

CAMO-CAME Guide

Uppdaterad enligt:

(EU) 1321/2014 2019/1383	(EU) 1321/2014 2020/270	AMC/GM 2020/002/R
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Denna Guide är baserad på AMC1 CAMO.A.300 Continuing airworthiness management exposition

- Transportstyrelsens tillägg och förtydliganden är skrivna på svenska
- Organisationen ska för varje kravelement beskriva:
 - Varför
 - Syftet
 - Vad
 - Vad ska göras och varför ska det göras
 - Vem
 - Vem ska utföra uppgiften och vem är ansvarig
 - Hur
 - Hur ska uppgiften göras
 - När
 - När ska uppgiften göras

Exempel

Vad	Hur	När	Vem
Ansvar för att luftfartygen har en giltig ARC	<i>beskriv procedur/metod/system/instruktion</i>	Alltid	NP CA
Gör en plan för organisationens ARC granskningar och förlängningar	<i>beskriv procedur/metod/system/instruktion</i>	Årsplan för juni till juni ska presenteras för NP CA senast sista april.	ARC review staff
Utför ARC granskning	<i>beskriv procedur/metod/system/instruktion</i>	Enligt plan (Inom spannet 90 dagar före utgångsdatum på ARC)	ARC review staff
Utför ARC förlängning	<i>beskriv procedur/metod/system/instruktion</i>	Enligt plan (Inom spannet 30 dagar före utgångsdatum)	ARC review staff

Kortfattad information om CAME'ns innehåll:

- Se AMC1 CAMO.A.300
- Om annan kapitelindelning görs än enligt denna checklista, ska en korsreferenslista för kapitel finnas i CAME'n.
Dock inte att förväxla med korsreferenslista för regler omhändertagna i CAME.
- Om ett lufttrafikföretag med operativ licens enligt förordning (EG) nr 1008/2008 använder luftfartyg registrerade i tredje land ska också referenser till Del-T användas.

CAME Guide är en guide som luftvärdighetsorganisation enligt Del-CAMO kan använda vid framtagande av CAME.

Transportstyrelsen fråntar sig ansvar för att samtliga regler är omhändertagna och att texten helt överensstämmer med gällande regler.

Kontroll av att gällande regelkrav är beaktade, utförd: Kommentar:

LIST OF EFFECTIVE PAGES

Page	Revision
1	Original
2	Original

Page	Revision
3	Original
4	Original

Page	Revision
5	Original
.....

TS tillägg:

Det ska finnas ett system för revisionskontroll av CAME och säkerställa att de är uppdaterade, och att rätt version är tillgänglig för användarna, detta gäller även hänvisade manualer

Hur framgår det att publicerad CAME revision är godkänd av

- Organisationen
- Myndigheten

DISTRIBUTION LIST

(The document should include a distribution list to ensure proper distribution of the manual and to demonstrate to the competent authority that all personnel involved in continuing airworthiness activities have access to the relevant information. This does not mean that all personnel have to receive a manual, but that a reasonable amount of manuals is distributed within the organisation(s) so that personnel concerned have quick and easy access to the manual.

Accordingly, the continuing airworthiness management exposition should be distributed to:

- the operator's or the organisation's management personnel and to any person at a lower level as necessary; and
- the Part-145 or M.A. Subpart F contracted maintenance organisation(s), Del-CAO and
- the competent authority.)

PART 0 GENERAL ORGANISATION, safety policy and objectives	
0.1 Safety policy, objectives and accountable manager statement	
<i>CAMO.A.200(a)(2), CAMO.A.300(a)(1)(2)</i>	

PART 0 GENERAL ORGANISATION, safety policy and objectives

The purpose of the CAME is to:

- specify the scope of work and shows how the organisation intends to comply with this Annex; and
- provides all the necessary information and procedures for the personnel of the organisation to perform their duties.

Complying with its contents will ensure the organisation remains in compliance with Part-CAMO and, as applicable, Part-M and/or Part-ML.

ACCOUNTABLE MANAGER STATEMENT

1. Part 0 ‘General organisation, safety policy and objectives’ of the CAME should include a statement, signed by the accountable manager (and countersigned by the chief executive officer, if different), confirming that the CAME and any associated manuals will be complied with at all times.
2. The accountable manager’s exposition statement as specified in point CAMO.A.300(a)(1) should embrace the intent of the following paragraph, and in fact, this statement may be used without amendment. Any amendment to the statement should not alter its intent:

‘This exposition and any associated referenced manuals define the organisation and procedures upon which the competent authority’s CAMO approval is based.*

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

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

It is understood that the approval of the organisation is based on the continuous compliance of the organisation with Part-CAMO, Part-M and Part-ML, as applicable, and with the organisation’s procedures described in this exposition. The competent authority is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by Part-CAMO, Part-M and Part-ML, as applicable, or any conditions according to which the approval was issued.*

In the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008, suspension or revocation of the CAMO certificate will invalidate the AOC.

Signed

Dated

Accountable manager and ... (quote position) ...

Chief Executive Officer ...

For and on behalf of ... (quote organisation’s name) ... ’

**Where ‘competent authority’ is stated, please insert the actual name of the competent authority delivering the CAMO approval certificate or the air operator certificate.*

3. Whenever the accountable manager is changed, it is important to ensure that the new accountable manager signs the paragraph 2 statement at the earliest opportunity.

PART 0 GENERAL ORGANISATION, safety policy and objectives	
<i>TS tillägg: Lägg till Safety policy AMC1 CAMO.A.200(a)(2)</i>	
0.2 General Information and scope of work	
<i>CAMO.A.005, CAMO.A.105, CAMO.A.125, CAMO.A.135, CAMO.A.140, CAMO.A.150, CAMO.A.200(b)(c)(d), CAMO.A.215, CAMO.A.300(a)(3) M.A201(ea)</i>	
a) Brief description of the organisation <i>(This paragraph should describe broadly how the whole organisation (i.e. including the whole operator in the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008 or the whole organisation when other approvals are held) is organised under the management of the accountable manager, and should refer to the organisation charts of paragraph 0.4.)</i>	
<i>TS tillägg:</i> <i>Vilken tillståndnummer man innehar (SE.CAMO.NNNN) (och vilket AOC-Nr vid CAT med OL) (One Business Camo)</i>	
b) Relationship with other organisations <i>(This paragraph may not be applicable to every organisation.)</i>	
<i>TS tillägg:</i> <i>Här ska samtliga organisationer listas som organisationen samarbetar med under sitt tillstånd inklusive "One business camo" Enl M.A.201 (ea)</i>	
(1) Subsidiaries/ mother company <i>(For clarity purpose, where the organisation belongs to a group, this paragraph should explain the specific relationship the organisation may have with other members of that group - e.g. links between Joe Bloggs Airlines, Joe Bloggs Finance, Joe Bloggs Leasing, Joe Bloggs Maintenance, etc.)</i>	
(2) Consortiums <i>(Where the organisation belongs to a consortium, it should be indicated here. The other members of the consortium should be specified, as well as the scope of organisation of the consortium (e.g. operations, maintenance, design (modifications and repairs), production etc.). The reason for specifying this is that consortium maintenance may be controlled through specific contracts and through consortium's policy and/or procedures manuals that might unintentionally override the maintenance contracts. In addition, in respect of international consortia, the respective competent authorities should be consulted and their agreement to the arrangement should be clearly stated. This paragraph should then make reference to any consortium's continuing airworthiness related manual or procedure and to any competent authority agreement that would apply.)</i>	

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c) Scope of work - Aircraft managed

(This paragraph should specify the scope of the work for which the CAMO is approved. This paragraph may include aircraft type/series, aircraft registrations, owner/operator, contract references, etc. The following is given as an example.)

