensuring Effectiveness of Approved Maintenance Program	79
C2.11.1	Ensuring effectiveness of the maintenance program using approved reliability program	79
C2.11.2	Arranging for approval of reliability program by CASA	82
C2.11.3	Evaluation and review of the approved reliability program	83
C2.11.4	Arranging for approval of a variation of a reliability program for CASA	84
C2.11.5	Ensuring effectiveness of the maintenance program by means other than a reliability program	84
C2.11.6	Making changes to the approved maintenance program to ensure program is effective	85
C2.11.7	Engines and propellers	86
C2.12	Creation of new maintenance data and changes to existing maintenance data	87
C2.12.1	Need for new maintenance data or changes to existing maintenance data	87
C2.12.2	Development of new maintenance data or changes to existing data	89
C2.12.3	Assessment and approval of new data or changes to existing data	90
C2.13	Continuing Airworthiness Records	91
C2.13.1	Continuing airworthiness records system	91
C2.13.2	Information about aircraft engines and propellers	93
C2.13.3	Information about empty weight of aircraft	94
C2.13.4	Utilisation information that is used to manage continuing airworthiness	95
C2.13.5	Information about compliance and airworthiness directives	96
C2.13.6	Information about compliance with maintenance program	97
C2.13.7	Information about modifications	98
C2.13.8	Information about aeronautical products writ life limits	99
C2.13.9	Document that substantiate the information in the continuing airworthiness records system	100
C2.13.10	Description of the flight technical log	101
C2.13.11	Availability of the flight technical log	103
C2.13.12	Ensuring information in the flight technical log is recorded	103
C2.13.13	Instructions for recording information in the flight technical log	103
C2.13.14	Recording of utilisation information by means other than flight technical log	104
C2.13.15	Retention of continuing airworthiness records	105
C2.13.16	Transfer of continuing airworthiness records	106
C2.14	Major Defects	107

C2.14.1	Reporting major defects on aircraft	107
C2.14.2	Investigation of major defects on aircraft	108
C2.14.3	Providing further information in relation to major defects	109
C2.14.4	Retention of parts that are subject to major defects	110
C2.15	Dealing with unapproved parts	111
C2.15.1	Control of unapproved parts\	111
C2.15.2	Reporting unapproved parts	112
C2.15.3	Providing further information in relation to unapproved parts	112
C2.15.4	Disposal of unapproved parts	113
C2.16	Dealing with Aeronautical Products fitted under Regulation 42.440	114
C2.16.1	Installation of parts for which there is no authorised release certificate	114
C2.16.2	Ensure compliance with regulation 42.165	115
C2.17	Special Operational Approvals	116
C2.17.1	Management of special Operational approvals	116
C2.18	Special Flight Permits	117
C2.18.1	Application for Special Flight Permits	117
C2.18.2	Ensuring compliance with the special flight permit	118
C3	Quality Systems	119
C3.1	Quality Policy	119
C3.2	Quality Audit Plan	120
C3.3	Qualification and Independence of Auditors	121
C3.4	Recording and Reporting of all Audit Findings	122
C3.5	Implementation of Corrective and Preventative Actions	123
C3.6	Provision of Feedback to the Quality Manager	125
C3.7	Records Relating to Audits	126
C4	Airworthiness Review	127
C4.1	Airworthiness Review	127
C4.1.1	Ensuring airworthiness review is carried out as and when due	127
C4.1.2	Airworthiness review procedures – Review of continuing airworthiness records	128
C4.1.3	Airworthiness review procedures – physical survey of aircraft	129
C4.1.4	Record of finding of the airworthiness review	130
C4.2	Corrective Action	131
C4.2.1	Taking corrective action	131
C4.2.2	Recording corrective actions	131
C4.3	Airworthiness Review Certificate	132
C4.3.1	Issue of airworthiness review certificate	132
C4.3.2	Extension of airworthiness review certificate	133
C4.3.3	Copies of certificate to be sent to CASA	134
C4.3.4	Notice of decision not to issue airworthiness review certificate	134
C4.4	Records	135
C4.4.1	Retention of records relating to airworthiness review certificates	135
C5	Authorisation of Pilots and Flight Engineer to Provide Maintenance Services	136
C5.1	Procedures for Issuing the Authorisation	136
C5.2	Procedures for Making Changes to or Cancellation or Authorisations	138
C5.3	Copies of Authorisation and Supporting Documents	139
C5.4	List of Current Authorisation Holders	139
C6	Appendices	141

C6.1	Sample of Documents, Tags, Forms etc.	141
C6.2	Compliance Matrix	142
Appendix 1: Technical Assessor Worksheet		143

Glossary

Unless otherwise specified, all divisions, parts, subparts, regulations and sub regulations referenced in this handbook are references to the *Civil Aviation Safety Regulations 1998 (CASR)*.

Acronyms and abbreviations

Acronym / abbreviation	Description
AD	Airworthiness Directive (issued under CASR Part 39)
AMC	Acceptable Means of Compliance
AMO	Approved Maintenance Organisation
AMP	Approved Maintenance Program
AOC	Air Operator's Certificate
ARC	Airworthiness Review Certificate
AWI	Airworthiness Inspector
CAMO	Continuing Airworthiness Management Organisation
CAO	Civil Aviation Order
CDL	Configuration Deviation List
CRS	Certificate of Release to Service
EASA	European Aviation Safety Agency
ECM	Engine Condition Monitoring
EDTO	Extended Diversion Time Operation
EDRMS	Electronic Document Record Management System
GM	Guidance Material
ICA	Instructions for Continuing Airworthiness
ICAO	International Civil Aviation Organization
MEL	Minimum Equipment List
MOS	Manual of Standards
MRB	Maintenance Review Board
NAA	National Aviation Authority
RPT	Regular Public Transport
SFR	Standard Form Recommendation – an internal CASA process
SRM	Structural Repair Manual
STC	Supplemental Type Certificate
TC	Type Certificate
TMI	Temporary Management Instruction

Definitions

Term	Definition
Applicant	A legal entity (a natural person or organisation) who applies to engage in an activity for which a Subpart 42.G approval certificate is required. For the purposes of this handbook, the applicant may be referred to as a CAMO.
CASA intranet	CASA internal website previously known as 'CASAConnect', now known as 'HORACE'
Entry control	Regulatory consideration of an applicant's suitability to be granted a civil aviation authorisation by CASA>
Handbook	Means this CASR Subpart 42.G CAMO Technical Assessor Handbook
Technical assessor	A CASA inspector of CASA authorised person who is suitably qualified, trained and experienced (competent) in undertaking a technical assessment of an application for the grant of a civil aviation authorisation by CASA.
Worksheet	Means the CASR Subpart 42.G CAMO Technical Assessor Worksheet referenced in Appendix 1 to this handbook.

Key words

Term	Definition
Must	Defines an obligation. The term is used to convey regulatory requirements. 'Must' is used sparingly in the things for consideration sections of this handbook (Part C) to reiterate legislative requirements.
Should	Signifies a recommendation. The term is typically used in the things for consideration sections of this handbook (Part C) to denote those items that CASA recommends the technical assessor considers in making a decision regard the quality and suitability of an application.
May	Signifies something that is permitted by not required. The term is frequently used in the things for consideration sections of this handbook (Part C) to provide options and examples of how an applicant may demonstrate compliance with the regulatory requirements.

Reference Material

In developing this handbook a number of legislative and technical documents were referenced. This section provides information regarding those referenced documents, as well as other resources which may be useful to CASA technical assessors in undertaking the technical assessment.

Legislation

This handbook has been issued in accordance with the following legislation as current on the *Federal Register of Legislation* website **June 2017**:

Legislation	Document number	Compilation Date
Part 42 of the <i>Civil Aviation Safety Regulations 1998 (CASR)</i>	F2017C00164	01 March 2017
Part 42 Manual of Standards (MOS)	F2014C00894	19 June 2014

Regulatory and Technical Documentation

This handbook supports and partners with the following regulatory and technical documentation:

- Civil Aviation Act 1988 (the Act)
- Civil Aviation Safety Regulations 1998 (CASR)
- Civil Aviation Regulations 1988 (CAR)
- Part 42 Manual of Standards (MOS)
- Civil Aviation Orders (CAOs)
- Part 42 Acceptable Means of Compliance (AMC) and Guidance Material (GM)
- International Civil Aviation Organization (ICAO) documents:
 - Annex 6 to the Chicago Convention: Operation of Aircraft
 - Annex 8 to the Chicago Convention: Continuing Airworthiness of Aircraft
 - Doc 9760: Airworthiness Manual

Other Resources

- CASA Form 42-01 – Application for Subpart 42.G Approval Certificate
- CASA Form 395 - Application for Significant and Non-Significant Changes
- CASA Form 4 – Nominated Personnel
- CASR Part 145 AMO Technical Assessor Guidance
- Safety Assurance Branch Inspectors Handbook
- ARIS Publisher – Subpart 42.G CAMO business process maps

- Subpart 42.G Sample exposition
- D15/464406: CASR Subpart 42.G Document Plan – Development of CAMO Technical Assessor Guidance version 5.0

Revision history

Amendments/revisions of this handbook are recorded below in order of most recent first.

Version No.	Date	Parts/Sections	Details
5.1	June 2017	Various	<p>Various</p> <ul style="list-style-type: none"> • Replaced 'TRIM' with 'EDRMS'. • Replaced 'CASA connect' with 'CASA Intranet'. • The 'Handbook Responsibilities' part, including the sections 'Publication Approval'; 'Governance'; 'Review, Amendment and Upkeep', removed. • Update to FRILI reference under Legislation. • Replace 'Operations Division' with 'Safety Assurance Branch'. • Replace 'Legal services' with 'Legal Affairs, Regulatory Policy and International Strategy Branch'. • Update to acronym and abbreviations – inclusion of 'EDRMS'. • Update to definition – inclusion of 'CASA Intranet'. <p>Appendix 1</p> <ul style="list-style-type: none"> • Various changes to Worksheet Instructions.
5.0	March 2016	ALL	<p>Handbook and Worksheet – all content reviewed to address CASR Part 42/145 Post Implementation Review (2014) findings and updated to align with new templates, policy, business processes and current legislation.</p> <p>New Part A – replaces version 4.0 Part A, complete rewrite to remove excess/duplicated content now found in other manuals.</p> <p>New Part B – replaces version 4.0 Part A, complete rewrite to remove detailed business processes now found in ARIS tool.</p> <p>New Part C – replaces version 4.0 Part B, various minor updates to address Post Implementation Review and align with current legislation.</p> <p>Appendix 1 – complete review to remove duplicate questions, updates to User Instructions, new tab 'Assessment Plan and Summary' replaces version 4.0 'Sign off Sheet' tab. Remove cross reference tabs.</p>

Version No.	Date	Parts/Sections	Details
4.0	Aug 2012	Various	Part A – 4.0 – CAMO Assessment process: review of process maps and assessment tasks to align numbering. Revision history: updated to reflect overview of changes. Wording and reference changes for correction of errors, further clarification, and to align with sample exposition and Part 42 MOS. Various minor corrections to references and wording throughout. Appendix 1 – Assessment worksheet: review and update to reflect current legislation and reduce duplication of criteria.
3.0	November 2011	Various	Alignment with sample exposition. Minor edits to referenced rules, AMC/GM. Minor changes to text after Lead-in-Team trials.
2.0	July 2011	ALL	Removal of assessment criteria. Renumbered to align with sample exposition Minor changes to text and references after lead-in-team trials.
1.0	April 2011	ALL	First Issue.

Temporary Management Instructions

Temporary Management Instructions (TMIs) may apply to this version of the handbook. TMIs are published on the CASA Intranet <<https://www.casa.gov.au/publications-and-resources/landing-page/temporary-management-instructions-tmis>> until the information is permanently added to the handbook.

Part A - Introduction to this Handbook

A1 Purpose of this Handbook

CASA has developed this handbook, in conjunction with its associated technical assessor worksheet, to provide a consistent assessment method for CASA technical assessors to assess applications for compliance with the *Civil Aviation Safety Regulations 1998* (CASR) and the Part 42 Manual of Standards (MOS).

CASA does not expect its technical assessors to interpret legislation; this handbook provides the necessary information relating to CASA standards, interpretations and explanations of the law. CASA does, however, expect that its technical assessors will apply reasonable and professional judgment in using this handbook during an assessment of legislative requirements.

Using this handbook ensures a standardised assessment outcome in a manner consistent with CASA legislation and policy.

A1.1 Who is this handbook for

The primary audience for this handbook is suitably qualified, trained and experienced CASA Airworthiness Inspectors (AWIs) within the Safety Assurance Branch, who are required to determine if an applicant has met the legislative requirements relating to the issue of a Subpart 42.G Approval Certificate.

For the purposes of this handbook, such inspectors are referred to as *technical assessors*.

A1.2 How to use this handbook

This handbook is to be used in conjunction with the associated technical assessor worksheet (referenced in *Appendix 1* to this handbook), which is the primary tool for undertaking a technical assessment to determine compliance with CASA's legislative requirements.

The worksheet is a Microsoft Excel document with various functionalities and sheet tabs, one of which is the *User Instructions* which should be read prior to commencing an assessment. The worksheet user instructions are also available at *Appendix 1* to this handbook.

The regulatory questions in the worksheet form the assessment criteria that a technical assessor must consider in determining if an applicant complies with the legislative requirements. This handbook expands on those questions by providing an understanding of the question (through things for consideration).

Use the worksheet to undertake a standardised and unified assessment of a Subpart 42.G application; documenting an auditable record of the decisions and rationale against each of the assessment questions. Use the standardised legislation, policy and philosophy statements contained in this handbook to thoroughly understand the legislative requirements; thereby aiding a standardised decision-making process.

A1.3 What this handbook covers

This handbook and its associated technical assessor worksheet only cover the technical aspects for conducting an assessment of a Subpart 42.G application.

The handbook includes the process and assessment considerations. The worksheet articulates the standardised assessment criteria, via a series of legislative questions, and is an auditable record of the complex decision making that occurs during the assessment.

This handbook has been developed in parts for ease of use. *Part A* includes introductory and policy information, *Part B* includes a high level overview of the assessment process and *Part C* describes the things for consideration, which correspond to the relevant Part in the assessment worksheet.

A1.4 What this handbook does not cover

This handbook does not cover *how* a technical assessor will make a decision about whether CASA should issue a Subpart 42.G Approval Certificate. It assumes that technical assessors are suitably qualified, trained and experienced in assessing the quality of an application for the purposes of ensuring satisfactory compliance.

Although this handbook provides guidance information, the ultimate decision must be made by the technical assessor as to whether the information presented is suitable, complies with relevant legislation and does not impose safety concerns.

The systems that surround the technical aspects of assessing the entry control application are not covered in this handbook; this includes the administrative tasks for receipt of an application and issue of a final permission, or ongoing surveillance activities.

A1.5 Where to go for further assistance

To obtain further assistance with any of the information contained within this handbook and associated appendices, contact airworthiness.standards@casa.gov.au

A2 Part 42 Overview

A2.1 Background

Parts 42, 66, 145 and 147 of the Civil Aviation Safety Regulations 1998 (CASRs) came into effect on 27 June 2011.

Part 42 provides the overall policy direction for the entire maintenance suite of regulations and is based on the European Aviation Safety Agency's (EASA) Part M.

Its main purpose is to provide for all the requirements necessary to ensure any actions performed support the continuing airworthiness of Australian aircraft. It is important to note that Part 42 and any subordinate regulations do not authorise or approve the operation of any aircraft. Similarly, it does not cover aircraft design, manufacturing or certification.

Subpart 42G sets out matters relating to continuing airworthiness management organisations (CAMOs).

A2.2 Who is affected by these Regulations

The following people and organisations are affected by the regulations:

Operators (including CAMOs) - Subparts 42.B and 42.C set out the continuing airworthiness obligations of registered operators and defines the continuing airworthiness management tasks that must be carried out before flight. Subpart 42.G sets out matters relating to CAMOs, including organisational approval requirements, authorisation of employees for various matters and how changes may be made by organisations. Subpart 42.I outlines requirements relating to Airworthiness Review Certificates (ARCs). Subpart 42.J sets out the requirements for an AMP, and Subpart 42.L details the provisions for the approval and variation of reliability programs for aircraft.

Maintainers (including Part 145 AMOs and individuals who work on their behalf) - Subpart 42.D establishes who may carry out maintenance of aircraft and aeronautical products and the performance rules for carrying out the maintenance. Subpart 42.E details requirements for the control of parts and materials and their fitment to and use in aircraft and aeronautical products for maintenance. Subpart 42.H defines the requirements for the performance of Maintenance Certification and the issue of Certificates of Release to Service (CRS) when maintenance is carried out. Subpart 42.O defines the requirements for copying or disclosing cockpit voice recording information for the purposes of checking function and reliability of the equipment and the requirements for authorising persons permitted to do so.

Pilots and Aircrew (working on behalf of an operator) - Subpart 42.M sets out the requirements for pre-flight inspections of aircraft, recording required information in the flight technical log regarding aircraft utilisation and defects or operational exceedances.

A2.3 Purpose of Part 42

Part 42 sets out continuing airworthiness requirements, including requirements for carrying out maintenance, for aircraft and aeronautical products to which Part 42 applies. In addition, it empowers CASA to issue a Manual of Standards (MOS) which covers many airworthiness management matters including the delineation of which aircraft are designated as small or large, requirements for maintenance and reliability programs, and CAMO requirements.

For Subpart 42.G, the MOS specifies the requirements for approval as a CAMO, including requirements for an organisation's:

- exposition
- facilities and equipment
- managers and other employees, and their qualifications
- quality management system and internal review
- AMP
- reliability program
- instructions for continuing airworthiness including maintenance data
- records
- procedures for making changes to the exposition.

A2.4 Requirements of Part 42

Part 42 requires the Registered Operator of an aircraft, authorised to operate under a Regular Public Transport (RPT) Air Operator's Certificate (AOC), to be approved as a CAMO responsible for continuing airworthiness of the aircraft operated in RPT operations.

As an integral part of being the AOC holder, the CAMO will, independently of the AMO, manage recurrent airworthiness tasks, such as those covered under AMP and reliability programs, including aircraft configuration and service literature compliance. Details of these and other tasks for which the Registered Operator is to be responsible are listed below, including tasks that must be complied with before the Registered Operator permits an aircraft to commence a flight.

A2.4.1 Before a flight commences

The registered operator must ensure the following requirements are met before an aircraft under the control of the CAMO commences a flight:

- continuing airworthiness management tasks are completed
- an ARC is in force for the aircraft
- a CRS for any maintenance has been issued
- operational or emergency equipment required for the flight under CASA operational regulations is fitted and serviceable
- the flight technical log detail any operational or emergency equipment required under CASA regulations that is unserviceable and not required for flight.

Note: For further consideration see CASR Part 90, Part 90 MOS, CAR 207 and CAOs 20.4, 20.11 and 20.18.

A2.4.2 Continuing airworthiness management tasks

- Ensure the rectification of defects, unless deferred or permitted under the provisions of a Minimum Equipment List, Configuration Deviation List or special flight permit.
- Ensure compliance with all applicable Airworthiness Directives (ADs)
- Ensure only modifications or repairs with a CASR Part 21 approval that are compatible with the configuration of the aircraft are made.
- Ensure service literature (not including ADs) applicable to the aircraft or aeronautical products are complied with or reasons for non-compliance are recorded.
- Ensure service life-limited parts are replaced at or before the service life is reached.

A2.4.3 Other continuing airworthiness tasks

- Conduct Airworthiness Reviews of aircraft.
- Issue Airworthiness Review Certificates.
- Manage and retain maintenance records and continuing airworthiness records, such as for aircraft modifications, ADs and AMP compliance.
- Ensure compliance with requirements for the recording and retention of aircraft utilisation records, aircraft technical log records and the reporting and investigation of major defects.
- Establish acceptable personnel qualifications and competence requirements for managers and employees undertaking airworthiness management tasks.
- Authorise pilots and flight engineers to provide limited maintenance tasks.

A2.4.4 Approve maintenance program

Subpart 42.J sets out the requirements for the approval of a proposed AMP and changes to them. For any aircraft operated in RPT operations, the first AMP must be approved by CASA, except those covered by transitional rules. The AMP must comply with the requirements of the Part 42 MOS.

The organisation may apply to CASA for permission to approve variations to their AMP, under Division 42.J.4. Even when this approval is granted, Division 42.J.5 defines the circumstance where CASA must approve variations to an AMP.

A2.4.5 Reliability program

Subpart 42.L establishes requirements for the approval and variation of reliability programs for certain aircraft to ensure the effectiveness of their AMP. The reliability program must comply with the requirements of the Part 42 MOS.

A2.4.6 Airworthiness review

Subpart 42.I introduces requirements for the performance of an airworthiness review and the issue of an ARC.

The Airworthiness Review Process is intended to provide assurance of compliance to airworthiness requirements and, therefore, complements the Certificate of Airworthiness (CoA).

There is a direct relationship between the CoA and the ARC. If a CoA is cancelled or suspended, the ARC is automatically taken to be cancelled or suspended as well.

An airworthiness review consists of the following three steps:

- examination of the aircrafts continuing airworthiness records
- physical survey of the aircraft
- issue of an ARC for the aircraft.

A3 Policy Statements

A3.1 Assessment of a CASR Subpart 42.G application

The following policy statements apply to the assessment of a Subpart 42.G application:

1. The purpose and intent of this handbook and its associated technical assessor worksheet is to ensure a standardised approach to the assessment and to maintain a CASA record of the decision-making process. The worksheet has **not** been designed for the applicant to complete and submit with their application.
2. It is CASA policy that this handbook be the principal reference when assessing compliance against Subpart 42.G, as such this handbook must be used to assess a Subpart 42.G CAMO application.
3. The questions in the Assessment Worksheet are the assessment criteria that must be considered during the assessment of an initial application, an application for transition to Subpart 42.G or an application for significant change. Whilst some questions may appear to be a simple yes/no response, CASA expects its technical assessors to undertake a qualitative assessment for each question; having regard to the suitability of the applicant to conduct their operations safely.
4. The worksheet includes an Assessment Plan and Summary sheet which must be completed by each technical assessor involved in the assessment. This sheet records who was involved in the assessment, what was assessed and the declaration that the worksheet was used by each assessor to conduct the assessment.
5. If there is more than one assessor involved in the assessment, and each assessor has used a separate worksheet for their assessment elements, the findings must be consolidated into one final assessment worksheet showing all findings and all assessor endorsements. The final version of the assessment worksheet must be saved in the CASA approved record keeping system and be easily identifiable as the final version.

Part B - Assessment Process

B1 Assessment Overview

This part of the handbook provides a high level overview of the assessment elements undertaken by a technical assessor to assess a Subpart 42.G CAMO application.

B1.1 Objective of the assessment

The objective is to undertake a qualitative assessment of an applicant's organisation and exposition to ensure the applicant can conduct their activities safely and in accordance with the regulatory requirements.

B1.2 Preliminary and application requirements

It is the applicant's responsibility to submit a complete application using the applicable forms approved by CASA and in accordance with any prescribed regulatory application requirements. An application is not taken to be complete unless the applicant has submitted all information required in the application form (CASR 11.030).

Any administrative tasks associated with receiving the application, generating fee estimates, allocating tasks and forming assessment teams must be completed prior to commencing the technical assessment.

B1.3 Assessment scope

The *CASR Subpart 42.G CAMO Technical Assessor Worksheet* contains various sheet tabs, one of which is the *Assessment Plan & Summary* sheet. Once an application has been received and an assessment team has been formed, the lead technical assessor completes *Sections 1 to 3* of the *Assessment Plan and Summary* sheet.

For a new entrant, this is a fairly simple process of entering information about the applicant, the application and those involved in the assessment into the relevant areas.

For an applicant applying to transition to Subpart 42.G or for an application to change the certificate, the assessment team will need to carefully consider the application - having regard to what the applicant is applying for, recent surveillance activities and the applicant's history with CASA. The technical assessors will need to determine the sections of the worksheet that are required to be completed and why, and will need to adequately describe the scope of the assessment in *Section 3* of the *Assessment Plan and Summary* sheet.

Once the scope of the assessment has been determined, the team leader/manager should endorse the assessment plan by completing the relevant information in *Section 3* of the *Assessment Plan and Summary* sheet.

For further guidance on completing the Assessment Plan and Summary sheet, refer to the worksheet user instructions tab, they are also contained in Appendix 1 to this handbook.

B1.4 Assessment Elements

The assessment process involves verification of the applicant's claims through a range of activities. These generally include, but are not limited to:

- desktop assessment of the exposition and supporting documentation provided
- onsite inspection of facilities, systems and processes.

After completing the assessment plan, the technical assessors commence the assessment by conducting a desktop assessment of the application, exposition and supporting documentation and completing the necessary questions in the *Assessment Worksheet* - which is the main sheet tab in the *CASR Subpart 42.G CAMO Technical Assessor Worksheet*.

In many instances, the worksheet questions may appear to merely require a simple 'yes' or 'no' response. However, the technical assessors are obliged to go further and make a qualitative assessment of the suitability of policy, processes, systems and practices proposed by the applicant.

In assessing an application for a Subpart 42.G approval certificate, CASA must have regard to, and be satisfied of, the following matters:

- the exposition complies with the requirements specified in the Part 42 MOS
- the applicant's facilities, equipment, personnel and instructions for continuing airworthiness are suitable for providing their proposed continuing airworthiness management services and comply with the Part 42 MOS requirements
- the applicant has nominated an accountable manager and responsible managers who are appropriately qualified to hold the positions
- if required to do so by the Part 42 MOS - the applicant has nominated a continuing airworthiness manager who is appropriately qualified to hold the position
- if required by the Part 42 MOS to have a quality management system - the applicant's quality management system complies with the requirements of the Part 42 MOS and the applicant has nominated a quality manager who is appropriately qualified to hold the position (and is not the applicant's accountable manager, continuing airworthiness manager or responsible manager).

To determine satisfactory compliance, the technical assessors may need to seek further information from the applicant or conduct on-site inspections. The technical assessors must use the worksheet to document their decisions and actions - preserving an auditable record of the assessment. If there is more than one technical assessor, all assessors must consolidate their findings into one final worksheet.

If interview assessments are required to determine compliance, refer to the *Safety Assurance Branch Inspectors Handbook* for procedures and related Forms to conduct interview assessments of nominated management personnel.

Further information relating to the use of the *Assessment Worksheet* is available in the worksheet user instructions contained in *Appendix 1* to this handbook.

B1.5 Assessment Remarks

After documenting their findings in the *Assessment Worksheet*, each technical assessor must complete *Section 4* (Assessment Remarks) of the *Assessment Plan and Summary* sheet to confirm that they have completed the assessment in accordance with the handbook and worksheet.

If each assessor has used a separate worksheet for their assessment elements, the findings must be consolidated into one final worksheet before approval of any recommendation(s) is sought.

The Standard Form Recommendation (SFR) process should then be applied to make the appropriate recommendation to the delegate.

Where assessment of a proposed significant change is required, the SFR should inform the delegate whether or not the CAMO has been assessed against the identified applicable legislation criteria.

If the recommendation to the delegate is to grant approval to the CAMO for the significant change, the recommendation is for the consequential changes to the applicant's exposition, and not the whole document.

For further guidance on completing *Section 4* of the *Assessment Plan and Summary* sheet, refer to the worksheet user instructions contained in *Appendix 1* to this handbook.

B2 Review and Subsequent Assessments

B2.1 Significant Changes

Regulation 42.610 requires the CAMO to apply to CASA for approval of significant changes. A significant change is a change defined by regulation 42.575(2), which means any of the following changes:

- (a) a change to the organisation's name
- (b) a change to the location of the organisation's continuing airworthiness management facility, including the addition of a new facility
- (c) a change in the personnel holding:
 - (i) the position of accountable manager in the organisation
 - (ii) any of the positions of responsible manager in the organisation
 - (iii) the position of continuing airworthiness manager (if any) in the organisation
 - (iv) the position of quality manager (if any) in the organisation
- (d) a change to:
 - (i) the aircraft types and models for which the organisation provides continuing airworthiness management services
 - (ii) the kinds of continuing airworthiness management services that the organisation provides for each for each aircraft type and model
- (e) a change to the organisation's facilities, equipment, procedures or personnel that could adversely affect the organisation's ability to provide continuing airworthiness management services that it is approved to provide.

Once an application for a significant change is received, the assessment proceeds in accordance with the assessment process described in *Chapter B1* of this handbook.

Note: Whilst reference to previous worksheets can be made, the technical assessor is expected to complete the applicable sections in a new worksheet. **Do not use** previous worksheets for this assessment.

