

GENERAL CHECKLIST INFORMATION	
Number	AIR-CAMO-R00
Name	TKA Part-CAMO Questionnaire
Description	
Possible Answers	Standard Audit Result (Compliant/Not Compliant/Partially Compliant/Not Applicable)

CHECKLIST ITEMS BY SECTION

CAMO.A.105 - Competent authority

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.105	Check organisations principal place of business. Check if physical location matches CAME, certificate of approval and legal documents.	
1.	Is Transport Competence Agency a designated authority for the organisation as per EASA.CAMO.A.105:(a)?	EASA.CAMO.A.105:(a)
2.	Check if principal place of business in CAME matches the place of the audit.	EASA.CAMO.A.105
3.	Check if the principal place of business in CAME matches the approval certificate.	EASA.CAMO.A.105

CAMO.A.115 - Application for an organisation certificate

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.115[Active]	Questions for active organisation (changes) - 115(a)	
1	Has organisation made any changes to their approval since last TKA audit? Did organisation submitted application for changes?	EASA.CAMO.A.115:(a), e-Tar Nr. 2021-01406 CAMO punkt. nr. 51
2	Did organisation submitted for application of changes in proper manner (EASA Form 2)?	EASA.CAMO.A.115:(a), e-Tar Nr. 2021-01406 CAMO punkt. nr. 52, AMC1 EASA.CAMO.A.115
3	Is EASA Form 2 completed correctly and signed by appropriate personnel?	EASA.CAMO.A.115:(a), e-Tar Nr. 2021-01406 CAMO punkt. nr. 12
4	Select particular aircraft of active fleet. Can CAMO demonstrate Line and Base arrangements?	
CAMO.A.115[Initial]	Questions for initial certification - 115(a)&(b)	
1	Did the organization perform a pre-audit?	EASA.CAMO.A.115:(b)(1), e-Tar Nr. 2021-01406 CAMO punkt. nr. 13.3, AMC2 EASA.CAMO.A.115
2	Does the pre-audit inspection have recorded inspected items?	EASA.CAMO.A.115:(b)(1), AMC2 EASA.CAMO.A.115: (c)
3	Are pre-audit findings corrected?	EASA.CAMO.A.115:(b)(1), AMC2 EASA.CAMO.A.115: (c)
4	Did the organization submit a draft CAME?	AMC1 EASA.CAMO.A.115(b)(2): (a), e-Tar Nr. 2021-01406 CAMO punkt. nr. 13.1
5	Did the organization submit EASA Forms 4 of NP and evidence proving that the minimum qualification requirements of employees were met?	e-Tar Nr. 2021-01406 CAMO punkt. nr. 13.2
6	Did the organization submit a draft description of the techlog system?	AMC1 EASA.CAMO.A.115(b)(2): (a), e-Tar Nr. 2021-01406 CAMO punkt. nr. 13.4
7	Did the organization submit the technical content of the contract between CAMO and AMO to carry out CAM tasks, when such an arrangement exists?	AMC1 EASA.CAMO.A.115(b)(2): (a), e-Tar Nr. 2021-01406 CAMO punkt. nr. 13.5
8	In case of single CAMO for group of airlines, Cont. Airw. contract for management must be submitted.	EASA.M.A.201:(ea), AMC1 EASA.CAMO.A.115(b)(2):(c)

CAMO.A.120 - Means of compliance

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.120	Alternative means of compliance to the AMC	
CAMO.A.120(a)	Are there any alternative means of compliance used by organisation?	EASA.CAMO.A.120
CAMO.A.120(b)	Did organisation prior to using AltMoC, provide the TCA with a full description* of AltMoC? *The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts.	EASA.CAMO.A.120

CAMO.A.125 - Terms of approval and privileges of the organisation

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.125(b)	Approval certificate	
CAMO.A.125(b) 1.	If CAMO approval is part of the air operator certificate, check whether it is recorded in CAME.	EASA.CAMO.A.125:(b)
CAMO.A.125(c)	The scope	
CAMO.A.125(c) 1.	Has organisation scope of work described in CAME i.a.w. CAMO.A.300? Does it match approval certificate?	EASA.CAMO.A.125:(c)
CAMO.A.125(d)	Privileges (CAM, ARC extension)	
CAMO.A.125(d) 1.	Does organisation have privileges listed in CAME? Is organisation eligible to hold or obtain them?	
CAMO.A.125(e)	[If applicable] Airworthiness review	
1.	Does organisation have procedures for airworthiness review in CAME?	GM1 EASA.CAMO.A.125(e)
2.	Is organisation additionally approved to carry out airworthiness reviews?	
CAMO.A.125(f)	[If applicable] Permit to Fly	
1	Does organisation have procedures for permit to fly?	
2.	Is organisation additionally approved to issue permit to fly?	

CAMO.A.130 - Changes to the organisation

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.130 (a)	Organisation changes requiring prior approval	
01	Organisation's CAME has a list of the following changes requiring prior approval: 1) changes that affect the scope of the certificate or the terms of approval of the organisation: 1.1) the name of the organisation; 1.2) the organisation's principal place of business; 1.3) additional aircraft type/series/group; 1.4) the accountable manager referred to in point CAMO.A.305(a); 1.5) additional subcontracted organisation; 2) changes to personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305; 3) changes to the reporting lines between the personnel nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305, and the accountable manager; 4) the procedure as regards changes not requiring prior approval referred to in point (c); 5) changes to the alternative means of compliance [CAMO.A.120(b)] 6) changes to the CAME procedure for the completion of an airworthiness review under supervision of the organisation's authorised airworthiness review staff (ARS) [CAMO.A.310(c)] 7) changes to the procedure to establish and control the competency of personnel [CAMO.A.305(g)] 8) changes to the system for reporting to the competent authority on the safety performance and regulatory compliance of the organisation (in the case of an extension beyond 36 months of the oversight planning cycle) [CAMO.B.305(d)] 9) changes to the procedure for the indirect approval of the maintenance programme of Part-M aircraft [M.A.302(c)]	EASA.CAMO.A.130, GM1 EASA.CAMO.A.130(b)
CAMO.A.130(b)	Organisation changes requiring prior approval	
01	The organisation submits (submitted) the application and relevant documentation before any such change takes place, in order to enable the competent authority to determine continued compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts and to amend, if necessary, the organisation certificate and related terms of approval attached to it.	EASA.CAMO.A.130
02	The organisation submits (submitted) the application for the amendment of the organisation certificate at least 30 working days before the intended changes.	AMC1 EASA.CAMO.A.130
03	The organisation implements (implemented) the change upon receipt of formal approval by the Transport Competence Agency i.a.w point CAMO.B.330.	EASA.CAMO.A.130
04	The organisation manages (managed) the safety risks related to any changes to the organisation in accordance with AMC1 CAMO.A.200(a)(3) point (e).	AMC2 EASA.CAMO.A.130