Aircraft type/series	Date included in the scope of work	Aircraft maintenance programme or 'generic'/baseline' maintenance programme	Aircraft registration(s)	Owner/ operator	CAMO contract reference

For air carriers licensed in accordance with Regulation (EC) No 1008/2008, this paragraph can make reference to the operations specifications or operations manual where the aircraft registrations are listed.

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

- 1) the paragraph is revised each time an aircraft is removed from or added in the list;*
- 2) the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list; in that case, the paragraph should explain where the current list of aircraft managed is available for consultation.)*

TS tillägg 1:

Här ska det specificeras vilka luftfartygstyper som man har tillstånd för.

*Om det i tillståndet står en "grupp" t.ex. "Piston-engine aeroplanes - 2730 kg MTOM and **below**", ska det specificeras vilka luftfartygstyper man har tillstånd för. Specificering ska vara enligt Part-66 listan. Motortyp behöver ej nämnas.*

TS tillägg 2:

TS tillägg 3:

Lista över de godkända underhållsprogrammen för respektive luftfartyg i scopet. CAMO.A.300(a)(12)

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TS tillägg 4:

Ett exempel på hur man kan förtydliga sina privilegier i en tabell:

Ex	Luftfartygstyp* ¹	Underhållsprogram	Indirekt godkännande AMP* ²	Indirekt godkännande mindre rev AMP* ²	Godkänd för luftvärdighetsgranskning	Godkänd att utfärda flygtillstånd (PtF)	Aircraft Registration
CAT med OL	Boeing 737-600/700/800/900	NN-AMP-B737 (Det unika id)	Nej	Ja/Nej	Ja/Nej	Ja/Nej	Ref AOC xxxx
"Fristående"	Boeing 737-600/700/800/900 (Stort luftfartyg)	NN-Baseline-AMP-B737 (M.A.709 Baserad på Appendix I M.A.302)	Ja/Nej	Ja/Nej	Ja/Nej	Ja/Nej	NA
"Fristående"	Ej stort luftfartyg	TS-Underhållsprogram – Generellt (Aircraft Maintenance Program – General)	Ja/Nej	Ja/Nej	Ja/Nej	Ja/Nej	NA
"Fristående"	Ej stort luftfartyg	Bolagets egen Generella mall som uppfyller kraven NN-Underhållsprogram – Generellt	Ja/Nej	Ja/Nej	Ja/Nej	Ja/Nej	NA

*¹ Benämningar enligt Del-66-listan (Appendix I till AMC) utan motorbenämning på varje luftfartygstyp.

*² Indirekt godkännande gäller endast på svenskregistrerade luftfartyg

d) Type of operation

(This paragraph should give broad information on the type of operations such as: commercial air transport operations, (commercial) specialised operations, training organisation, NCC, NCO, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, etc.)

0.3 Management personnel

CAMO.A.200(a)(1), CAMO.A.300 (a)(4)(5)(6)(7), CAMO.A.305 (a)(b)(c)

PART 0 GENERAL ORGANISATION, safety policy and objectives	
a) Accountable manager <i>(This paragraph should address the duties and responsibilities of the accountable manager as regards CAMO approvals and should demonstrate that he/she has corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard.)</i>	
b) Nominated postholder for continuing airworthiness referred to in CAMO.A.305 <i>(This paragraph should:</i> <ul style="list-style-type: none"> - <i>emphasise that the nominated postholder for continuing airworthiness is responsible to ensure that all maintenance is carried out on time and to an approved standard; and</i> - <i>describe the extent of his/her authority as regards his/her responsibility for the continuing airworthiness.</i> <i>This paragraph is not necessary for organisations not holding an AOC)</i>	
c) Continuing airworthiness coordination <i>(This paragraph should list in sufficient detail the job functions that constitute the ‘group of persons’ as required by CAMO.A.305 so as to show that all the continuing airworthiness responsibilities as described in Part-M/Part-ML are covered by the persons that constitute that group. In the case of small operators where the ‘nominated postholder’ for continuing airworthiness constitutes himself/herself the ‘group of persons’, this paragraph may be merged with the previous one.)</i>	
d) Duties and responsibilities <i>(This paragraph should further elaborate the duties and responsibilities of all the nominated persons and of any other management personnel.)</i>	
<p>TS tillägg 1: Organisationens mötesstruktur. <i>Behovet av regelbundna möten är beroende av de uppgifter som skall utföras och beroende av storleken och komplexiteten av CAMO. Frågorna som organisationen bör ställa sig är: Har vi möten idag, är dessa beskrivna i CAME, vad är det i vår verksamhet som kräver möten och vem ska delta i ev. möten. Beskriv mötesstrukturen i organisationen, dvs vilka möten som ska protokollföras, närvarolista etc. Under vilka möten som direkta beslut tas angående luftvärdighet.</i></p>	
e) Manpower resources and training policy	

PART 0 GENERAL ORGANISATION, safety policy and objectives

(1) Manpower resources

(This paragraph should give broad figures to show that the number of people assigned to the performance of the approved continuing airworthiness activity is adequate. It is not necessary to give the detailed number of employees of the whole company, but only the number of those involved in continuing airworthiness. This could be presented as follows:)

As of 28 November 2003, the number of employees assigned to the performance of the continuing airworthiness management system is the following:

	Full Time	Part Time in equivalent full time
Quality monitoring	AA	aa = AA'
Continuing airworthiness management	BB	bb = BB'
<i>(Detailed information about the</i>	BB1	bb1 = BB1'
<i>management of group of persons)</i>	BB2	bb2 = BB2'
Other...	CC	cc =CC'
Total	TT	tt = TT'
Total Man hours	TT + TT'	

(Note: According to the size and complexity of the organisation, this table may be further developed or simplified)

TS tillägg 1:

Även "sub-contracted" personal ska inkluderas.

TS tillägg 2:

Tänk även på att CMM (Compliance Monitoring Manager) och SM (Safety Manager) ska inkluderas.

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<p>TS tillägg 3: Resursanalys</p> <ul style="list-style-type: none"> • <i>En resursanalys ska finnas.</i> <ul style="list-style-type: none"> ○ <i>Resursanalys CAMO.A.305 (d)(e)(f)(g) organisationen ska ha ett system som säkerställer att tillräckliga personalresurser kompetenser finns tillgängliga för at planera, utföra, övervaka, och kontrollera organisationens uppgifter.</i> ○ <i>Om resursanalys inte redovisas i detta kapitel ska en referens till en bilaga/dokument finnas. (Bilagan/dokumentet ska kunna uppvisas eller finnas i t ex kapitel 5.1).</i> • <i>En rutin som beskriver att:</i> <ul style="list-style-type: none"> ○ <i>Resursanalys ska revideras vid större förändring och eller årligen.</i> 	
<p>(2) Training policy <i>(This paragraph should show that</i></p> <ul style="list-style-type: none"> - <i>The training and qualification standards for the personnel mentioned above are consistent with the size and complexity of the organisation.</i> - <i>Training necessary to the job function</i> - <i>It should also explain how the need for recurrent training is assessed and</i> - <i>how training recording and follow-up is performed.)</i> - <i>Competency must include an understanding of safety management and human factors principles</i> 	

TS tillägg 1:**"NPCA/CMM/SM"**

- Se CCL "Befattningshavare luftvärdighet (NPCA/CMM/SM)" och fastställda kriterier "Krav på personal i CAMO organisationer" på TS web.

NPCA/CMM/SM ska ha utbildning på relevanta typer av luftfartyg som motsvarar de luftfartyg som finns i tillståndets scope.