B2.2 Non-Significant Changes

Refer to your CASA Group or Branch's current processes for guidance and instructions on assessing/reviewing notifications from the CAMO in relation to non-significant changes.

B2.3 Renewal

Refer to your CASA Group or Branch's current processes for guidance and instructions on assessing renewal applications.

Part C - Assessment Considerations

C1 General

Part 1 of an exposition should express the management commitment of the organisation to demonstrating compliance with CASR Part 42 and the MOS. Subsequent parts of the exposition reinforce in more detail the commitments made in Part 1.

C1.1 Accountable Manager's statement

References

	<p>CASR:</p> <p>MOS: 1.2.1(a)</p>
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Introduction

This section of the CAMO's exposition provides the corporate commitment statement signed by the Accountable Manager.

The corporate commitment should state the intention of the CAMO to provide its services in accordance with its exposition, CASR Part 42 and the Part 42 MOS at all times.


Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the corporate commitment by the Accountable Manager, commensurate with the size of the organisation and the scope of work.

- It is important that the intent of this section for the CAMO's exposition maintains the intent of the text provided by the CASA sample exposition.

C1.2 Business Objective

References

	<p>CASR:</p> <p>MOS:</p>
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Introduction

This section of the CAMO's exposition should detail the organisation's business objective. It may include the names of the operators for whom the CAMO provides continuing airworthiness management services.

There is no regulatory basis for approval of the Part 42G organisation's business objectives, however if the exposition contains information regarding such matters, the information should not contravene any other rule.

The organisation's business objectives should be assessed as fit for purpose for the organisation's size and scope of work.

C1.3 Relationship with other Organisations

References

	<p>CASR: 42.080</p> <p>MOS:</p>
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Introduction

This section should set out the relationships that the CAMO has with other organisations, including the services that the CAMO provides to other organisations and the services that other organisations provide to the CAMO

If the organisation belongs to a group, then this section of the exposition should provide an explanation of the specific relationship the organisation may have with other members of the group that hold aviation approvals - such as approvals under Part 145, Part 147 or the holder of an AOC.


Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements to declare their relationships with other aviation approval holders.

- If the organisation holds an aviation approval, the common roles of any individual for another approval should be identified.
- If the exposition contains information regarding such matters, the information should not contravene any other rule.

C1.4 Scope of CAMO Services

References

	<p>CASR: 42.585</p> <p>MOS: 1.2.1(b)</p>
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Introduction

For a CAMO that provides services for an AOC, the CAMO must provide all continuing airworthiness management services, which includes the following services:

- ensuring that the requirements mentioned in the following Division are met:
 - Division 42.C.2-Continuing Airworthiness Management Tasks;
 - Division 42.C.3-Continuing Airworthiness Records - all aircraft; and
 - Division 42.C.4-Major Defects - reporting and investigating
- the issue of an ARC under Division 42.I.2
- the extension of an ARC under Division 42.I.3
- carrying out an airworthiness review under Division 42.I.4.

A CAMO does not need to have the privilege to vary the AMP; the CAMO may apply to CASA for approval of a variation, in order to provide continuing airworthiness for an AOC holder.

In the first instance, the CAMO will include in this section of the exposition, the details of the aircraft for which the organisation proposes to provide continuing airworthiness management services. Once the applicant is approved as a CAMO, the details in this section of the exposition become the approved scope of work.


If CASA decides to approve the applicant as a CAMO, CASA will determine:

- the aircraft types and models for which the organisation is approved to provide continuing airworthiness management services
- the kinds of continuing airworthiness management services that the organisation is approved to provide for each permitted aircraft type and model
- any limitations applying to the approval.

This section should set out the services that the CAMO is approved to provide. The minimum requirement is a list of aircraft types and models, plus additional privileges (e.g. privileges associated with AMP approvals) and any limitations. Any limitations to the scope of work imposed by CASA will be added to the exposition.

C1.4.1 List of aircraft and CAMO responsibilities

References

	<p>CASR: 42.585(3)(e); 42.105</p> <p>MOS: 1.2.1(b)</p>
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Introduction

This section of the CAMO’s exposition should list each type and model of aircraft for which the organisation provides continuing airworthiness management services.

If the organisation is an AOC holder, it should list the registration marks for aircraft for which they are currently responsible, however it is acceptable for the organisation to refer to the aircraft registrations detailed on the AOC.

Note: Regulation 42.105 defines the meaning of *a person responsible for continuing airworthiness for aircraft*.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the identification of aircraft, commensurate with the size of the organisation and the scope of work.

- Where the AOC is used as the reference to aircraft registrations, subsequent changes to the list of registrations do not constitute a significant change. Changes to the type and/or model of aircraft are considered a significant change and the amended exposition must be submitted to CASA for approval.
- Aircraft serial numbers should be linked to the registrations to avoid confusion if/when aircraft registrations change.

- CASA is required to be notified by the CAMO of changes to the AOC list of registered aircraft, in accordance with the requirements of regulation 42.620.
- Where the CAMO refers to the AOC, assessment may require a review of the list of aircraft registrations provided on the AOC, to confirm accuracy.

C1.4.2 Services the CAMO is approved to provide

References

	<p>CASR: 42.585(3)(f)</p> <p>MOS: 1.2.1(b)</p>
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Introduction

This section of the CAMO’s exposition should:

- set out the range of continuing airworthiness management services that the CAMO is approved to provide

Note: The detailed procedures that the CAMO must follow to provide these services are to be set out in later parts of the document.

- describe the organisation’s scope of privileges to approve variations to the AMP, including:
 - the types and models of aircraft for which the organisation seeks approval of the privilege to approve variations to the AMP
 - if the CAMO is not authorised to approve changes to the AMP, a statement to this effect.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for stating the proposed continuing airworthiness services and the proposed privileges to vary the AMP, commensurate with the size of the organisation and the scope of work.

- The list of aircraft may be the same as that provided in section 1.4.1 of the exposition and reference to that section may satisfy this requirement.
- In some circumstances, CASA may not authorise a CAMO to make changes to the AMP for part or all of the aircraft listed. In these circumstances, a note to this effect will be required to be added in this section of the exposition before the final approval from CASA.

C1.4.3 Limitations

References

	<p>CASR: 42.590(2)(c)</p> <p>MOS:</p>
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Introduction

This section of the CAMO’s exposition should describe any limitations that apply to the organisation’s scope of approval.

For most cases, the CAMO will not have entered any information into this section in the initial proposal. On assessment, CASA may impose limitations to the scope of work and will require the organisation to include these limitations in this section of their exposition before the final approval.

C1.5 Management Positions and Employees

References

	<p>CASR: 42.590</p> <p>MOS: 1.2; 1.2.1(c); 1.4; 1.5; 1.6; 1.7; 1.8; 1.9; 1.10</p>
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Introduction

The CAMO must have an exposition that includes the titles and names of individuals specified in the Part 42 MOS. The management positions are accountable manager, quality manager, continuing airworthiness manager, and responsible manager.

The employee positions are the continuing airworthiness management employees, airworthiness review employee, and maintenance program approval employees.

The duties and responsibilities of the management personnel and employees should be clearly detailed in the exposition. There should be sufficient detail to allow the technical assessor to clearly understand the responsibilities of each of the managers and employees detailed in the exposition. The management personnel information and employees as described should also relate to the organisation structure and chart within the exposition which is referenced in Part 1.6 of the sample exposition.

Part 42 MOS requires that each of the individuals nominated in the positions described above must be appropriately qualified to hold the position.

A Form 4 is to be submitted for the management positions of Accountable manager, responsible manager, continuing airworthiness manager and the quality manager. The Form 4 should contain qualifications, experience and knowledge relevant to the position described within the exposition. The technical assessor may interview the individuals and question them about any relevant qualifications they hold, their experience and knowledge relevant to their role in order to be satisfied each manager is suitable to hold the position.

Interview questions could include the individual’s knowledge of the Part 42 MOS, the exposition and the organisation’s procedures, particularly those relevant to their role, specific aspects of the business relevant to their role, experience in other related roles etc.

Note: The *Safety Assurance Branch Inspectors Handbook* provides procedures and related Forms to conduct interview assessments.

A change to any of these management positions requiring a Form 4 to be submitted is considered a significant change and the organisation must apply to CASA for approval of the change.

The organisation may under subparagraph 1.6.7 of the MOS nominate an individual to substitute for the CAM. The substitute must meet the requirements of 1.6 of the Part 42 MOS and also be listed in the exposition.


In addition to the CAM the organisation has the option to appoint additional substitutes for other manager positions. Should the organisation have appropriate procedures to appoint substitutes, it would be the organisation’s prerogative whether or not they want to submit these nominees as Form 4 holders. The organisation may see this as advantageous.

Notwithstanding how the organisation proceeds in relation to substitutes, the exposition should have sufficient content to support those requirements, responsibilities and appropriate procedures for those substitutes’ positions.

Note: The nominated Manager(s) and their qualifications, experience and knowledge must be submitted to CASA on the approved CASA Form 4.

C1.5.1 Accountable Manager

References

	<p>CASR: 42.590(1)(c); 42.590(1)(c)(g); 42.575(1)</p> <p>MOS: 1.2.1(c)(i); 1.4</p>
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Introduction

The CAMO is required to appoint an individual as the Accountable Manager (see regulation 42.575 for the definition). The Accountable Manager is not necessarily required to be knowledgeable on technical matters. In circumstances when the Accountable Manager is not the Chief Executive Officer, CASA must be assured that the Accountable Manager has direct access to the Chief Executive Officer, or equivalent, and has a sufficient allocation of maintenance funding for the CAMO to operate.

If the CAMO is an air transport AOC holder, the CAMO’s Accountable Manager must also be the Accountable Manager detailed on the AOC.

The Accountable Manager is ultimately responsible for ensuring:

- that the CAMO complies with CASR 1998, the Part 42 MOS, its approval and its exposition
- that the CAMO has adequate resources to provide continuing airworthiness management services in accordance with its exposition.

This section of the CAMO’s exposition should:

- nominate the Accountable Manager
- set out the duties and responsibilities in relation to the CAMO
- demonstrate that the Accountable Manager has appropriate corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard
- identify an alternate Accountable Manager

- detail a procedure to transfer authority from the Accountable Manager to the alternate when required.

Notes: A permanent change to the Accountable Manager is a significant change in accordance with subregulation 42.575(2). However a temporary substitution of an alternate Accountable Manager, who is identified in the exposition, is not a significant change.

The nominated Accountable Manager and their qualifications and experience must be submitted to CASA on the approved CASA Form 4 – Nominated Personnel


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the duties and responsibilities of the Accountable Manager, commensurate with the size of the organisation and its scope of work.

- Does the Accountable Manager demonstrate the ability to ensure:
 - finance is available for the continuing airworthiness management activities
 - adequate contractual arrangements exist?
- Does the Accountable Manager ensure adequate provision of:
 - facilities
 - equipment and data
 - sufficient qualified/competent personnel to undertake the work in the allotted time?
- Does the Accountable Manager conduct regular management reviews of all aspects of the organisation and how is this evidenced?
- Does the Accountable Manager ensure that airworthiness risk management reviews take place?

C1.5.2 Continuing Airworthiness Manager

References

	<p>CASR: 42.590(1)(e) MOS: 1.2.1(c)(ii); 1.6.1; 1.6.2; 1.6.9</p>
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Introduction

The individual nominated as the Continuing Airworthiness Manager must ensure that the organisation complies with its exposition and the Part 42 regulations in relation to providing continuing airworthiness management services.

Continuing airworthiness management services are:

- those detailed in Divisions 42.C.2, 42.C.3 and 42.C.4
- the issue of an ARC under Division 42.I.2

- the extension of an ARC under Division 42.I.3
- carrying out an ARC under Division 42.I.4
- the approval of an AMP under Division 42.J.3
- the approval of a variation of an AMP under Division 42.J.4.

This section of the CAMO's exposition should:

- nominate the Continuing Airworthiness Manager
- set out the duties and responsibilities in relation to the CAMO
- state that the Continuing Airworthiness Manager is responsible for ensuring the continuing airworthiness of the aircraft operated under the AOC and explain how they achieve this in conjunction with the respective Responsible Managers
- identify an alternate Continuing Airworthiness Manager
- detail a procedure to transfer authority from the Continuing Airworthiness Manager to the alternate when required for temporary substitution.

Notes: A permanent change to the Continuing Airworthiness Manager is a significant change in accordance with subregulation 42.575(2). However a temporary substitution of an alternate Continuing Airworthiness Manager, who is identified in the exposition, is not a significant change.

The nominated Continuing Airworthiness Manager and their qualifications and experience must be submitted to CASA on the approved CASA Form 4 – Nominated Personnel.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the duties and responsibilities of the Continuing Airworthiness Manager, commensurate with the size of the organisation and its scope of work.

- The Continuing Airworthiness Manager should be responsible for identifying and communicating the airworthiness objects that support the fleet safety.
- The Continuing Airworthiness Manager should review the performance of the organisation against the identified airworthiness objectives, such as:
 - AD compliance (CASR 42.120)
 - Reliability programme (CASR 42.155, 42.160)
 - Certification compliance (CASR Subpart 42.H)
 - Airworthiness Review Certificates (CASR Subpart 42.I)
 - Airworthiness limitations (CASR 42.135)
 - Service literature (CASR 42.130)
 - Review of modifications (CASR 42.125)

- MELS
- Structural integrity
- Maintenance errors
- Defects (CASR 42.115, 42.270-285).
- The Continuing Airworthiness Manager should conduct risk reviews of airworthiness risk within the CAMO.

C1.5.3 Responsible Manager

References

	<p>CASR: 42.590(1)(d); 42.590(1)(g)</p> <p>MOS: 1.2.1(c)(iii); 1.5.2; 1.5.4; 1.5</p>
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Introduction

The CAMO must appoint at least one individual as the Responsible Manager. If there is more than one Responsible Manager, each individual is responsible for ensuring that the CAMO complies with CASR 1998, the Part 42 MOS and the CAMO’s exposition in relation to matters for which they are responsible.

This section of the CAMO’s exposition should:

- nominate the individual(s) who are Responsible Manager(s)
- set out the duties and responsibilities of each Responsible Manager in enough detail to show that all the responsibilities and obligation of the CAMO under CASR Part 42 and the Part 42 MOS are covered by the Responsible Manager(s)
- if there is more than one responsible manager, then their responsibilities and obligations should be framed with reference to the appropriate regulation or chapter of the Part 42 MOS
- identify an alternate Responsible Manager for each Responsible Manager
- detail a procedure to transfer authority from the Responsible Managers to their alternates when required for temporary substitution.

Note: A permanent change to the Responsible Manager is a significant change in accordance with subregulation 42.575(2). However a temporary substitution of an alternate Responsible Manager, who is identified in the exposition, is not a significant change.

The nominated Responsible Manager and their qualifications and experience must be submitted to CASA on the approved CASA Form 4 – Nominated Personnel.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the duties and responsibilities of the Responsible Manager, commensurate with the size of the organisation and its scope of work.

- One way to comply with this requirement is to express the Responsible Managers' responsibilities and obligations by reference to the appropriate regulation or chapter of the MOS. For example, the Responsible Manager may be the person responsible for airworthiness review as detailed in CASR 42 Subpart I.
- If more than one Responsible Manager is appointed, do the combined sum of duties and responsibilities allow all responsibilities and obligations of the CAMO to be met?
- In the case of a small operator, where the Continuing Airworthiness Manager is the only Responsible Manager, these duties may be included in the Continuing Airworthiness Manager section of the exposition.
- There may be circumstances where Responsible Managers are appointed for duties other than continuing airworthiness (e.g. a manager responsible for training). In these circumstances the Responsible Manager need not report to the Continuing Airworthiness Manager.
- The Responsible Managers should identify and communicate the airworthiness objects that support the area of their responsibility.
- The Responsible Managers should review the performance of the organisation against the identified airworthiness objectives relevant to their area of responsibility, such as:
 - AD compliance (CASR 42.120)
 - Reliability programme (CASR 42.155 and 42.160)
 - Certification compliance
 - Airworthiness limitations (CASR 42.135)
 - Service literature (CASR 42.130)
 - Review of modifications (CASR 42.125)
 - MELS
 - Structural integrity
 - Maintenance errors
 - Defects (CASR 42.115, 42.270-285).
- The Responsible Managers should conduct risk reviews of airworthiness risks within their area of responsibility.

C1.5.4 Quality Manager

References

	<p>CASR: 42.590(1)(f)(ii)</p> <p>MOS: 1.2.1(c)(iv); 1.7</p>
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Introduction

This section of the CAMO's exposition should:

- nominate the Quality Manager
- set out the duties and responsibilities
- demonstrate that they report directly to the Accountable Manager for all quality related matters
- identify an alternate Quality Manager if one is nominated
- detail a procedure to transfer authority from the Quality Manager to the alternate when required for temporary substitution.

Note: A permanent change to the Quality Manager is a significant change in accordance with subregulation 42.575(2). However a temporary substitution of an alternate Quality Manager, who is identified in the exposition, is not a significant change.

The nominated Quality Manager and their qualifications and experience must be submitted to CASA on the approved CASA Form 4 – Nominated Personnel.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the duties and responsibilities of the Quality Manager, commensurate with the size of the organisation and its scope of work.

- The Quality Manager is required to report directly to the Accountable Manager in relation to quality matters.
- The Quality Manager is not permitted to be nominated for the position of Accountable Manager, Continuing Airworthiness Manager or any Responsible Manager (42.590(f)(iii)).
- Typical Quality Manager tasks include:
 - production and amendment of all Quality Assurance Department procedures and documentation
 - review of all Engineering Procedures and Notices, which advise engineering staff of company procedural, technical and administration changes which effect the operation of the Aircraft and the Engineering Department
 - regular review and amendment of the CAMO exposition to reflect new procedures or alterations effecting the operation of the Engineering Department.

C1.5.5 Airworthiness review employees

References

	<p>CASR: 42.015(1)</p> <p>MOS: 1.2.1(f); 1.9</p>
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Introduction

This section of the CAMO's exposition should list the names of the individuals who will be authorised as airworthiness review employees. The list may be kept separate to the exposition and referred to in this section of the exposition.

This section should also detail procedures that describe:

- how the organisation authorises airworthiness review employees
- who is responsible for authorising them
- how their qualifications are assessed
- how and where copies of the authorisations are held.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the appointment of the airworthiness review employees, commensurate with the size of the organisation and the scope of work.

- Does the CAMO have a capacity planning process to determine staff numbers, qualifications and experience to support airworthiness review activities required for the type and number of aircraft operated by the AOC holder?

C1.5.6 Maintenance program approval employees

References

	<p>CASR: 42.015(1) MOS: 1.2.1(g); 1.10</p>
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Introduction

For CAMO's that are seeking approval to vary the AMP, this section of the CAMO's exposition should list the names of the individuals who will be authorised as AMP approval employees. The list may be kept separate to the exposition and referred to in this section of the exposition.

This section should also detail procedures that describe:

- how the organisation authorises AMP approval employees
- who is responsible for authorising them
- how their qualifications are assessed
- how and where copies of the authorisations are held.

Note: A change to the list of individuals does not constitute a significant change unless there is an adverse effect on the organisation's capability.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the appointment of the maintenance program approval employees, commensurate with the size of the organisation and the scope of work.

- Does the CAMO list the names, qualifications and experience to support the AMP activities required for the type and number of aircraft operated by the AOC holder?

C1.5.7 Continuing airworthiness employees

References

	<p>CASR: MOS: 1.8; 1.9; 1.10</p>
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Introduction

The CAMO must have a sufficient number of appropriately qualified employees to provide the continuing airworthiness management services it is approved to provide, including:

- airworthiness review employees required under section 1.9 of the Part 42 MOS
- AMP approval employees required under section 1.10 of the Part 42 MOS.

This section of the CAMO's exposition should demonstrate:

- that the number of people dedicated to the performance of the approved continuing airworthiness activity is adequate

Note: It is not necessary to give the detailed number of all employees but only those involved in continuous airworthiness management.

The sample exposition provides an example table of how employee statistics can be shown.

- how the organisation ensures the qualification of the employees performing continuing airworthiness management activities are appropriate for the task they perform
- how recurrent training needs are assessed and how the training is delivered or sourced.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for continuing airworthiness management employees, commensurate with the size of the organisation and the scope of work.

- The exposition may express the information about the number of personnel in different formats as long as the information provided demonstrates that there are sufficient resources available for the size and complexity of the organisation.

- Qualification standards for the personnel nominated for continuing airworthiness activities should be consistent with the size and complexity of the organisation.
- The appropriate qualification and experience of the employee may vary depending on the tasks that the individual is expected to perform.
- The continuing airworthiness management employees should all be appropriately qualified in accordance with the standards required by the MOS and stipulated by the organisation.
- Assessors should examine employee’s qualifications and may need to conduct an interview to determine if the individuals has demonstrated sufficient knowledge, experience and qualifications (if required) to fulfil their nominated tasks.
- The ultimate responsibility for ensuring that tasks are completed should lie with the relevant Responsible Manager.
- Does the exposition detail the qualifications needed for individuals who fulfil the role of continuing airworthiness management employees?
- Does the organisation describe the process for assessing the need for recurrent training of continuing airworthiness management employees?
- Does the CAMO have a capacity planning process to determine staff numbers, to support the continuing airworthiness management activities required for the type and number of aircraft operated by the AOC holder?
- Does the exposition detail how training for continuing airworthiness management employees is delivered or sourced?
- How does the CAMO assess if the provision of recurrent training satisfies the continuing airworthiness management employees’ needs?

C1.5.8 Documents supporting the qualifications of key personnel

References

	<p>CASR: 42.585(3)(b),(c)&(d); 42.590(1)(g)</p> <p>MOS: 1.5.8; 1.6.10; 1.7.5; 1.8.2; 1.9.8; 1.10.10; 1.10.11; 1.7.4.</p>
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Introduction

The Part 42 MOS outlines the qualifications and experience required by:

- the Accountable Manager
- the Continuing Airworthiness Manager
- each Responsible Manager
- the Quality Manager.
- the maintenance program approval employee
- the airworthiness review employee

The Part 42 MOS requires the CAMO to keep written records of the qualifications of all employees involved in providing continuing airworthiness management services for two years after the employees cease to be employees of the CAMO.

This section of the CAMO's exposition should detail the procedures that describe:

- how the key management personnel are appointed, including the required qualifications and experience for the position
- how the individual's qualifications and their suitability for the position are assessed
- how the organisation keeps records of managers and employees qualifications
- how the organisation keeps authorisations for certifying employees
- the individual, by position, responsible for keeping records up to date.

Note: The nominated managers and their qualifications and experience must be submitted to CASA on the approved CASA Form 4 – Nominated Personnel.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for appointing key management personnel and keeping written records supporting the qualifications of employees, commensurate with the size of the organisation and the scope of work.

- The assessment of key management personnel should cover qualifications, experience and knowledge. The assessment therefore may require the viewing of evidence of qualifications and experience and an interview whereby the individual can demonstrate their knowledge pertinent to their role, as defined in section 1.5 of the exposition.
- If interview assessments are required to determine compliance, refer to the *Safety Assurance Branch Inspectors Handbook* for procedures and related Forms to conduct interview assessments of nominated management personnel.
- With regard to airworthiness, can the Accountable Manager articulate the delineation of the regulatory responsibilities and duties of:
 - the registered operator
 - the Part 145 AMO
 - the Continuing Airworthiness Manager?
- If the CAMO Accountable Manager is also the 'Accountable Manager' for the AOC, consideration may be given to those criteria that are required of the AOC position.
- The Quality Manager may also hold the 'Quality Manager' position within the AOC, however this nomination is required to be accepted by CASA.
- The organisation may maintain these records as part of the training record system.

- If the training record system is electronic, does the system monitor the expiry date of the certifier’s approval and advise the staff member?
- If the training record system is manual, how often is the system checked to ensure its accuracy?

C1.6 Organisational Chart

References

	<p>CASR:</p> <p>MOS: 1.2.1(d)</p>
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Introduction

This section of the CAMO’s exposition should include an organisational chart illustrating the organisation structure.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirement for an organisational chart, commensurate with the size of the organisation and the scope of work.

- The size and complexity of the organisation will determine the number and complexity of the chart(s) required.
- A comprehensive understanding of the whole organisational structure should be gained upon viewing the chart(s).
- The chart should clearly show work positions and employee reporting lines.
- Does the chart cover the whole organisation?
- If the organisation is an AOC holder, is this clearly represented within the chart?
- Are there sufficient chart/s provided to allow the assessor to gain an understanding of the organisational structure?
- If the CAMO is an air transport AOC holder, does the chart(s) show that the Continuing Airworthiness Manager reports directly to the Accountable Manager?


Note: This applies unless the Continuing Airworthiness Manager is also the Accountable Manager.

- Does the chart show the independence of the quality system?

C1.7 Changes to Organisation

C1.7.1 Significant changes

References

	<p>CASR: 42.610; 42.575(2); 42.615</p> <p>MOS: 1.2.1(h)</p>
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Introduction

CASA must approve a change to the CAMO's organisation if CASA is satisfied that, after the change, the requirements of regulation 42.590(1) continue to be met.

Regulation 42.610 requires proposed significant changes, as defined in regulation 42.575(2), to be submitted to CASA for approval. The CAMO may make changes to management positions (CASR 42.575(2)(c)), however the change will still require CASA approval and the application must be made to CASA within 7 days after making the change. This section of the CAMO's exposition should detail the procedures that describe how the CAMO manages significant changes to the organisation including:

- how changes are initiated and assessed
- how applications are made to CASA for approval of the change
- how the organisation ensures that the change is fully incorporated
- the individual, by position, responsible for managing the changes.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements when making significant changes to the CAMO, commensurate with the size of the organisation and its scope of work.

- The exposition should describe how expected changes are initiated and how unexpected changes are managed. The procedures for assessment of proposed changes and making application to CASA for approval should be included.
- The organisation should be able to demonstrate how it ensures the applicable changes are incorporated into the exposition. This may include version control, archiving previous versions of the exposition, notifying staff of the updates to the exposition etc.
- The process of making changes may include an internal process that the CAMO uses to ensure that the change will comply with the requirements of CASR Part 42 and the Part 42 MOS.

C1.7.2 Changes that are not significant changes

References

	<p>CASR: 42.610</p> <p>MOS: 1.2.1(h)</p>
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Introduction

The CAMO is entitled to make changes to the organisation and their exposition that are not considered significant without prior approval from CASA.

Any change made under this section of the exposition must be notified to CASA and a copy of the changes provided to CASA within 28 days.

This section of the CAMO’s exposition should detail the procedures that describe how the CAMO manages changes to the organisation or exposition that are not significant including:

- how changes are initiated and assessed
- how applications are made to the CAMO’s management
- how approvals are given by the CAMO’s management
- how the organisation ensures that the change is fully incorporated
- how CASA is notified
- the individual, by position, responsible for managing the changes.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements when making changes to the CAMO that are not significant, commensurate with the size of the organisation and its scope of work.

- The exposition should describe how the organisation manages changes to the CAMO that are not significant. The procedures for assessment, approval and incorporation of proposed changes should be included.
- The organisation should be able to demonstrate how it ensures the applicable changes are incorporated into the exposition and notification made to CASA. This may include version control, archiving previous versions of the exposition, notifying staff of the updates to the exposition, forwarding relevant sections to CASA within the required timeframe etc.
- Is there a review of proposed changes to verify the change classification (i.e. significant/not significant)?

C1.8 Facilities and Equipment

References

	<p>CASR: 42.590(1)(b)</p> <p>MOS: 1.2.1(e); 1.3</p>
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Introduction

This section of the CAMO’s exposition should provide a description of the facilities required under section 1.3 of the Part 42 MOS, including things such as the office accommodation, amenities and equipment required to perform the continuing airworthiness management

activities. The detail should be sufficient to demonstrate that the CAMO has adequate facilities to support the continuing airworthiness management activities.

If the CAMO has facilities in more than one location, this section should include a brief description of activities that are undertaken at each location and should demonstrate that each location has adequate accommodation, amenities and equipment appropriate for the activities undertaken at that location.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for facilities and equipment, commensurate with the size of the organisation and the scope of work.

- Does the CAMO provide appropriate equipment for employees providing continuing airworthiness management services, such as computer terminals, office furniture and equipment, filing facilities, a document and record management system, file servers, facility for communication with aircraft etc.?
- Does the organisation make provision for a Technical Library and suitable space for resource planning?
- Do the offices have sufficient lighting, heating and protection from noise?

C1.9 Instructions for Continuing Airworthiness

References

	<p>CASR: 42.130</p> <p>MOS: 1.11</p>
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Introduction

The Part 42 MOS requires that the CAMO to have current ICA for all aircraft, and all CAMO employees must have access to these instructions.