	For changes requiring prior approval, the organisation conducts (conducted) a risk assessment and provide (provided) it to the Transport Competence Agency upon request.	
05	In the case of a planned change of a nominated person, the organisation informs (informed) Transport Competence Agency at least 20 working days before the date of the proposed change.	AMC1 EASA.CAMO.A.130
06	(if applicable) The organisation operates (operated) under conditions established by Transport Competence Agency during change(s) requiring prior approval.	EASA.CAMO.A.130
CAMO.A.130(c)	Organisation changes not requiring prior approval	
01	The organisation manages and notifies to Transport Competence Agency all changes not requiring prior approval as defined in the procedure (CAME 0.6) referred to in point (b) of point CAMO.A.115 and approved by Transport Competence Agency in accordance with point (h) of point CAMO.B.310.	EASA.CAMO.A.130(c)

CAMO.A.135 - Continued validity

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.135	Continued validity	
01	The organisation's certificate shall remain valid subject to compliance with all of the following conditions: (1) the organisation remaining in compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts, taking into account the provisions related to the handling of findings as specified under point CAMO.B.350; (2) the competent authority being granted access to the organisation as specified in point CAMO.A.140; (3) the certificate not being surrendered or revoked.	EASA.CAMO.A.135 :(a)
02	For air carriers licensed in accordance with Regulation (EC) No 1008/2008, termination, suspension or revocation of the air operator certificate automatically invalidates the organisation certificate in relation to the aircraft registrations specified in the air operator certificate, unless otherwise explicitly stated by the competent authority.	EASA.CAMO.A.135 :(b)
03	Upon revocation or surrender, the organisation certificate shall be returned to the competent authority without delay.	EASA.CAMO.A.135 :(d)

CAMO.A.140 - Access

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.140	Access	
CAMO.A.140.01	Organisation grants access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, whether it is contracted/subcontracted or not, to any person authorised by Transport Competence Agency.	EASA.CAMO.A.140
CAMO.A.140.02	This provision included into organisation's CAME.	

CAMO.A.150 - Findings

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.150(a)	Findings	
01	After receipt of notification of findings according to point CAMO.B.350, the organisation: 1) identify the root cause or causes of and contributing factors to the non-compliance; 2) define a corrective action plan; 3) demonstrate corrective action implementation to the satisfaction of the competent authority.	EASA.CAMO.A.150
CAMO.A.150(b)	Findings	
01	Actions referred to in points (a)(1), (a)(2) and (a)(3) shall be performed within the period agreed with Transport Competence Agency as defined in point CAMO.B.350.	EASA.CAMO.A.150

CAMO.A.155 - Immediate reaction to a safety problem

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.155(a)	Measures mandated by Transport Competence Agency	
01	The organisation implements (implemented) any safety measures mandated by Transport Competence Agency in accordance with point CAMO.B.135.	EASA.CAMO.A.155
CAMO.A.155(b)	Safety mandatory information issued by EASA	
01	The organisation implements (implemented) any relevant mandatory safety information issued by the EASA.	EASA.CAMO.A.155(b)

CAMO.A.160 - Occurrence reporting

Checklist Item Number	Checklist Item Description	Reference

CAMO.A.160	Occurrence reporting	
01	As part of its management system the organisation implements (implemented) an occurrence reporting system that meets the requirements defined in Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018	EASA.CAMO.A.160 :(a)
02	Without prejudice to point (a), the organisation ensures that any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident are reported to the competent authority and to the organisation responsible for the design of the aircraft.	EASA.CAMO.A.160 :(b)
03	Without prejudice to Regulation (EU) No 376/2014 and Implementing Regulation (EU) 2015/1018, the reports referred to in points (a) and (b) is / was made in a form and manner established by the competent authority and shall contain all pertinent information about the condition known to the organisation.	EASA.CAMO.A.160 :(c)
04	Reports shall be made as soon as possible, but in any case within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.	EASA.CAMO.A.160 :(d)
05	Where relevant, the organisation produces a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by Transport Competence Agency.	EASA.CAMO.A.160 :(e)

CAMO.A.200 - Management system

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.200(a)	The organisation shall establish, implement, and maintain a management system that includes:	
01	1) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager. The management system should encompass safety by including a safety manager, and a safety review board in the organisational structure. The functions of the safety manager are those defined in AMC1 CAMO.A.305(a)(4);(a)(5).	EASA.CAMO.A.200
01.1	Safety review board (1) The safety review board should be a high-level committee that considers matters of strategic safety in support of the accountable manager's safety accountability. (2) The board should be chaired by the accountable manager and composed of the person or group of persons nominated under point CAMO.A.305(a) and (b). (3) The safety review board should monitor: (i) safety performance against the safety policy and objectives; (ii) that any safety action is taken in a timely manner; and (iii) the effectiveness of the organisation's management system processes. (4) The safety review board may also be tasked with: (i) reviewing the results of compliance monitoring; (ii) monitoring the implementation of related corrective and preventive actions.	AMC1 EASA.CAMO.A.200(a)(1)
01.2	Safety action group (a) Depending on the size of the organisation and the nature and complexity of its activities, a safety action group may be established as a standing group or as an ad hoc group to assist, or act on behalf of the safety manager or the safety review board. (b) More than one safety action group may be established, depending on the scope of the task and the specific expertise required. (c) The safety action group usually reports to, and takes strategic direction from, the safety review board, and may be composed of managers, supervisors and personnel from operational areas. (d) The safety action group may be tasked with or assist in: (1) monitoring safety performance; (2) defining actions to control risks to an acceptable level; (3) assessing the impact of organisational changes on safety; (4) ensuring that safety actions are implemented within agreed timescales; (5) reviewing the effectiveness of previous safety actions and safety promotion.	AMC1 EASA.CAMO.A.200(a)(1)
02	2) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy	EASA.CAMO.A.200
03	3) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risks and verify their effectiveness	EASA.CAMO.A.200
03.a	Hazard identification processes	AMC1 EASA.CAMO.A.200(a)(3)

03.b	Risk management processes	AMC1 EASA.CAMO.A.200(a)(3)
03.c	Internal investigation	AMC1 EASA.CAMO.A.200(a)(3)
03.d	Safety performance monitoring and measurement	AMC1 EASA.CAMO.A.200(a)(3)
03.e	Management of change	AMC1 EASA.CAMO.A.200(a)(3)
03.f	Continuous improvement	AMC1 EASA.CAMO.A.200(a)(3)
03.g	Immediate safety action and coordination with the operator's Emergency Response Plan (ERP)	AMC1 EASA.CAMO.A.200(a)(3)
04	4) maintaining personnel trained and competent to perform their tasks	EASA.CAMO.A.200
05	5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation	EASA.CAMO.A.200
06	a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary	EASA.CAMO.A.200
07	any additional requirements that are laid down in Regulation (ES) 1321/2014.	EASA.CAMO.A.200
CAMO.A.200(b)	Management system size	
01	The management system shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.	EASA.CAMO.A.200
CAMO.A.200(c)	Management system integration with other additional certificates	
01	Where the organisation holds one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts, the management system may be integrated with that required under the additional certificate(s) held.	EASA.CAMO.A.200
CAMO.A.200(d)	Management system part of operator's management system	
01	Notwithstanding point (c), for air carriers licensed in accordance with Regulation (EC) No 1008/2008, the management system provided for in this Part CAMO shall be an integrated part of the operator's management system.	EASA.CAMO.A.200