- Har tillståndet gruppbehörighet ska utbildning finnas på minst ett luftfartyg i grupp. Med relevant typ menas också att struktur, avionik system och motor ska tas med i kvalifikation. Det ska framgå i personalregister att NPCA/CMM/SM har tillräckliga kvalifikationer motsvarande tillståndets scope. *Tänk på att organisationen ska beskriva sina krav i detalj om vad som är relevant för bolaget och rollen, "relevanta flygtyper" eller att ha kännedom om "relevanta regler" räcker inte.*

Utbildning kan vara Del-66 licens eller Gen-fam kurs eller dokumenterad bedömning vid uppvisande av kunskap (annat sätt) på minst en typ av luftfartyg i varje grupp, t ex:

- Aeroplanes (Group 1)
- Helicopters (Group 1)
- Single Turbo-propeller Engine Aeroplanes (Sub-group 2a)
- Single Turbine Engine Helicopters (Sub-group 2b)
- Single Piston-engine Helicopters (Sub-group 2c)
- Piston-engine Aeroplanes (Group 3)

följande ska också vara del i gruppbehörighet:

- Struktur - metall/komposit/duk/trä (grupp 2a och 3)
- Avionik system - analog/digital (grupp 2a, 2b, 2c och 3)
- Motor - turbin/kolv (diesel) (grupp 3)

Exempel på hur kvalifikationer kan se ut i personalregister för NPCA/CMM/SM (exempel gäller även för luftvärdighetsgranskare).

Tillstånd/Scope	TC hållare	Luftfartygstyp	Grupp	Typ av struktur	Avionik system	Utbildning
Single Turbo-propeller Engine Aeroplanes group 2a	CESSNA AIRCRAFT Company	Cessna (Soloy) 206/207 (RR Corp 250)	2a	Metal	Analogue	Del-66 cert
Piston-engine Aeroplanes group 3	CESSNA AIRCRAFT Company	Cessna/Reims-Cessna 172/F172 Series (Lycoming)	3	Metal	Analogue/Digital	Del-66 cert
	CEAPR	Robin DR 400 (Lycoming)	3	Wood	Analogue	Gen-fam kurs
	AMERICAN CHAMPION Aircraft Corp.	Champion 7 (Lycoming)	3	Wood + Metal tubing fabric	Analogue	Dokumenterad bedömning
	DIAMOND AIRCRAFT Industries	Diamond DA40 (Austro Engine)	3	Composite	Digital	Gen-fam kurs
Single Turbine Engine Helicopters 2b	AIRBUS HELICOPTERS	Airbus Helicopter AS 350	2b	-	Analogue/Digital	Del-66 cert
Single Piston-engine Helicopters group 2b	ROBINSON HELICOPTER COMPANY	Robinson R22/R44	2c	-	Analogue/Digital	Del-66 cert

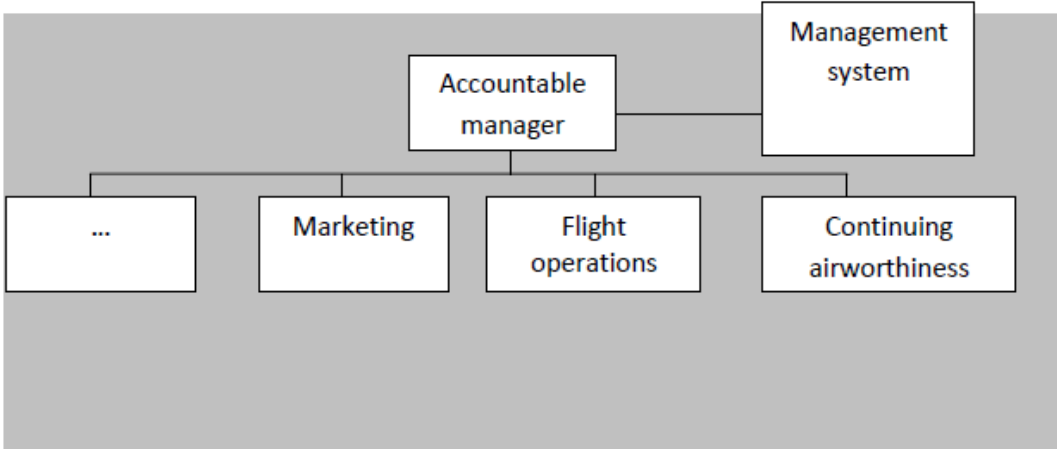
PART 0 GENERAL ORGANISATION, safety policy and objectives						
<i>Bell 412/Agusta AB412</i>	<i>BELL HELICOPTER</i>	<i>Bell 412</i>	<i>1</i>	<i>-</i>	<i>Analogue</i>	<i>Gen-fam kurs</i>
<i>Airbus A319/A320/A321</i>	<i>Airbus</i>	<i>Airbus A320</i>	<i>1</i>	<i>-</i>	<i>Digital</i>	<i>Del-66 cert</i>

PART 0 GENERAL ORGANISATION, safety policy and objectives	
<p>TS tillägg 2: CAMO personal</p> <ul style="list-style-type: none"> • Se CAMO.A.305 med AMC och fastställda kriterier "Krav på personal i CAMO organisationer" på TS web. 	
<p>TS tillägg 3: CAMO personal som arbetar med fortsatt luftvärdighet i organisation med komplexa motordrivna luftfartyg och lufttrafikföretag med operativ licens enligt förordning (EG) nr 1008/2008 (CAT med OL) enligt CAMO.A.305(b). <i>("Adequate initial and recurrent training should be provided and recorded to ensure continued competence")</i></p> <ul style="list-style-type: none"> • Se CAMO.A.305 med AMC och fastställda kriterier "Krav på personal i CAMO organisationer" på TS web. 	
<p>TS tillägg 4: CMM och SM krav <i>I och med CMM och SM inkluderas som utnämnd person i CAMO.A.305(a), gäller kompetenskraven enligt CAMO.A.305(c).</i></p> <ul style="list-style-type: none"> • Se CAMO.A.305 med AMC och fastställda kriterier "Krav på personal i CAMO organisationer" på TS web. 	
0.4 Management organisation chart	
CAMO.A.200.(a)(1), CAMO.A.300(a)(7), CAMO.A.305(a)	

PART 0 GENERAL ORGANISATION, safety policy and objectives

a) General organisation chart

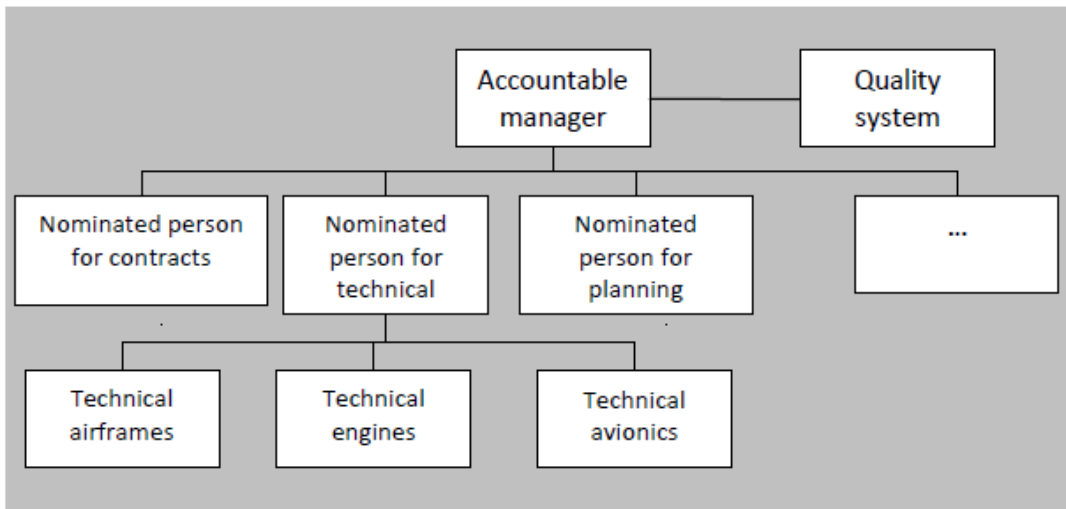
This flow chart should provide a comprehensive understanding of the whole company's organisation. For example, the case of an air carrier licensed in accordance with Regulation (EC) No 1008/2008:



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b) Continuing airworthiness management organisation chart

This flow chart should give further details on the continuing airworthiness management system, and should clearly show the independence of the quality monitoring system, including the links between the quality department and the other departments (see example below). This flow chart may be combined with the one above or subdivided as necessary, depending on the size and complexity of the organisation.