This section of the CAMO’s exposition should detail procedures that describe how the CAMO:

- ensures that the ICA are up to date
- provides the ICA to employees.

Note: This section of the CAMO’s exposition details the administrative aspects of the ICA. This section is not intended to cover the technical aspects of the requirements for ICA, such as assessing technical documents and updating the AMP. The technical aspects of ICA are set out in Part 2 of the exposition.

C1.9.1 Description of ICA

References

	<p>CASR: 42.130</p> <p>MOS: 1.11</p>
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Introduction

This section of the CAMO’s exposition should describe which documents constitute ICA for the types of aircraft managed by the CAMO.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the description of the ICA, commensurate with the size of the organisation and the scope of work.

- ICA are documents that are produced by the type certificate holder and other people such as the designer of modifications, supplemental type certificates etc.
- ICA are items such as an Maintenance Review Board (MRB) report, Maintenance Manual, service bulletins, Airworthiness Directives (ADs) or other published limitations/instructions etc.
- The CAMO should identify a list of the ICA documents that they use including their latest revision date.
- This list of documents should also be provided to the AMO, where required.
- Consideration should be given to including those documents used in the delivery of the AMP as detailed in section 2.4 of the Part 42 MOS. These include the MRB report, the type certificate holder’s maintenance planning document and the aircraft maintenance manual.

C1.9.2 Access to ICA

References

	<p>CASR: 42.130</p> <p>MOS: 1.11</p>
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Introduction

This section of the CAMO’s exposition should describe how the organisation ensures employees have access to the ICA, in particular whether the organisation holds hard copies at various locations or delivers them electronically.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for access to ICA, commensurate with the size of the organisation and the scope of work.

- Access to the ICA may vary depending on the type of ICA required. The extent of the ICA required will vary with the type of work that is conducted.
- Access to the ICA may be in different forms such as hard copy or electronic.
- The CAMO should demonstrate how employees are made aware of the location of ICA and how the employees access ICA relevant to their duties. This may be by procedures, notices on the intranet, information provided to new employees etc.

C1.9.3 Updating the ICA

References

	<p>CASR: 42.130</p> <p>MOS: 1.11</p>
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Introduction

This section of the CAMO’s exposition should describe how the organisation ensures ICA are up to date and who is responsible for ensuring the currency of all ICA.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for updating the ICA, commensurate with the size of the organisation and the scope of work.

- The person responsible for conducting the task would normally be detailed in the exposition by position. This person should have a clear reporting line to the Responsible Manager who is ultimately responsible for making sure that the task is carried out.
- The procedures for ensuring that the ICA are up to date can vary depending on the form the ICA takes. For example, some ICA may be sourced in real time from the manufacturer. Other forms of ICA, such as those delivered in hardcopy, or CD ROM based storage, will need procedures in place to ensure that the ICA remain current.

C1.10 Exposition

C1.10.1 Providing employees with the exposition

References

	<p>CASR: 42.655(1)</p> <p>MOS:</p>
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Introduction

CASR 42.655 requires the CAMO to make the part of the exposition that relates to an employee’s duties available to the employee, before the employee begins carrying out the duties.

This section of the CAMO’s exposition should describe:

- how the organisation ensures employees have access to the part of the exposition relevant to their duties
- the individual, by position, responsible for ensuring employees have access to the exposition.

Things for Consideration

The following questions and information may be of value in determining if the applicant has submitted sufficient evidence that employees will be provided with relevant parts of the exposition.

- The exposition should describe a recording system for showing that employees have been given the relevant parts of the exposition. The record should indicate that they have received the current copy of the exposition applicable to them before commencing duties.
- The record should show that any subsequent amendments are available to employees, as applicable.
- Does the CAMO have in place a procedure where changes are communicated to employees if changes are made that may affect their duties?
- The task for ensuring employees receive the relevant sections of the exposition may be assigned to a person other than a Responsible Manager, however the reporting lines should indicate the manager to whom that person reports.

C1.10.2 Keeping the exposition up-to-date and compliant

References

	<p>CASR:</p> <p>MOS: 1.2.1(i); 1.2.1(h)</p>
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Introduction

This section of the CAMO's exposition should describe:

- how the organisation ensures the exposition is up to date and its content complies with the requirements of CASR Part 42 and the Part 42 MOS
- the individual, by position, responsible for ensuring the exposition is up to date and compliant.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for keeping the exposition up to date, commensurate with the size of the organisation and the scope of work.

- The exposition should provide instruction for the initiation of any change that may occur because of:
 - internal changes to the CAMO which affect the exposition
 - external changes, such as legislative changes, which may affect the exposition's compliance with updated rules.
- The procedure should provide a record of any review process that may take place.
- Is there peer review or quality review to ensure the changes to the exposition are consistent and maintain the intention of the procedure?

C1.10.3 Changes to continuing airworthiness exposition

References

	<p>CASR: 42.610</p> <p>MOS: 1.2.1(h)</p>
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Introduction

This section of the CAMO's exposition should include:

- a description of how any proposed changes to the exposition are initiated
- how the organisation ensures that the changes comply with the Regulations and the Part 42 MOS
- the individual, by position, who is responsible for assessing the proposed changes to determine whether the change needs to be approved by CASA or whether it may be approved in-house
- the procedures for making application for significant changes to CASA
- the procedures for approval by the organisation of changes that are not significant
- the individual, by position, who is responsible for incorporating the change in the exposition, once it is approved.

Note: The requirements of this part of the exposition may have been satisfied in Part 1.7.1 and 1.7.2 of the exposition.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements when making changes to the exposition, commensurate with the size of the organisation and the scope of work.

- Exposition amendments may be initiated from any part of the organisation but there should be an individual, such as the Quality Manager, who is appointed to control and manage the amendment procedure.
- The procedure should include the identification of significant and non-significant changes, the assessment of the proposed changes and the application for appropriate approval (CASA or internal).
- The organisation should be able to demonstrate how it ensures the applicable changes are incorporated into the exposition. This may include version control, archiving previous versions of the exposition etc.
- The procedure should include, where applicable, an internal review of the proposed changes to ensure compliance with the rules.
- If changes are made to the exposition, the CAMO should have a procedure to ensure all employees affected by the changes are aware of the changes and receive the latest version of the exposition.

C1.10.4 Direction by CASA to change expositions

References

	<p>CASR: 42.625; 42.665</p> <p>MOS: 1.2.1(h)</p>
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Introduction

If CASA is satisfied an exposition must be changed to ensure it complies with the requirements specified in the Part 42 MOS, CASA may direct a CAMO (CASR 42.625) to change its exposition to:

- remove particular information from the exposition
- include particular information in the exposition
- revise or vary the information in the exposition.

This section of the CAMO's exposition should include:

- a description of how the organisation incorporates changes to its exposition to comply with a direction given by CASA
- the individual(s), by position, responsible for ensuring such changes are made.

C2 Continuing Airworthiness Management

This part of the exposition should set out, in detail, how the CAMO carries out the services for which it is authorised and required to provide in order to ensure that it meets its obligations under CASR Subpart 42.C.


It is acceptable to refer to other documents and manuals of the CAMO in order to prevent the exposition from becoming unmanageably large. If this is done, however, then the other documents and manuals become subject to the same requirements and controls as the exposition e.g. CASA approval and change management.

The compliance matrix referred to at Exposition 6.2 of this handbook may aid the applicant for control and cross reference to relevant documents and manuals.

C2.1 Sourcing of Maintenance

C2.1.1 Maintenance of aircraft

References

	<p>CASR: 42.080(1); 42.295; 42.300</p> <p>MOS: 1.13.1(a)(iii)</p>
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Introduction

Regulations 42.295 and 42.300 define who is permitted to carry out maintenance on aircraft.

This section of the CAMO's exposition should describe:

- how the organisation sources provision of maintenance for the different types of aircraft for which it manages the continuing airworthiness
- procedures that ensure maintenance is only carried out by appropriately approved Part 145 maintenance organisations or, if applicable, by an appropriately authorised pilot or flight engineer
- the individual, by position, responsible for assessing the capability of maintenance providers
- the maintenance provider(s) for each aircraft type for the line and base maintenance. This may be listed in an appendix to the exposition or in a separately referenced document.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for sourcing of maintenance services for the different types of aircraft, commensurate with the size of the organisation and the scope of work.

- Only individuals defined under regulation 42.295 (Approved Maintenance Organisations (AMOs) or individuals carrying out maintenance on behalf of a Part 145 AMO) and regulation 42.300 (authorised pilot licence holders or flight engineers) are permitted to carry out maintenance on aircraft. The aircraft and circumstances under which these individuals can perform maintenance are also defined in these clauses.

- Does the exposition describe how it sources the required maintenance for the aircraft types it provides continuing airworthiness management services?
- Does the CAMO identify the individual(s), by position, responsible for sourcing and assessing the Part 145 AMO capabilities?
- Does the responsible individual have a good understanding of regulations 42.080, 42.295 and 42.300 and the maintenance requirements of all the aircraft managed by the CAMO?
- Is aircraft maintenance only provided and performed by a Part 145 AMO?
- Does the CAMO seek evidence of the Part 145 Approval and confirm that the scope of work fulfils the maintenance requirements of the CAMO?
- If a Part 145 AMO provides maintenance services to the CAMO/operator, are appropriate procedures in place for these provisions?
- Are details of the Part 145 AMOs listed within the CAMO exposition?
- If aircraft maintenance is required to be carried out for the operator by a CAMO's approved pilot or flight engineer, does the CAMO have appropriate procedures in place to authorise these individuals?
- If a pilot or flight engineer is authorised to provide maintenance services to the CAMO/Operator, are appropriate details listed within the CAMO exposition?

C2.1.2 Maintenance of aircraft by pilots or flight engineers

References

	<p>CASR: 42.080(2); Table 42.300; 42.630</p> <p>MOS: Chapter 15</p>
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Introduction

Under regulation 42.300, individuals who are not working for a Part 145 AMO are permitted to carry out maintenance on aircraft under strictly defined conditions, as described in the CASR 42.300 table. Pilots and flight engineers can be authorised by the CAMO to perform defined maintenance tasks on the aircraft where the CAMO is also the registered operator, and where the registered operator is not the CAMO but requests the CAMO to issue the authorisation.

This section of the CAMO's exposition should describe:

- the location(s) where maintenance can be carried out by pilots and flight engineers
- the circumstances under which the pilots and flight engineers are authorised to carry out maintenance.

Note: The list of locations may be provided in an appendix or the CAMO may refer to another document or manual. Changes to the list of locations may be managed as a non-significant change in accordance with the exposition change management procedure.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for pilots or flight engineers carrying out maintenance on aircraft, commensurate with the size of the organisation and the scope of work.

- Does the CAMO establish, in consultation with the registered operator, location(s) and circumstances when maintenance will be required where there are no approved maintenance organisation provisions at that time?
- How are these locations and circumstances identified within the exposition procedures?
- Does the CAMO ensure, if it is independent of the operator, that the operator has requested the CAMO to issue appropriate maintenance authorisations?
- Before issuing authorisations to a pilot or flight engineer, can the CAMO demonstrate it is satisfied with the required training from a Part 145 AMO for the tasks they are required to perform as listed in the Part 42 MOS?
- Are there procedures which detail the pre-requisites and control of, issuing and authorisation of such as qualifications, experience, training, records evidence etc.?
- If the CAMO has issued authorisations to pilot or flight engineer(s) to carry out maintenance, does the CAMO specify conditions which apply to the authorisations in accordance with items 4 and 5 of CASR Table 42.300?
- Subject to the task, do the procedures detail how the pilot or flight engineer carries out the task? For example, references: 'IAW AMM and organisation documentation procedures for CRS'?

C2.1.3 Maintenance of aeronautical products

References

	<p>CASR: 42.080(3); 42.305; 42.306</p> <p>MOS: Chapters 7;15</p>
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Introduction

Subregulation 42.080(3) requires the registered operator of an aircraft to ensure that maintenance carried out on an aeronautical product for the aircraft is carried out by a person who is permitted to carry out maintenance under regulation 42.305 and 42.306.

This section of the CAMO's exposition should describe:

- how the organisation sources provision of maintenance for the aeronautical products for the different types of aircraft managed by the organisation
- procedures that ensure maintenance is only carried out by appropriately approved Part 145 organisations within Australia, as defined in regulation 42.305 or, if the maintenance is carried out outside of Australia, it is carried out by maintenance

organisations under the law of a country mentioned in the table in Chapter 7 of the Part 42 MOS

- the individual, by position, responsible for assessing the capability of the maintenance organisation.

Note: The maintenance provider for major parts such as engine, auxiliary power unit, landing gear, flight control or avionic system components should be listed in an appendix to the exposition or in a separate document.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for sourcing provision of maintenance for aeronautical products, commensurate with the size of the organisation and the scope of work.

- For subsection 20AB(2) of the *Civil Aviation Act 1988*, only an individual as defined in CASR 42.305 is permitted to carry out maintenance on an aeronautical product in Australia or an aeronautical product for an Australian aircraft. The types of aeronautical products which can be worked upon by these individuals are further defined in the table in CASR 42.305.
- The kind of aeronautical products for which a Part 145 organisation is approved to provide maintenance services are determined by CASA — see CASR 145.030.
- Is the aeronautical product maintenance only provided and performed by a Part 145 AMO?
- Does the exposition describe how the organisation sources aeronautical product maintenance for the different types of aircraft covered by it provides continuing airworthiness management services?
- Does the CAMO identify the individual(s), by position, responsible for sourcing and assessing the Part 145 AMO capabilities?
- Does the individual have a good understanding of CASRs 42.080, 42.305 and 42.306 and the maintenance requirements of all the aircraft managed by the CAMO?
- Is the aeronautical product maintenance only provided by approved Part 145 AMOs within Australia?
- Does the CAMO seek evidence of the Part 145 Approval and confirm that the scope of work fulfils the maintenance requirements of the CAMO?
- If the aeronautical product maintenance is provided outside of Australia, can the CAMO ensure and demonstrate that the maintenance is carried out by organisations which are under the law of a foreign country mentioned in Table 12.3.1. in Chapter 12 of the Part 42 MOS?
- Are there appropriate procedures in place for the provision of maintenance services provided to the CAMO/operator for its aeronautical products?
- Are details of the maintenance organisation(s) listed within the CAMO exposition?

C2.2 Pre-Flight Inspection


It is the CAMO's responsibility to ensure that any required pre-flight inspections are included in the AMPs.

This section should set out the procedures that the CAMO must follow to ensure that the pre-flight inspection requirements are complied with, including determination of the inspection requirements, inclusion in the AMP, and recording that the inspection has been carried out.

It is acceptable to refer to the flight or operations manual or any other document that contains the pre-flight inspection.

C2.2.1 Identification of pre-flight inspection requirements

References

	<p>CASR: 42.1070; Table 42.300; 42.630</p> <p>MOS: Chapter 15; 2.6</p>
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Introduction

Regulation 42.1070 requires the pilot in command of the aircraft to ensure that a pre-flight inspection of the aircraft is carried out before the aircraft is operated for the flight, if an aircraft's flight manual requires a pre-flight inspection of the aircraft to be carried out before the aircraft is operated for a flight.

This section of the CAMO's exposition should describe the pre-flight requirements for each aircraft either by reference to the flight or operations manual or any other document that contains the pre-flight inspection details.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the identification of pre-flight inspections, commensurate with the size of the organisation and the scope of work.

- The pre-flight requirements could typically be generated by the CAMO on an organisation's documented form. The form should have a reference number with the revision number and date. It would be typical for a copy of the pre-flight form to be included within the flight/technical log for pilot reference
- Does the CAMO demonstrate it provides the necessary documentation which details the pre-flight inspection requirements to be completed for each aircraft type?
- How and where can the pilot access the documentation and ensure it is the latest version for use?
- How and where is certification made on successful completion of the pre-flight inspection?
- If any other appropriately authorised person can certify for the completion of a pre-flight inspection, can this be demonstrated so the pilot in command of the aircraft ensures completion prior to the flight?
- Do the inspection criteria provide guidance instructions for defect reporting, should a defect be discovered during the pre-flight inspection?

C2.2.2 Ensuring compliance with pre-flight inspection requirements

References

	<p>CASR: 42.1070; Table 42.300; 42.630; 42.1075; 42.190</p> <p>MOS: Chapter 15; 2.6</p>
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Introduction

Regulation 42.190 requires the CAMO to ensure that the required information about the utilisation of the aircraft, or of an aeronautical product fitted to the aircraft, is recorded and up to date before the aircraft is operated for its first flight

This section of the CAMO's exposition should describe:

- how the pilot in command of the aircraft ensures the pre-flight inspection is carried out before the aircraft is operated for the flight
- if applicable, how and where a record of pre-flight inspection is made.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for ensuring compliance with the pre-flight inspections, commensurate with the size of the organisation and the scope of work.

- If the flight technical log for an aircraft is capable of containing the information mentioned in regulation 42.190 for each flight for the aircraft, the pilot in command of the aircraft for a flight should record that information for the flight in the log before the aircraft is next operated for flight.
- Typically, an operator's flight / technical log sector record pages will have dedicated pre and post-flight sections, allowing for information to be entered, including the pre-flight inspection details.
- It would be typical for the confirmed completion of a pre-flight inspection to be entered consistent with the aircraft utilisation information for the aircraft (e.g. aircraft hours, cycles etc.).
- Does the operator documentation allow for entering details such as pilot identification, date and time when the pre-flight inspection is carried out?
- Are there procedures which provide pre-flight completion information for the CRS certification, as the pre-flight may have been completed by authorised maintenance personnel?

C2.3 Certificate of Release to Service

C2.3.1 Ensuring CRS is issued after maintenance

References

	<p>CASR: Subpart 42H; 42.030(2)(b); 42.745; 42.760</p> <p>MOS:</p>
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Introduction

CASR 42.030(2)(b)(i) provides that if maintenance has been carried out on an aircraft since it was last operated for a flight a CRS in relation to that maintenance is to be issued.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation ensures a CRS is issued for an aircraft after maintenance
- how the organisation ensures a flight does not commence without a CRS after maintenance

Note: Any responsibility or requirement of the flight crew in this regard may be included in the operations manual and referenced in the exposition.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for ensuring a CRS is issued after the completion of maintenance, commensurate with the size of the organisation and the scope of work.

- A CRS is required before flight on the completion of any scheduled maintenance or defect maintenance, rectification and subsequent certification. This applies when the work is carried out in base or line maintenance environments and whether the work has been carried out on the aircraft or on an aeronautical product fitted to the aircraft. The CRS is recorded in the technical Log.
- For the purpose of identifying where the appropriate certifications/CRS information is recorded in an aircraft's flight technical log/maintenance record, is there a distinct expression used which identifies the CRS? (Reference Part 42 AMC/GM)
- Does the operator ensure the CRS includes details of the maintenance which has been carried out by an AMO, quoting maintenance instruction reference and cross references to any work package for full details of such maintenance?
- Does the operator ensure the flight technical log has the provision to include the CRS every time maintenance is carried out?
- On completion of any maintenance, prior to flight, how does the operator confirm the appropriate CRS is completed prior to flight? An example may be contractual procedures which require the maintenance provider to send a copy of the CRS to the operator's nominated contact via a fax or email. The pilot's operating procedures may

detail checks to ensure flight technical log data entries are correct prior to aircraft acceptance.

C2.3.2 Issue of CRS open defect

References

	<p>CASR: 42.745(f); 42.030(2)(b)(f) MOS:</p>
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Introduction

Subregulation 42.745(f) defines the requirements for issue of a CRS for an aircraft with an open defect, where the deferral of rectification of the open defect has NOT been performed in accordance with Subdivision 42.D.6.1


This section of the CAMO's exposition should detail procedures that describe:

- how the organisation deals with a CRS that has been issued with an open defect on the aircraft (i.e. where the rectification of the defect has not been deferred in accordance with Subdivision 42.D.6.1)
- how the CAMO receives notification from the maintenance organisation that:
 - the certificate has been issued
 - there is a defect in the aircraft and the rectification of the defect has not been deferred in accordance with Subdivision 42.D.6.1.
- how the CAMO arranges for the rectification of outstanding defects
- the individual, by position, who will receive and act upon such notifications.

Note: If the CAMO restricts issue of a CRS with open defects, then this should be mentioned in this section of the exposition.

C2.3.3 Issue of CRS after incomplete maintenance

References

	<p>CASR: 42.745(g); 42.030(2)(e); 42.750 MOS:</p>
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Introduction

CASR 42.745(g) requires maintenance tasks which are not accomplished during scheduled maintenance to be notified to the operator for acceptance before being entered in the aircraft CRS.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation deals with a CRS that has been issued after incomplete maintenance, that is, where all maintenance required by the CAMO has not been carried out

- how the CAMO receives notification from the maintenance organisation that:
 - the certificate is to be issued
 - maintenance requested for the aircraft (other than for rectification of a defect) has not been carried out
- how the CAMO monitors and arranges completion of the outstanding maintenance
- the individual, by position, who will receive and act upon such notifications.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the issue of a CRS after incomplete maintenance, commensurate with the size of the organisation and the scope of work.

- Does the operator have procedures for the control of maintenance tasks which cannot be completed during scheduled maintenance?
- How does the AMO communicate/advise the CAMO that tasks cannot be completed during scheduled maintenance?
- Do the procedures include conducting a maintenance task assessment to ensure the airworthiness of the aircraft is not affected by incomplete maintenance?
- Do the procedures detail the AMO responsibilities to comply with the operator and the requirements for issue of the CRS?
- What procedures does the operator have for the future coordination and monitoring of the outstanding maintenance tasks?

C2.4 Management of defects

C2.4.1 Rectification of defect in aircraft before flight

References

	<p>CASR: 42.115; 42.030</p> <p>MOS:</p>
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Introduction

If the CAMO becomes aware that there is a defect in the aircraft, regulation 42.115 requires that the CAMO to ensure that the defect is rectified before the aircraft is next operated for flight unless the defect has been deferred in accordance with Subdivision 42.D.6.1, the operation of the aircraft is permitted by one of the following:

- the defect does not adversely affect the airworthiness of the aircraft
- instructions for continuing airworthiness of the aircraft
- the MEL for the aircraft
- the CDL for the aircraft

- airworthiness directives
- permissible unserviceability under 21.007
- an item of operational or emergency equipment
- a special flight permit for the flight.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation manages the rectification of defects on the aircraft to ensure that the aircraft is not flown with a defect that affects its safe operation
- the various options for rectification of defects, such as the established ICA and Part 21 repair design approvals, how any ongoing airworthiness requirements are complied with etc.
- the individual responsible for managing the rectification of the defect.

Note: If the defect exceeds the limits established in the instructions for continuing airworthiness, or if there are no limits, then the CAMO may contact the type certificate holder and request new ICA to enable the defect to be dealt with.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for rectification of defects to an aircraft before flight, commensurate with the size of the organisation and the scope of work.

- Irrespective of how, where or when defects are discovered the person responsible for continuing airworthiness for an aircraft must ensure that the defect is rectified before the next flight, unless the defect has been deferred in accordance with subdivision 42.D.6.1.

C2.4.1.1 Defects arising during base maintenance

- Defects arising during scheduled base maintenance could be recorded as per the Part 145 AMO's procedure, or in the manner defined by the contractual agreement between the CAMO and AMO or by the contracted maintenance organisation's engineering personnel. A non-routine defect rectification work card system should be utilised to document the tasks as required. Each should have the appropriate maintenance certification on successful rectification.
- For completion of the scheduled work package, all of the non-routine defect rectification work cards, in addition to the task cards, should be recorded in a control document and should be accounted for on completion of the work pack.
- Post base maintenance the records should be copied and sent to the operator for their continuing airworthiness records to be updated. The completion of this maintenance should be certified by the issue of a CRS within the aircraft flight technical log.

C2.4.1.2 Defects arising during line maintenance.

- Subject to the nature of the defect, an operator may adopt more than one log to record the type of line defect. For example, defects relating to cabin interiors can be recorded in a cabin log. Regardless of where the fault originates, all technical defects affecting airworthiness should be entered in a flight technical log where the issue of a CRS can be certified on successful rectification. Defects are normally rectified prior to the next flight, however defects not actioned should be raised as an acceptable deferred defect in accordance with the approved data. Deferred defects will generally be covered in section 2.4.2 of the exposition.

C2.4.1.3 Defect management control


- To ensure appropriate management and actions are taken, the information on all defects would typically be communicated from all line maintenance providers to a central maintenance control department.
- The maintenance management, with respect to all maintenance and defect rectification on an operator's aircraft, would typically be carried out through a maintenance control review process. This process has various functions, including to review all maintenance communications, actions, ongoing defect troubleshooting status, and to coordinate all scheduled/unscheduled maintenance and establish the airworthiness status of the operator's aircraft which should expedite the rectification of outstanding defects.
- The maintenance management review process should reflect the size of organisation, aircraft numbers, maintenance activity and utilisation etc. An organisation may therefore conduct these reviews on a daily basis.
- The maintenance management review should involve key personnel from various departments such as:
 - line maintenance manager(s)
 - maintenance controller(s)
 - engineering representative(s)
 - technical services department representative(s)
 - planning co-ordinator(s)
 - quality assurance engineer(s).
- In addition to a maintenance review process, the organisation should have an adequate defect control system capable of providing continuous information to analyse the effectiveness of maintenance and input reliability control.
- The defect control system may have a number of functions such as:
 - monitor repetitive defects noted in flight and during routine maintenance and overhaul
 - analyse unscheduled component removals and system performance
 - monitor damage to aircraft and subsequent rectification

- monitor structural defect
- report major defects or serious incidents to CASA/Operator/Manufacturer within the required time period.

Note: The management of major defects and reporting will generally be covered within sub section 2.14 of the exposition.

C2.4.2 Operation of aircraft without rectification of defect

References

	<p>CASR: 42.115; 42.030</p> <p>MOS:</p>
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Introduction

Under certain circumstances an aircraft may continue to operate with a defect that has not been rectified. Circumstances include:

- when rectification of the defect may be deferred in accordance with the MEL for the aircraft
- when rectification of the defect may be deferred in accordance with the CDL for the aircraft
- when the defect is approved as a permissible unserviceability under CASR 21.007
- when a special flight permit has been issued under CASR 21.200 to authorise continued operation with the defect
- when the defect is in a piece of operational or emergency equipment that is not required for the flight.

This section of the CAMO’s exposition should detail procedures that describe:

- how the CAMO deals with defects where the defect is not to be rectified before flight
- the various options for continued operation, as well as how any follow-up requirements are complied with during final rectification
- the individual responsible for the management of defect rectification.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the management of deferred defects, commensurate with the size of the organisation and the scope of work.

- Defects may be deferred from both line and base maintenance activities subject to the defect satisfying the requirements of CASR 42.360(3). Dedicated procedures should detail how the organisation will manage and control these situations.
- Deferred defect items are required to comply with the repair intervals stated in the approved data, such as an operator’s ICA, MEL, CDL, Structural Repair Manual (SRM) data etc.

- Due to the variation of repair intervals, the organisation's maintenance management review process should assess the defects being deferred on a daily basis. The organisation may have approved procedures to grant an extension to the deferred defects if it cannot be cleared by the repair interval. Strict control during this process would need to be applied.
- The operator may require the pilot/flight engineer to defer defects. If the pilots/flight engineers have been authorised, the organisation's procedures should describe the requirements and circumstances and define the conditions which would apply.
- Certain maintenance requirements, which are not accomplished during base maintenance, may be deferred subject to approved procedures and processes. The requirements may be a task which could not be performed, possibly due to premature failure of test equipment, or the requirement may be a non-routine defect which was discovered from a task inspection.
- Regardless of the circumstance for the required deferral, the AMO should require appropriate acceptance from the person responsible for the continuing airworthiness of the aircraft.
- The organisation could manage maintenance deferral situations based on permitted time limits. For example, the maintenance task may be re-forecast with other scheduled maintenance and entered into the next AMP for its control, whereas the non-routine defect time limit may be covered by the MEL, CDL, and ICA etc.
- Defects should be appropriately recorded and certified. The AMO could achieve this by clearing the task card / non-routine defect with the appropriate maintenance certifications and cross-referring the details into the aircraft flight technical log with the appropriate CRS and new rectification time limits.
- Procedures should be designed to provide guidance for the assessment of damage. The assessment would typically be carried out by an appropriately authorised and approved Part 145 AMO certifying person. The assessment of the damage may be categorised as within or outside acceptable manufacturer limits.
- The operator's procedure(s) should not supersede the aircraft manufacturer's recommendations or those of CASA. The procedure(s) should be designed to bring together the various elements which contribute to safe flight for the eventual final repair. The procedure(s) should recognise what are approved limits and repair procedures, such as ones detailed in a Manufacturers Structural Repair Manual (SRM). Any additional repair scheme not specifically covered by the SRM would require manufacturer's and state of manufacture approval.
- The procedure(s) should provide guidance for unrepaired damage which is within the allowable limits and out of limits, as the requirements will vary for continued aircraft operation.
- For allowable limits from an SRM, it would be typical for an aircraft damage chart to be annotated to highlight the affected area.
- The appropriate flight technical log certification entries must be made with the damage details and the reason why it is being allowed to continue in service.