CAMO.A.202 - Internal safety reporting scheme

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.202(a)	Internal safety reporting scheme establishment for occurrences to be reported under CAMO.A.160	
01	As part of its management system, the organisation establishes (established) an internal safety reporting scheme to enable the collection and evaluation of such occurrences to be reported under point CAMO.A.160.	EASA.CAMO.A.202
CAMO.A.202(b)	Internal safety reporting scheme for other occurrences that do not fall under point CAMO.A.202(a).	
01	The scheme shall also enable the collection and evaluation of those errors, near misses, and hazards reported internally that do not fall under point CAMO.A.202(a).	EASA.CAMO.A.202
02	Each internal safety reporting scheme should be confidential and enable and encourage free and frank reporting of any potentially safety-related occurrence, including incidents such as errors or near misses, safety issues and hazards identified. This will be facilitated by the establishment of a just culture.	AMC1 EASA.CAMO.A.202
03	The internal safety reporting scheme should contain the following elements: (1) clearly identified aims and objectives with demonstrable corporate commitment; (2) a just culture policy as part of the safety policy, and related just culture implementation procedures; (3) a process to: (i) identify those reports which require further investigation; and (ii) when so identified, investigate all the causal and contributing factors, including any technical, organisational, managerial, or HF issues, and any other contributing factors related to the occurrence, incident, error or near miss that was identified; (iii) if adapted to the size and complexity of the organisation, analyse the collective data showing the trends and frequencies of the contributing factor; (4) appropriate corrective actions based on the findings of investigations; (5) initial and recurrent training for staff involved in internal investigations; (6) where relevant, the organisation should cooperate with the owner or operator on occurrence investigations by exchanging relevant information to improve aviation safety.	AMC1 EASA.CAMO.A.202
04	The internal safety reporting scheme should: (1) ensure confidentiality to the reporter; (2) be closed-loop, to ensure that actions are taken internally to address any safety issues and hazards; and	AMC1 EASA.CAMO.A.202

	(3) feed into the recurrent training as defined in AMC2 CAMO.A.305(g) whilst maintaining appropriate confidentiality.	
05	Feedback should be given to staff both on an individual and a more general basis to ensure their continued support of the safety reporting scheme.	AMC1 EASA.CAMO.A.202
CAMO.A.202(c)	Identification of the causes of any error, near misses and hazzards reported	
01	Through this scheme, the organisation: 1) identify the causes of and contributing factors to any errors, near misses, and hazards reported and address them as part of safety risk management in accordance with point (a)(3) of point CAMO.A.200; 2)ensure evaluation of all known, relevant information relating to errors, the inability to follow procedures, near misses, and hazards, and a method to circulate the information as necessary.	EASA.CAMO.A.202
CAMO.A.202(d)	Access to subcontracted organisation	
01	The organisation provides access to its internal safety reporting scheme to any subcontracted organisation.	EASA.CAMO.A.202
CAMO.A.202(e)	Corporation with other organisation	
01	The organisation cooperates on safety investigations with any other organisation having a significant contribution to the safety of its own continuing airworthiness management activities.	EASA.CAMO.A.202

CAMO.A.205 - Contracting and subcontracting

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.205(a)	CAMO organisation responsibilities.	
01	The organisation ensures that when contracting maintenance or when subcontracting any part of its continuing airworthiness management activities these activities conform to the applicable requirements.	EASA.CAMO.A.205
02	The organisation ensures that when contracting maintenance or when subcontracting any part of its continuing airworthiness management activities any aviation safety hazards associated with such contracting or subcontracting are considered as part of the organisation's management system.	EASA.CAMO.A.205
03	Regardless of the approval status of the subcontracted organisations, the CAMO is responsible for ensuring that all subcontracted activities are subject to hazard identification and risk management, as required by point CAMO.A.200(a)(3), and to compliance monitoring, as required by point CAMO.A.200(a)(6).	GM1 EASA.CAMO.A.205
04	A CAMO is responsible for identifying hazards that may stem from the existence of complex operational and maintenance arrangements (such as when multiple organisations are contracted, or when multiple levels of contracting/subcontracting are included) with due regard to the organisations' interfaces (see GM1 CAMO.A.200(a)(3)). In addition, the compliance monitoring function should at least check that the approval of the contracted maintenance organisation(s) effectively covers the contracted activities, and that it is still valid.	GM1 EASA.CAMO.A.205
05	A CAMO is responsible for ensuring that interfaces and communication channels are established with the contracted maintenance organisation for occurrence reporting. This does not replace the obligation of the contracted organisation to report to the competent authority in accordance with Regulation (EU) No 1321/2014.	GM1 EASA.CAMO.A.205
06	For subcontracted activities, interfaces and communication channels are also needed for the purpose of the internal safety reporting scheme (CAMO.A.202).	GM1 EASA.CAMO.A.205
CAMO.A.205(b)	Access to the subcontracted organisation	
01	When the organisation subcontracts any part of its continuing airworthiness management activities to another organisation, the subcontracted organisation shall work under the approval of the organisation. The organisation ensures that Transport Competence Agency is given access to the subcontracted organisation, to determine continued compliance with the applicable requirements.	EASA.CAMO.A.205

CAMO.A.215 - Facilities

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.215	Facilities	
CAMO.A.215	The organisation provides suitable office accommodation at appropriate locations for the personnel specified in point CAMO.A.305. Office accommodation is such that the incumbents, whether they are continuing airworthiness management, planning, technical records or management system staff, can carry out their designated tasks in a manner that contributes to good standards. Office accommodation includes an adequate technical library and room for document consultation.	EASA.CAMO.A.215, AMC1 EASA.CAMO.A.215

CAMO.A.220 - Record-keeping

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.220(a)	Continuing airworthiness management records	