TS tillägg:

Även ansvarsfördelningen AM, NPCA/CMM/SM, ARC, förlängningspersonal och "Subcontractor" i organisationschema.

<p>0.5 Procedure for changes requiring prior approval</p>	
<p>CAMO.A.130(a)(b), <i>GM1</i> CAMO.A.130(b), CAMO.A.300(c)</p>	
<p><i>This paragraph should list the changes to the organisation that shall have prior approval by the competent authority. The accountable manager (or any nominated person) will notify the competent authority of any change concerning:</i></p> <ul style="list-style-type: none"> <i>(1) Changes that affect the scope of the certificate or the terms of approval of the organisation;</i> <i>(2) The nominated persons</i> <i>(3) The reporting lines between the nominated persons</i> <i>(4) Operations, procedures and technical arrangements, as far as they may affect the approval.</i> <i>(5) The procedure as regards changes requiring prior approval referred to CAME 0.5</i> <i>(6) The procedure as regards changes not requiring prior approval referred to CAME 0.6</i> <i>(Joe Bloggs will not incorporate such changes until they have been assessed and approved by the competent authority.)</i> <i>(7) changes to the alternative means of compliance</i> <i>(8) changes to the CAME procedure for the completion of an airworthiness review under supervision of the organisation’s authorised airworthiness review staff (ARS)</i> <i>(9) changes to the procedure to establish and control the competency of personnel</i> <i>(10) changes to the system for reporting to the competent authority on the safety performance and regulatory compliance of the organization</i> <i>(11) changes to the procedure for the indirect approval of the maintenance programme of Part-M aircraft</i> <i>(12) (initial) ATL</i> 	
<p>TS tillägg: <i>Vid ansökan om förändringar ska Form 2 och ev Form 4 bifogas med tillhörande reviderat förslag på CAME.</i></p>	
<p>0.6 Procedure for changes not requiring prior approval</p>	
<p>CAMO.A.130(c), CAMO.A.300(b)(c)</p>	
<p><i>(This procedure should define 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;</i></p> <ul style="list-style-type: none"> <i>- Including changes to CAME</i> 	

<p>TS tillägg 1: <i>Rutin för bevakning och införande av nya regler</i></p> <ul style="list-style-type: none"> • <i>Från bevakning till implementering (När, var, hur)</i> • <i>Vem är ansvarig (NPCA/CAM)</i> <p><i>Exempel på regler som ska övervakas:</i></p> <ul style="list-style-type: none"> - <i>Del-M och tillhörande AMC/GM</i> - <i>Del-145 och tillhörande AMC/GM</i> - <i>Del-21 och tillhörande AMC/GM</i> - <i>TSFS</i> 	
<p>TS tillägg 2: <i>Rutin för hur det säkerställs att alla regler är omhändertagna i CAME'n?</i></p> <ul style="list-style-type: none"> • <i>Ett sätt kan vara en korsreferenslista mellan regler och var dessa regler är omhändertagna i CAME.</i> <ul style="list-style-type: none"> - <i>T ex: CCL "Regler/AMC omhändertagna i CAME"</i> • <i>Om den inte redovisas i detta kapitel ska en referens till bilaga finnas (i t ex kapitel 5.1).</i> 	
<p>0.7 Procedure for alternative means of compliance</p>	
<p>CAMO.A.120</p>	
<p><i>If the organisation wishes to use an alternative means of compliance, describe how the organisation shall prior to using it, provide the competent authority with a full description of the alternative means of compliance.</i></p> <p><i>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.</i></p> <p><i>The organisation may use these alternative means of compliance subject to prior approval by the competent authority, and upon receipt of the notification of approval.</i></p>	
<p>PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES</p>	
<p>1.1a Use of aircraft continuing airworthiness record system and if applicable, aircraft technical log (ATL) system</p>	
<p>CAMO.A.300(a)(11), CAMO.A.315(c), M.A.301, M.A.305, M.A.306, ML.A.305, M.A.401, ML.A.401, M.A.402, ML.A.402, M.A.403, ML.A.403, M.A.501, M.A.502, ML.A.502, M.A.503, ML.A.503, M.A.801, ML.A.801, M.A.802, ML.A.802, M.A.803, ML.A.803</p>	
<p>a) Continuing airworthiness management procedures</p>	

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES	
<p><i>The CAMO bears the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management. Thus, it should be satisfied before the intended flight that all required maintenance is completed.</i></p> <p><i>Describe continuing airworthiness management procedures;</i></p> <p><i>How to raise work orders for maintenance (aircraft and components)</i></p> <p><i>How to update continuing airworthiness records system and how to ensure that ordered maintenance are carried out to approved standards and according to approved maintenance data and properly released.</i></p> <p><i>How the maintenance provider shall report incomplete maintenance and deferred defects and procedure for acceptance by the CAMO.</i></p> <p><i>How to ensure that components used are properly certified and how to update continuing airworthiness records system with component data.</i></p> <p><i>How to ensure that materials used are to an approved standard.</i></p>	
<p>b) Aircraft technical log system</p>	
<p>(1) General</p> <p><i>(It may be useful to recall, in this introductory paragraph, the purpose of the aircraft technical log system and/or the continuing airworthiness record system, with special attention to the options of M.A.305, M.A.306, ML.A.305. For that purpose, the paragraphs M.A.305, M.A.306, ML.A.305 may be quoted or further explained.)</i></p>	
<p>(2) Instructions for use</p> <p><i>(This paragraph should provide instructions for using the aircraft technical log and/or continuing airworthiness record system. It should emphasise the respective responsibilities of the maintenance personnel and operating crew. Samples of the technical log and/or continuing airworthiness record system should be included in Part 5 ‘Appendices’ in order to provide enough detailed instructions.)</i></p>	
<p>(3) Aircraft technical log approval</p> <p><i>The initial issue of aircraft technical log system shall be approved by the competent authority any subsequent amendment to that system shall be managed in accordance with the organisations procedure in point 0.6</i></p>	
<p>TS tillägg 1:</p> <p><i>Journey log ORO.MLR.110</i></p>	
<p>1.1b MEL application</p>	
<p><i>CAMO.A.300(a)(11), CAMO.A.315(c), M.A.301</i></p>	

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES	
<p>MEL application <i>(The MEL is a document not controlled by the CAMO and the decision of whether accepting or not the operation with a defect deferred in accordance with the MEL is normally the responsibility of the operating crew. This paragraph should explain in sufficient detail the MEL application procedure, because the MEL is a tool that the personnel involved in continuing airworthiness and maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred.) (This paragraph does not apply to those types of aircraft that do not have an MEL.)</i></p>	
<p>TS tillägg: <i>Är MEL samordnat med operativa handböcker (OM-A/B)</i></p>	
<p>(1) General <i>(This paragraph should explain broadly what a MEL document is. The information could be extracted from the aircraft flight manual.)</i></p>	
<p>(2) MEL categories <i>(Where an owner/operator uses a classification system placing a time constraint on the rectification of such defect, it should be explained here what are the general principles of such a system. It is essential for the personnel involved in maintenance to be familiar with it for the management of MEL's deferred defect rectification.)</i></p>	
<p>(3) Application <i>(This paragraph should explain how the continuing airworthiness and maintenance personnel make the flight crew aware of an MEL limitation. This should refer to the technical log procedures.)</i></p>	
<p>(4) Acceptance by the crew <i>(This paragraph should explain how the crew notifies their acceptance or non-acceptance of the MEL deferment in the technical log.)</i></p>	
<p>(5) Management of the MEL time limits <i>(Once a technical limitation is accepted by the crew, the defect must be rectified within the time limit specified in the MEL. There should be a system to ensure that the defect will actually be rectified before that time limit. This system could be the aircraft technical log for those (small) operators that use it as a planning document, or a specific follow-up system where control of the maintenance time limit is ensured by other means such as data processed planning systems.)</i></p>	