- Additional control may also be required subject to the allowable limits, such as repeat inspections. The procedures should address these responsibilities.
- If the damage is outside the 'continue in service limits' but is within the repair limits of the SRM, the area must be repaired in accordance with the procedure laid down in the SRM. If the damage is outside the 'continue in service limits' and no repair scheme is laid out in the SRM, the organisation procedures should advise how to obtain guidance for repair to the aircraft and those responsible for control and coordination of the process.
- The procedure(s) may also detail instructions to make appropriate requests to the manufacturer and CASA to permit the aircraft to undertake a single positioning flight to a designated repair station.

C2.5 Airworthiness Directs (and mandatory requirements)

C2.5.1 Ensuring compliance and airworthiness directives

References

	<p>CASR: 42.120</p> <p>MOS: 1.2.1(i)</p>
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Introduction

Regulation 42.120 requires the CAMO to ensure the requirements for an AD are complied with in relation to the aircraft or aeronautical product, unless the aircraft or aeronautical product has been excluded from the operation of the AD in accordance with paragraphs 39.004 (2) (b) or (3) (b).

This section of the CAMO's exposition should detail the procedures that describe:

- how the organisation ensures compliance with ADs applicable to each aircraft and the aeronautical products fitted to the aircraft
- monitoring, assessing and implementing ADs
- individuals, by position, responsible for these tasks.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for ensuring compliance with ADs, commensurate with the size of the organisation and the scope of work.

- The organisation's exposition should reflect its responsibilities by stating its compliance with all applicable ADs that apply to its operating aircraft type(s). ADs issued by the NAA of the country of manufacture and by CASA are mandatory and must be complied with.
- The organisation may also highlight its vigilance with the recognition and review of other relevant directives and them being complied with if regarded as necessary.

C2.5.1.1 Monitoring/assessing/implementing

- The organisation should identify which internal department will be responsible for analysing ADs. Once applicable directives are identified, appropriate assessment should be carried out by a dedicated review board/committee etc. This process should lead to a decision regarding the most appropriate method and time for compliance and implementation. This decision, together with the selected method of compliance will require appropriate planning for embodiment.
- The review process may not always apply as ADs of an emergency nature should be actioned immediately by the dedicated department.

C2.5.1.2 Airworthiness directive control

- The organisation should state how the ADs are controlled, for example: all incoming ADs being reviewed by a technical services/engineering department, who log and summarise the relevant ADs on a mandatory register. A control summary with the AD information would be distributed to the members of the AD review board/committee.
- The organisation would require a review board to convene periodically to ensure adequate review for planning, implementation and embodiment in a timely manner.
- The AD status for each aircraft should be appropriately controlled and recorded. The AD status records would contain details of the applicability, revision status of the AD, compliance and embodiment times/dates, method of embodiment etc.
- AD status records should form part of the AMP.
- If ADs require revisions to the flight manual, a process should ensure they are circulated to Operations/Chief Pilot for inclusion in the operations manual and all other relevant operations documentation.

C2.5.1.3 Review board/committee

- The exposition should specify the responsible positions within the organisation that will carry out the review and evaluation processes. The exposition should detail the frequency of the reviews.
- The following responsible positions are examples of nominated committee members (one also designated as the chairperson):
 - Chief Engineer
 - Deputy Chief Engineer
 - Quality department Manager
 - Planning department Manager
 - Technical Services engineering department Manager
 - Maintenance Manager(s)
 - Responsible Manager(s)

- Airworthiness Directive Administrator
- Any other person within the organisation who may be required for specialist input.

C2.5.2 Other mandatory requirements

References

	<p>CASR: 42.130</p> <p>MOS:</p>
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Introduction

Regulation 42.130 requires the CAMO for an aircraft operated under an AOC, or a large aircraft, to comply with ICA issued by the TC holder or STC holder for the aircraft, aircraft engine or propeller. If they do not comply, the CAMO must record the reason for not complying.

Amendments to regulations or directions from CASA must also be complied with by the CAMO, however these may have been dealt with in section 1.10.4 of the exposition.

Updating an approved AMP following changes to ICA is dealt with in section 2.10.4 of the exposition.

The CAMO may choose to include in this section of the exposition, procedures detailing how they ensure compliance with other mandatory requirements, such as regulation amendments and directions from CASA.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with other mandatory requirements, commensurate with the size of the organisation and the scope of work.

- Does the organisation make reference within its exposition to procedures for any other mandatory requirements?
- Does the organisation demonstrate compliance with the content of those procedures?
- Do the procedures consider appropriate levels of review for assessment and implementation of the requirements and who has responsibility?
- Do the procedures detail how these additional mandatory requirements are controlled and who has responsibility?

C2.6 Modifications and Repairs

C2.6.1 Part 21 Approval for the design of modifications and repairs to aircraft

References

	<p>CASR: 42.125</p> <p>MOS: 1.2.1(i)</p>
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Introduction

The CAMO must ensure that aircraft under their control are not modified or repaired unless using appropriate data approved under Part 21. The CAMO must also ensure that any modifications and repairs carried out are compatible with the aircraft to which the modification or repair is being undertaken.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for modifications and repairs, commensurate with the size of the organisation and the scope of work.


- The organisation may make a proposal for optional modifications or repairs which can originate from the following sources:
 - modification or repair information supplied by manufacturers of aircraft, engines, components or accessories (i.e. Service Bulletins, technical information, Service Letters, In Service Activity Reports etc.)
 - the organisation may propose an internal modification or repair.
- Modification or repair information supplied from manufacturers of aircraft and its equipment, which has been approved by the National Aviation Authority (NAA) of the country of manufacture, are approved for incorporation into the series of aircraft to which the modification or repair relates.
- The organisation should detail its control processes and procedures for the respective information being received and reviewed by the appropriate responsible department. This department should review the information for applicability and assess the technical and airworthiness benefits of incorporating any modifications or repairs contained in the information.
- Once the initial assessment has been completed the organisation may convene a modifications committee which would review the proposed data for final decision on implementation. Details of modifications and/or repairs to be implemented will require appropriate planning at a specified maintenance interval.
- The organisation may adopt an internal modification proposals review procedure for the consideration, examination, recommendation or rejection of new modifications or repairs.
- Should the organisation propose an internal modification or repair, approval must be obtained from a Part 21 approved organisation or CASA before embodiment of the modification or repair.
- The organisation should detail within its procedures the departments responsible for the various control and relevant application processes for modification and repair approval. Once modification approval is received the responsible department may generate a modification package containing the necessary instructions for implementation and completion.

- The organisation would require appropriate planning procedures detailing responsibilities and requirements for implementation, consideration should be given to:
 - arranging for all approved documentation/drawings and/or leaflets to be obtained and raising any work cards that may be considered necessary to embody the modification or repair
 - arranging for any specified tools or equipment to be obtained through a material control department
 - investigating the material requirements of the modifications or repairs concerned and submitting details to a materials control department for requisition
 - on receipt of the advice from a material control department, consulting with a Part 145 AMO approved to carry out the modification or repair, and supplying all necessary information required to realistically plan and forecast completion of the work
 - on receipt of materials, assembling modification packages / kits and giving advice when available to issue all approved documentation
 - ensuring all modifications and repairs are recorded in the aircraft technical records.
 - ensuring the Quality Department monitor the modification or repair procedure.

C2.7 Dealing with Non-Mandatory Instructions for Continuing Airworthiness

C2.7.1 Ensuring compliance with CASR 42.130

References

	<p>CASR: 42.130</p> <p>MOS:</p>
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Introduction

This section should describe how the organisation ensures compliance with regulation 42.130 in relation to non-mandatory maintenance requirements-normally published in the form of service bulletins, service letters etc. by the TC/STC holder of the aircraft, engine and propellers.

This regulation for non-mandatory ICA applies where the instruction requires maintenance to be carried out on the aircraft, aircraft engine or propeller.

This section of the CAMO's exposition should include:

- a list of the kind of documents that should be assessed under regulation 42.130 for each type of aircraft
- the procedures for monitoring, assessing and implementing these maintenance requirements

- identification, by position, of individuals responsible for ensuring compliance with the procedures.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for dealing with non-mandatory ICA, commensurate with the size of the organisation and the scope of work.

- The organisation’s policy should detail a review process for non-mandatory information from the TC and STC holders of aircraft and equipment manufacturers. Through an assessment and review process, the organisation should determine if implementation of the instructions will lead to improvements, such as maximising the efficiency and effectiveness of the AMP or ensuring that the aircraft type(s) are maintained to an optimum modification standard.
- Does the organisation demonstrate how its procedures ensure compliance with regulation 42.130 in relation to non-mandatory maintenance requirements (normally published in the form of service bulletins, service letters etc.)?
- Do these procedures include details for monitoring, assessing and implementing these maintenance requirements?
- Do these procedures have specific criteria when analysing the information to determine the future course of action? For example: past maintenance/reliability experience, the organisation’s future operational requirements etc.
- Does the organisation list the kind of documentation that should be assessed under regulation 42.130 for the aircraft type(s) for which it is responsible?
- Does the exposition identify the individual(s) responsible for these procedures?
- Does the organisation retain appropriate records for the decided outcome of these non-mandatory ICA?

C2.8 Life Limited Aeronautical Products

C2.8.1 Replacement of life limited aeronautical products

References

	<p>CASR: 42.135</p> <p>MOS: 2.7</p>
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Introduction

The section should describe how the organisation ensures life limited aeronautical products are replaced before flight, before the life limit is reached, in accordance with regulation 42.135.

This section of the CAMO’s exposition should include:

- the procedures for assessing and monitoring the life limit of the aeronautical product
- identification, by position, of individuals responsible for ensuring compliance with the procedures.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for replacement of life limited aeronautical products, commensurate with the size of the organisation and the scope of work.

- The organisation should provide detailed procedures for identifying, tracking and scheduling tasks for accomplishment for aeronautical products on aircraft that are subject to life limitations. The procedures may refer to an AMP for specific component time life limits.
- The organisation may have an electronic system which can be utilised for various functions including the forecasting of life limited products. The procedures may detail training requirements for the relevant department/employee(s) responsible for data control and entry to the system. The data entry will be critical for correct forecasting for work creation, to ensure the expected limit such as due date/hours/cycles is not exceeded.
- Organisations may identify products with a known low level interval. In such circumstances, procedures may vary subject to how specific life limited items can be, and are, controlled.
- The organisation may define the low interval items (e.g. items life limited between 100 hours/cycles and 500 hours/cycles per 1 month).
- Does the organisation have procedures for assessing, monitoring and control of life limited aeronautical products?
- Does the organisation demonstrate how the procedures ensure life limited aeronautical products are removed from the aircraft before the life limit is reached?
- Does the exposition identify the individual(s) responsible for these procedures?

C2.9 Operational and Emergency Equipment

References

	<p>CASR: 42.030(2)(d)</p> <p>MOS:</p>
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Introduction

CASR 42.030(2)(d) requires that the registered operator to ensure that an aircraft it operates for flight has each item of operational or emergency equipment, that is required under Part 42 for a flight, fitted to the aircraft.

Note: For further consideration refer to CASR Part 90, Part 90 MOS, CAR 207 and CAOs 20.4, 20.11 and 20.18.

This section of the CAMO's exposition should detail the procedures that describe:

- how the CAMO ensures compliance with the operational and emergency equipment requirements

- how the CAMO identifies the equipment that is required and ensures that the equipment is fitted to the aircraft
- the individual, by position, responsible for ensuring compliance.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence for ensuring operational and emergency equipment requirements are complied with on the operator’s aircraft.

- Does the CAMO demonstrate compliance with operational and emergency equipment legislative requirements?
- Does the CAMO detail within its procedures a means for identifying the operational and emergency equipment that is required?
- Do the CAMO procedures specify the individual(s) responsible for ensuring the procedures comply with legislative requirements and are carried out within the organisation?
- How does the CAMO ensure the identified operational equipment is installed on the aircraft?
- Does the CAMO demonstrate there are appropriate control measures for the equipment to ensure the appropriate maintenance tasks are carried out when required?
- Does the CAMO demonstrate, for the equipment identified as life limited, there are appropriate control measures?
- Does the CAMO ensure that the equipment not installed on its aircraft is appropriately controlled, stored and maintained?
- Does the CAMO demonstrate there is appropriate maintenance data for the operational and emergency equipment and it is made available as required?
- Does the CAMO incorporate the required equipment within its AMP?
- As part of the CAMO quality audit plan, does the plan incorporate checks which ensure the operational and emergency equipment procedures are complied with, including aircraft surveys?

C2.10 Maintenance Program

C2.10.1 Development of maintenance program

References

	<p>CASR: 42.140</p> <p>MOS: Chapter 2</p>
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Introduction

The section should describe how the organisation ensures there is an approved maintenance program (AMP) for each aircraft managed by the organisation before the aircraft is operated for its first flight under the responsibility of the CAMO, in accordance with regulation 42.140.

This section of the CAMO's exposition should include procedures for the development of the maintenance program, taking into account the requirements in the Part 42 MOS and the individuals responsible.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the development of the AMP, commensurate with the size of the organisation and the scope of work.

- Do the organisation's procedures detail the basis of the development of the maintenance program, to ensure it has an AMP for each of the aircraft type(s) managed by the organisation?
- Do the procedures include details for the development of the maintenance program, taking into account the requirements in the Part 42 MOS?
- Are the individuals responsible for the development of the maintenance program identified in the exposition?
- Does the organisation's exposition include relevant descriptions for the preparation and development of its maintenance program?
- The purpose of the AMP is to provide appropriate maintenance planning instructions from a mandatory maintenance schedule to ensure aircraft are appropriately maintained. The organisation's exposition may state the basis of their maintenance program will be constructed from the aircraft(s) manufacturer's recommendations, as published in the Maintenance Review Board (MRB)/Maintenance Planning Documents (MPD). The aircraft type(s), the planned maintenance tasks and their intervals should be listed in the exposition.
- The maintenance program should be customised to the organisation's aircraft configuration and aeronautical products installed. The relevant effectiveness of the aeronautical products should also be considered. The preparation should take account of expected aircraft utilisation and operation. Basic information including use of the program, definitions etc. may be contained in the document preface.
- The organisation's maintenance program development procedures should include details/references of the source of maintenance data and revisions, such as a MRB/MPD.
- The program's maintenance schedule should define the basic maintenance requirements, such as:
 - the inspection periods and tasks
 - inspection standards to be applied

- permitted variations in the task frequencies
- procedures to escalate established maintenance checks/inspection periods, when applicable.
- The maintenance program may be complemented by supplementing the schedule with various mandatory and optional requirements, such as:
 - AD's, SB's, SL's
 - various manufacturers' recommendations
 - operational service experience
 - reliability effectiveness
 - serious consideration to include Human Factors requirements in the maintenance program for multiple critical systems.
- Consideration should be given to how tasks in the maintenance program will be identified for the appropriate control and scheduling, such as:
 - tasks which originate from ADs, Certification Maintenance Requirements, and Airworthiness Limitation Items must refer to the source ICA document so that they cannot inadvertently be increased in time
 - tasks performed on aeronautical products which are removed from the aircraft and reinstalled on a different aircraft
 - tasks performed on aircraft (grouping together tasks into packages/checks, by finding tasks with similar intervals or access requirements etc.). This would be practical however consideration to work package/check content must be evaluated, so that man-hours and scheduled maintenance downtime are achievable.

C2.10.2 Arranging for approval of the proposed maintenance program by CASA

References

	<p>CASR: Division 42.J.3; 42.970; 42.975; 42.970(2)(c)</p> <p>MOS:</p>
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Introduction

Under CASR 42.940(1)(a), a CAMO may not approve a AMP for an aircraft operating under an air transport AOC; rather CASA must approve the AMP for an aircraft operating under an air transport AOC (CASR 42.970(2)(c)) as detailed in Division 42.J.3.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation applies for approval of a proposed AMP, taking into account the requirements of regulation 42.975 regarding the form of the application
- the individual, by position, responsible for making the application.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for approval of the maintenance program, commensurate with the size of the organisation and the scope of work.

- The exposition may make reference to procedures which require appropriate organisation forms and documentation, which would detail all information to be compiled prior to application for approval of the maintenance program.
- The procedures should detail the responsible department/individual for compilation of such data.
- The procedure may give reference to CASA approved forms which are required when making the application.
- Does the organisation’s exposition identify the individual responsible for making the application for approval of the maintenance program?
- On application for approval of a proposed maintenance program, does the organisation ensure they have taken into account all of the requirements for a maintenance program, as detailed in the Chapter 2 of the Part 42 MOS?

C2.10.3 Compliance with approved maintenance program

References

	<p>CASR: 42.145</p> <p>MOS: Chapter 2</p>
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Introduction

Regulation 42.145 requires the CAMO to ensure that maintenance is carried out on an aircraft as required by the AMP for the aircraft.

This section of the CAMO’s exposition should include:

- a description of how the organisation ensures compliance with each task in the AMP
- the detailed procedures for monitoring and scheduling maintenance tasks
- identification, by position, of the individual responsible for the monitoring and scheduling of maintenance tasks.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for compliance with the AMP, commensurate with the size of the organisation and the scope of work.

- The organisation’s exposition should describe how the various processes and procedures it adopts ensure compliance with the AMP scheduled tasks.
- The exposition may refer to procedures for the planning and scheduling of the required maintenance tasks and recording on completion.

- The organisation should confirm an appropriate maintenance contract exists for the work to be carried out by an approved Part 145 maintenance organisation.
- Regular audit reviews, carried out by the quality assurance department on the maintenance records, should confirm appropriate completion of the scheduled work package tasks.
- The organisation may have procedures which require a Technical Representative to be present during the aircraft scheduled maintenance check.
- The procedure for the representative may prescribe responsibilities for:
 - scheduled Work package co-ordination with the Part 145 AMO
 - maintenance and repair co-ordination with the Part 145 AMO
 - spares co-ordination with repair organisation
 - ensuring completion of work package prior to aircraft acceptance
 - ensuring the maintenance CRS is certified by the Part 145 AMO
 - return of completed work pack to the organisations technical records department.

C2.10.4 Updating approved maintenance program

References

	<p>CASR: 42.150</p> <p>MOS: Chapter 2</p>
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Introduction

If the CAMO has an AMP, regulation 42.150 requires the CAMO to vary the program if there is a change to the requirements in the ICA, for the aircraft/aeronautical product fitted to the aircraft. This relates to regular maintenance where the change means the approved program is no longer compliant with the ICA.

This section of the CAMO’s exposition should detail procedures that describe:

- how the organisation ensures the AMP for each aircraft is kept up to date, taking into account any changes to:
 - the ICA for the aircraft and aeronautical products
 - the ADs that apply to the aircraft
 - operation and utilisation of the aircraft
 - configuration of the aircraft
 - requirements in the Part 42 MOS that apply to the AMP for the aircraft.
- the time by which variation to the AMP is initiated or approved
- the individual, by position, responsible for initiating and developing the changes to the AMP
- how the organisation implements variations to the AMP.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for updating an approved AMP, commensurate with the size of the organisation and the scope of work.

- The AMP procedures should specify acceptable periods for review and evaluation of ICA data for revision status and utilisation of aircraft, with respect to the schedule, to ensure continuing validity. The procedures should detail those responsible for the review process. Records should be retained of these reviews in order to demonstrate that all amendments to the AMP are justified by approved data and in accordance with approved procedures.
- AMP procedures should detail the amendment process to incorporate the required changes into the program, following review and evaluation including the relevant approval process – either CASA or internally.
- Changes to an AMP will require the appropriate application for CASA approval if the organisation does not have the privilege to approve changes to their AMP.
- The reliability program should be addressed within the exposition, however certain aspects from the reliability program should be considered for the continual improvement, development and updates of the AMP. Consider examples such as:
 - repetitive defects in flight / maintenance and overhaul
 - unscheduled component changes
 - structural defect records
 - major defects reported to CASA / OEM / TC or STC holder
 - quality assurance department audits
 - corrosion control program
 - engine performance management program.
- Does the organisation include their AMP update procedures within the exposition?
- Do the organisation's procedures describe how they ensure the AMPs for its aircraft type(s) are kept up to date, taking into account any changes to the:
 - ICA for the aircraft and aeronautical products
 - ADs that apply to the aircraft
 - operation and utilisation of the aircraft
 - configuration of the aircraft
 - requirements in the Part 42 MOS that apply to the AMP for the aircraft.
- Does the procedure require the variations to be assessed to ensure compliance with the Part 42 MOS?
- Does the organisation specify time frames when the variation to the AMP is initiated and approved?

- Does the organisation identify the individuals responsible for initiating and developing the changes to the AMP?

C2.10.5 Variation of approved maintenance programs

References

	<p>CASR: 42.985; 42.995; 42.1005; 42.1010; 42.1015; 42.1020; Divisions 42.J.4; 42.J.5</p> <p>MOS: Chapter 2; 1.12</p>
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Introduction

If the organisation does not have the privilege to vary the AMP under Division 42.J.4, all changes must be approved by CASA.

For an organisation that has the privilege to approve variations to an AMP under Division 42.J.4, regulation 42.1015 still requires the CAMO to apply to CASA for approval for a variation to an AMP if:

- the varied program would not comply with the requirements in the ICA for the aircraft, or aeronautical product fitted to an aircraft, that relate to regular maintenance; or
- the CAMO is not approved under their Subpart 42.G approval to vary the AMP for that type and model of aircraft.

Subject to the CAMO's approved operations, this section of the CAMO's exposition should include procedures that describe:

- how the organisation determines whether the variation may be approved by the CAMO or if needs to be approved by CASA
- the circumstances under which the proposed variations to the AMP are approved by:
 - the CAMO, as set out in regulation 42.985
 - CASA, as set out in regulation 42.1015
 - a combination of both circumstances.
- how to prepare the application to CASA (if required)
- the approval of variations of the AMP by the CAMO, as required by regulation 42.990 (if applicable)
- how the organisation applies to CASA for approval, taking into account the requirements of regulation 42.1020 (if applicable)
- the requirements for record-keeping, taking into account regulation 42.1010
- how the organisation ensures variations are incorporated into the AMP
- the individual(s), by position, responsible for the above.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence to comply with the requirements for approval for variations to an AMP, commensurate with the size of the organisation and the scope of work.

- AMP procedures should detail the process to vary the program, including the relevant approval process, whether to CASA or via internal approval (by the CAMO).
- Variations to the AMP should only occur as prescribed in the AMP.
- The organisation's AMP should also detail procedures for the decision-making process to vary any of the defined limits.
- The organisation should give consideration and reference to any relevant reliability and incident issues which may justify/compromise the variation.
- Does the organisation's AMP describe processes under which it can identify/review/implement appropriate variations to AMPs?
- Does the CAMO demonstrate it has appropriate records which detail and support any approved variation?
- Does the organisation's procedure describe the processes for applying to CASA for the proposed variation(s), taking into account the requirements of regulation 42.1020?
- Does the CAMO exposition identify who is responsible for the AMP variation process?

C2.10.6 One-off extension to a maintenance task interval

References

	<p>CASR: MOS: 2.10</p>
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Introduction

Section 2.10 of the Part 42 MOS describes the circumstances where a one-off extension to the interval for certain maintenance is permitted, as well as the circumstances where a one-off extension is not permitted.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation complies with the requirements of section 2.10 of the Part 42 MOS (one-off extension to maintenance task interval)
- how the organisation controls one-off extensions to AMP tasks to ensure extensions are carried out within the scope of the AMP.
- the individual, by position, responsible for the authorisation of the extension.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for one-off extensions to the AMP tasks, commensurate with the size of the organisation and the scope of work.

- The organisation’s exposition should detail procedures which describe the organisation’s evaluation and review processes prior to approving the extension.
- The review process for the related task/product etc. should identify that the approved one-off extensions have no safety related implications.
- This review process would indicate responsible and justifiable action and give supporting evidence that the system is being utilised with the correct intent. For example:
 - Is the one-off extension used to satisfy stretched operational commercial commitments? OR
 - Is it utilised infrequently for other constraints, such as aligning the one-off task with the next possible scheduled base maintenance check?
- Does the organisation demonstrate procedures that ensure, where a one-off extension is approved, details are recorded and controlled to ensure continuing airworthiness requirements are not compromised?
- Is the individual responsible for authorisation of the extension identified within the procedures?

C2.10.7 Directions by CASA to vary approved maintenance program

References

	<p>CASR: 42.1035</p> <p>MOS:</p>
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Introduction

Regulation 42.1035 requires the person responsible for the continuing airworthiness of an aircraft to comply with any directions issued by CASA to change an AMP, within the time specified.

This section of the CAMO’s exposition should describe the procedures for complying with any direction given by CASA to vary an AMP for an aircraft.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for compliance with directions by CASA to vary an AMP, commensurate with the size of the organisation and the scope of work.

- The organisation’s exposition should acknowledge that there may be justifiable occasions when CASA may direct the organisation to vary the AMP

- Does the organisation have procedures which describe the processes it will follow when directed by CASA to vary the AMP?

C2.10.8 Engines and propellers

References

	<p>CASR: MOS: Chapter 2; 2.3; 2.6.2</p>
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Introduction

If engines or propellers are of sufficient complexity that the organisation needs to develop special procedures to ensure their continuing airworthiness, this section of the CAMO's exposition should set out those procedures.

Due to the complexity of the maintenance requirements of these products, this section provides flexibility for the CAMO to ensure it meets their continuing airworthiness requirements. This additional information may be a standalone AMP within its own right.

Things for Consideration

The following questions and information may be of value in determining if the applicant's special procedures for engines or propellers ensure their continued airworthiness.

- Can the CAMO demonstrate how it identifies if special procedures are required to ensure the continuing airworthiness of the engines or propellers?
- If the CAMO identifies further requirements to ensure continuing airworthiness, do they make reference to the AMP or appropriate ICA to support those requirements?
- Does the procedure make reference to any additional legislative requirements which they are satisfying?
- If special procedures are required, do the procedures have sufficient information necessary for the continuing airworthiness management of engines and propellers?
- How are these procedures controlled, maintained and developed to ensure they remain effective to the products, also taking account of the Part 42 MOS?

C2.11 Ensuring Effectiveness of Approved Maintenance Program

C2.11.1 Ensuring effectiveness of the maintenance program using approved reliability program

References

	<p>CASR: 42.155 MOS: Chapter 3</p>
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Introduction

The purpose of a reliability program for an aircraft is to ensure the effectiveness of the AMP for the aircraft, in turn ensuring the continuing airworthiness of the aircraft.

Before an aircraft is operated for its first flight under the responsibility of the CAMO, regulation 42.155 requires that the CAMO to ensure that there is an approved reliability program, for the following aircraft:

- a large aircraft, if the approved AMP for the aircraft:
 - requires carrying out maintenance that was developed using the specification, known as 'ATA MSG-3', published by the Air Transport Association of America, as in force from time to time; OR
 - requires condition monitoring of an aeronautical product or a system of the aircraft.
- an aircraft for which an EDTO approval issued under CAO 82.0 is in force
- an aircraft where the instructions for continuing airworthiness for the aircraft require the use of a reliability program.

This section of the CAMO's exposition should:

- describe how the organisation ensures there is an approved reliability program for each aircraft that requires a reliability program under regulation 42.155
- describe how the organisation uses their reliability program to ensure effectiveness of the AMP, including procedures for:
 - development of the reliability program, taking into account the requirements in the Part 42 MOS
 - development and implementation of changes to the Reliability Program.
- identify the individuals, by position, responsible for the administration of the reliability program.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for ensuring the effectiveness of the AMP by using a reliability program, commensurate with the size of the organisation and the scope of work

- If the CAMO reliability program includes information and procedures that may be required in the exposition, this section of the exposition may simply include a reference to the reliability program. The procedures and information must still be assessed.
- This section of the exposition provides opportunity for the organisation to describe the basis for which it recognises the various requirements to implement, utilise and maintain an approved reliability program which ensures effectiveness of the organisations AMP.
- The extent and scope of an operator's reliability program should be designed as an analysis of all aircraft systems to review defects that exceed a pre-defined alert level. The aim of the analysis is to identify and reduce any exceedances to below the defined reliability report alert level. The reliability report can be developed from various information such as operational data, operational reliability-including technical

delays, pilot reports, flight incidents, scheduled and unscheduled replacement of aeronautical products and engine reliability-including in flight shut downs.