01	The organisation ensures that records required by points M.A.305, ML.A.305 and, if applicable point M.A.306, are retained.	EASA.CAMO.A.220 :(a)(1)
02	The organisation records all details of work carried out.	EASA.CAMO.A.220 :(a)(2)
03	If the organisation has the privilege referred to in point (e) of point CAMO.A.125, it retains a copy of each airworthiness review certificate and recommendation issued or, as applicable, extended, together with all supporting documents. In addition, the organisation retains a copy of any airworthiness review certificate that it has extended under the privilege referred to in point (d)(4) of point CAMO.A.125.	EASA.CAMO.A.220 :(a)(3)
04	If the organisation has the privilege referred to in point (f) of point CAMO.A.125, it retains a copy of each permit to fly issued in accordance with the provisions of point 21.A.729 of Annex I (Part-21) to Regulation (EU) No 748/2012.	EASA.CAMO.A.220 :(a)(4)
05	The organisation retains a copy of all records referred to in points (a)(2) to (a)(4) until 3 years after the responsibility for the aircraft in accordance with points M.A.201 or ML.A.201 has been permanently transferred to another person or organisation.	EASA.CAMO.A.220 :(a)(5)
06	Where the organisation terminates its operation, all retained records were be transferred to the owner of the aircraft.	EASA.CAMO.A.220 :(a)(6)
CAMO.A.220(b) Management system, contracting and subcontracting records		
01	The organisation ensures that the following records are retained for a minimum period of 5 years: (i) records of management system key processes as defined in point CAMO.A.200; (ii) contracts, both for contracting and subcontracting, as defined in point CAMO.A.205;	EASA.CAMO.A.220 :(b)
CAMO.A.220(c) Personnel records		
01	The organisation ensures that the following records are kept as long as the person works in the organisation and retained until 3 years after person has left the organisation: (a) records of qualification and experience of personnel involved in continuing airworthiness management, compliance monitoring and safety management; (b) records of qualification and experience of all airworthiness review staff, as well as staff issuing recommendations and permits to fly.	EASA.CAMO.A.220 :(c)(1) (3)
02	The organisation ensures that the following records are kept as long as the person works in the organisation and retained until 3 years after person has left the organisation: --- the records of all airworthiness review staff, staff issuing recommendations and staff issuing permits to fly shall include details of any appropriate qualification held together with a summary of the relevant continuing airworthiness management experience and training and a copy of the authorisation.	EASA.CAMO.A.220 :(c)(2) (3)
CAMO.A.220(d) Record-keeping system (adequate storage and reliable traceability)		
01	The record-keeping system should ensure that all records are accessible within a reasonable time whenever they are needed. These records should be organised in a manner that ensures their traceability and retrievability throughout the required retention period.	AMC1 EASA.CAMO.A.220 :(a)
02	Records should be kept in paper form, or in electronic format, or a combination of the two. Records that are stored on microfilm or in optical disc formats are also acceptable. The records should remain legible throughout the required retention period. The retention period starts when the record is created or was last amended.	AMC1 EASA.CAMO.A.220 :(b)
03	Paper systems should use robust materials which can withstand normal handling and filing. Computer record systems should have at least one backup system, which should be updated within 24 hours of any new entry. Computer record systems should include safeguards to prevent unauthorised personnel from altering the data.	AMC1 EASA.CAMO.A.220 :(c)
04	All computer hardware that is used to ensure the backup of data should be stored in a different location from the one that contains the working data, and in an environment that ensures that the data remains in good condition. When hardware or software changes take place, special care should be taken to ensure that all the necessary data continues to be accessible through at least the full period specified in the relevant provision. In the absence of any such indications, all records should be kept for a minimum period of 3 years.	AMC1 EASA.CAMO.A.220 :(d)
CAMO.A.220(e) The format of the records		
01	The format of the records shall be specified in the organisation's procedures.	EASA.CAMO.A.220 :(e)
CAMO.A.220(f) Records storage protection		
01	Records are stored in a manner that ensures protection from damage, alteration and theft.	EASA.CAMO.A.220 :(f)

CAMO.A.300 - Continuing airworthiness management exposition (CAME)

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.300(a)	Content of CAME and any referenced associated manuals and procedures	
01	A statement signed by the accountable manager confirming that the organisation will at all times work in accordance with this Annex, Annex I (Part-M) and Annex Vb (Part-ML), as applicable, and with the approved CAME. When the accountable manager is not the chief executive officer of the organisation, then such chief executive officer shall countersign the statement	EASA.CAMO.A.300 :(a)(1)
02	The organisation's safety policy as defined in point (a)(2) of point CAMO.A.200	EASA.CAMO.A.300 :(a)(2)
03	The organisation's scope of work relevant to the terms of approval	EASA.CAMO.A.300 :(a)(3)

04	A general description of the manpower resources and of the system in place to plan the availability of staff as required by point (d) of point CAMO.A.305	EASA.CAMO.A.300 :(a)(4)
05	The title(s) and name(s) of person(s) referred to in points (a)(3) to (a)(5), (b)(2) and (f) of point CAMO.A.305	EASA.CAMO.A.300 :(a)(5)
06	The duties, accountabilities, responsibilities and authorities of the persons nominated under points (a)(3) to (a)(5), (b)(2), (e) and (f) of point CAMO.A.305	EASA.CAMO.A.300 :(a)(6)
07	An organisation chart showing the associated chains of accountability and responsibility between all the person(s) referred to in points (a)(3) to (a)(5), (b)(2), (e) and (f) of point CAMO.A.305, and related to point (a)(1) of point CAMO.A.200;	EASA.CAMO.A.300 :(a)(7)
08	A list of staff authorised to issue airworthiness review certificates or recommendations referred to in point (e) of point CAMO.A.305, specifying, where applicable, the staff authorised to issue permits to fly in accordance with point (c) of point CAMO.A.125	EASA.CAMO.A.300 :(a)(8)
09	A general description and location of the facilities;	EASA.CAMO.A.300 :(a)(9)
10	The description of the internal safety reporting scheme as required by point CAMO.A.202	EASA.CAMO.A.300 :(a)(10)
11	The procedures specifying how the organisation ensures compliance with this Annex, Annex I (Part-M) and Annex Vb (Part-ML), as applicable, including in particular: (i) the documentation of management system key processes as required by point CAMO.A.200; (ii) procedures defining how the organisation controls any contracted and subcontracted activities as required by point CAMO.A.205 and point (c) of point CAMO.A.315); (iii) continuing airworthiness management, airworthiness review and permit to fly procedures, as applicable. (iv) the procedure defining the scope of changes not requiring prior approval and describing how such changes will be managed and notified, as required by point (b) of point CAMO.A.115 and point (c) of point CAMO.A.130; (v) the CAME amendment procedures.	EASA.CAMO.A.300 :(a)(11)
12	The list of approved aircraft maintenance programmes for those aircraft for which a continuing airworthiness management contract exists in accordance with point M.A.201 or ML.A.201	EASA.CAMO.A.300 :(a)(12)
13	The list of maintenance contracts in accordance with point (c) of point CAMO.A.315	EASA.CAMO.A.300 :(a)(13)
14	The list of currently approved alternative means of compliance	EASA.CAMO.A.300 :(a)(14)
CAMO.A.300(b)	CAME approval	
01	The initial issue of the CAME shall be approved by the competent authority. It shall be amended as necessary to remain an up-to-date description of the organisation.	EASA.CAMO.A.300 :(b)
CAMO.A.300(c)	CAME amendments	
01	Amendments to the CAME shall be managed as defined in the procedures referred to in points (a)(11)(iv) and (a)(11)(v). Any amendments not included in the scope of the procedure referred to in point (a)(11)(iv), as well as amendments related to the changes listed in point CAMO.A.130(a), shall be approved by Transport competence Agency	EASA.CAMO.A.300 :(c)
CAMO.A.300	Familiarisation and amendment of CAME	
01	Personnel is familiar with those parts of the continuing airworthiness management exposition that are relevant to their tasks.	AMC2 EASA.CAMO.A.300 :(a)
02	The CAMO designated the person responsible for monitoring and amending the CAME, including associated procedure's manuals, in accordance with point CAMO.A.300(c).	AMC2 EASA.CAMO.A.300 :(b)
03	The CAMO may use electronic data processing (EDP) for the publication of the CAME. Attention should be paid to the compatibility of the EDP systems with the necessary dissemination, both internally and externally, of the CAME.	AMC2 EASA.CAMO.A.300 :(c)