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES	
<p>(6) MEL Time Limitation Overrun <i>(The competent authority may allow the owner/operator to overrun the MEL time limitation under specific conditions. Where applicable, this paragraph should describe the specific duties and responsibilities with regard to controlling these extensions.)</i></p> <hr/> <p>TS tillägg: MEL Time Limitation Overrun (Benämns operativt RIE (Rectification Interval Extension)) Är detta samordnat med operativa handböcker (OM-A/B)</p>	
1.2 Aircraft maintenance programme (AMP) – development, amendment and approval	
CAMO.A.315(b)(1), CAMO.A.325, M.A.302, ML.A.302, M.A.401, ML.A.401	
<p>a) General <i>(This introductory paragraph should recall that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft.)</i></p>	
<p>b) Content <i>(This paragraph should explain what is (are) the format(s) of the aircraft maintenance programme(s). Appendix I to AMC M.A.302(a) and M.B.301(d) should be used as a guideline to develop this paragraph and/ or AMC2 ML.A.302 as applicable)</i></p>	
<p>c) Development</p>	
<p>(1) Sources <i>(This paragraph should explain what are the sources (MRB, MPD, Maintenance Manual, etc.) used for the development of an aircraft maintenance programme.)</i></p>	
<p>(2) Responsibilities <i>(This paragraph should explain who is responsible for the development of an aircraft maintenance programme)</i></p>	
<p>(3) Manual amendments <i>(This paragraph should demonstrate that there is a system for ensuring the continuing validity of the aircraft maintenance programme. Particularly, it should show how any relevant information is used to update the aircraft maintenance programme. This should include, as applicable, MRB report revisions, consequences of modifications, manufacturer and competent authority recommendations, in-service experience, and reliability reports.)</i></p>	

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES	
<p>(4) Acceptance by the authority <i>(This paragraph should explain who is responsible for the submission of the maintenance programme to the competent authority and what the procedure to follow is. This should in particular address the issue of the approval for variation to maintenance periods either by the competent authority or by a procedure in the maintenance programme for the organisation to approve internally certain changes.)</i></p>	
<p>TS tillägg 1: <i>Här bör rutinerna för hantering av indirekt godkännande av underhållsprogram beskrivas. (om tillämpligt)</i></p>	
<p>TS tillägg 2: <i>Här bör rutinerna för den årliga granskningen av instruktioner och modifieringar till underhållsprogrammet beskrivas. (M.A.302(g), ML.A302(c))</i></p>	
<p>1.3 Continuing airworthiness records: responsibilities, retention and access</p>	
<p><i>CAMO.A.220(a), M.A.305, M.A.306, ML.A.305</i></p>	
<p>a) Hours and cycles recording <i>(The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should explain how the continuing airworthiness management organisation has access to the current flight hours and cycle information and how it is processed through the organisation.)</i></p>	
<p>b) Records <i>(This paragraph should give in detail the type of company documents that are required to be recorded and what are the recording period requirements for each of them. This can be provided by a table or series of tables that would include the following:</i></p> <ul style="list-style-type: none"><i>- Family of document (if necessary),</i><i>- Name of document,</i><i>- Retention period,</i><i>- Responsible person for retention,</i><i>- Place of retention,)</i>	
<p>Övrigt <i>Se krav enligt M.A.305, ML.A.305</i></p>	

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES	
<p>c) Preservation of records <i>(This paragraph should set out the means provided to protect the records from fire, flood, etc., as well as the specific procedures in place to ensure that the records will not be altered during the retention period (especially computer records).)</i></p>	
<p>d) Transfer of continuing airworthiness records <i>(This paragraph should set out the procedure for the transfer of records in case of purchase/lease-in, sale/lease-out and transfer of an aircraft to another organisation. In particular, it should specify which records have to be transferred and who is responsible for the coordination (if necessary) of the transfer.)</i></p>	
1.4 Accomplishment and control of Airworthiness Directives	
<i>CAMO.A.300(a)(11), CAMO.A.315(c), M.A.303, ML.A.303</i>	
<i>(This paragraph should demonstrate that there is a comprehensive system for the management of airworthiness directives. This paragraph may for instance include the following subparagraphs:)</i>	
<p>a) Airworthiness directive information <i>(This paragraph should explain what the AD information sources are and who receives them in the company. Where available, multiple sources (e.g. Agency + competent authority + manufacturer or association) may be useful.)</i></p>	
<p>b) Airworthiness directive decision <i>(This paragraph should explain how and by whom the AD information is analysed and what kind of information is provided to the contracted maintenance organisations in order to plan and to perform the airworthiness directive. This should as necessary include a specific procedure for emergency airworthiness directive management)</i></p>	

PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES

c) Airworthiness directive control

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

- *the AD is not applicable or,*
- *if the AD is applicable:*
 - *the AD is not yet accomplished but the time limit is not overdue,*
 - *the AD is accomplished and any repetitive inspection is identified and performed.*

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

1.5 Analysis of the effectiveness of the maintenance programme	
CAMO.A.315(b)(1)	
<p><i>(This paragraph should show what tools are used in order to analyse the efficiency of the maintenance programme, such as:</i></p> <ul style="list-style-type: none">- <i>pilot reports (PIREPS),</i>- <i>air turnbacks,</i>- <i>spare consumption,</i>- <i>repetitive technical occurrence and defect,</i>- <i>technical delays analysis (through statistics, if relevant),</i>- <i>technical incidents analysis (through statistics, if relevant),</i>- <i>etc.</i> <p><i>This paragraph should also indicate by whom and how this data is analysed, what is the decision process to take action and what kind of action could be taken. This may include:</i></p> <ul style="list-style-type: none">- <i>amendment of the maintenance programme,</i>- <i>amendment of maintenance or operational procedures,</i>- <i>etc.)</i>	
<p>TS tillägg: <i>Här bör rutinerna för den årliga granskningen av driftserfarenheterna till underhållsprogrammet beskrivas . (M.A.301(e), M.A.302(h), ML.A.302(c)(9))</i></p>	

1.6 Non-mandatory modification and inspections	
<i>CAMO.A.315(b)(4)</i>	
<p><i>(This paragraph should specify how</i></p> <ul style="list-style-type: none"><i>- non-mandatory modification information are processed through the organisation,</i><i>- who is responsible for their assessment against the operator's/owner's own need and operational experience,</i><i>- what are the main criteria for decision and</i><i>- who takes the decision of implementing (or not) a non-mandatory modification)</i>	
1.7 Repairs and modification	
<i>CAMO.A.315(b)(3)</i>	
<p><i>(This paragraph should set out a procedure for the</i></p> <ul style="list-style-type: none"><i>- assessment of the approval status of any major modification before embodiment.</i><i>- This will include the assessment of the need of an Agency or design organisation approval.</i><i>- It should also identify the type of approval required, and</i><i>- the procedure to follow to have a repair or modification approved by the Agency or design organisation.)</i>	
<p>TS tillägg: Rutin för hantering av hur modifieringar/reparationer godkänns för luftfartyg som omfattas av bilateralt avtal . (Om tillämpligt)</p> <p>Rutin för hur mod/rep som påverkar luftvärdighet och operation tas om hand. <i>T ex uppdatering av underhållsprogram, massa och balans, flyghandbok med supplement etc.</i></p>	