- Reliability program reports should be generated at pre-determined intervals. The data extraction for report generation may be manual and/or electronic. The organisation should specify the process and responsibilities for generating and reviewing of the reports. Consideration should also be given to review of reports over short and long term intervals (e.g. monthly/yearly).
- A key function of the reliability program is to be able to generate various detailed reliability data reports for review to monitor the performance of the aircraft. Reports could include:
 - Operational data: This could contain details of the operation of each aircraft over a selected period of time which includes hours, cycles, pilot reports, and unscheduled unit changes.
- Operational reliability: This could contain charts detailing daily utilisation, flight hours, cycles, dispatch reliability and technical delays for the operational fleet over a selected period of time (e.g. previous 12 months) and also dispatch reliability and utilisation from previous years as a comparison. Large operators may compare dispatch reliability within its many operational bases.
 - Pilot reports: This could contain a summary of the number of pilot-reported defects over a selected period of time. These could be displayed graphically by ATA chapter along with the 'rate' to determine and identify exceedances.
 - Aeronautical product reliability: This could contain a summary of unscheduled unit changes over a selected period of time. The total number of unscheduled unit changes by ATA chapter along with the 'rate' could be displayed graphically.
 - Engine reliability: This could contain an engine condition monitoring (ECM) process and the number of ECM discrepancies found over a selected period of time. Scheduled and unscheduled engine changes and in-flight shutdowns could be represented in graphical and table format.
 - Exceedance reports: This could contain an exceedance alert notification for an individual product, system or pilot report.
- Based on the recommendations identified from the report reviews, appropriate action should be implemented where is necessary to reduce the exceedance(s). This corrective action may include AMP review/amendments, aircraft fleet sampling, aeronautical product sampling/modification, notices to engineering personnel etc. This process may even identify requirements for improving the reliability program procedure.
- Details of the review and reporting structure would be required to identify appropriate responsibilities between departments and individuals etc. for implementation and coordination of the corrective action.
- Does the organisation demonstrate it has an approved reliability program for each aircraft that requires a reliability program under regulation 42.155?

- Does the reliability program provide procedures for its use to ensure effectiveness of the AMP?
- Do the organisations procedures include details for the development of the reliability program taking into account the requirements in Part 42 MOS?
- Do the organisations procedures include details for developing and implementing changes to the reliability program?
- If the reliability program, as a separate document, contains any information and procedures that may also be required by the exposition, does the organisation exposition make reference to the reliability program for the relevant information and procedures etc.?
- Are the individuals responsible for the administration of the reliability program identified within the exposition or referenced to within another document?

C2.11.2 Arranging for approval of reliability program by CASA

References

	<p>CASR: 42.1045; 42.155</p> <p>MOS: Chapter 3</p>
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Introduction

Regulation 42.155 requires a CAMO to have an approved reliability program for aircraft specified in subregulation 42.155(2).

This section of the CAMO’s exposition should specify how the organisation applies for the approval of their reliability program for an aircraft, taking into account the requirements of regulation 42.1045.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for CASA approval of the reliability program, commensurate with the size of the organisation and the scope of work.

- The exposition may make reference to procedures which require the use of appropriate organisation forms and documentation, detailing all information to be compiled prior to application for approval of the reliability program.
- The procedure may give reference to CASA approved forms which are required when making the application.
- Does the organisation’s exposition identify the individual responsible for making the application to CASA for an approved reliability program?
- On application for approval of a proposed reliability program, does the organisation take account of and include all the requirements for a reliability program as detailed in Chapter 3 of the Part 42 MOS?

C2.11.3 Evaluation and review of the approved reliability program

References

	<p>CASR:</p> <p>MOS: 3.12</p>
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Introduction

The Part 42 MOS requires that the CAMO's approved reliability program to provide for continuous monitoring of the effectiveness of the program as a whole.

This section of the CAMO's exposition should include the following:

- description of how the organisation ensures the approved reliability program for each aircraft is kept up to date, taking into account any changes to the:
 - AMP for the aircraft
 - configuration of the aircraft
 - requirements in Part 42 MOS that apply to the reliability program for the aircraft.
- procedures for how the organisation assesses the effectiveness of the reliability program
- procedures for how the organisation initiates variations to the reliability program
- procedures for how variations are assessed to ensure compliance with the requirements in the Part 42 MOS
- identification of the individuals, by position, responsible for initiating and developing the changes to the reliability program
- procedures for implementing approved variations to the reliability program.

Note: This section may refer to the organisation's reliability program manuals.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for updating the approved reliability program, commensurate with the size of the organisation and the scope of work.

- If the reliability program includes any of the information and procedures that may be required by the exposition, this section of the exposition may simply include a reference to the reliability program. The procedures and information must still be assessed.
- Does the organisation demonstrate use of its procedures which describe how the organisation ensures the reliability program for its aircraft type(s) are kept up to date, taking into account any changes to the:
 - AMP for the aircraft
 - configuration of the aircraft

- requirements in the Part 42 MOS that apply to the reliability program for the aircraft?
- Does the reliability program detail how the organisation initiates variations to the reliability program and how the variations are assessed to ensure compliance with the requirements of the Part 42 MOS?

C2.11.4 Arranging for approval of a variation of a reliability program for CASA

References

	<p>CASR: 42.1055</p> <p>MOS:</p>
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Introduction

This section of the CAMO’s exposition should detail the procedures for how the organisation applies to CASA for the approval of the variations to the approved reliability program.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for arranging CASA approval of the variation to the approved reliability program, commensurate with the size of the organisation and the scope of work.

- The reliability program procedures should detail the process to vary the program, including arranging for CASA approval of the variation. Variations to the reliability program should only occur as prescribed in the approved Program. The organisation’s reliability program should also detail procedures for the decision-making process to initiate and vary the program.
- The organisation should make consideration and reference to any relevant reliability and incident issues which may justify/compromise the variation.
- Does the organisation’s reliability program describe circumstances under which it would seek appropriate variations to the reliability programs?
- Do the organisation’s procedures describe the processes to apply to CASA for proposed variation(s), taking into account the requirements of regulation 42.1055?

C2.11.5 Ensuring effectiveness of the maintenance program by means other than a reliability program

References

	<p>CASR: 42.160</p> <p>MOS: 3.5; 3.13</p>
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Introduction

Regulation 42.160 requires a person responsible for the airworthiness for an aircraft that is not an aircraft described in subregulation 42.155(2) but is authorised to operate under an AOC, to analyse the effectiveness of the AMP for that aircraft.

Where an organisation does have a reliability program for such aircraft, this section of the CAMO's exposition should include:

- the procedures the organisation follows to ensure effectiveness of the AMP for the aircraft. The procedures should demonstrate how the organisation carries out analysis of the existing AMP to identify any deficiencies in the program
- the identification of the individual, by position, responsible for analysis of the AMP.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for ensuring the effectiveness of the AMP by means other than a reliability program, commensurate with the size of the organisation and the scope of work.

- If the aircraft is not an aircraft described in regulation 42.155(2) but is authorised to operate under an AOC (not an MSG 3 aircraft), then the organisation must have alternative processes and procedures to ensure effectiveness of the AMP for the aircraft.
- Do the alternative procedures demonstrate how the organisation carries out analysis of the existing AMP to identify any deficiencies?
- Do the organisation's adopted procedures for ensuring reliability of the AMP consider data collection and performance standards as detailed within chapter 3.7 and 3.8 of the Part 42 MOS?

C2.11.6 Making changes to the approved maintenance program to ensure program is effective

References

	<p>CASR: 42.155; 42.160</p> <p>MOS: 3.11</p>
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Introduction

The analysis of the AMP through the reliability program or alternative means may highlight issues that require a change to the AMP to ensure its continuing effectiveness.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation initiates changes to the AMP that are driven by the reliability program or results of analysis carried out under regulation 42.160
- the time by which such variation is approved (if internal approval permitted) or initiated (if approval from CASA is required).

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for making changes to the AMP to ensure the program is effective, commensurate with the size of the organisation and the scope of work.

- Do the procedures show how changes to the AMP are initiated when issues are identified with the program?
- If the justification for the change to the AMP originates from the reliability data, then this information should be appropriately evidenced when requesting a change to the program, whether this must be approved by CASA or, internally if the organisation has the required privilege.
- Does the procedure identify the time-frames for initiating the variation to the AMP after an issue has been identified, and for approval of the variation if the organisation is permitted to approve such changes?
- If the variation to the AMP must be approved by CASA, does the procedure identify the time-frames for initiating the variation to the AMP after an issue has been identified, and submitting to CASA for approval?
- Do the organisation’s procedures detail the relationship between both the AMP and reliability program to ensure both are effective?

C2.11.7Engines and propellers

References

	<p>CASR: 42.155; 42.160</p> <p>MOS: 3.11; Chapter 3</p>
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Introduction

If the engines or propellers are of sufficient complexity then the organisation might need to develop special procedures to ensure the effectiveness of the AMP for the engines or propellers. If that is the case then this section of the CAMO’s exposition should set out those procedures.

Due to the complexity of the maintenance requirements of these products, this section provides flexibility for the CAMO to ensure it meets their continuing airworthiness requirements. This additional information may be a stand-alone reliability program within its own right.

Things for Consideration

The following questions and information may be of value in determining if the applicant’s special procedures ensure the effectiveness of the AMP for the engines or propellers.

- Does the CAMO demonstrate how it identifies if special procedures are required to ensure the effectiveness of the AMP for its engines or propellers?
- Does the procedure make reference to any additional legislative requirements which they are satisfying?
- If special procedures are required, do the procedures have sufficient information necessary for managing both the reliability and AMP for the engines and propellers?
- How are these procedures controlled, maintained and developed to ensure they remain effective to the products also taking account of the Part 42 MOS?

C2.12 Creation of new maintenance data and changes to existing maintenance data

The CAMO may create maintenance data or make changes to existing data subject to certain conditions.

The approval for the creation of new maintenance data or changes to existing maintenance data is given by the same approval issued to the CAMO to make changes to the AMP under Subpart 42.J.

Should a CAMO be required to approve new procedures or make changes to existing procedures for carrying out maintenance on aircraft or aeronautical products, this section of the CAMO's exposition should set out the procedures that the CAMO must follow to create and approve the new maintenance data and changes to existing maintenance data in accordance with the Part 42 MOS.

Notes: Part 1.9 of the exposition-Requirements for Instructions for Continuing Airworthiness (ICA) is intended to deal with the administrative aspects for ensuring the ICA is current and available to all CAMO employees as required.

This exposition part (2.12) is intended to ensure the technical aspects of the ICA are appropriately covered, such as assessing/developing/revising/creating technical maintenance data. The requirements of exposition Parts 2.12.1, 2.12.2 and 2.12.3 should all be considered together when the CAMO incorporates new and changed maintenance data.

Sections 2.8 (Instructions for Continuing Airworthiness) and 2.26 (Procedures for Maintenance Data) of the Part 145 Sample exposition, reference similar topics and the assessor may need to consider these, subject to the circumstances of the applicant.

C2.12.1 Need for new maintenance data or changes to existing maintenance data

References

	<p>CASR:</p> <p>MOS: 1.12.1 (a to c)</p>
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Introduction

Section 1.12.1 of the Part 42 MOS defines the circumstances where the CAMO may approve new procedures or change existing procedures for carrying out particular maintenance on an aircraft or an aeronautical product.

This section of the CAMO's exposition should detail procedures that describe how the organisation:

- identifies the need for new maintenance data or changes to existing maintenance data
- initiates an application to create new maintenance data or change existing maintenance data, in accordance with the Part 42 MOS.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for identifying the need to create or change maintenance data, commensurate with the size of the organisation and the scope of work.

- The initiation of the need to create new procedures relating to maintenance data or change existing procedures within existing maintenance data may come from within the CAMO, or from the AMO or AOC holder.
- Once a request is initiated, the CAMO procedure should only allow the process to create new procedures relating to maintenance data or make changes to existing procedures if:
 - the maintenance is included or will be included in the AMP
 - there is no maintenance data that includes the procedure or the existing maintenance data is inadequate or inappropriate
 - the change is within the scope of the CAMO's approval.
- It is the responsibility of the CAMO to ensure that all relevant maintenance data and corresponding technical instructions, procedures etc., required for continuing airworthiness are fully amended to the latest revision status and are available to those requiring its use.

Note: This process may be referenced in Part 1.9 of the exposition.

- Does the CAMO identify within the exposition who has the responsibility for control of all relevant maintenance data?
- Do the control procedures specify the provision for an amendment service for all relevant maintenance data?
- Is there an inventory of all documentation to support the control of all data and highlight revision status?
- Do the procedures specify a controlled distribution list for all data?
- Are these control processes part of a quality audit program?
- The CAMO should identify, within its procedures, responsibilities for review processes to establish if there is a requirement for new maintenance data or to revise existing data.
- The review processes may be carried out due to various operational factors and requirements. The sources of data for review may come from any number of channels such as AMP or product reliability information, a contracted Part 145 AMO, manufacturer data, various safety reports, error incident and accident reports, major defect reports, data inaccuracy reports, local maintenance procedures etc.
- Do the CAMO procedures detail its requirements to identify the need for new maintenance data or changes to existing maintenance data?

- Do the procedures ensure the review processes establish an outcome which determines if there is a need for new data, to change data or appropriately notify the author?
- Does the CAMO demonstrate within the review documentation, evidence which supports the need for new or change requirements?
- Do the CAMO procedures include responsibilities for review of new or changed data created by its contracted Part 145 AMO?
- Do the CAMO procedures specify the requirements to initiate an application for the data, taking into account the requirements of the Part 42 MOS?

C2.12.2 Development of new maintenance data or changes to existing data

References

	<p>CASR:</p> <p>MOS: 1.12.1(d); 1.12.1(b)</p>
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Introduction

The Part 42 MOS requires that the development of new maintenance data or changes to existing maintenance data must not make any changes less restrictive to the following, unless the relevant existing maintenance data was originally created by the CAMO:

- any damage or wear limits
- any inspection or test parameters included in the existing maintenance data for the aircraft or the aeronautical product.

This section of the CAMO’s exposition should detail procedures that describe:

- how the organisation develops new data or makes changes to existing data in accordance with the Part 42 MOS
- how the organisation ensures that no limits or inspections or test parameters included in existing data are exceeded
- the individual, by position, responsible for creating or changing maintenance data.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for developing the new maintenance data or changing existing maintenance data, commensurate with the size of the organisation and the scope of work.

- In conjunction with section 2.12.1 of the exposition, the CAMO should detail responsibilities and processes for development of new or existing maintenance data.
- To ensure sufficient technical review and development, appropriately experienced and skilled personnel within the organisation should have sufficient resources to support the development of such data.

- Does the CAMO have procedures which specify the processes for the development of new data or changes to existing data in accordance with the Part 42 MOS?
- Throughout the development of the new data or changes to existing data, do the procedures ensure that no limits or inspection or test parameters included in the existing data are exceeded (unless the relevant existing maintenance data was originally created by the CAMO)?
- Does the CAMO demonstrate, with recorded evidence, the development processes specific to the data being created?
- Does the exposition identify who is responsible, or make reference to other areas of the exposition that identify the appropriate responsibilities?

C2.12.3 Assessment and approval of new data or changes to existing data

References

	<p>CASR: Subpart 42J</p> <p>MOS: 1.12.2; 1.12.3; 1.12.4; 2.9.1</p> <p>Part 145 MOS: 145.A.45(b)&(d)</p>
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Introduction

This section of the CAMO’s exposition should detail procedures that describe:

- how the organisation assesses and approves new and/or changed maintenance data, in accordance with the Part 42 MOS
- the individual, by position, responsible for assessing and approving new or changed maintenance data.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the assessment and approval of new maintenance data or changes to existing maintenance data, commensurate with the size of the organisation and the scope of work.


- In conjunction with sections 2.12.1 and 2.12.2 of the exposition, the CAMO should detail responsibilities and processes for assessing and approving new and changed maintenance data. The assessment process should ensure that no limits or inspection or test parameters included in the existing data are exceeded, unless the relevant existing maintenance data was originally created by the CAMO. The procedures should include details for the review, assessment and agreement for any data generated by their contracted Part 145 AMO’s.
- Do the CAMO procedures detail the requirements for assessing and approving new and changed maintenance data in accordance with the Part 42 MOS, and who is responsible?
- Do the CAMO procedures consider the contract arrangements when the AMO creates or makes changes to data in accordance with MOS Part 145.A.45 (b) or (d)?

- How are arrangements made between the CAMO and AMO with regards to responsibilities for notification, and agreement of the new or changed data?
- If the AMO generates maintenance data for its own use, does the CAMO ensure it is notified by the AMO before maintenance is carried out, and then agrees or not, in writing to the AMO, to the use of the maintenance data?
- Does the CAMO demonstrate it is appropriately authorised to approve its AMP or make variations to the program which is a requirement for creating or changing maintenance data (reference to exposition Part 2.10)?
- Does the CAMO demonstrate it complies with the requirements for ICA and schedule of maintenance by appropriately identifying, referencing and providing a revision status to the new or changed data?

C2.13 Continuing Airworthiness Records

C2.13.1 Continuing airworthiness records system

References

	<p>CASR: 42.170; 42.1085; 42.1090; 42.1095</p> <p>MOS: 1.15</p>
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Introduction

Regulation 42.170 requires the CAMO for an aircraft to have a system that is capable of containing the continuing airworthiness records for the aircraft.

This section of the CAMO's exposition should include:

- a general description of the continuing airworthiness record system for each aircraft managed by the organisation. In particular it should state:
 - whether the record system is fully electronic or hard copy based or is a combination of both
 - how access to the recorded information is provided to the employees, maintenance organisations or others who require the access.
- a general description of how information recorded in the system is kept, retrieved and protected from loss, damage or accidental alteration in accordance with the requirements of Subpart 42
- the individual (responsible manager) responsible for managing the record system.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for a continuing airworthiness records system, commensurate with the size of the organisation and the scope of work.

- The organisation's exposition may give a brief description of its approved continuing airworthiness record system and provide the necessary reference to detailed procedures.
- An example of some functions of a record system is summarised below. This is a non-exhaustive list of functions and more or less may be available subject to the organisation's system and requirements.
- Does the organisation's exposition provide a general description of the continuing airworthiness record system for each aircraft managed by the organisation?
- Does the general description make reference to the type of record system? For example, is it fully electronic or hard copy based or a combination of both?
- Does the organisation demonstrate how access to the recorded information is provided to the employees, maintenance organisations or others who require the access?
- Does the organisation make reference within the exposition or procedures that demonstrate how information recorded in the system is kept, retrieved and protected from loss, damage or accidental alteration in accordance with Subpart 42.N?
- Is the individual (responsible manager) responsible for managing the record system identified within the exposition or appropriate procedures?
- Example of scope of an approved computer record system:
 - Operations system produces the daily flight times and cycles, these figures are checked with the totals written in the technical log by flight crew.
 - The electronic maintenance system monitors the life remaining on aircraft scheduled maintenance.
 - The electronic maintenance system generates the statistics used to produce the aeronautical product reliability report and the defect reliability report.
 - The electronic maintenance system monitors the life remaining on aeronautical products.
 - The electronic maintenance system is a permanent record of the completed work task text when the paper original copy is destroyed after its mandatory storage period.
 - The electronic maintenance system monitors additional work raised between scheduled hangar maintenance inputs.
 - The electronic maintenance system provides a method of obtaining a Current Maintenance Statement of the status of an aircraft.

C2.13.2 Information about aircraft engines and propellers

References

	<p>CASR: 42.180; 42.175</p> <p>MOS:</p>
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Introduction

Subregulation 42.180(1) requires that the following information to be kept for an aircraft engine or propeller:

- its make
- its type and model designation
- its serial number.

This section of the CAMO's exposition should detail procedures that describe:

- how the information required under regulation 42.180 regarding each engine and propeller fitted to each aircraft is initially recorded in the continuing airworthiness record system
- how the records are subsequently kept up to date
- the time by which the record is updated
- the individual, by position, responsible for recording and updating the information.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for information about aircraft engines and propellers, commensurate with the size of the organisation and the scope of work.

- On the occasion of acquisition of an engine or propeller by the organisation (new or otherwise), the data must be added to the organisation's records and systems.
- Does the organisation ensure that the initial information regarding the engine/propeller is recorded on the designated system before any subsequent changes are made to the record as a result of maintenance/defects/repairs etc.? This ensures the records are accurate from the start point of operation for a particular operator.
- Does the organisation demonstrate the system is adequate for continued recording to support the continuing airworthiness requirements for all aircraft under their management?

C2.13.3 Information about empty weight of aircraft

References

	<p>CASR: 42.185; 42.175</p> <p>MOS:</p>
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Introduction

Subregulation 42.185(1) requires that the following information to be kept for an aircraft:

- the empty weight of the aircraft, determined in accordance with the method set out in CAO 100.7
- the position of the centre of gravity on the aircraft when the aircraft is in its empty weight configuration, determined in accordance with the method set out in CAO 100.7.

This section of the CAMO's exposition should detail procedures that describe:

- how the information required under regulation 42.185 for each aircraft's empty weight and the corresponding centre of gravity position is initially recorded in the continuing airworthiness record system
- how the records are subsequently kept up to date
- the time by which the record is updated
- the individual, by position, responsible for recording and updating the information.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for information about the empty weight of an aircraft, commensurate with the size of the organisation and the scope of work.

- Before the aircraft is operated on its first flight on or after the responsibility start date for the person and the aircraft, the aircraft data must be added to the organisation's records and AMP systems.
- Does the organisation ensure that the initial information regarding the empty weight and centre of gravity is recorded on the designated system before any subsequent changes are made to the record as a result of maintenance/defects/repairs etc.? This ensures the records are accurate from the start point of operation for a particular operator.
- An operator's AMP and record system may have a function, when correctly configured, which identifies maintenance documents relevant to the installation or removal of parts from an aircraft which would affect the weight and centre of gravity. When the maintenance is reported back as successfully completed, the system would carry out an automatic update of weight and balance change.

- If an operator has a system which utilises an auto update of the weight and balance figures, is there an alert system which can identify discrepancies and limits which are approaching or are out of acceptable ranges?
- If the system used is not automatic, who within the organisation updates/monitors the changes, what level of training have they had and at what point do they contact the weight control authority?
- Does the organisation demonstrate the system is adequate for continued recording to support the continuing airworthiness requirements?

C2.13.4 Utilisation information that is used to manage continuing airworthiness

References

	<p>CASR: 42.175; 42.190</p> <p>MOS:</p>
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Introduction

Subregulation 42.190(1) requires the following information to be kept regarding the utilisation of an aircraft, or an aeronautical product fitted to an aircraft:

- the information the CAMO uses in ensuring that a requirements mentioned in regulations 42.120, 42.130, 42.135, or 42.145 (as applicable) are met, and
- includes the total time-in-service of:
 - the aircraft
 - each of the aircraft’s engines
 - each of the aircraft’s propellers.

This section of the CAMO’s exposition should include:

- procedures that describe how the utilisation information required under regulation 42.190 for an aircraft is initially recorded in the continuing airworthiness record system
- procedures that describe how the records are subsequently kept up to date
- a list of the kinds of utilisation information (hours, landings, cycles etc.) that are recorded for each aircraft type
- the time by which the record is updated
- the individual, by position, responsible for recording and updating the information.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for utilisation information for an aircraft, commensurate with the size of the organisation and the scope of work.

- The organisation should specify the system(s) it utilises for recording aircraft hours, landings, etc. For example, the organisation operation’s department may record each

sector on a designated computer system by processing departure and arrival time from the aircraft movements. Alternatively, flight utilisation information entries are recorded by the crew on the flight technical log and forwarded to tech records within a designated time frame.

- Is there a system in place to identify and correct the aircraft hours, landings, etc. if the flight crew fail to forward the information as required?
- The system utilised by operations should be linked to an electronic engineering maintenance system for the purpose of automatic daily transfers of information.
- Due to the potential for discrepancies, the systems utilised should be subject to various error checking and/or correction processes. These processes should be listed and their functions appropriately described. For example, comparison from the electronic records to the flight logs data.
- There should be adequate security to ensure accuracy and that there are no inadvertent alterations.
- Does the organisation specify the time period which it updates the records to ensure compliance?

C2.13.5 Information about compliance and airworthiness directives

References

	<p>CASR: 42.175; 42.195</p> <p>MOS:</p>
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Introduction

Subregulation 42.195(1) requires the following information to be kept for an AD that applies to an aircraft, or to an aeronautical product fitted to the aircraft:

- information identifying the AD
- if action is required to meet the requirements mentioned in paragraph 39.002(b), (c) or (d) for the AD — when the action is due, or next due, to be carried out
- if the requirements mentioned in paragraph 39.002(b), (c) or (d) have been met for the AD in relation to the aircraft or aeronautical product:
 - when the requirements were last met
 - if the requirements of a means of compliance with the AD mentioned in paragraph 39.002 (c) or (d) have been met — information identifying that means of compliance; and
 - if the AD applies to an aeronautical product — the part and serial number (if any) for the product.

This section of the CAMO’s exposition should detail procedures that describe:

- how the information required under regulation 42.195 for ADs that apply to each aircraft and aeronautical products fitted to the aircraft are initially recorded in the continuing airworthiness record system
- how the records are subsequently kept up to date
- the time by which the record is updated
- the individual, by position, responsible for recording and updating the information.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for information about compliance with ADs, commensurate with the size of the organisation and the scope of work.

- Before the aircraft is operated on its first flight on or after the responsibility start date for the person and the aircraft or aeronautical product, applicable ADs should be reviewed for compliance.

Note: The organisation should ascertain the AD requirements through the organisations procedures for managing AD’s in accordance with section 3.5 of their exposition (Airworthiness Directives).

- If information regarding compliance with regulation 42.195 is entered elsewhere within the exposition, the CAMO may make appropriate references within this section of the exposition to alleviate duplication.

C2.13.6 Information about compliance with maintenance program

References

	<p>CASR: 42.175; 42.200</p> <p>MOS:</p>
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Introduction

Regulation 42.200(1) requires the following information to be kept for maintenance that is required by the aircraft’s AMP, to be carried out on the aircraft or on an aeronautical product fitted to the aircraft:

- information identifying the maintenance
- the interval at which the maintenance is required to be carried out by the aircraft’s AMP
- if the maintenance relates to an aeronautical product — the part and serial number (if any) for the product

- if the maintenance has been carried out — when the maintenance was carried out
- when the maintenance is next due to be carried out

Note: This required information does not include the required information about ADs described in subregulation 42.195(1).

This section of the CAMO’s exposition should detail procedures that describe:

- how the information required under regulation 42.200 for each aircraft’s AMP is initially recorded in the continuing airworthiness record system
- how the records are subsequently kept up to date
- the time by which the record is updated
- the individual, by position, responsible for recording and updating the information.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for information about compliance with the AMP, commensurate with the size of the organisation and the scope of work.

- Before the aircraft is operated on its first flight on or after the responsibility start date for the person and the aircraft or aeronautical product, the organisation must record information pertaining to AMP data for their aircraft or aeronautical products. The organisation should ensure that the requirements of regulation 42.200 are complied with.
- If information regarding compliance with regulation 42.200 is entered elsewhere within the exposition, the CAMO may make appropriate references within this section of the exposition to alleviate duplication.

Note: Exposition section 2.10 Maintenance Program may have relevant information.

C2.13.7 Information about modifications

References

	<p>CASR: 42.175; 42.205</p> <p>MOS:</p>
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Introduction

Subregulation 42.205(1) requires the following information to be kept for a modification made to an aircraft or to an aeronautical product fitted to the aircraft:

- a description of the modification
- a reference to the design data used for the modification

- when the modification is made
- if the modification relates to an aeronautical product — the part and serial number (if any) for the product.

This section of the CAMO’s exposition should detail procedures that describe:

- how the information required under regulation 42.205 for modifications made to each aircraft is initially recorded in the continuing airworthiness record system
- how the records are subsequently kept up to date
- the time by which the record is updated
- the individual, by position, responsible for recording and updating the information.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for information about modifications, commensurate with the size of the organisation and the scope of work.

- Before the aircraft is operated on its first flight on or after the responsibility start date for the person and the aircraft or aeronautical products, a review should be carried out to ensure the records accurately reflect the completed modifications. For example, engine modifications which are embodied may be established by researching the overhaul organisation’s visit statements within engine records file.
- If information regarding compliance with regulation 42.195 is entered elsewhere within the exposition, the CAMO may make appropriate references within this section of the exposition to alleviate duplication.