CAMO.A.305 - Personnel requirements

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.305(a)(b)	Accountable manager	
01	The organisation appointed an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with Regulation (EU) 2018/1139 and delegated and implementing acts adopted on the basis thereof.	EASA.CAMO.A.305
02	The organisation appoints an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with Regulation (EU) 2018/1139 and delegated and implementing acts adopted on the basis thereof. The accountable manager: (1) ensures that all necessary resources are available to manage continuing airworthiness in accordance with this Annex, Annex I (Part-M) and Annex Vb (Part-ML), as applicable, to support the organisation approval certificate; (2) establish and promote the safety policy specified in point CAMO.A.200; (3) nominates a person or group of persons with the responsibility of ensuring that the organisation always complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements of this Annex, Annex I (Part-M) and Annex Vb (Part-ML);	EASA.CAMO.A.305

	<p>(4) nominates a person or group of persons with the responsibility for managing the compliance monitoring function as part of the management system;</p> <p>(5) nominates a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective safety management processes as part of the management system;</p> <p>(6) ensures that the person or group of persons nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305 have direct access to keep him/her properly informed on compliance and safety matters;</p> <p>(7) demonstrates a basic understanding of this Regulation.</p>	
03	<p>For organisations also approved as air carriers licensed in accordance with Regulation (EC) No 1008/2008, the accountable manager in addition:</p> <p>(1) is the person appointed as accountable manager for the air carrier as required by point (a) of point ORO.GEN.210 of Annex III (Part-ORO) to Regulation (EU) No 965/2012;</p> <p>(2) nominates a person responsible for the management and supervision of continuing airworthiness, who shall not be employed by an organisation approved in accordance with Annex II (Part-145) under contract to the operator, unless specifically agreed by the competent authority.</p>	EASA.CAMO.A.305
CAMO.A.305(ba)	Nominated person employment in Part 145 organisation	
01	<p>If involved in continuing airworthiness management activities related to a contract established in accordance with point M.A.201(ea), the person or persons nominated in accordance with point (a)(3) of point CAMO.A.305 is / are not employed by an organisation approved in accordance with Annex II (Part-145) under contract to the CAMO, unless specifically agreed by the Transport Competence Agency</p>	EASA.CAMO.A.305
CAMO.A.305(c)	Qualification of nominated person	
01	<p>The person or persons nominated in accordance with points (a)(3) to (a)(5) and (b)(2) of point CAMO.A.305 are be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft continuing airworthiness management and demonstrate a working knowledge of this Regulation. Such person(s) is/are be ultimately responsible to the accountable manager.</p>	EASA.CAMO.A.305
02	<p>The person or persons nominated in accordance with points CAMO.A.305(a) and CAMO.A.305(b) should have:</p> <p>(a) practical experience and expertise in the application of aviation safety standards and safe operating practices;</p> <p>(b) a comprehensive knowledge of:</p> <p>(i) relevant parts of operational requirements and procedures;</p> <p>(ii) the AOC holder's operations specifications when applicable;</p> <p>(iii) the need for, and content of, the relevant parts of the AOC holder's operations manual when applicable.</p> <p>(c) knowledge of:</p> <p>(i) HF principles;</p> <p>(ii) safety management systems based on the EU management system requirements (including compliance monitoring) and ICAO Annex 19.</p> <p>(d) 5 years of relevant work experience, of which at least 2 years should be from the aeronautical industry in an appropriate position;</p> <p>(e) a relevant engineering degree or an aircraft maintenance technician qualification with additional education that is acceptable to the competent authority. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionics or other studies that are relevant to the maintenance and/or continuing airworthiness of aircraft/aircraft components;</p> <p>The above recommendation may be replaced by 5 years of experience in addition to those already recommended by paragraph (d) above. These 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks;</p> <p>(f) thorough knowledge of the organisation's CAME;</p> <p>(g) knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be provided by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.</p> <p>'Relevant sample' means that these courses should cover typical aircraft and aircraft systems that are within the scope of work.</p> <p>(h) knowledge of maintenance methods;</p> <p>(i) knowledge of the applicable regulations.</p>	AMC1 EASA.CAMO.A.305(c)
CAMO.A.305(d)	Qualified staff	
01	<p>The organisation has a system in place to plan the availability of staff to ensure that the organisation has sufficient appropriately qualified staff to plan, perform, supervise, inspect and monitor the organisation's activities in accordance with the terms of approval.</p>	EASA.CAMO.A.305
02	<p>The organisation implements (implemented) a system to plan the availability of staff and to enable the competent authority to accept the number of persons and their qualifications, the organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of man/hours and the qualifications needed to perform the tasks. This</p>	AMC1 EASA.CAMO.A.305(d)

	analysis should be kept up to date and reviewed in case of significant changes to the organisation.	
03	In addition, as part of its management system in accordance with point CAMO.A.200, the organisation should have a procedure to assess and mitigate risks: (1) when actual staff availability is less than the planned staffing level for any particular work shift or period; (2) in case of a temporary increase of the proportion of contracted staff for the purpose of meeting specific operational needs.	AMC1 EASA.CAMO.A.305(d)
CAMO.A.305(e)	Airworthiness review staff	
01	To be approved to carry out airworthiness reviews or recommendations in accordance with point (e) of point CAMO.A.125 and, if applicable, to issue permits to fly in accordance with point (f) of point CAMO.A.125, the organisation has airworthiness review staff qualified and authorised in accordance with point CAMO.A.310.	EASA.CAMO.A.305
CAMO.A.305(f)	Nominated person to extend ARC	
01	For organisations extending airworthiness review certificates in accordance with point (d)(4) of point CAMO.A.125, the organisation nominates (moninated) persons authorised to do so.	EASA.CAMO.A.305
CAMO.A.305(g)	Competency of personnel	
01	The organisation establishes and controls the competency of personnel involved in compliance monitoring, safety management, continuing airworthiness management, airworthiness reviews or recommendations, and, if applicable, issuing permits to fly, in accordance with a procedure and to a standard agreed by the Transport Competence Agency. In addition to the necessary expertise related to the job function, competency must include an understanding of safety management and human factors principles appropriate to the person's function and responsibilities in the organisation.	EASA.CAMO.A.305, AMC1 EASA.CAMO.A.305(g), AMC2 EASA.CAMO.A.305(g)
02	Safety training (including Human factors). programme	AMC3 EASA.CAMO.A.305(g)
03	The organisation assess the need for particular training; 1) AMC 20-22 Electrical Wiring Interconnection System (EWIS); 2) AMC 20-20 Continuing Structural Integrity Programme; 3)Critical Design Configuration Control (CDCCL); 4) Fuel tank safety.	AMC4 EASA.CAMO.A.305(g)
04	Personnel involved in developing and amending/reviewing the AMP, in assessing its effectiveness and/or working on reliability programme, should have knowledge of or be trained on statistical analysis and reliability method and the applicable methodology used in developing, as part of the instructions for continuing airworthiness (ICA), the manufacturer recommended maintenance programme (such as maintenance steering group logic).	AMC4 EASA.CAMO.A.305(g)
05	Adequate initial and recurrent training should be provided and recorded to ensure that staff remain competent.	AMC5 EASA.CAMO.A.305(g)
06	Recurrent training should take into account certain information reported through the internal safety reporting scheme (see point (c)(3) of AMC1 CAMO.A.202).	AMC5 EASA.CAMO.A.305(g)