1.8 Defect reports	
<i>CAMO.A.300(a)(11), CAMO.A.315(c), M.A.301(b), ML.A.301(b), M.A.305, M.A.306, ML.A.305</i>	
<p>a) Analysis <i>(This paragraph should explain how</i></p> <ul style="list-style-type: none"> - <i>the defect reports provided by the contracted maintenance organisations are processed by the continuing airworthiness management organisation.</i> - <i>Analysis should be conducted in order to give elements to activities such as</i> <ul style="list-style-type: none"> - <i>maintenance programme evolution and</i> - <i>non-mandatory modification policy.)</i> 	
<p>b) Liaison with manufacturers and regulatory authorities <i>(Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the manufacturer and the certification competent authority, so that they may take all the necessary action.)</i></p>	
<p>TS tillägg: <i>AMC 20-8 kan användas som vägledning. Ej bara referera till AMC 20-8, rutinen ska anpassas till organisationen.</i> <i>Ref AMC M.A.202(b)</i> <i>Rapportering till:</i></p> <ul style="list-style-type: none"> - <i>Myndighetens e-tjänst eller gsr@transportstyrelsen.se eller post (LFS 2007:68 Serie GEN)</i> - <i>Tillverkare TCH/STCH/DOAH/ETSOH etc</i> - <i>Registreringsstaten för luftfartyget</i> - <i>Operatörens myndighet</i> 	
<p>c) Deferred defect policy <i>(Defects such as cracks and structural defects are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph should establish the procedure to be followed in order to be sure that the deferment of any defect will not lead to any safety concern. This will include appropriate liaison with the manufacturer.)</i></p>	
1.9 Engineering activity	
<i>CAMO.A.300</i>	

<p><i>(Where applicable, this paragraph should present the scope of the organisation’s engineering activity in terms of approval of modifications and repairs. It should set out a procedure for developing and submitting a modification/repair design for approval to the Agency and include reference to the supporting documentation and forms used. It should identify the person in charge of accepting the design before submission to the Agency or the competent authority.</i></p> <p><i>Where the organisation has a DOA capability under Part-21, it should be indicated here and the related manuals should be referred too.)</i></p>	
<p>1.10 Reliability programmes</p>	
<p><i>CAMO.A.315(b)(1), M.A.302(g), AMC .MA.302(g), Appendix I to AMC 302(g)</i></p>	
<p><i>(This paragraph should explain appropriately the management of a reliability programme. It should at least address the following:</i></p> <ul style="list-style-type: none"> - <i>extent and scope of the reliability programme,</i> - <i>specific organisational structure, duties and responsibilities,</i> - <i>establishment of reliability data,</i> - <i>analysis of the reliability data,</i> - <i>corrective action system (maintenance programme amendment),</i> - <i>scheduled reviews</i> - <i>Reliability meetings, The participation of the competent authority</i> <p><i>(This paragraph may be, where necessary, subdivided as follows:)</i></p> <ul style="list-style-type: none"> a) Airframe b) Propulsion c) Component 	
<p>1.11 Pre-flight inspections</p>	
<p><i>CAMO.A.300(a)(11), CAMO.A.315(c), M.A.301, ML.A.301</i></p>	
<p><i>(This paragraph should show how the scope and definition of pre-flight inspection, that is usually performed by the operating crew, are kept consistent with the scope of the maintenance performed by the contracted maintenance organisations. It should show how the evolution of the content of the pre-flight inspection and of the maintenance programme are concurrent.)</i></p> <p><i>(The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, these paragraphs have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.)</i></p>	
<p>a) Preparation of aircraft for flight</p>	

b) Subcontracted ground-handling function	
c) Security of cargo and baggage loading	
d) Control of refueling, quantity/quality	
e) Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard	
1.12 Aircraft weighing	
<i>CAMO.A.300(a)(11), M.A.301</i>	
<i>(This paragraph should state the cases where an aircraft has to be weighed (for instance, after a major modification because of weight and balance operational requirements, etc.), who performs it, according to which procedure, who calculates the new weight and balance, and how the result is processed in the organisation.)</i>	
1.13 Maintenance check flight procedures	
<i>CAMO.A.300(a)(11), M.A.301, ML.A.301, GM M.A.301(i), GM ML.A.301(f)</i>	
<i>(The criteria for performing a check flight are normally included in the aircraft maintenance programme. This paragraph should explain how the check flight procedure is established in order to meet its intended purpose (for instance, after a heavy maintenance check, after engine or flight control removal installation, etc.), and the release procedures to authorise such a check flight.)</i>	

PART 2 Management system procedures	
2.1 Hazard identification and safety risk management schemes	
<i>CAMO.A.200(a)(3), AMC1 CAMO.A.200(a)(3)</i>	
<p>(a) Hazard identification processes</p> <p><i>(1) A reporting scheme for both reactive event and proactive hazards should be the formal means of collecting, recording, analysing, acting on, and generating feedback about hazards and the associated risks that may affect safety.</i></p> <p><i>(2) The identification should include:</i></p> <ul style="list-style-type: none"> <i>(i) hazards that may be generated from HF issues that affect human performance; and</i> <i>(ii) hazards that may stem from the organisational set-up or the existence of complex operational and maintenance arrangements (such as when multiple organisations are contracted, or when multiple levels of contracting/subcontracting are included).</i> 	
<p>(b) Risk management processes</p> <p><i>(1) A formal safety risk management process should be developed and maintained that ensures that there is:</i></p> <ul style="list-style-type: none"> <i>(i) analysis (e.g. in terms of the probability and severity of the consequences of hazards and occurrences);</i> <i>(ii) assessment (in terms of tolerability); and</i> <i>(iii) control (in terms of mitigation) of risks to an acceptable level.</i> <p><i>(2) The levels of management who have the authority to make decisions regarding the tolerability of safety risks, in accordance with (b)(1)(ii), should be specified.</i></p>	
2.2 Internal safety reporting and investigations	
<i>CAMO.A.202, CAMO.A.300(a)(10), AMC1 CAMO.A.202</i>	

PART 2 Management system procedures	
<p><i>(a) 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.</i></p> <p><i>(b) The internal safety reporting scheme should contain the following elements:</i></p> <ul style="list-style-type: none"> <i>(1) clearly identified aims and objectives with demonstrable corporate commitment;</i> <i>(2) a just culture policy as part of the safety policy, and related just culture implementation procedures;</i> <i>(3) a process to:</i> <ul style="list-style-type: none"> <i>(i) identify those reports which require further investigation; and</i> <i>(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;</i> <i>(iii) if adapted to the size and complexity of the organisation, analyse the collective data showing the trends and frequencies of the contributing factor;</i> <i>(4) appropriate corrective actions based on the findings of investigations;</i> <i>(5) initial and recurrent training for staff involved in internal investigations;</i> <i>(6) where relevant, the organisation should cooperate with the owner or operator on occurrence investigations by exchanging relevant information to improve aviation safety.</i> <p><i>(c) The internal safety reporting scheme should:</i></p> <ul style="list-style-type: none"> <i>(1) ensure confidentiality to the reporter;</i> <i>(2) be closed-loop, to ensure that actions are taken internally to address any safety issues and hazards; and</i> <i>(3) feed into the recurrent training as defined in AMC2 CAMO.A.305(g) whilst maintaining appropriate confidentiality.</i> <p><i>(d) 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.</i></p>	
2.3 Safety action planning	
CAMO.A.200, GM1 CAMO.A.200	