Note: Section 2.6 of the exposition (Modifications and Repairs) may have relevant information.

C2.13.8 Information about aeronautical products writ life limits

References

	<p>CASR: 42.175; 42.210</p> <p>MOS:</p>
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Introduction

Regulation 42.210 requires the following information to be kept for an aeronautical product that is fitted to an aircraft and that has a life limit:

- details that identify the aeronautical product, including its part and serial number (if any)
- the life limit for the aeronautical product
- when the aeronautical product is due to be removed from the aircraft.

This section of the CAMO’s exposition should detail procedures that describe:

- how the information required under regulation 42.210 for life limited aeronautical products fitted to each aircraft is initially recorded in the continuing airworthiness record system
- how the records are subsequently kept up to date
- the time by which the record is updated
- the individual, by position, responsible for recording and updating the information.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for information about aeronautical products with life limit, commensurate with the size of the organisation and the scope of work.

- Aeronautical products that are subject to a life limitation should be identified, tracked and the required product task(s) scheduled for accomplishment prior to expiry of the life limit.
- The organisation should have a system to forecast life expiry for appropriate task planning, this may be an expected due date based on utilisation. When a product approaches its life limit, a work card should be generated for the required task to be carried out, such as removal, inspection etc.
- Does the organisation demonstrate it has identified all aeronautical products having life limit requirements?
- Are these life limit requirements identified within the AMP?
- Does the organisation demonstrate it has a manual/electronic system(s) for the control of life limited aeronautical products and does the system include items in storage?
- Does the organisation demonstrate that the system function ensures life limits are not exceeded?

C2.13.9 Document that substantiate the information in the continuing airworthiness records system

References

	<p>CASR: 42.215; 42.260</p> <p>MOS: 1.2.1(i)</p>
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Introduction

Regulation 42.215 requires the CAMO for an aircraft to keep documents (airworthiness records) that substantiate the information recorded under the following regulations:

- 42.180-Information about aircraft engines and propellers
- 42.185-Information about empty weight of aircraft

- 42.190-Information about utilisation of aircraft
- 42.195-Information about compliance with airworthiness directives
- 42.200-Information about compliance with AMP
- 42.205-Information about modifications
- 42.210-Information about aeronautical products.

This section of the CAMO’s exposition should include:

- a list of the kinds of documents that are kept for the aircraft, by the organisation, to substantiate the information recorded under regulations 42.180, 42.185, 42.190, 42.195, 42.200, 42.205 and 42.210
- a description of how these documents are kept and accessed
- the retention period for these documents, in accordance with regulation 42.260.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for substantiating documents, commensurate with the size of the organisation and the scope of work.

- Substantiating documents may include maintenance records for the aircraft, authorised release certificate for products, flight technical log entries containing utilisation information and design approvals containing details of changes of aircraft empty weight and corresponding centre of gravity position. For example, to substantiate the life limit information for a product, the authorised release certificate for the manufacture of the product and the subsequent removal and installation details of the product may be required.
- If information regarding compliance with regulation 42.215 is entered elsewhere within the exposition, the CAMO may make appropriate references within this section of the exposition to alleviate duplication.
- Are there details on how these substantiating documents are kept, accessed and the retention period for keeping them, either in this section or in a referred section of the exposition?

C2.13.10 Description of the flight technical log

References

	<p>CASR: 42.220; 42.030(2)(e); 42.245; 42.370; 42.440; 42.760(2); 42.1075</p> <p>MOS:</p>
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Introduction

Regulation 42.220 requires the individual responsible for the continuing airworthiness of an aircraft to, at all times, have a log for the aircraft that:

- includes details identifying the aircraft, including the type, model, serial number and registration mark for the aircraft

- is capable of containing the documents and information for the aircraft that, under Part 42, are required to be included in the log.

This section of the CAMO's exposition should include:

- a general description of the flight technical log for each aircraft type
- a description of the format of the log
- a demonstration that the log is capable of recording the information that must be recorded in the flight technical log in accordance with the requirements of Part 42.

Note: If applicable, a copy of the flight technical log should be included as an appendix to the exposition.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements of a flight log, commensurate with the size of the organisation and the scope of work.

- The flight technical log could consist of one or more documents that, when read in conjunction, will contain all the information required by Part 42. For example, an operator may have a technical log used by engineers and pilots to record defects and a flight log for the pilots to record flight details.
- Under regulation 42.245, the individual responsible for continuing airworthiness for the aircraft must ensure that the aircraft's flight technical log is capable of containing the information mentioned in regulation 42.190 for each flight for the aircraft, if CASA has not, under regulation 42.250, approved another means of recording the information.
- The flight technical log is used to record operating information relevant to flight safety. The information provided will allow the operating crew to make important decisions in regard to the operation of the aircraft.
- There should be a means of auditing the log pages such as having them serialised or having duplicates of the pages, where applicable.
- The type of information provided in the flight technical log must include a CRS (subregulation 42.760 (2))
- Provision should be included for maintenance personnel who are normally responsible for making entries to technical log. These entries include maintenance, inspections, rectification and any technical data that the operating crew need to know to ensure safe operation of the aircraft.
- Provision should be made for the operating crew to record details of each flight, including hours, cycles and any defect that occurred during the flight. They may also be required to record engine and other parameters for maintenance purposes.

- Does the exposition include a general description of the flight technical log for each aircraft type and a description of the format of the log?
- Does the CAMO demonstrate that the log is capable of recording the information that must be recorded in the flight technical log in accordance with the requirements of Divisions Part 42.C.3 and 42.C.4?

C2.13.11 Availability of the flight technical log

References

	<p>CASR: 42.225</p> <p>MOS:</p>
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Introduction

Regulation 42.225 requires the individual responsible for continuing airworthiness for an aircraft to ensure that the flight technical log for the aircraft is available to the individual who is:

- the pilot in command of the aircraft, whilst that individual is the pilot in command of the aircraft
- carrying out maintenance, whilst that individual is carrying out maintenance on the aircraft.

This section of the CAMO’s exposition should demonstrate how the organisation ensures the flight technical log is available to the required people.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for making the flight technical log available, commensurate with the size of the organisation and the scope of work.

- The CAMO exposition may show compliance with this rule by referring to other documents, such as the operational manuals, that contain the necessary requirements to ensure that the flight technical log is made available to the pilot-in-command.
- The CAMO exposition may include procedures that ensure that the AMOs, who provide aircraft maintenance services for the CAMO, are assessed to ensure the AMO has procedures in place to ensure that the flight technical log is available to the individual who is carrying out maintenance on the aircraft.

C2.13.12 Ensuring information in the flight technical log is recorded

C2.13.13 Instructions for recording information in the flight technical log

References

	<p>CASR: 42.030(2)(f); 42.340; 42.370; 42.440; 42.030(2)(e)(f); 42.245; 42.370; 42.440(g); 42.760(2); 42.1075</p> <p>MOS:</p>
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Introduction

Part 42 requires the registered operator of an aircraft to ensure that certain information is recorded in the flight technical log.

This information includes:

- defects (paragraph 42.030(2)(e))
- deferral of defects (regulation 42.370)
- utilisation information (regulation 42.245)
- fitting of certain parts and the requirement to remove those parts within 36 hours if an ARC cannot be issued (paragraph 42.440(g))
- certificate of release to service (subregulation 42.760(2))
- pilot recording of defects and exceeding operational limits (subregulation 42.1075)

These two sections of the CAMO’s exposition should detail procedures that describe:

- how the CAMO ensures required information is recorded in the flight technical log
- who is responsible for recording this information
- how the information is entered into the flight technical log.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for ensuring information is recorded in the flight technical log and how that information is recorded, commensurate with the size of the organisation and the scope of work.

- Detailed instructions for entering information into the flight technical log by the pilot may be contained within the AOC operations manuals or in the flight technical log itself. The AOC manual or flight technical log may need to be reviewed to ensure compliance with the requirements of the relevant sections of Part 42.
- If the flight technical log, or part of the log, is in electronic format, the exposition should describe how the information is recorded in the log during and after the flight.
- Where procedures are included in other manuals held by the AOC holder and/or AMO, the CAMO must ensure, through their own procedures, that they can ensure that the AOC holder and the AMO are performing the task in a way that shows compliance with the rules.

C2.13.14 Recording of utilisation information by means other than flight technical log

References

	<p>CASR: 42.255; 42.190; 42.250</p> <p>MOS:</p>
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Introduction

Regulation 42.250 provides for the use of a means other than a flight technical log for recording aircraft utilisation information as required by regulation 42.190.

CASA approval of the other means, described in this section of the exposition, can be granted if the other means is at least as reliable as the use of the flight technical log.

For organisations that record, or intend to record, utilisation information required under regulation 42.190 for a flight by means other than the flight technical log, such as using an Aircraft Communications Addressing and Reporting System (ACARS) this section of the CAMO’s exposition should detail procedures that describe:

- how the organisation seeks approval from CASA for use of the alternative means of recording and the time within which the information must be recorded
- how the required information is recorded in accordance with the approval
- the identity of the individual, by position, who is responsible for managing the approval process.

If a CAMO/AOC has existing approvals related to this subject, this section should include the reference to each approval granted by CASA.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for recording utilisation information by means other than the flight log, commensurate with the size of the organisation and the scope of work.

- The CAMO needs to demonstrate the reliability aspects of whatever is proposed as the alternative.
- Where the proposed method has no means of demonstrating an equivalent or greater reliability than a standard documented flight technical log procedure, it may be possible to demonstrate compliance through the use of a trial run in conjunction with the paper based system. Upon the successful completion and the objectives of the trial being reached, the proposed system may be approved as the means of recording such information.

C2.13.15 Retention of continuing airworthiness records

References

	<p>CASR: 42.260; 42.1090; Subpart 42.N</p> <p>MOS:</p>
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Introduction

The individual responsible for continuing airworthiness for an aircraft must retain a record or document mentioned in the table of regulation 42.260 from the date the record is created or received in accordance with paragraph 42.260(1)(a), until the prescribed end date or the date the individual transfers the record in accordance with paragraph 42.260(1)(b).

This section of the CAMO's exposition should describe:

- the retention period for the various kinds of continuing airworthiness records mentioned in the table of regulation 42.260
- how these records are kept, retrieved and protected from loss, damage or accidental alteration in accordance with the requirements of Subpart 42.N
- the individual, by position, responsible for keeping continuing airworthiness records in accordance with the regulatory requirements.

Note: These requirements may have been satisfied in section 3.11.1 of the exposition.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the retention of various records, commensurate with the size of the organisation and the scope of work.

- Record retention periods vary, regulation 42.260 details the retention periods.
- Records may take different forms such as hard copy or electronic. The form of record storage and protection may vary depending on the record medium used and a combination of methods may be employed to provide a backup of the records. For example, hard copy records may be scanned into electronic form and electronic records may be stored in multiple locations.
- Software used for data retrieval may become critical in being able to retrieve data and it must be available for the retention period detailed in regulation 42.260.
- The physical security of the data must be considered along with the restricted access to the data.
- The data should be stored in such a way that alterations/tampering is prevented.
- The exposition should nominate who is responsible for oversight of these tasks.

C2.13.16 Transfer of continuing airworthiness records

References

	<p>CASR: 42.260; 42.1090; 42.265</p> <p>MOS:</p>
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Introduction

Regulation 42.265 requires the transfer of records from an individual who ceases to be responsible for the continuing airworthiness of an aircraft to the individual who becomes responsible for the continuing airworthiness of an aircraft.

This section of the CAMO's exposition should detail procedures describing:

- how the organisation transfers the continuing airworthiness records for an aircraft after the organisation ceases to be responsible for continuing airworthiness for the aircraft

- the time within which the records must be transferred
- the identity, by position, of the individual responsible for the transfer.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the transfer of continuing airworthiness records, commensurate with the size of the organisation and the scope of work.

- How records are transferred may vary depending on the method that is used to store the records.
- Where customised software is used for records, consideration must be given to how a transfer of records will be achieved when the aircraft ceases to be under the control of the CAMO.

C2.14 Major Defects

C2.14.1 Reporting major defects on aircraft

References

	<p>CASR: 42.270</p> <p>MOS:</p>
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Introduction

Regulation 42.270 requires the individual responsible for continuing airworthiness of an aircraft to report a defect, within two days of becoming aware of a major defect in the aircraft, to the individuals/organisations detailed in subregulation 42.270(1).

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation identifies major defects from the continuing airworthiness records
- how the organisation receives defect reports from maintenance organisations
- how the organisation reports major defects for an aircraft, as detailed in regulation 42.270, including:
 - CASA
 - relevant TC/STC holder
 - Australian Parts Manufacturers Approval (APMA)/Parts Manufacturers Approval (PMA) holder
 - modification/repair approval holder.
- the individual, by position, responsible for all of the above procedures.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the reporting of major defects, commensurate with the size of the organisation and the scope of work.

- The AMO has a requirement to report defects to the CAMO and the CAMO is responsible for reporting to CASA. The CAMO has two days to provide the report.
- The report may be an initial report which in essence is a notification to CASA and further reports may follow.
- Does the CAMO provide major defect reports, such as SDR reporting?

Note: SDR reporting can be completed using CASA Form 404 or the CASA online portal.

C2.14.2 Investigation of major defects on aircraft

References

	<p>CASR: 42.275</p> <p>MOS:</p>
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Introduction

Regulation 42.275 requires that if the individual responsible for the continuing airworthiness for a large aircraft or an aircraft authorised to operate under and AOC becomes aware of a major defect, they must:

- investigate the cause of the defect
- report the findings to CASA within 14 days of completing the investigation.

This section of the CAMO’s exposition should detail procedures that describe:

- how the CAMO investigates the cause of major defects
- how reports of findings are prepared and submitted to CASA
- the individual, by position, responsible for submitting the reports.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the investigation of major defects, commensurate with the size of the organisation and the scope of work.

- The individual submitting the reports to CASA needs to be identified to facilitate any requests to be made for further information or keeping of parts (refer to regulation 42.280)
- The CAMO should have a process in place to ensure the AMO either quarantines or returns the part to the CAMO so it is available to CASA if required. It is preferable that the submitter, of the defect report, has the ability to provide for such CASA requests in a reasonable time.

- The investigation and reporting aspects may be handled by different people. For example, the technical service section may conduct an investigation in conjunction with the manufacturer or other party, whilst the quality department may liaise with CASA and monitor any recommendations produced.
- How does the CAMO reference the Defect Report (required in two days) to the Investigation Report (required in 14 days from completion), as it may be possible for multiple defects to be encountered at any one time?

C2.14.3 Providing further information in relation to major defects

References

	<p>CASR: 42.270; 42.280; 42.285</p> <p>MOS:</p>
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Introduction

Regulation 42.275 requires that if the individual responsible for the continuing airworthiness for a large aircraft or an aircraft authorised to operate under an AOC becomes aware of a major defect they must:

- investigate the cause of the defect
- report the findings to CASA within 14 days of completing the investigation.

This section of the CAMO's exposition should detail procedures that describe:

- how the CAMO investigates the cause of major defects
- how reports of findings are prepared and submitted to CASA
- the individual, by position, responsible for submitting the reports.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for providing further information in relation to major defects, commensurate with the size of the organisation and the scope of work.

- The exposition should detail or refer to procedures that clearly indicate the obligations the CAMO has in regard to providing the information required by regulation 42.285.
- The procedure may be included with the major defect reporting procedure in section 2.14.2 of the exposition.
- The key points for consideration are having an individual responsible for the activity within the CAMO, who has a level of authority to make information and parts available in a reasonable time.

Note: Formal action by CASA following reporting of a major defect needs to be undertaken by a person holding CASA delegation under 42.280. refer to CASA instrument of Delegations.

C2.14.4 Retention of parts that are subject to major defects

References

	<p>CASR: 42.280</p> <p>MOS:</p>
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Introduction

Regulation 42.280 requires the individual who made a report to CASA about a major defect to keep the aircraft or the parts of the aircraft that is defective, in a state that will allow CASA to investigate the defect if required.

This section of the CAMO's exposition should detail procedures that describe how the organisation will retain the aircraft or parts subject to a major defect, if requested to do so by CASA.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for retention of parts subject to major defects, commensurate with the size of the organisation and the scope of work.

- The AMO may identify a major defect. The reporting line to the CAMO therefore becomes an important element within the CAMO/AMO procedures.
- The AMO is responsible for submitting reports to the CAMO (regulation 42.380). Therefore the CAMO procedures should be clear in how major defects are to be reported to them from the AMO.
- The procedures should allow the CAMO to report the major defect to CASA within the two day period following notification.
- The CAMO procedures should include how parts relevant to a major defect report are managed.
- In regard to aeronautical products, the AMO working on those products is required to report major defects to CASA (regulation 42.385) and would have separate procedures in place. In this case the obligation is not necessarily one for the CAMO.
- The CAMO needs to have in place a procedure to release a part subject to a major defect to ensure that an offence is not committed under regulation 42.285(2).
- Does the exposition detail how parts are secured in regard to any parts that the AMO may hold?
- The exposition should contain procedures on how parts are secured following a notice from CASA. Failure to take appropriate action is an offence; therefore the CAMO procedures should be able to demonstrate their ability to comply.

Note: Formal action by CASA following reporting of a major defect needs to be undertaken by a person holding CASA delegation under 42.280. refer to CASA instrument of Delegations.

C2.15 Dealing with unapproved parts

C2.15.1 Control of unapproved parts\

References

	<p>CASR: 42.475; 42.485</p> <p>MOS:</p>
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Introduction

If an individual becomes aware that a part is unapproved, the individual must take appropriate action to secure the part in accordance with subregulation 42.475(2).

This section of the CAMO's exposition should detail the procedures the CAMO uses to control an unapproved part.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the control of unapproved parts, commensurate with the size of the organisation and the scope of work.

- Unapproved parts may be identified as such by the AMO and/or the CAMO.
- The procedures documented by the CAMO need to identify:
 - the actions they will take when an unapproved part is identified by the CAMO; and
 - the actions they will take when they are notified by the AMO of the unapproved part.
- The procedure should extend beyond just reporting the unapproved part to CASA and the relevant TC/STC holder. Other investigations may include audits of the supply chain involved with the part or additional review of records and physical audit of the aircraft to reduce the possibility of other similar events occurring.
- The responsibility for the control of parts rests with the individual making the report. In this instance the individual is the CAMO with regard to the parts they identify. Where they identify a part through an audit process, they may be required to contact the AMO in order to secure any further parts. Physical audits may involve the CAMO requesting the AMO to do such work and take appropriate action.
- Does the CAMO have procedures for ensuring that AMO's contracted to the CAMO have procedures in place to ensure that the CAMO receives all reports relating to unapproved parts that have been fitted to their aircraft?
- The unapproved part needs to be secured until advised by CASA that the part does not need to be kept (refer sub regulation 42.485(1)(b)).
- The CAMO should have procedures in place to ensure that the unapproved part may be identified when receiving, updating or creating records.

- The CAMO should have procedures that provide for the scenario where the CAMO identifies the part.

C2.15.2 Reporting unapproved parts

References

	<p>CASR: 42.480; 42.475(2)(c) MOS:</p>
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Introduction

If an individual becomes aware that a part is unapproved they must make a report in accordance with regulation 42.480 about the part to:

- CASA
- if the part was fitted to an aircraft or aeronautical product, the TC holder or foreign TC holder of the aircraft or aeronautical product
- if the part was fitted to an aircraft, the individual responsible for the continuing airworthiness of the aircraft.

This section of the CAMO’s exposition should detail procedures describing:

- how the organisation reports unapproved parts in accordance with the requirements of regulation 42.480
- the individuals responsible for the report.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for reporting unapproved parts, commensurate with the size of the organisation and the scope of work.

- The CAMO must ensure that if the AMO becomes aware of an unapproved part fitted to an aircraft for which they are responsible for the continuing airworthiness, the CAMO receives a report.
- The CAMO should be aware that they will receive reports from the AMO for their aircraft; therefore the CAMO procedures should detail how they ensure that the AMO has procedures in place for complying with regulation 42.475.

Note: SUP reporting can be completed using CASA Form 404 or the CASA online portal.

C2.15.3 Providing further information in relation to unapproved parts

References

	<p>CASR: 42.285(1)(a); 42.485 MOS:</p>
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Introduction

Regulation 42.485 requires the author of a report of an unapproved part to provide further information to CASA, if a request for further information is made.

This section of the CAMO’s exposition should detail procedures that describe:

- how the organisation provides further information to CASA in relation to the unapproved parts report submitted by the organisation
- the individual, by position, responsible for providing the information.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for providing further information in relation to unapproved parts, commensurate with the size of the organisation and the scope of work.

- The report is required to identify the individual, by position, responsible for making such reports. This could be an individual from the AMO or the CAMO.
- Further information requested by CASA may require a clear line of communication between the CAMO and the AMO, in order to provide that information. The need may exist for the CAMO to have procedures to allow the provision of information on such matters from the AMO.
- The CAMO’s response to any notices issued by CASA must be submitted within the specified time on the notice. The CAMO needs to have procedures that can provide a response within the required period of time.

Note: Formal action by CASA following reporting of unapproved parts needs to be undertaken by a person holding CASA delegation under 42.485. refer to CASA instrument of Delegations.

C2.15.4 Disposal of unapproved parts

References

	<p>CASR: 42.485(1)(b); 42.490</p> <p>MOS:</p>
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Introduction

Regulation 42.490 requires that if CASA gives an individual a notice that an unapproved part is no longer required to be kept, the individual must:

- give the part to the owner; or
- store the part and any documents that occupied the part separately from serviceable parts in a secure location; or
- mutilate the part in a manner that ensures that the part cannot be used in aviation

This section of the CAMO’s exposition should detail procedures that describe:

- awaiting CASA notification that the part does not need to be kept
- how unapproved parts are disposed of in accordance with the requirements of regulation 42.490
- the individual, by position, responsible for the disposal of unapproved parts.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the disposal of unapproved parts, commensurate with the size of the organisation and the scope of work.

- The exposition should detail how various parts are dealt with. In the case of the CAMO it may be the AMO that performs the work on their behalf, therefore the procedures detailed by the CAMO need to be carried out by the AMO for those parts.
- If the part is to be mutilated, it should be done in the way that ensures that the part cannot be repaired or used in any way within aviation. Mutilation by definition is to make the part unrepairable and consideration in any procedure should make the definition clear.
- Does the exposition have a procedure for the disposal of such parts where the CAMO has previously secured unapproved parts?
- If the parts are managed on behalf of the CAMO, does the CAMO procedure ensure that compliance with regulation 42.290 can be met?
- If the parts are managed on behalf of the CAMO, does the CAMO receive a ‘destruction certificate’ or some form of notification that the part has been destroyed?

C2.16 Dealing with Aeronautical Products fitted under Regulation 42.440

Regulation 42.440 describes the conditions under which certain parts may be fitted to an aircraft where an authorised release certificate is not available. The approval to fit parts to the aircraft is ultimately agreed to by the CAMO. Upon fitment, these parts may remain in service for a maximum of 36 flight hours before removal, unless an authorised release certificate is obtained.

As the fitment of the part involves the AMO, the CAMO must ensure the AMO has procedures in place to:

- communicate their intentions to the CAMO
- identify parts fitted in this way so that appropriate action is taken following the fitment of such parts.

C2.16.1 Installation of parts for which there is no authorised release certificate

References

	<p>CASR: 42.440</p> <p>MOS:</p>
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Introduction

Certain parts may be fitted to an aircraft where an authorised release certificate is not available. Regulation 42.440 provides a means of allowing certain parts to be fitted where there is no authorised release certificate. CASR 42.220, Note 4, requires information to be recorded in the flight technical log which pertains to the fitment of such parts as permitted by regulation 42.440.

This section of the CAMO's exposition should detail procedures that describe:

- how the CAMO manages the installation of a part for which there is no authorised release certificate, particularly acceptance (or rejection) of the part
- the individual, by position, responsible for the above.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirement for the management of parts fitted with no ARC, commensurate with the size of the organisation and the scope of work.

- The CAMO may or may not agree to a request to fit a part.
- The CAMO exposition should nominate the individual responsible for making the decision to fit a part or not.
- The CAMO should be aware of the conditions that need to be satisfied before agreeing to the AMO request. The CAMO should ensure that the AMO is compliant with the conditions in regulation 42.440 before the AMO makes a request to the CAMO.
- The CAMO procedure should include a requirement to record the aircraft total time in service, where the part was fitted to the aircraft, so that suitable arrangements can be made to either:
 - remove the part from service; or
 - obtain an authorised release certificate for the part.

C2.16.2 Ensure compliance with regulation 42.165

References

	<p>CASR: 42.165</p> <p>MOS:</p>
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Introduction

If an aeronautical product is fitted to an aircraft as permitted by regulation 42.440, regulation 42.165 requires the individual responsible for the continuing airworthiness of the aircraft, within 36 flight hours after it is fitted, to:

- obtain an authorised release certificate for the parts that were fitted; or
- ensure the parts are removed from the aircraft.

This section of the exposition is only required if the CAMO intends to accept the fitment of parts under regulation 42.440. If this is the case, then this section of the CAMO’s exposition should describe how the organisation will deal with parts fitted under regulation 42.440 to ensure compliance with regulation 42.165.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements of regulation 42.165, commensurate with the size of the organisation and the scope of work.

- When fitting parts under regulation 42.440, the CAMO needs to have procedures in place to ensure that the AMO’s procedures provide the necessary requirements for consultation and agreement from the CAMO before a part is fitted.
- The CAMO should ensure the AMO procedure includes the recording of the aircraft total time in service where the part was fitted, as this may impact on the CAMO complying with regulation 42.165 in regard to removing the part or obtaining an ARC.
- Does the CAMO have a procedure that allows for the fitment of certain parts without an authorised release certificate as detailed in subparagraphs 42.420(5)(a)(i) and (b)(iii)?
- If there is a procedure, does it provide a means of compliance with regulation 42.440 in regard to the CAMO’s obligation under the rule?

C2.17 Special Operational Approvals

C2.17.1 Management of special Operational approvals

References

	CASR: Subpart 91.U
	CAR: 181M
	MOS: 2.8.1(c)
	CAO: 82.0

Introduction

As part of the continuing airworthiness management, paragraph section 2.8.1(c) of the Part 42 MOS requires the CAMO’s AMP to include one or more schedules that set out the requirements of special operational approvals including, where required:

- EDTO approval under CAO 82.0
- RVSM operational approval under CAR 181M
- navigational authorisation granted under Subpart 91.U of CASR.

The AMP must meet the requirements of section 2.6.1 of the Part 42 MOS. To achieve this in the context of these operational rules, clear lines of communication should be detailed in the exposition. The intent in this section is to ensure that there are procedures in place between

the AOC and the CAMO to ensure that those maintenance activities that are required by the relevant operational rule are addressed.

This section of the CAMO’s exposition should detail the procedures describing the CAMO’s role in continuous airworthiness management in regard to special operations including:

- instructions for how the CAMO liaises with the operational department of the airline
- development and implementation of relevant continuing airworthiness requirements
- the individual, by position, responsible for these tasks.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the management of special operational approvals, commensurate with the size of the organisation and the scope of work.

- As the CAMO is responsible for the continuing airworthiness, the CAMO must ensure that the AMO can provide any additional requirements demanded by the special operational rules.
- The AMP need not necessarily be evaluated at this time. The AMP should be evaluated in its own right, as dealt with in Subpart 42.J.

C2.18 Special Flight Permits

C2.18.1 Application for Special Flight Permits

References

	<p>CASR: 21.197; 21.201; 42.115</p> <p>MOS:</p>
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Introduction

The CAMO may apply to CASA, or an authorised individual under regulation 21.200, for a special flight permit to allow the operation of the aircraft with a defect that has not been deferred in accordance with regulations 42.115 and 42.D.6.1. Regulation 21.197 details the special flight permit process.

This section of the CAMO’s exposition should detail procedures for applying to CASA or an authorised individual for a special flight permit on behalf of the organisation or AOC holder.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for application for a special flight permit, commensurate with the size of the organisation and the scope of work.

- This procedure is not necessarily required for granting an approval for the CAMO, however if a procedure is included the exposition it must comply with the regulations.

- If procedures are included in the exposition:
 - the procedures should make a statement that the CAMO has authority to make application on behalf of the registered operator
 - the application, if made to CASA, should be done using the correct form
 - the procedure needs to ensure that the form is completed as directed on the form
 - the application, if made to an authorised individual, needs to ensure that enough information is provided for the authorised individual to make a decision.