CAMO.A.310 - Airworthiness review staff qualifications

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.310 (a)	Airworthiness review staff issuing airworthiness review certificates or recommendations in accordance with point (e) of point CAMO.A.125 and, if applicable, issuing permits to fly in accordance with point (f) of point CAMO.A.125 shall have:	
01	at least 5 years of experience in continuing airworthiness. Experience in continuing airworthiness means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.	EASA.CAMO.A.310(a)(1), EASA AMC1 CAMO.A.310(a)(1)
02	acquired an appropriate licence in compliance with Annex (III) Part-66 or an aeronautical degree or a national equivalent. the requirement to have an appropriate licence or aeronautical degree may be replaced with 5 years of experience in continuing airworthiness additional to those already required 5 years.	EASA.CAMO.A.310(b)
03	received formal aeronautical maintenance training. Formal aeronautical maintenance training means training (internal or external) supported by evidence on the following subjects: – Relevant parts of initial and continuing airworthiness regulations; – Relevant parts of operational requirements and procedures, if applicable; – The organisation's continuing airworthiness management exposition; – Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be provided by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority. 'Relevant sample' means that these courses should cover typical aircraft and aircraft systems that are within the scope of work. – Maintenance methods.	CAMO.A.310(a)(3), AMC1 EASA.CAMO.A.310(a)(3)
04	held a position within the approved organisation with appropriate responsibilities. For more information, refer to point (e) to AMC1 CAMO.A.310(a).	CAMO.A.310(a)(4)

CAMO.A.310(c)	Airworthiness review staff authorisation	
01	Airworthiness review staff nominated by the organisation can only be issued an authorisation by that organisation when formally accepted by the Transport Competence Agency after satisfactory completion of an airworthiness review under the supervision of the competent authority, or under the supervision of the organisation's authorised airworthiness review staff, in accordance with a procedure (CAME 4.1) approved by the Transport Competence Agency as part of the CAME.	CAMO.A.310(c)
CAMO.A.310(d)	Airworthiness review staff experience	
01	The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate, recent continuing airworthiness management experience. In order to keep the validity of the airworthiness review staff authorisation, the airworthiness review staff should have either: – been involved in continuing airworthiness management activities for at least 6 months in every 2-year period, or – conducted at least one airworthiness review in the last 12-month period.	CAMO.A.310(d), AMC1 EASA.CAMO.A.310(d)

CAMO.A.315 - Continuing airworthiness management

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.315(a)	Continuing airworthiness management	
01	The organisation ensure that all continuing airworthiness management is carried out in accordance with Section A, Subpart C of Annex I (Part-M), or Section A Subpart C of Annex Vb (Part-ML), as applicable.	EASA.CAMO.A.315 :(a)
CAMO.A.315(b)	The organisation ensures:	
01	Ensure that an aircraft maintenance programme including any applicable reliability programme, as required by point M.A.302 or ML.A.302 as applicable, is developed and controlled	EASA.CAMO.A.315 :(b)(1)
01.1	Maintenance of each aircraft is organised in accordance with an AMP.	EASA.M.A.302 :(a)
01.2	The AMP and any subsequent amendments thereto shall be approved by the competent authority.	EASA.M.A.302 :(b)
01.3	The AMP shall demonstrate compliance with: (1) the instructions issued by the competent authority; (2) the instructions for continuing airworthiness: (i) issued by the holders of the type certificate, restricted type certificate, supplemental type certificate, major repair design approval, ETSO authorisation or any other relevant approval issued under Annex I (Part-21) to Regulation (EU) No 748/2012; (ii) included in the certification specifications referred to in point 21.A.90B or 21.A.431B of Annex I (Part-21) to Regulation (EU) No 748/2012, if applicable; (3) the applicable provisions of Annex I (Part-26) to Regulation (EU) 2015/640.	EASA.M.A.302 :(c)
01.4	By derogation to point (d), the owner or the organisation managing the continuing airworthiness of the aircraft may deviate from the instruction referred to in point (d)(2) and propose escalated intervals in the AMP, based on data obtained from sufficient reviews carried out in accordance with point (h). Indirect approval is not permitted for the escalation of safety-related tasks. The owner or the organisation managing the continuing airworthiness of the aircraft may also propose additional instructions in the AMP.	EASA.M.A.302 :(d)
01.5	The AMP contains details of all maintenance to be carried out, including frequency and any specific tasks linked to the type and specificity of operations.	EASA.M.A.302 :(e)
01.6	For complex motor-powered aircraft, when the AMP is based on maintenance steering group logic or on condition monitoring, the AMP shall include a reliability programme.	EASA.M.A.302 :(g)
01.7	The AMP is subject to periodic reviews and be amended accordingly when necessary. Those reviews shall ensure that the AMP continues to be up to date and valid in light of the operating experience and instructions from the competent authority, while taking into account new or modified maintenance instructions issued by the type certificate and supplemental type certificate holders and any other organisation that publishes such data in accordance with Annex I (Part-21) to Regulation (EU) No 748/2012.	EASA.M.A.302 :(h)
01.8	For aircraft not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, provide a copy of the aircraft maintenance programme to the owner or operator responsible in accordance with point M.A.201 or ML.A.201 as applicable	EASA.CAMO.A.315 :(b)(2)
01.9	For all complex motor-powered aircraft or aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, the analysis of the effectiveness of the approved AMP referred to in point M.A.302. The CAMO managing the continuing airworthiness of the aircraft should have a system to analyse the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly.	EASA.M.A.301 :(e)
02	The organisation ensures that data used for any modification and repairs complies with points M.A.304 or ML.A.304 as applicable	EASA.CAMO.A.315 :(b)(3)
02.1	Modifications and repairs shall be carried out using, as appropriate, the following data: (a) approved by the Agency; (b) approved by a design organisation complying with Annex I (Part-21) to Regulation (EU) No 748/2012;	EASA.M.A.304