PART 2 Management system procedures	
<p><i>The safety review board should ensure that appropriate resources are allocated to achieve the established safety objectives.</i></p> <p>SAFETY ACTION GROUP</p> <p><i>(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.</i></p> <p><i>(b) More than one safety action group may be established, depending on the scope of the task and the specific expertise required.</i></p> <p><i>(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.</i></p> <p><i>(d) The safety action group may be tasked with or assist in:</i></p> <p><i>(1) monitoring safety performance;</i></p> <p><i>(2) defining actions to control risks to an acceptable level;</i></p> <p><i>(3) assessing the impact of organisational changes on safety;</i></p> <p><i>(4) ensuring that safety actions are implemented within agreed timescales;</i></p> <p><i>(5) reviewing the effectiveness of previous safety actions and safety promotion.</i></p>	
2.4 Safety performance monitoring	
CAMO.A.200, AMC1 CAMO.A.200(a)(1)(3)	
<p>Safety performance monitoring and measurement</p> <p><i>(1) Safety performance monitoring and measurement should be the process by which the safety performance of the organisation is verified in comparison with the safety policy and the safety objectives.</i></p> <p><i>(2) This process may include, as appropriate to the size, nature and complexity of the organisation:</i></p> <p><i>(i) safety reporting, addressing also the status of compliance with the applicable requirements;</i></p> <p><i>(ii) safety reviews, including trends reviews, which would be conducted during the introduction of new products and their components, new equipment/technologies, the implementation of new or changed procedures, or in situations of organisational changes that may have an impact on safety;</i></p> <p><i>(iii) safety audits focusing on the integrity of the organisation’s management system, and on periodically assessing the status of safety risk controls; and</i></p> <p><i>(iv) safety surveys, examining particular elements or procedures in a specific area, such as problem areas identified, or bottlenecks in daily continuing airworthiness management activities, perceptions and opinions of management personnel, and areas of dissent or confusion.</i></p>	
2.5 Change management	
CAMO.A.200, AMC1 CAMO.A.200(a)(3) GM2 CAMO.A.200(a)(3)	

PART 2 Management system procedures	
Management of change <i>The organisation should manage the safety risks related to a change. The management of change should be a documented process to identify external and internal changes that may have an adverse effect on the safety of its continuing airworthiness management activities. It should make use of the organisation's existing hazard identification, risk assessment and mitigation processes.</i>	
Continuous improvement <i>The organisation should continuously seek to improve its safety performance and the effectiveness of its management system. Continuous improvement may be achieved through:</i> <i>(1) audits carried out by external organisations;</i> <i>(2) assessments, including assessments of the effectiveness of the safety culture and management system, in particular to assess the effectiveness of the safety risk management processes;</i> <i>(3) staff surveys, including cultural surveys, that can provide useful feedback on how engaged personnel are with the management system;</i> <i>(4) monitoring the recurrence of incidents and occurrences;</i> <i>(5) evaluation of safety performance indicators and review of all the available safety performance information; and</i> <i>(6) identification of lessons learnt.</i>	
2.6 Safety training and promotion	
<i>CAMO.A.200(a)(4)(5), AMC1 CAMO.A.200(a)(4), GM1 CAMO.A.200(a)(4), GM1 CAMO.A.(a)(5)</i>	

PART 2 Management system procedures	
<p>COMMUNICATION ON SAFETY</p> <p><i>(a) The organisation should establish communication about safety matters that:</i></p> <p><i>(1) ensures that all personnel are aware of the safety management activities, as appropriate, for their safety responsibilities;</i></p> <p><i>(2) conveys safety-critical information, especially related to assessed risks and analysed hazards;</i></p> <p><i>(3) explains why particular actions are taken; and</i></p> <p><i>(4) explains why safety procedures are introduced or changed.</i></p> <p><i>(b) Regular meetings with personnel at which information, actions, and procedures are discussed, may be used to communicate safety matters.</i></p> <p>MANAGEMENT SYSTEM DOCUMENTATION</p> <p><i>(a) The organisation may document its safety policy, safety objectives and all its key management system processes in a separate manual (e.g. Safety Management Manual or Management System Manual) or in its CAME (cf. AMC1 CAMO.A.300, Part 2 ‘Management system procedures’). Organisations that hold multiple organisation certificates within the scope of Regulation (EU) 2018/1139 may prefer to use a separate manual in order to avoid duplication. That manual or the CAME, depending on the case, should be the key instrument for communicating the approach to the management system for the whole of the organisation.</i></p> <p><i>(b) The organisation may also choose to document some of the information that is required to be documented in separate documents (e.g. policy documents, procedures). In that case, it should ensure that the manual or the CAME contains adequate references to any document that is kept separately. Any such documents are to be considered as integral parts of the organisation’s management system documentation.</i></p>	
2.7 Immediate safety action and coordination with operator’s Emergency Response Plan (ERP)	
CAMO.A.155, AMC1 CAMO.A.200(a)(3)	
<p>Immediate safety action and coordination with the operator’s Emergency Response Plan (ERP)</p> <p><i>(1) A procedure should be implemented to enable the organisation to act promptly when it identifies safety concerns with the potential to have immediate effect on flight safety, including clear instructions on who to contact at the owner/operator, and how to contact them, including outside normal business hours. These provisions are without prejudice to the occurrence reporting required by point CAMO.A.160.</i></p> <p><i>(2) If applicable, a procedure should be implemented to enable the organisation to react promptly if the ERP is triggered by the operator and it requires the support of the CAMO.</i></p>	
2.8 Compliance monitoring	
CAMO.A.200(a)(6), AMC1 CAMO.A.200(a)(6)	
<p>COMPLIANCE MONITORING — GENERAL</p> <p><i>(a) The primary objectives of compliance monitoring are to provide an independent monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures, and to request action where non-compliances are identified.</i></p> <p><i>(b) The independence of the compliance monitoring should be established by always ensuring that audits and inspections are carried out by personnel who are not responsible for the functions, procedures or products that are audited or inspected.</i></p>	

PART 2 Management system procedures	
TS tillägg: <i>Rutin bör beskrivas för hur, när och av vem monitoring av arbetet utförs utöver den årliga auditen.</i>	
2.8.1 Audit plan and audit procedure	
CAMO.A.200(a)(6), AMC2 CAMO.A.200 (a)(6)	
<p><i>The organisation should establish an audit plan to show when and how often the activities as required by Part-M, Part-ML and Part-CAMO will be audited.</i></p> <p><i>The audit plan should ensure that all aspects of Part-CAMO compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a complete single exercise or subdivided over the annual period. The independent audit should not require each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings. Where findings have been identified, the particular procedure should be verified against other product lines until the findings have been closed, after which the independent audit procedure may revert to a yearly interval for the particular procedure.</i></p> <p><i>Provided that there are no safety-related findings, the audit planning cycle specified in this AMC may be increased by up to 100 %, subject to a risk assessment and/or mitigation actions, and agreement by the competent authority.</i></p> <p><i>Where the organisation has more than one location approved, the audit plan should ensure that each location is audited every year or at an interval determined through a risk assessment agreed by the competent authority and not exceeding the applicable audit planning cycle.</i></p> <p><i>A report should be issued each time an audit is carried out describing what was checked and the resulting non-compliance findings against applicable requirements and procedures.</i></p>	
TS tillägg: <i>Internaudit skall göras på lägst AMC nivå</i>	
2.8.2 Monitoring of continuing airworthiness management activities	
CAMO.A.200(a)(6), CAMO.A.305(a)(4), GM1 CAMO.A305(a)(3), AMC1 CAMO.A.305(a)(4);(a)(5) M.A.301, ML.A.301	
<p>RESPONSIBILITY FOR ENSURING COMPLIANCE</p> <p><i>NP CA are responsible, in the day-to-day continuing airworthiness management activities, for ensuring that the organisation personnel work in accordance with the applicable procedures and regulatory requirements.</i></p> <p>The compliance monitoring manager should ensure that:</p> <ul style="list-style-type: none"> <i>-the activities of the organisation are monitored for compliance with the applicable requirements and any additional requirements as established by the organisation, and that continuing airworthiness management activities are carried out properly under the supervision of the NP CA.</i> <i>-any contracted maintenance is monitored for compliance with the contract or work order;</i> 	