C2.18.2 Ensuring compliance with the special flight permit

References

	<p>CASR: 42.115</p> <p>MOS:</p>
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Introduction

The CAMO must ensure compliance with a special flight permit for the period that the permit remains in force or until such time as the permit is cancelled.

This section of the CAMO’s exposition should detail procedures that ensure an aircraft operated under a special flight permit is operated within the specified limits.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for compliance with a special flight permit, commensurate with the size of the organisation and the scope of work.

- The procedures should include:
 - checking whether conditions have been imposed on the special flight permit
 - ensuring the conditions imposed remain attached to the special flight permit
 - taking note of the duration of the special flight permit
 - making sure that the permit is available to CASA or an authorised individual upon request
 - notifying the operator of any requirements associated with the special flight permit
 - notifying the AMO of any requirement associated with the special flight permit.

C3 Quality Systems

The part of the exposition should describe the CAMO's quality system that is in place to ensure requirements of Section 1.13 of the Part 42 MOS are met. If the quality system is part of the organisation's corporate quality system, then this section may refer to the corporate quality system fully or partly. However, if this approach is taken then the corporate quality system must be capable of meeting the requirements of Section 1.13 of Part 42 MOS and should address the requirements described in this section of the handbook.

C3.1 Quality Policy

References

	<p>CASR:</p> <p>MOS: 1.13.1</p>
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Introduction

This section of the CAMO's exposition should describe the quality policy in relation to the continuing airworthiness obligation of the organisation. As a minimum, the quality policy should demonstrate the organisation's commitment to ensure:

- continuing airworthiness management services are provided in compliance with CASR Part 42, the Part 42 MOS and its exposition
- the standard of maintenance being carried out on the aircraft meets the requirements of CASR Part 42 and Part 145.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for a quality policy, commensurate with the size of the organisation and the scope of work.

- Does this part of the organisation's exposition describe their quality policy in relation to their continuing airworthiness obligations?
- This part of the organisation's exposition may outline the objectives and policy statements. For example:
 - The organisation's primary objective and priority is to conduct their air transport continuing airworthiness and maintenance activities safely. The organisation recognises safety as a prime consideration at all times and aims to minimize and control the risks involved with the responsibilities for continuing airworthiness management. In order to promote and deliver the highest levels of safety, an established safety management and accident prevention system should be adopted.
- The organisations policy may state its continual drive, in a proactive manner, to improve the standard of safety within its organisation to recognise and conform to the regulatory requirements and best practices of the commercial air transport industry.
- To assist the organisation in fulfilling its commitment to safety, it should:

- comply with procedures, standards, and regulations at all times which pertain to the continuing airworthiness management services and maintenance provisions
- provide an occurrence reporting scheme and evaluate incidents and accidents
- provide a forum for communication of safety concerns and resolutions
- recognise human error factors occur and that resolution of such problems takes precedence over apportioning blame or punitive action
- encourage reporting programs related to errors /incidents
- recognise the need for personnel to co-operate with quality auditors.

C3.2 Quality Audit Plan

References

	<p>CASR:</p> <p>MOS: 1.13.2</p>
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Introduction

The Part 42 MOS requires the organisation to conduct quality audits in accordance with a documented plan.

This section of the CAMO’s exposition should describe:

- the type of audit (i.e. if the audit is a one-off annual event or is progressive one throughout a 12 month period)
- how and where the plan, required under section 1.13.2 of the Part 42 MOS, is kept
- the individual, by position, responsible for managing the plan.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for a quality audit plan, commensurate with the size of the organisation and the scope of work.

- The organisation’s quality audit plan may be a program of a number of scheduled audits, designed to ensure that all required aspects of CASR Part 42 and Part 145 are audited as per the schedule.
- A number of organisation factors, such as aircraft fleet size, will determine the extent and complexity of the audit plan to ensure all aspects are audited once every 12 months.
- The quality audit requirements may be divided into audit checklists. A matrix may also be incorporated for increased visibility. The purpose of the matrix is to ensure the audit plan covers all audit requirements, as defined by section 1.13.1 of the Part 42 MOS, by showing the content of each of the checklists against the audit requirements.

- The organisation's plan may vary from time to time, such as to accommodate changes to schedules or if discrepancy trends and related concerns are identified.
- Is the audit plan flexible enough to allow for changes during the year?
- Is the order of the audit plan changed from year to year to allow assessment of various activities under different climatic conditions?
- The organisation's audit plan may be created and controlled electronically. The location of such a plan should be identified and appropriate personnel's access confirmed.
- Does this part of the exposition describe whether the audit is a one-off annual event or is progressive?
- Does the plan demonstrate all audit requirements are appropriately identified and scheduled to be audited within the time scales?
- Subject to a plans complexity, does it provide user information/procedures to ensure it can be correctly followed?
- Does the organisation describe how and where the quality audit plan required by section 1.13.2 of the Part 42 MOS is kept (e.g. orgs internal electronic server – file etc.)?
- Is the individual responsible for managing the plan identified within the exposition?

C3.3 Qualification and Independence of Auditors

References

	<p>CASR: MOS: 1.13.3</p>
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Introduction

Section 1.13.3 of the Part 42 MOS defines the requirements for the individual who conducts the independent audit.

This section of the CAMO's exposition should:

- identify the individuals who are responsible for performing audits
- describe how the organisation ensures independence of the auditors
- describe how the organisation assesses the knowledge and qualification of auditors as required under section 1.13.3 of the Part 42 MOS.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for an independent auditor, commensurate with the size of the organisation and the scope of work.


- Quality audit personnel should remain independent from the functions of the organisation. To clearly differentiate audit personnel from the rest of the organisation,

a dedicated quality audit department should contain details within its procedures for personnel knowledge and qualification requirements and define respective duties and responsibilities.

- The organisation may rely on part-time audit personnel. The organisation should ensure these individuals meet the same requirements and standards as full-time personnel.
- The organisation should ensure the auditors remain independent and not audit any activity in which they have been involved.
- The organisation’s procedures for quality auditor requirements may reference a list of qualifications which would be acceptable to the organisation. The procedures may also reference an assessment process to establish knowledge and competency of the auditor. The assessment should include key knowledge questions within the areas of responsibility and consider content from the Part 42 MOS, Part 145 MOS and the CAMO exposition.
- The organisation’s procedures may state that the auditor is expected to:
 - have been trained in the performance of quality audits, and the techniques of effective auditing
 - have had experience of continued airworthiness/aircraft maintenance, preferably at the level commensurate with the tasks to be performed
 - demonstrate an effective level of communication skills, with good listening and questioning abilities. Auditors should be inquisitive, analytical and objective while remaining courteous and constructive.

C3.4 Recording and Reporting of all Audit Findings

References

	<p>CASR:</p> <p>MOS: 1.13.3</p>
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Introduction

Section 1.13.3 of the Part 42 MOS defines the requirements for the individual who conducts the independent audit.

This section of the CAMO’s exposition should:

- identify the individuals who are responsible for performing audits
- describe how the organisation ensures independence of the auditors
- describe how the organisation assesses the knowledge and qualification of auditors as required under section 1.13.3 of the Part 42 MOS.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for an independent auditor, commensurate with the size of the organisation and the scope of work.

- Quality audit personnel should remain independent from the functions of the organisation. To clearly differentiate audit personnel from the rest of the organisation, a dedicated quality audit department should contain details within its procedures for personnel knowledge and qualification requirements and define respective duties and responsibilities.
- The organisation may rely on part-time audit personnel. The organisation should ensure these individuals meet the same requirements and standards as full-time personnel.
- The organisation should ensure the auditors remain independent and not audit any activity in which they have been involved.
- The organisation's procedures for quality auditor requirements may reference a list of qualifications which would be acceptable to the organisation. The procedures may also reference an assessment process to establish knowledge and competency of the auditor. The assessment should include key knowledge questions within the areas of responsibility and consider content from the Part 42 MOS, Part 145 MOS and the CAMO exposition.
- The organisation's procedures may state that the auditor is expected to:
 - have been trained in the performance of quality audits, and the techniques of effective auditing
 - have had experience of continued airworthiness/aircraft maintenance, preferably at the level commensurate with the tasks to be performed
 - demonstrate an effective level of communication skills, with good listening and questioning abilities. Auditors should be inquisitive, analytical and objective while remaining courteous and constructive.

C3.5 Implementation of Corrective and Preventative Actions

References

	<p>CASR:</p> <p>MOS: 1.13.1(d); 1.13.4</p>
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Introduction

The Part 42 MOS requires the CAMO to implement any corrective and preventative actions required as a result of an audit.

This section of the CAMO's exposition should describe the organisation's policy and detail procedures that describe:

- how the organisation implements corrective and preventative actions for any deficiencies identified in the audit findings
- how the organisation ensures corrective and preventative actions are implemented in a timely manner, taking into account the significance of findings.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the implementation of corrective and preventative actions, commensurate with the size of the organisation and the scope of work.

- The organisation should detail, within its procedures, appropriate requirements for reporting on any deficiencies identified during the audit process. The report would be expected to have sufficient information such as the auditor/originator details, date and department where the deficiency exists, full details of the deficiency, quoting the relevant regulation and CAMO exposition/procedures, as applicable.
- The audit deficiency finding report should be appropriately recorded and controlled. The report may be identified within a register by allocation of a unique serial number. If the organisation has a dedicated records file holder they may allocate the serial number on submission of the completed report. For the correction process to start, a copy of the report identifying the deficiencies should be sent to the relevant Responsible Manager(s).
- The organisation's protocol for deficiencies that are identified and deemed to be outside the scope or rectification capabilities of the Responsible Manager may be reviewed independently. The procedures may specify the review will be carried out by the Quality Manager in conjunction with the Accountable/Responsible Manager(s), as required.
- For the appropriate corrections, the Responsible Manager(s) should determine what action is required and set a planned completion date. The report should be signed and dated on completion of rectification of relevant deficiencies.
- In the event of deficiencies which may overlap responsibility boundaries between departments, the procedures may include instructions for the report to be appropriately reviewed to reach agreement as to which department has primary responsibility for the matter. That department should then reasonably rectify the deficiency in the time scale required. Alternatively, the procedures may require a subdivision of the report for the deficiencies to be addressed across departments.
- The organisation may include procedures which give instruction in the event a Responsible Manager does not accept responsibility for the audit discrepancy or the planned completion date is not achievable. The procedure should ensure the deficiency report is returned to the quality control department with full details of the rejection. A review process should determine further action requirements. The

confirmed review action information should be recorded on the report and re-distributed as required.

- The procedures may also address situations where there has been no deficiency rectification confirmation from the Responsible Manager within the required time. The non-compliance should be recorded with a review identifying future action, such as extension to the final completion date or a possible carry-forward action to the next audit. When considering an extension to completion, the review should consider the severity of the deficiency. The procedure may detail strict process for repeated non-compliance, such as direct reporting to the Accountable Manager for action.
- The organisation should specify procedures for acceptance and closure of the implemented corrective and preventative actions.
- Does the organisation’s quality audit system define its policy and procedures for the control of implementing the corrective and preventative actions for any deficiencies identified in the audit findings?
- Do the organisation’s procedures provide time requirements for audit findings to be appropriately addressed to ensure timely corrective and preventative actions are implemented?

C3.6 Provision of Feedback to the Quality Manager

References

	<p>CASR: MOS: 1.13.1(e)</p>
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Introduction

The Part 42 MOS requires the Quality Manager to receive feedback regarding the implementation of corrective and preventative action.

This section of the CAMO’s exposition should describe the CAMO’s procedures for the provision of feedback to the Quality Manager about the corrective and preventative action implemented by the responsible individuals.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for providing feedback to the Quality Manager, commensurate with the size of the organisation and the scope of work.

- The organisation’s quality department procedures may specify, as part of the audit plan, appropriate review and feedback requirements. The procedures may require the Quality Manager to schedule regular meetings with quality auditors to review all actioned audit findings. This process ensures appropriate feedback and the opportunity to confirm that the root cause of any deficiency has been addressed. The procedure may require the Quality Manager’s acknowledgement on the completed report as satisfactory acceptance of the audit.

- The review and feedback process can also be a mechanism to identify repetitive audit findings and develop appropriate action plans to rectify these items.
- Following acceptance of the audit closure, appropriate updating of the audit plan will be required for re-scheduling. Completed audit reports should be appropriately recorded.
- Do the organisation's procedures ensure appropriate feedback of information to the Quality Manager on the implementation of audit deficiency corrective and preventative actions?

C3.7 Records Relating to Audits

References

	<p>CASR: MOS: 1.13.5; 1.13.6</p>
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Introduction

The Part 42 MOS requires the CAMO to retain records relating to quality audits.

This section of the CAMO's exposition should describe:

- what records related to audits are kept in accordance with the requirements of section 1.13.5 of the Part 42 MOS
- how these records are kept
- the duration for which the records are kept.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the retention of records relating to audits, commensurate with the size of the organisation and the scope of work.

- The organisation may provide a detailed list of all registered documents required by the quality department for its audit functions. The documents/forms/checklists etc. may be specific to each audit identified by the audit plan. The documents should be easily identified to ensure when they become part of the audit reports and subsequent records and to ensure there is appropriate control and traceability.
- Does the organisation have procedures which describe what documents relating to audits are kept in accordance with the requirements of subsection 1.13.5 of the Part 42 MOS?
- Do the procedures specify how audit records are appropriately stored and the duration of storage?
- Are there procedures detailing the requirements and guidance for use and completion of such forms and checklists?
- Are the check lists and forms controlled documents within the organisation?

C4 Airworthiness Review

References

	<p>CASR: Subpart 42.1</p> <p>MOS:</p>
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Introduction


All aircraft that operate under an AOC must have an ARC issued by an authorised airworthiness review employee of the responsible CAMO. The basis of the ARC is the periodic airworthiness review that is carried out by the airworthiness review employee.

This section should set out the procedures that the CAMO must follow to carry out airworthiness reviews and issue airworthiness review certificates.

C4.1 Airworthiness Review

C4.1.1 Ensuring airworthiness review is carried out as and when due

References

	<p>CASR: 42.030(2)(c)(ii); 42.850</p> <p>MOS:</p>
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Introduction

Subparagraph 42.030(2)(c)(ii) requires that the registered operator of an aircraft should not operate the aircraft unless an airworthiness review is in force for the aircraft.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation ensures an airworthiness review is carried out on each aircraft as and when it is due
- the individual, by position, responsible for the management of airworthiness reviews.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for ensuring airworthiness reviews are carried out, commensurate with the size of the organisation and the scope of work.

- The CAMO should ensure that an airworthiness review is conducted at an appropriate time for the current ARC to be extended. In circumstances where this cannot be achieved, the current certificate ceases to be in force and the CAMO should have procedures in place to prevent the operation of the aircraft until such time as an ARC is issued.
- The CAMO needs to have procedures in place to notify the AOC holder and the AMO if the certificate expires.

- Does the CAMO have a schedule for airworthiness reviews to be conducted?
- Who is responsible, how is the schedule monitored and what triggers an alert when an airworthiness review is due?

C4.1.2 Airworthiness review procedures – Review of continuing airworthiness records

References

	<p>CASR: 42.900(2)</p> <p>MOS:</p>
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Introduction

Regulation 42.900 requires that an airworthiness review employee of the CAMO for the aircraft to examine the continuing airworthiness records for the aircraft to determine whether all requirements of subregulation 42.900(2) have been met and that the records demonstrate that the aircraft is airworthy.

This section of the CAMO’s exposition should detail procedures that describe:

- how the organisation carries out the review of continuing airworthiness records in accordance with subregulation 42.900(2)
- how the airworthiness review employees determine if all the requirements of subregulation 42.900(2) have been met
- the depth and scope of review for each of the requirements, including minimum sample size, if applicable
- any other individuals involved in the task and how the airworthiness review employees retain the overall responsibility for the review
- how the airworthiness review employees assess the adequacy of the information presented to them.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for airworthiness review procedures for reviewing continuing airworthiness records, commensurate with the size of the organisation and the scope of work.

- The extent of the review will vary depending upon the way records are kept.
- If the airworthiness review employees are assisted by other individuals in gathering information, then the CAMO procedures must show how they ensure the information presented to them is adequate.
- The procedure should make it clear that the airworthiness review employee is ultimately responsible for the review of the aircraft records.
- The Part 42 AMC/GM provides an acceptable means of compliance for the review process and the depth of review to be conducted in regard to the various continuing airworthiness records.

C4.1.3 Airworthiness review procedures – physical survey of aircraft

References

	<p>CASR: 42.900(3)</p> <p>MOS:</p>
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Introduction

Subregulation 42.900(3) requires an airworthiness review employee to carry out a survey of an aircraft to determine that all of the requirements of subregulation 42.900(3) are met.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation carries out the physical survey of aircraft in accordance with subregulation 42.900(3)
- how the airworthiness review employees determine whether or not each of the requirements in subregulation 42.900(3) have been met
- the depth and scope of review for each of the requirements, including minimum sample size, if applicable
- how the organisation coordinates with and gets assistance for the physical survey from maintenance organisations
- any other individuals involved in the task and how the airworthiness review employees retain the overall responsibility for the review
- how the airworthiness review employees assess the adequacy of the information presented to them.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for airworthiness review procedures for the physical survey of aircraft, commensurate with the size of the organisation and the scope of work.

- The procedure should set out how the assistance of the AMO is coordinated in regard to the physical survey.
- The procedure should make it clear that the airworthiness review employee is ultimately responsible for the review of the aircraft.
- The Part 42 AMC/GM provides an acceptable means of compliance for the review process to be conducted in regard to the physical survey.
- Are there checklists to be used by those conducting the physical survey?
- If checklists are used, does the CAMO control the checklist and nominate what is to be checked?(typical of maintenance personnel support by AMO)
- If non-compliance is found during the physical check, how is it reported?

C4.1.4 Record of finding of the airworthiness review

References

	<p>CASR: 42.905(2)</p> <p>MOS:</p>
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Introduction

Regulation 42.905 requires the CAMO to ensure that, if an airworthiness review of an aircraft is conducted, the findings of the review are recorded in writing before issuing an ARC. The record should include whether the requirements of the records review and the survey have or have not been met.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation records the findings of the airworthiness review
- the level of detail of the findings that should be recorded
- the requirement for referencing legislation for non-compliance findings
- the individual, by position, responsible for recording findings.

If one or more reviews carried out previously are used as a baseline (i.e. if the review takes credit for items reviewed as part of previous reviews) then this section should include procedures for identifying the relevant records.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for recording findings of the airworthiness review, commensurate with the size of the organisation and the scope of work.

- Recording of the findings is an essential element in the airworthiness review process. The CAMO procedures should detail as part of the airworthiness review process, steps to record findings, including the information gathered for each record review and the items inspected on the physical record in a form that allows an audit to show whether a pass/fail occurs for each record/item.
- The findings should be in the form of a report that provides enough detail to show compliance with each of the elements reviewed in subregulations 42.900 (2) and (3).
- Previous records of review may be used as a baseline for subsequent reviews. Therefore the report needs to show enough detail in identifying records used for those reviews.
- Are there checklists to be used by those conducting the physical survey?
- If checklists are used, does the CAMO control the checklist and nominate what is to be checked?
- If non-compliance is found during the physical check how is it reported?

C4.2 Corrective Action

C4.2.1 Taking corrective action

References

	<p>CASR: 42.845(d)</p> <p>MOS:</p>
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Introduction

Paragraph 42.845(d) requires any corrective action, necessary to ensure the requirements of the continuing airworthiness records and physical survey of the aircraft are met, to be taken before the issue of the airworthiness review certificate.

This section of the CAMO’s exposition should detail procedures that describe:

- how the CAMO ensures corrective actions are taken
- the individual, by position, responsible for the above.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for taking corrective actions, commensurate with the size of the organisation and the scope of work.

- Corrective actions should be in response to the findings of the relevant review.
- The actions may require the relevant party involved with any discrepancies to become involved in the corrective action.
- Corrective actions may be in response to any of the elements reviewed in regard to subregulations 42.900 (2) and (3).
- Corrective actions may involve things such as:
 - carrying out inspections
 - carrying out modifications
 - inspecting modifications and repairs and recertifying
 - inspecting critical control systems.
- Depending upon the corrective action, the CAMO may need to issue instructions to the relevant parties.

C4.2.2 Recording corrective actions

References

	<p>CASR: 42.910</p> <p>MOS:</p>
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Introduction

Regulation 42.910 requires the CAMO to ensure corrective actions, taken to ensure compliance with the requirements of subregulations 42.900(2) and (3) are met, are recorded in writing before an ARC is issued.

This section of the CAMO's exposition should detail procedures that describe:

- how the CAMO records corrective actions
- the level of detail of the corrective actions that are recorded, including identification of the individual or department within the organisation who took the corrective action
- the individual, by position, responsible for recording actions.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for recording corrective actions, commensurate with the size of the organisation and the scope of work.

- This requirement will form part of the airworthiness review process. The need to report corrective action provides another means of demonstrating the integrity of airworthiness management of the aircraft. It provides a feedback mechanism for improving the continuing airworthiness management of the aircraft.

C4.3 Airworthiness Review Certificate

C4.3.1 Issue of airworthiness review certificate

References

	<p>CASR: 42.840(1); 42.850(1); 42.860; 42.865; Division 42.1.2</p> <p>MOS:</p>
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Introduction

Regulation 42.840 states that a CAMO may issue an ARC for an aircraft. When a CAMO issues an ARC the CAMO must ensure that the certificate is issued on behalf of the CAMO by an individual who is an airworthiness review employee and whose authorisation permits the individual to issue an ARC for that aircraft.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation issues airworthiness review certificates, ensuring all the requirements of regulation 42.845 are met, particularly those for corrective action
- how the organisation ensures an ARC is NOT issued unless all the requirements of regulation 42.845 are met
- how the airworthiness review employee ensures an ARC is NOT issued unless all the requirements of regulation 42.845 are met
- the individual, by position, responsible for issuing the airworthiness review certificate
- the form on which the certificate is issued.


Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for issuing an airworthiness review certificate, commensurate with the size of the organisation and the scope of work.

- These requirements will form part of the CAMO's airworthiness review procedure.
- As the authorisation is issued by a person on behalf of the CAMO, the CAMO must ensure that the individual is provided with clear instructions.

C4.3.2 Extension of airworthiness review certificate

References

	<p>CASR: 42.875; 42.890; 42.895; Division 42.I.3</p> <p>MOS:</p>
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Introduction

Regulation 42.875 states that a CAMO may extend the time for which an ARC is in force if the CAMO has been responsible for the aircraft since the date of issue of the original certificate. The extension must be made by an airworthiness review employee of the CAMO whose authorisation permits the individual to issue an ARC for that aircraft. The extension must be made within 90 days of the current ARC being due to expire.

This section of the CAMO's exposition should detail the procedures that describe:

- how the organisation extends an ARC and ensures all requirements of regulations 42.875 and 42.880 are met
- in detail, how the airworthiness review employee determines the aircraft is airworthy
- how the organisation ensures an ARC is NOT extended unless all the requirements of regulation 42.880 are met
- how the airworthiness review employee ensures an ARC is NOT extended unless all the requirements of regulation 42.880 are met
- the individual, by position, responsible for issuing the ARC.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for extension of an ARC, commensurate with the size of the organisation and the scope of work.

- Does the ARC detail the extension number (e.g. first or second) after the initial airworthiness review?
- Has the airworthiness review and certificate issue for an extension taken place within the 90 days before the current ARC is due to expire?

C4.3.3 Copies of certificate to be sent to CASA

References

	<p>CASR: 42.920</p> <p>MOS:</p>
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Introduction


Regulation 42.920 requires the CAMO to forward copies of ARC, issued or extended, to CASA.

This section of the CAMO's exposition should detail the procedures that describe:

- how the organisation ensures CASA receives a copy of the ARC after the initial issue and any extension
- the time within which the certificate must be sent
- the individual, by position, responsible for sending the certificates.

C4.3.4 Notice of decision not to issue airworthiness review certificate

References

	<p>CASR: 42.925; 21.181(4); 42.930</p> <p>MOS:</p>
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Introduction

Regulation 42.925 requires the CAMO to notify CASA if the organisation decides not to issue an ARC after an airworthiness review employee carries out an airworthiness review of an aircraft.

This section of the CAMO's exposition should detail procedures that describe:

- how the organisation notifies CASA of their decision not to issue an ARC
- the circumstances under which the organisation may make such a decision
- the requirement to state the reasons for the decision in the notification
- the time within which CASA must be notified
- the individual responsible for notifying CASA.

Things for Consideration

The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for giving notice of a decision not to issue an ARC, commensurate with the size of the organisation and the scope of work.


- If the certificate of airworthiness for an aircraft ceases to be in force, the ARC for the aircraft ceases to be in force.

- If the certificate of airworthiness for an aircraft is suspended the ARC for the aircraft is also suspended.
- Does the CAMO notify CASA within 2 days of the decision to NOT issue an ARC?

C4.4 Records

C4.4.1 Retention of records relating to airworthiness review certificates

References

	<p>CASR: 42.915</p> <p>MOS:</p>
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Introduction

If a CAMO issues an ARC for an aircraft, regulation 42.915 requires the CAMO to retain, for three years beginning on the date of issue of the certificate:

- the records of the findings of the review
- the records relating to any corrective actions taken during the review
- a copy of the certificate.

This section of the CAMO's exposition should detail the procedures that describe:

- how the organisation ensures the record keeping requirements of regulation 42.915 are met
- what records are kept
- how the records are kept.

Things for Consideration


The following questions and information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for the retention of records relating to airworthiness review certificates, commensurate with the size of the organisation and the scope of work.

- The requirement to include certain information will normally be included in the airworthiness review procedures document.

C5 Authorisation of Pilots and Flight Engineer to Provide Maintenance Services

C5.1 Procedures for Issuing the Authorisation

References

	<p>CASR: 42.630; 42.G.4</p> <p>MOS: 15.1.3 1.2.1(i); Chapter 15</p>
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Introduction

Regulation 42.630 defines the circumstances under which a pilot or flight engineer may be authorised to provide maintenance services.

This section of the CAMO's exposition should detail the procedures that describe:

- how the organisation issues an authorisation to the pilots and flight engineers to provide maintenance services
- who is responsible for managing the authorisation process and who is responsible for signing the authorisation, as required by regulation 42.630(3)(b)
- how the organisation ensures proper training of individuals to be authorised
- how the organisation assesses the competency and knowledge of these individuals as required by paragraph 42.630(2)(d) and (e)
- the period for which the authorisation is issued or is valid for, as required under CASR 42.630(4)
- how the organisation re-issues authorisations.

Note: This part should be assessed in conjunction with exposition Part 2.1.2.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for procedures to authorise pilots or flight engineers to carry out maintenance on aircraft, commensurate with the size of the organisation and the scope of work.

- Exposition Part 2.1.2 may also include relevant details.
- The competence of pilots and flight engineers involved in the specified maintenance activity should be assessed in accordance with the requirements of regulation 42.630 and related procedures. As the pilots and flight engineers will be certifying those tasks, they should be appropriately assessed for their competence, knowledge, qualifications and capability relating to their certifying duties.
- In addition to the necessary expertise required for the task(s), it is necessary for the person to have an understanding of the application of human factors performance, capability and limitations appropriate for their intended duties. This is to ensure a safe

interface between human and technical systems, which have an impact on safety and the efficiency of aeronautical operations.

- If the CAMO requires the organisation to have pilots and flight engineers appropriately authorised to provide specific maintenance services, do they have procedures in place to ensure individuals are trained before the CAMO issues the authorisation?
- If the CAMO requires pilots and flight engineers to perform maintenance activities, does the organisation have procedures which detail the processes for achieving and being issued with the appropriate authorisations?


Note: These procedures should include details for proper training of the individuals and ensuring their competency and knowledge is assessed.

- The organisation's assessment process may be satisfied by a maintenance authorisation board. The organisations procedures for conducting the board's review should specify the competent individual/s approved to conduct the assessment process. The authorisation board procedures may specify a checklist / forms to be satisfied for the assessment which should ensure competence, qualifications and capability to carry out the task(s) etc. These documents should also include the opportunity to control, record and conduct reviews for unsuccessful applicants. On successful completion, authorisations will be issued on a controlled form such as a personal authorisation certificate endorsed with the details and scope of authorisation.
- Does the organisation have procedures which detail responsibilities for managing the authorisation process and who is responsible for signing the authorisations (new and re-issue of authorisations)?
- Do the procedures provide information on periods of validity and instructions and requirements for:
 - re-issue of an authorisation prior to expiry (does this include a review and assessment of any revisions, new procedures or additional requirements to the initial authorisation?)
 - renewals of expired authorisations (does this include a review and assessment of any revisions, new procedures or additional requirements to the initial authorisation?)
 - first time applicants.
- For maintaining current authorisations, do the procedures specify required activity periods for pilots and flight engineers to exercise their authorisation privileges by involvement on related maintenance tasks?
- Can the organisation demonstrate the functionality of the procedures for the control of the application, assessment and initial/re-issue of authorisations? This should also consider the required inputs from the approved Part145 AMO.