	(c) contained in the requirements referred to in point 21.A.90B or 21.A.431B of Annex I (Part-21) to Regulation (EU) No 748/2012.	
02.2	For all complex motor-powered aircraft or aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, establish a procedure to assess non-mandatory modifications and/or inspections and decide on their application, making use of the organisation's safety risk management process as required by point (a)(3) of point CAMO.A.200	EASA.CAMO.A.315 :(b)(4)
02.3	The CAMO managing the continuing airworthiness of the aircraft should establish and work according to a policy, which assesses non-mandatory information (modification or inspections) related to the airworthiness of the aircraft. Non-mandatory information refers to service bulletins, service letters and other information that is produced for the aircraft and its components by an approved design organisation, the manufacturer, the Transport Competence Agency or the EASA	AMC1 EASA.CAMO.A.315(b)(4)
03	The organisation ensures that the aircraft, engine(s), propeller(s) and components thereof are taken to an appropriately approved maintenance organisation referred to in Subpart F of Annex I (Part-M), Annex II (Part-145) or Annex Vd (Part-CAO) whenever necessary.	EASA.CAMO.A.315 :(b)(5)
04	Order maintenance, supervise activities, and coordinate related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determination of aircraft airworthiness.	EASA.CAMO.A.315 :(b)(6)
05	Where the organisation is not appropriately approved in accordance with Subpart F of Annex I (Part-M), Annex II (Part-145) or Annex Vd (Part-CAO) it shall, in consultation with the operator, manage the written maintenance contracts required by points (e)(3), (f)(3), (g)(3) and (h)(3) of M.A.201 or point ML.A.201 to ensure that: (1) all maintenance is ultimately carried out by an appropriately approved maintenance organisation.	EASA.CAMO.A.315 :(c)
06	Notwithstanding point (c), the contract may be in the form of individual work orders addressed to the maintenance organisation in the case of: (1) an aircraft requiring unscheduled line maintenance; (2) component maintenance, including engine and propeller maintenance, as applicable.	EASA.CAMO.A.315 :(d)
07	The organisation ensures that human factors and human performance limitations are taken into account during continuing airworthiness management, including all contracted and subcontracted activities.	EASA.CAMO.A.315 :(e)
M.A.301	Continuing airworthiness tasks:	
01	The rectification of any defect and damage affecting safe operation in accordance with data specified in points M.A.304 and M.A.401, as applicable, while taking into account the minimum equipment list ('MEL') and configuration deviation list, when they exist.	EASA.M.A.301 :(b)
02	The accomplishment of any applicable: (1) airworthiness directive (AD); (2) operational directive with a continuing airworthiness impact; (3) continuing airworthiness requirement established by the Agency; (4) measures required by the competent authority in immediate reaction to a safety problem	EASA.M.A.301 :(f)
02.1	Operational directives with a continuing airworthiness impact include operating rules such as extended twin-engine operations (ETOPS) / long range operations (LROPS), reduced vertical separation minima (RVSM), MNPS, all-weather operations (AWOPS), RNAV, etc.	AMC EASA.M.A.301(f)
03	Delivering to the pilot-in-command, or to the operator in the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008, the mass and balance statement reflecting the current configuration of the aircraft.	EASA.M.A.301 :(h)
04	maintenance check flights, when necessary	EASA.M.A.301 :(i)

CAMO.A.320 - Airworthiness review

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.320	Airworthiness review	
01	Airworthiness review is performed in accordance with point M.A.901 of Annex I (Part-M) or point ML.A.903 of Annex Vb (Part-ML), as applicable.	EASA.CAMO.A.320
02	The airworthiness review certificate is (was) issued by the competent authority upon a satisfactory assessment based on a recommendation made by a CAMO or CAO, sent together with the application from the owner or operator for all aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, and for aircraft above 2 730 kg MTOM that complies with the following alternative conditions: 1. they are not in a controlled environment; 2. their continuing airworthiness is managed by an organisation that does not hold the privilege to carry out airworthiness reviews. The recommendation referred to in the first subparagraph shall be based on an airworthiness review carried out in accordance with point M.A.901.	EASA.M.A.901:(d)
03	The airworthiness review of the aircraft includes a full documented review of the aircraft records establishing that the following requirements have been met: 1. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded; 2. the flight manual is applicable to the aircraft configuration and reflects the latest revision status; 3. all the maintenance due on the aircraft pursuant to the approved AMP has been carried out;	EASA.M.A.901(k)

	<p>4. all known defects have been corrected or, when applicable, carried forward in a controlled manner in accordance with M.A.403;</p> <p>5. all applicable ADs have been applied and properly registered;</p> <p>6. all modifications and repairs applied to the aircraft have been registered and are in compliance with point M.A.304;</p> <p>7. all life-limited parts and time-controlled components installed on the aircraft are properly identified, registered and have not exceeded their limitation;</p> <p>8. all maintenance has been carried out in accordance with this M.A.801;</p> <p>9. the current mass and balance statement reflects the current configuration of the aircraft and is valid;</p> <p>10. the aircraft complies with the latest revision of its type design approved by the Agency;</p> <p>11. if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of Annex I (Part-21) to Regulation (EU) No 748/2012.</p>	
04	The airworthiness review of the aircraft includes (included) a physical survey of the aircraft. For that survey, airworthiness review staff not appropriately qualified in accordance with Annex III (Part-66) is (was) assisted by such qualified staff.	M.A.901(l)
05	Through the physical survey of the aircraft, the airworthiness review staff ensures (ensured) that: <ul style="list-style-type: none"> 1. all required markings and placards are properly installed; 2. the aircraft complies with its approved flight manual; 3. the aircraft configuration complies with the approved documentation; 4. no evident defect can be found that has not been addressed in accordance with point M.A.403; 5. no inconsistencies can be found between the aircraft and the documented review of records referred to in point M.A.901 (k). 	M.A.901(m)
06	The airworthiness review may be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, so as to allow for the physical review to take place during a maintenance check.	M.A.901(n)
07	The airworthiness review certificate (EASA Form 15b) or the recommendation for the issue of the airworthiness review certificate (EASA Form 15a) referred to in Appendix III to Part M can only be issued: <ul style="list-style-type: none"> 1. by authorised airworthiness review staff on behalf of the approved CAMO; 2. if the airworthiness review has been completely carried out. 	M.A.901(o)
08	A copy of any airworthiness review certificate issued or extended for an aircraft is (was) sent to the Member State of registry of the aircraft concerned within 10 days.	M.A.901(p)
09	Airworthiness review tasks is not subcontracted.	M.A.901(q)
10	Should the outcome of the airworthiness review be inconclusive, the organisation having carried out the review informs (informed) the competent authority as soon as possible and in any case within 72 hours from the moment the organisation identifies the reason for which the airworthiness review is inconclusive.	M.A.901(r)

CAMO.A.325 - Continuing airworthiness management data

Checklist Item Number	Checklist Item Description	Reference
CAMO.A.325	Continuing airworthiness management data	
01	The organisation holds and uses applicable current maintenance data in accordance with point M.A.401 of Annex I (Part-M) or point ML.A.401 of Annex Vb (Part-ML), as applicable, for the performance of continuing airworthiness tasks referred to in point CAMO.A.315 of this Annex (Part-CAMO). That data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the continuing airworthiness management organisation shall only keep such data for the duration of the contract, except when otherwise required by point CAMO.A.220(a).	EASA.CAMO.A.325
02	Applicable maintenance data is any of the following: <ul style="list-style-type: none"> 1. any applicable requirement, procedure, standard or information issued by the competent authority or the Agency; 2. any applicable airworthiness directive; 3. the applicable instructions for continuing airworthiness and other maintenance instructions, issued by the type-certificate holder, supplementary type-certificate holder and any other organisation that publishes such data in accordance with Annex I (Part 21) to Regulation (EU) No 748/2012; 4. for components approved for installation by the design approval holder, the applicable maintenance instructions published by the component manufacturers and acceptable to the design approval holder; 5. any applicable data issued in accordance with point 145.A.45(d). 	EASA.M.A.401 :(b)