- Can the organisation demonstrate the process ensures the authorised individual is fully aware of the certification privileges and can only sign for their own activities?
- Regulation 42.630 states the authorisation must be in writing. Is the authorisation document a form that is controlled and numbered within the exposition?

C5.2 Procedures for Making Changes to or Cancellation or Authorisations

References

	<p>CASR: 42.640(1); 42.645(1); 42.635; 42.640; 42.645; 42.665</p> <p>MOS: 1.2.1(i)</p>
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Introduction

This section of the CAMO's exposition should detail the procedures that describe:

- how the organisation makes changes to an authorisation
- how the organisation cancels an authorisation, as required by regulation 42.640
- how the organisation notifies the authorisation holder of a cancellation
- the individual responsible for notifying the authorisation holder, as required by regulation 42.645.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for procedures to change or cancel an authorisation, commensurate with the size of the organisation and the scope of work.

- If a requirement for an authorisation to be changed or cancelled is identified, then the organisation's procedures should detail processes for the control, initiation and recording of such requirements.
- In the case where CASA has given direction for change or cancellation, do the organisation's procedures consider notification to CASA that the direction has been satisfied?
- The procedures may refer to various checklists/forms and how these documents are recorded.
- Subject to the required changes, the procedures may refer to checklists and forms for re-assessment and re-application processes, as the changes may require re-training and assessment etc.
- Do the appropriate documents, which record such changes or cancellations of authorisations, make requirements for the holder and issuer to acknowledge the outcome of what has been recorded?

C5.3 Copies of Authorisation and Supporting Documents

References

	<p>CASR: 42.660; 42.630(2)</p> <p>MOS: 1.2.1(i)</p>
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Introduction

Regulation 42.660 defines the record keeping requirements for pilot and flight engineer maintenance authorisations.

This section of the CAMO's exposition should detail procedures that describe how, where and how long the organisation keeps records pertaining to authorisations issued to pilots and flight engineers under regulation 42.630.


Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the record keeping requirements pertaining to authorisations issued under regulation 42.630, commensurate with the size of the organisation and the scope of work.

- Subject to the CAMO procedures, aspects of pilot and flight engineer authorisations may be controlled by the organisation's quality department with their approved checklists/forms/assessments/lists etc. Should this be the case, the CAMO should reference appropriate parts of the exposition where relevant information is located.
- Does the organisation specify procedures for the control of all records pertaining to pilot and flight engineer authorisations, including copies being issued to the holder as required?
- Do the procedures make reference to all associated checklists forms etc. which are required as evidence that supports the authorisation process?
- Do the procedures identify the means in which they are recorded and where they are physically stored?
- Do the procedures specify the mandatory duration for which all associated records and authorisations should be kept?

C5.4 List of Current Authorisation Holders

References

	<p>CASR: 42.095</p> <p>MOS: 1.2.1(i)</p>
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Introduction

Regulation 42.095 requires the registered operator to keep, at all times, a list of pilots and flight engineers who hold authorisations, issued under regulation 42.630, to provide maintenance services for the registered operator's aircraft.

This section of the CAMO's exposition should:

- provide a list of all the current authorisation holders, in accordance with regulation 42.095
- describe how soon after a change the list must be updated
- identify the individual responsible for updating the list.

Note: The CAMO may provide the list in the exposition or refer to another document or location where the list can be found. The information to be included in the list as required by subregulation 42.095 (2) is broadly similar to the information required to be set out in the authorisation under paragraph 42.630 (3) (c).

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirement for a list of current authorisation holders, commensurate with the size of the organisation and the scope of work.

- Subject to the CAMO procedures, aspects of pilot and flight engineer authorisations may be controlled by the organisation's quality department with their approved checklists/forms/assessments/lists etc. Should this be the case, the CAMO should reference appropriate parts of the exposition where relevant information is located.
- Does the organisation specify procedures for the control of all lists pertaining to pilot and flight engineer authorisations?
- Do the procedures identify the means in which they are recorded and where they are physically stored?
- Do the procedures specify who has access to the authorisation records?
- Do the procedures specify the mandatory duration(s) for which all associated authorisation lists should be kept and updated as revised?

C6 Appendices

C6.1 Sample of Documents, Tags, Forms etc.

References

	<p>CASR: MOS: 1.2.1(i)</p>
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Introduction

The CAMO should include a sample of all documents, tags, forms, checklists etc. used by the organisation for the various functions. The CAMO may have a register of all documents that is referred to within the exposition. This should include a sample copy of authorisations.

Sample documents should include, but are not limited to:

- forms or checklists used for the assessment and authorisation of pilots and flight engineers to perform maintenance services
- copies of authorisations for pilots and engineers
- forms or checklists used for the ARC process
- copies of the airworthiness review certificate
- copies of authorisations for airworthiness review employees
- copies of authorisations for AMP approval employees
- maintenance data forms - approval and assessment.

Things for Consideration

The following information may be of value in determining if the applicant has provided sufficient evidence of compliance with the requirements for forms and checklists, commensurate with the size of the organisation and the scope of work.

- As there may be the many checklists/forms/assessments/lists etc. required by the various functions of the CAMO, procedures may specify a control register for all documents.
- If a CAMO has such a register for the control of forms, do the procedures make reference to its location and who is responsible for revision status etc.?
- Do the various sections of the exposition refer to the register when various documents are required by the procedures?
- Do the CAMO forms/checklists etc. make reference to the procedures which control their requirements?

C6.2 Compliance Matrix

References

	<p>CASR:</p> <p>MOS: 1.13.1(a)</p>
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Introduction

This section may include a compliance matrix (example provided in the CASA sample exposition) for the organisation to demonstrate how its exposition meets the requirements of CASR Part 42, and the Part 42 MOS.

CASR 42.585 stipulates that the application must include a number of elements, including the exposition. The MOS Part 42 subchapter 1.2 states what the exposition must include.

CASR GM 42.585 (3)(a) states content of the exposition may be included in other documents kept by the CAMO provided the primary exposition document makes precise reference to the content. In this case, the content continues to be part of the exposition and is subject to the same requirements and controls as the exposition.

Subject to the format of the exposition, the applicant may reference a compliance matrix similar to the CASA sample exposition. The matrix can provide for cross reference to other organisational documents which as previously stated also become part of the exposition.

A standalone compliance matrix does not constitute an exposition for approval but can support the application should an exposition format vary from the CASA sample exposition. An accurate compliance matrix will not only aid CASA assessment but complement the applicant's quality system.

This subpart of the AMO's exposition may include a compliance matrix for the organisation to demonstrate how its exposition meets the requirements of CASR Part 42 and the MOS Part 42.

Use the applicants Compliance Matrix to assist with the assessment in conjunction with the Subpart 42.G Assessment Worksheets and the CAMO applicants Form 42-01.

Appendix 1: Technical Assessor Worksheet

The *CASR Subpart 42.G CAMO Technical Assessor Worksheet* is *Appendix 1* to this handbook.

How do I access the worksheet?

The worksheet is available in an electronic excel format and published with this handbook via a EDRMS link on the CASA Intranet in CASA's suite of manuals under the topic: *Manuals-Airworthiness*.

Worksheet User Instructions

The instructions described in the subsequent pages have been replicated from those found in the *CASR Subpart 42.G CAMO Technical Assessor Worksheet*, in the User Instructions tab.

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Subpart 42.G of the Civil Aviation Safety Regulations 1998 (CASR)
 Document F2017C00164 – March 2017
Part 42 Manual of Standards (MOS)
 Document F2014C00894 – June 2014

IMPORTANT INFORMATION FOR USERS OF THIS WORKSHEET

1. This technical assessor worksheet contains the assessment criteria that must be considered during the assessment of a Subpart 42.G initial issue application, an application for significant change or an application to transition to Subpart 42.G. Whilst some questions may appear to be a simple yes/no response, you are required to undertake a qualitative assessment of each question, having regard to the suitability of the applicant to conduct their operations safely.
2. This worksheet, which is *Appendix 1* to the CASR Subpart 42.G CAMO Technical Assessor Handbook, is intended to be used in conjunction with the policy, processes and guidance contained in the handbook.
3. The purpose and intent of this worksheet is to ensure a standardised approach to the assessment and to maintain a CASA record of the decision-making process. This worksheet has not been designed for the applicant to complete and submit with their application.
4. This worksheet is a web-based asset. This means that once it is printed or saved locally it becomes an uncontrolled document. To ensure the latest revision is being used, you should always refer to the published electronic version on the CASA intranet.
5. A 'Blank Worksheet' has been developed and provided as a means to address new or changed legislation and/or to enter additional assessment criteria questions and comments or notes relating to the assessment. This sheet can be useful for recording additional criteria or for addressing temporary management instructions. Further information on the use of the blank worksheet can be found on Page 9 of these user instructions.
6. This worksheet may be filtered and printed or saved as a PDF and provided to the applicant in support of CASA's findings. However, to maintain the integrity of the worksheet content, this worksheet must not be provided to an applicant in any other format, including in the current excel format.
7. Once the worksheet has been completed, the final version must be saved as a PDF document into the EDRMS. Ensure you remove any filters on the worksheet before saving as a PDF so that the final copy shows all comments and all questions.
8. Enquiries or questions regarding the content of this worksheet should be directed to the Airworthiness and Engineering Branch airworthiness.standards@casa.gov.au

WORKSHEET TABS

User Instructions	Assessment Plan and Summary	Assessment Worksheet	Blank Worksheet
You are currently in this tab. This tab provides important information and instructions on using other worksheet tabs.	This tab is used to plan the assessment and record who was involved in the assessment.	This tab contains the assessment criteria for assessing compliance against relevant legislation.	This tab has several uses. It can be used to include additional assessment information and questions or it may be used as a note pad.

Assessment Plan & Summary Sheet

The following guidance explains how to use and complete the assessment plan and summary sheet.

Note: If insufficient space is provided within any of the cells within the *Assessment Plan and Summary Sheet*, the assessor can make a note in the associated cell to refer the reader to the *Blank Worksheet* where detailed information can be entered.

1 ASSESSMENT TEAM

This section should be completed prior to conducting the assessment and should include relevant details of the applicant and the people involved in the assessment.

The *Name of Applicant*, *Applicant ARN* and *EDRMS File Number* that are included in this section will automatically populate on the Assessment Worksheet. Ensure the information entered into these three fields is correct; if an error is made, that error will appear onto the Assessment Worksheet and can only be rectified in this section of the assessment plan and summary sheet.

2 ASSESSMENT TYPE

This section is used to determine the type of application that is being assessed. The type of application will guide the assessor in regards to the extent of the assessment required.

Each question has a drop down box containing a *Yes* or *No* option. Where *Yes* is selected, an instruction will be provided in the column next to the response - describing further guidance for the particular assessment type.

3 ASSESSMENT PLAN

This section should describe the scope of the assessment for the application. The scope of assessment should summarise briefly what the applicant has applied for, what will be assessed and who will conduct the assessment. This information provides high level justification of what criteria is applicable to the application.

For an initial issue application, this section need only to describe what the applicant has applied for and any additional comments that the team leader/manager should be aware of for the assessment.

Applications for transition or significant change will require additional planning of what needs to be assessed and why. More detailed comments will need to be recorded to adequately describe the worksheet criteria that is applicable to the assessment or why particular sections will not be assessed.

The team leader/manager should endorse the plan. Once endorsed, the assessment team can commence the assessment in accordance with the scope described in this section. If the scope changes during the assessment, or there are changes in the assessment team, details of these changes should be recorded in the assessment plan and re-approved by the team leader/manager.

Some examples of information that may be included in the assessment plan are:

3 ASSESSMENT PLAN		
Describe the scope of the assessment for the application and seek approval of scope from the Team Leader/Manager. <i>Note: If the scope changes, provide details of those changes and have the scope re-approved by the Team Leader/Manager.</i>	Team Leader / Manager Endorsement	Team Leader / Manager Comments
<i>Example 1: Initial issue. Location - site visit required, interview of key personnel required.</i>	12/12/2022 Joe Bloggs CMT Southern Region	Assessment scope approved - John Smith appointed as lead assessor.
<i>Example 2: Change to Management - Recruiting new Quality Manager Only QM criteria required to be assessed. Interview to be conducted. No re issue of certificate required</i>	12/12/2022 Joe Bloggs CMT Southern Region	Agree to only QM assessment being conducted John Smith appointed as lead assessor.
<i>Example 3: Significant change - Change to the aircraft type and models for which the organisation provides continuing airworthiness management services. Review and assess Exposition as applicable - refer to worksheet criteria for specific requirements.</i>	12/12/2022 Joe Bloggs CMT Southern Region	Authorised Assessors to provide update post initial review regarding full assessment timescale.

TIP: If you need to enter onto a new line within a worksheet cell use ALT+Enter.

4 ASSESSMENT REMARKS

Each technical assessor involved in the assessment should complete this section once the assessment has concluded. This section **does not** negate the need for the assessors to complete an SFR. This section is designed simply to maintain a record of who and what was involved in the assessment and to verify that the assessment was conducted using the latest revision of the handbook and worksheet.

Assessment Worksheet

The following guidance, explanations and filtering examples explain how to use the worksheet.

Row 1 – Application Details

1	Applicant Name: 0	Applicant ARN: 0	TRIM File: 0
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This row is automatically populated from the corresponding text entered into section 1 of the *Assessment Plan and Summary* sheet.

This row is locked from editing which means you cannot click on or edit the text. If there is an error in any of the fields on this row, the error must be corrected in the corresponding section of the *Assessment Plan and Summary* sheet.

Row 2 – Title Row

2	Sample Exposition Reference	Legislation Reference	sub ref	Assessment Worksheet CASR Subpart 42.G Continuing Airworthiness Maintenance Organisations	More Info	Handbook Reference	Present?	Satisfactory?	Applicant Exposition or Manual Reference	COMMENTS
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This row contains the titles for all of the columns used in the worksheet and is the row you will use to apply filters to the content. This row is locked from editing.

Worksheet Filtering

The assessment worksheet can be filtered to assist in assessing certain regulatory requirements and for identifying outstanding or unsatisfactory criteria.

To apply filters

1. Click on the drop down arrows against each heading in row 2 to view the list of available filters for each column.

2. Apply the filter using one of the following methods:

- (i) tick or un-tick items to select certain criteria; OR
- (ii) use the search field to type in the criteria you want to display.



When you have applied a filter, rows that don't meet the criteria are hidden and rows that remain visible have a blue number in the row. The drop down arrow within the column you have chosen to filter also changes to a filter symbol.

You can apply filters to multiple headings in Row 2, which will reduce the criteria further based on the filters already applied.

Filters Applied

Ref	Legislation Reference	Reg Sub Part	Does the pra
105	145.050	(2)	in writing
106	145.050	(2)(a)	clearly id-
107	145.050	(2)(b)	

Note: It is recommended that you use the search field instead of the tick boxes when applying filters. It is a simpler process and provides a level of assurance that you return all of the results you are looking for. For advanced searches, such as searching by more than one regulatory reference, see the Text Filters list.

To remove filters

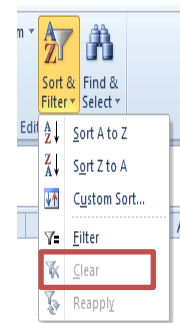
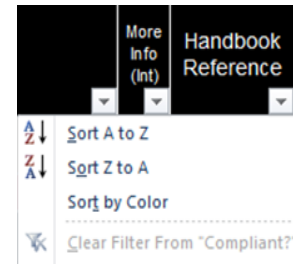
There are multiple ways to remove filters.

To remove a filter from a single column click the drop down arrow for that column and click on 'Clear Filter From....'

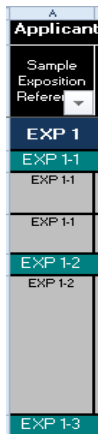
This will remove all filters you have applied to this column.

To remove filters from multiple columns select 'clear' from the Sort and Filter drop down menu under the editing group of the home tab.

Note: you should ensure all filters are removed before trying to apply a new filter. If you haven't removed the existing filters you will not return all of the results you are looking for and instead will further filter your existing results.



Column A – Sample Exposition Reference



This column contains the reference to the applicable part of the Part 42 CAMO sample exposition where compliance with the assessment worksheet questions may be found in the applicant’s exposition.

This column can be filtered to only return certain criteria based on the sample exposition or to remove criteria not applicable to the application.

For example: You may like to filter this column to only display the EXP 2 criteria (continuing airworthiness management).

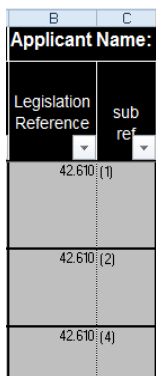
Filtering Example

To only display the continuing airworthiness management section requirements:

1. In the assessment worksheet, click on the drop down list in cell A2 to view the list of available filters.
2. Type ‘exp 2’ in the search field of the drop down list.
3. Click OK.

Note: Whilst you can tick all of the options that contain EXP 2 in the drop down list, simply typing in ‘exp 2’ into the search field is a quicker and more accurate alternative.

Columns B and C – Legislation Reference and sub ref



Column B specifies the regulation applicable to the question.

Column C provides the subregulation, paragraph or subparagraph (if any) applicable to the regulation in Column B.

Both columns are locked from editing.

Both columns can be filtered, although filtering Column C without first filtering Column B will not provide practical results.

Filtering Example

To only display the continuing airworthiness requirements for the aircraft:

1. In the assessment worksheet, click on the drop down list in cell B2 to view the list of available filters.
2. Type 42.030 in the search field of the drop down list.
3. Click OK.

You can reduce the content further by applying an additional filter in Column C to display only a certain CASR requirement (e.g. 42.030(2)).

Note: Take care when filtering column C. If you simply un-tick all of the list items and only tick (2), this will not display (2)(b) or (2)(c). To ensure you return all applicable references you should type ‘2’ in the search bar and click OK.

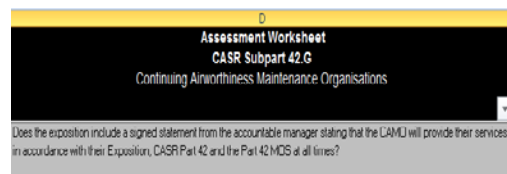
Filtering these columns can be useful in conducting the assessment by regulation.

For example: You may choose to filter this column when assessing the applicant’s continuing airworthiness requirements for the aircraft.

Column D – Worksheet questions

This column provides the regulatory questions to be assessed. Some questions have been broken across multiple rows to allow each part of the question to be assessed individually. For improved readability, other questions have bold headings or have been broken down with bullet points.

Several of the questions begin with a numbering system. This numbering is an extension of the legislation sub-reference in column C; it provides the precise legislation reference. This numbering is not contained in column C as it restricts some of the filtering options for that column.



Some of the questions in this column also contain notes within the question. These notes provide additional references to other legislation and information that directly relates to the question and reduces the need for an assessor to constantly refer to other documentation during the assessment. This column is locked from editing.

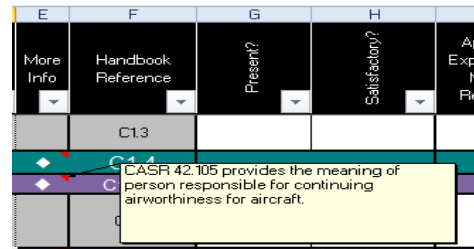
Column E – More Info

This column provides additional guidance and information that is intended to supplement the question criteria, reduce the need for the assessor to refer to other documentation and ultimately assist with determining compliance.

Where more information is available, this column contains a diamond and a red arrow in the top right hand corner of the cell. Click in those cells to reveal the information.

The contents of this column includes background information and notes or references to related topics, criteria, regulations, sample exposition parts, or other documentation.

Cells that contain more information are unlocked to enable you to click in the cell and display or resize the comment. This also enables you to add your own comments and information to the cells in this column.



Column F – Handbook Reference

This column provides a reference to the handbook section where specific information and considerations that aid in determining the applicant's compliance are found.

This column is locked from editing.

Column G – Present

The blank cells in this column are used to record, through a desktop assessment, that the necessary evidence has been supplied.

The cells contains drop down lists for which you must select an appropriate response.

There are five available responses:

Yes / No / SiteVisit / MI(More Information) / N/A(Not Applicable)

Note: The Site Visit response is used to note the items for which a site visit is required to determine compliance.

Where an assessment question contains multiple rows, the criteria will populate in a specific order of priority based on the responses to the rows; automatically showing the most critical response.

The order of priority is **'No', 'MI', 'Site Visit', 'Yes', 'N/A'**.

For example: If one part of a question contains a 'No', then 'No' will automatically populate in the first row for that question.

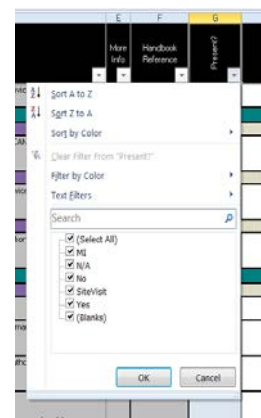
Applying filters to this column is useful for hiding items that are already assessed as compliant and only showing items still to be assessed or verified. This is useful when you have completed your desktop assessment and need to go onsite to verify and test the criteria.

Note: Any site visit responses you select in this column should not be changed to 'Yes' once the site visit has occurred. The 'SiteVisit' response will provide a history of what was assessed onsite which may be useful for future surveillance activities.

Filtering Example

To only display items that are not yet satisfactory:

1. Un-tick 'Select All' in the drop down filters for Column G.
2. Tick only 'MI', 'No' and 'Site Visit' options.
3. Click OK.



Column H – Satisfactory (there are two functions to this column)

1. Recording compliance against each regulatory requirement

The blank cells in this column are used to record the applicant’s satisfactory compliance with the legislation requirement. The functionality of this column is the same as Column G, with the available responses being:

Yes / No / MI(More Information) / N/A(Not Applicable)

Note: Onsite verification and testing may be required to complete this column and can be identified by the 'site visit' responses provided in Column G.

Applying filters to this column helps you easily identify the questions that still need to be satisfied by the applicant.

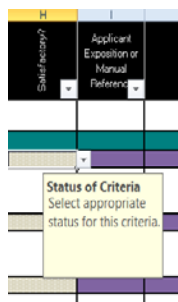
Filtering Example

To only display items that are not yet compliant:

1. Un-tick 'Select All' in the drop down filters for Column H
2. Tick only 'MI' and 'No' options.
3. Click OK.

Column H – Satisfactory (there are two functions to this column)

2. Recording a status against each section of the worksheet

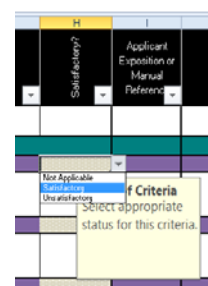


Status cells are the coloured cells in Column H which appear in the header row for each particular section.

The purpose of the status cell is to allow you to record an appropriate decision on the overall compliance for a particular assessment section or subsection. The status cell is also used to indicate sections that are not applicable to the applicant.

There are three available responses:

Not Applicable / Satisfactory / Unsatisfactory



Not Applicable

Where an entire section is not applicable, select 'Not Applicable' from the status drop down list in the header row for that section and insert a comment in the comments field to explain why the section has not been completed.

Note: Only select this option when all questions under the associated heading are not applicable.

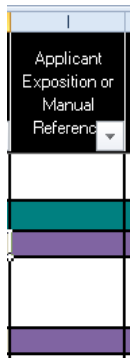
For example: If EXP 2-10-5 is not applicable to the applicant; none of the questions in that section need to be assessed. Simply select the status 'Not Applicable'. The blank cells in Column H for this section of the assessment are not required to be populated; a simple comment explaining why the section was not completed is all that is necessary (e.g. not in scope of assessment, applicant has not applied for the privilege).

Satisfactory or Unsatisfactory

After assessing compliance against all of the questions under a section or subsection, return to the section heading row and select an appropriate response (satisfactory or unsatisfactory) from the drop down list.

A Satisfactory status should only be selected where all of the questions in Column H (for the associated section) have been satisfied through a 'Yes' and/or 'N/A' status. If any of the questions contain a status of 'No' or 'MI' you must select Unsatisfactory - meaning the applicant is not yet compliant or more information is required before compliance can be achieved.

Column I – Applicant Exposition or Manual Reference



This column is used to record the reference to where evidence of compliance with the requirements can be found in the applicant's exposition or other related manuals. This may be a reference to a page number or a numbered heading as applicable.

The references provided in this column may provide sufficient justification to support the assessment outcome, alleviating the need for detailed comments in Column J.

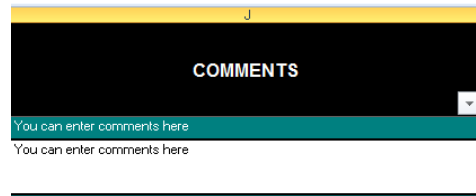
This is an unlocked free text column, allowing you to reference the applicant's documentation using the referencing system they have chosen for their documents.

Once completed, you may be able to use this column to filter by the applicant's exposition reference; however this functionality will depend on the system (format of text) you use for entering the references into the column.

Column J - Comments

The purpose of this column is to record relevant comments and decisions for the assessed criteria, which will support the final status. All comments must be professional and provide sufficient information on how you made your decision. Relevant comments may include 'why' and 'where' clarification or verification is required.

Comments are able to be entered into all cells in Column J, even against the exposition section title rows. This is particularly useful when you have marked an entire section as Not Applicable (see instructions in Column H regarding the status cells) and need to provide the rationale for this decision.



In circumstances where the assessment criteria relates solely to the applicant's exposition content, and the exposition clearly shows compliance, simply recording the applicant's exposition reference where compliance can be found (see instructions for Column I) may be sufficient. However if compliance cannot be easily verified by simply referring to the exposition, comments about how you made your decision should be included.

Note: For traceability, all comments entered during the assessment should be retained in the worksheet – do not delete these comments, even if compliance is eventually achieved. This column should provide the history of the decision making process (including any initial deficiencies) for possible reference during future surveillance activities.

TIP: If you need to enter onto a new line within the comments cells use ALT+Enter.

The comments cells have been formatted to wrap text. This means that the cells will automatically resize to fit the text across multiple lines within the cell.

When entering multiple comments against a particular question, it is recommended that you add a space between each comment (see TIP above) and that you add the date and your initials to the end of your comment. This will ensure the comments are easy to read and you can easily identify who has made the comment; this is particularly useful when multiple technical assessors are involved.

Printing the Worksheet

You can print the worksheet to a local printer or save as a PDF, however it is important to note that the worksheet has been designed to be, and should be, completed electronically.

The assessment worksheet tab has been set up to print in landscape orientation at A3 size and to display the row and column headings which allow you to refer to a specific cell within the worksheet.

Note: You can also choose to filter specific information before printing. For example, you may like to filter the 'present' column by status 'Site Visit' and print a report detailing only those items required to be verified or tested onsite.

Blank Worksheet

The blank worksheet has several possible uses. Some examples of the way in which it may be used include:

1. As a note pad

The blank worksheet enables the assessors to use the sheet as they wish. In general, it can be used as a note page to add general comments regarding the overall assessment, to note specific items to be checked onsite that may not relate to a specific question (or that relate to multiple questions) or to describe the handover of assessment tasks between assessors, assessment teams or regional offices (if applicable).

2. When there is insufficient space in the Assessment Plan and Summary sheet

If insufficient space is provided within any of the cells within the Assessment Plan and Summary sheet, you can make a note in the associated cell to refer the reader to the blank worksheet where detailed information can be entered.

3. Where there is more than 1 site visit to check facilities

Where the applicant has more than one facility that needs to be assessed, and multiple site visits are required, you can enter a comment against the relevant worksheet question in the Assessment Worksheet to refer the reader to the Blank worksheet for detailed information regarding each individual site visit.

4. Where legislation has been amended or a TMI has been issued with instructions to assess criteria that is not in the latest revision of the Assessment Worksheet

Legislation content applicable to this version of the Assessment Worksheet is described on Page 1 of these user instructions. There may be editorial delays between any future legislation amendments and their associated CASA documentation due to CASA processes, in which case the blank worksheet may be used to address changes to legislation.

Temporary Management Instructions (TMIs) may also be issued from time to time against the CASR Subpart 42.G CAMO Technical Assessor Handbook or this worksheet. Where a TMI includes instructions for the assessor to assess additional or alternate criteria, the blank worksheet may be used to do this.