M.A.303 - Airworthiness directives

Checklist Item Number	Checklist Item Description	Reference
M.A.303	Airworthiness directives	
01	Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive, unless otherwise specified by the EASA	EASA.M.A.303

M.A.305 - Aircraft continuing airworthiness record system

Checklist Item Number	Checklist Item Description	Reference
M.A.305(a)	Certificate of release to service	
01	At the completion of any maintenance, aircraft certificate of release to service ('CRS') required by point M.A.801 or point 145.A.50, as applicable, is entered in the aircraft continuing airworthiness record system, as soon as practicable and no later than 30 days after the completion of any maintenance.	EASA.M.A.305 :(a)
M.A.305(b)	The aircraft continuing airworthiness record system	
01	The date of the entry, the total in-service life accumulated in the applicable parameter for aircraft, engine(s) and/or propeller(s)	EASA.M.A.305 :(b)(1)
02	The aircraft technical log.	EASA.M.A.305 :(b)(3)
M.A.305(c)	The aircraft continuing airworthiness record system content	
01	The current mass and balance report	EASA.M.A.305 :(c)
02	Current status of ADs and measures mandated by the competent authority in immediate reaction to a safety problem	EASA.M.A.305 :(c)(1)
03	Current status of modifications and repairs	EASA.M.A.305 :(c)(2)
04	Current status of compliance with the AMP (Last done / next due)	EASA.M.A.305 :(c)(3)
05	Current status of deferred maintenance tasks and deferred defects rectification.	EASA.M.A.305 :(c)(4)
M.A.305(d)	LLP and Time controlled items	
01	Current status of life-limited parts, including the life accumulated by each affected part in relation to the applicable airworthiness limitation parameter	EASA.M.A.305 :(d)(1)
02	Current status of time-controlled components, including the life accumulated by the affected components in the applicable parameter, since the last accomplishment of scheduled maintenance, as specified in the AMP.	EASA.M.A.305 :(d)(2)
M.A.305(e)	Records retention periods	
01	Aircraft technical log system: the technical log or other data equivalent in scope and detail, covering the 36 months period prior to the last entry	EASA.M.A.305 :(e)(1)
02	The CRS and detailed maintenance records: (i) demonstrating compliance with ADs and measures mandated by the competent authority in immediate reaction to a safety problem applicable to the aircraft, engine(s), propeller(s) and components fitted thereto, as appropriate, until such time as the information contained therein is superseded by new information equivalent in scope and detail but covering a period not shorter than 36 months; (ii) demonstrating compliance with the applicable data in accordance with point M.A.304 for current modifications and repairs to the aircraft, engine(s), propeller(s) and any component subject to airworthiness limitations; and (iii) of all scheduled maintenance or other maintenance required for continuing airworthiness of aircraft, engine(s), propeller(s), as appropriate, until such time as the information contained therein is superseded by new information equivalent in scope and detail but covering a period not shorter than 36 months.	EASA.M.A.305 :(e)(2)
03	Data specific to certain components: (i) an in-service history record for each life-limited part based on which the current status of compliance with airworthiness limitations is determined; (ii) the CRS and detailed maintenance records for the last accomplishment of any scheduled maintenance and any subsequent unscheduled maintenance of all life-limited parts and time-controlled components until the scheduled maintenance has been superseded by another scheduled maintenance of equivalent scope and detail but covering a period not shorter than 36 months; (iii) the CRS and owner's acceptance statement for any component that is fitted to an ELA2 aircraft without an EASA Form 1 in accordance with point 21.A.307(b)(2) of Annex I (Part 21) to Regulation (EU) No 748/2012 but covering a period not shorter than 36 months.	EASA.M.A.305 :(e)(3)
04	Record-keeping periods when the aircraft is permanently withdrawn from service: (i) the data required by point (b)(1) of point M.A.305 in respect of aircraft, engine(s), and propeller(s) which shall be retained for at least 12 months; (ii) the last effective status and reports as identified under points (c) and (d) of point M.A.305 which shall be retained for at least 12 months; and (iii) the most recent CRS(s) and detailed maintenance records as identified under points (e)(2)(ii) and (e)(3)(i) of point M.A.305 which shall be retained for at least 12 months.	EASA.M.A.305 :(e)(4)
05	The organisation responsible for the management of continuing airworthiness tasks pursuant to point M.A.201 shall comply with the requirements regarding the aircraft continuing airworthiness record system and present the records to the competent authority upon request.	EASA.M.A.305 :(e)(5)
06	All entries made in the aircraft continuing airworthiness record system shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that	EASA.M.A.305 :(e)(6)

clearly shows the original entry.

M.A.306 - Aircraft technical log system

Checklist Item Number	Checklist Item Description	Reference
M.A.306(a)	Aircraft technical log system	
01	In addition to the requirements of point M.A.305, for CAT, commercial specialised operations and commercial ATO or commercial DTO operations, the operator uses a technical log system containing the following information for each aircraft: 1. information about each flight, necessary to ensure continued flight safety, and; 2. the current aircraft certificate of release to service, and; 3. the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that the competent authority may agree to the maintenance statement being kept elsewhere, and; 4. all outstanding deferred defects rectifications that affect the operation of the aircraft, and; 5. any necessary guidance instructions on maintenance support arrangements.	EASA.M.A.306 :(a), AMC EASA.M.A.306(a)
02	The initial issue of aircraft technical log system shall be approved by the competent authority specified in point CAMO.A.105 of Annex Vc (Part-CAMO), or point M.1 of this Annex (Part-M) or point CAO.1(1) of Annex Vd (Part-CAO), as applicable. Any subsequent amendment to that system shall be managed in accordance with point CAMO.A.300(c), or points M.A.704(b) and (c), or point CAO.A.025(c).	EASA.M.A.306 :(b)

M.A.307 - Transfer of aircraft continuing airworthiness records

Checklist Item Number	Checklist Item Description	Reference
M.A.307	Transfer of aircraft continuing airworthiness records	
01	When an aircraft is permanently transferred from one owner or operator to another, the transferring owner or operator shall ensure that the continuing airworthiness records referred to in point M.A.305 and, if applicable the technical log system referred to in point M.A.306, are also transferred.	EASA.M.A.307 :(a)
02	When the owner contracts the continuing airworthiness management tasks to a CAMO, the owner shall ensure that the continuing airworthiness records referred to in point M.A.305 are transferred to that contracted organisation.	EASA.M.A.307 :(b)
03	The time periods for the retention of records set out in point (e) of point M.A.305 shall continue to apply to the new owner, operator, CAMO.	EASA.M.A.307 :(c)