PART 2 Management system procedures	
2.8.3 Monitoring of the effectiveness of the maintenance programme(s)	
<i>CAMO.A.200(a)(6), CAMO.A.315, M.A.301(e), AMC M.A.301(e)</i>	
<i>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.</i>	
2.8.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation	
<i>CAMO.A.315(c), AMC1 CAMO.A.315(c), M.A.301(c), AMC M.A.301(c), M.A.801, ML.A.801, M.A.802, ML.A.802, M.A.803, ML.A.803</i>	
<i>If the CAMO does not hold the appropriate maintenance organisation approval, then the CAMO should conclude a contract with the appropriate organisation(s). The CAMO should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.</i>	
2.8.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor	
<i>CAMO.A.315(b)(5),(c)(d)(e), AMC1 CAMO.A.315(c), GM1 CAMO.A.315(b)(5)</i>	
<i>The CAMO bears the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management. Thus, it should be satisfied before the intended flight that all required maintenance has been properly carried out. The fact that the CAMO has contracted a maintenance organisation should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft. The contract between the CAMO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party. Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned that could result in a situation where work that has an effect on the airworthiness or serviceability of aircraft is not or will not be properly performed. Special attention should be paid to procedures and responsibilities to ensure that all maintenance work is performed, service bulletins are analysed and decisions are taken on their accomplishment, airworthiness directives are accomplished on time and that all work, including non-mandatory modifications, is carried out to approved data and to the latest standards.</i>	
TS tillägg: <i>Syftet med kontinuerlig "compliance monitoring" är en fortlöpande "dag för dag" monitoring arbete av organisationens regeluppfyllelse som utförs av CMM eller av utsedd person.</i>	

<p>2.8.6 Compliance monitoring personnel</p>	
<p><i>CAMO.A.305(d), AMC1 CAMO.A.305(d)</i></p>	
<p><i>To implement 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 analysis should be kept up to date and reviewed in case of significant changes to the organisation.</i></p> <p><i>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:</i></p> <ul style="list-style-type: none"> <i>-when actual staff availability is less than the planned staffing level for any particular work shift or period;</i> <i>-in case of a temporary increase of the proportion of contracted staff for the purpose of meeting specific operational needs.</i> 	
<p>2.9 Control of personnel competency</p>	
<p><i>CAMO.A.220(c), CAMO.A.305(g), AMC1 CAMO.A.305(g)</i></p>	
<p><i>Competency should be assessed by the evaluation of:</i></p> <ul style="list-style-type: none"> <i>-on-the-job performance and/or testing of knowledge by appropriately qualified personnel;</i> <i>-records for basic, organisational, and/or product type and differences training; and</i> <i>-experience records.</i> <p><i>Validation of the above could include a confirmation check with the organisation(s) that issued such document(s). For that purpose, experience/training may be recorded in a document such as a log book.</i></p> <p><i>As a result of this assessment, an individual's qualification should determine:</i></p> <ul style="list-style-type: none"> <i>-which level of ongoing supervision would be required and whether unsupervised work could be permitted;</i> <i>-whether there is a need for additional training.</i> <p><i>A record should be kept of each individual's qualifications and competency assessment (refer also to point CAMO.A.220(c)). This should include copies of all documents that attest to their qualifications, such as an authorisation held, as applicable.</i></p>	
<p>2.10 Management system record-keeping</p>	
<p><i>CAMO.A.220(b)</i></p>	

<p><i>Management system, contracting and subcontracting records</i></p> <p><i>The organisation shall ensure that the following records are retained:</i></p> <ul style="list-style-type: none"><i>-records of management system key processes as defined in point CAMO.A.200;</i><i>-contracts, both for contracting and subcontracting, as defined in point CAMO.A.205;</i><i>-Management system records, as well as any contracts pursuant to point CAMO.A.205, shall be kept for a minimum period of 5 years.</i>	
<p>2.11 Occurrence reporting</p>	
<p><i>CAMO.A.160, AMC1 CAMO.A.160, AMC 20-8</i></p>	
<p>GENERAL</p> <p><i>The organisation holds one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts:</i></p> <ul style="list-style-type: none"><i>-the organisation may establish an integrated occurrence reporting system covering all certificate(s) held; and</i><i>-single reports for occurrences should only be provided if the following conditions are met:</i><i>-the report includes all relevant information from the perspective of the different organisation certificates held;</i><i>-the report addresses all relevant specific mandatory data fields and clearly identifies all certificate holders for which the report is made;</i><i>-the competent authority for all certificates is the same and such single reporting was agreed with that competent authority.</i><i>-The organisation should assign responsibility to one or more suitably qualified persons with clearly defined authority, for coordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity.</i><i>-If more than one person are assigned such responsibility, the organisation should identify a single person to act as the main focal point for ensuring a single reporting channel is established with the accountable manager. This should in particular apply to organisations holding one or more additional organisation certificates within the scope of Regulation (EU) 2018/1139 and its delegated and implementing acts where the occurrence reporting system is fully integrated with that required under the additional certificate(s) held</i> <p>MANDATORY REPORTING – GENERAL</p> <p><i>For organisations having their principal place of business in a Member State, Regulation (EU) 2015/1018 lays down a list classifying occurrences in civil aviation to be mandatorily reported. This list should not be understood as being an exhaustive collection of all issues that may pose a significant risk to aviation safety and therefore reporting should not be limited to items listed in that Regulation.</i></p> <p><i>AMC-20 ‘General Acceptable Means of Compliance for Airworthiness of Products, Parts and Appliances’ provides further details on occurrence reporting (AMC 20-8).</i></p>	

PART 3 CONTRACTED MAINTENANCE	
3.1 Maintenance contractor selection procedure	
<i>CAMO.A.205, CAMO.A.315(c)(d)(e), AMC1 CAMO.A.315(c), Appendix IV to AMC1 CAMO.A.315(c), GM1 CAMO.A.315(d)</i>	
<p>a) Procedures for the development of maintenance contracts <i>(This paragraph should explain the procedures that the organisation follows to develop the maintenance contract. The CAMO processes to implement the different elements described in Appendix IV to AMC1 CAMO.A.315(c) should be explained. In particular, it should cover responsibilities, tasks and interaction with the maintenance organisation and with the owner/operator. This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance as per CAMO.A.315(d). The organisation may develop a work order template to ensure that the applicable elements of Appendix IV to AMC1 CAMO.A.315(c) are considered. Such a template should be included in Part 5.1. The organisation shall ensure that human factors and human performance limitations are taken into account during continuing airworthiness management, including all contracted and subcontracted activities.</i></p> <p>b) Maintenance contractor selection procedure <i>(This paragraph should explain how a maintenance contractor is selected by the CAMO. Selection should not be limited to the verification that the contractor is appropriately approved for the specific type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance. The selection procedure should preferably include a contract review process in order to ensure that:</i></p> <ul style="list-style-type: none"> <i>- the contract is comprehensive and that it has no gaps or unclear areas,</i> <i>- everyone involved in the contract (both at the continuing airworthiness management organisation and at the maintenance contractor) agrees with the terms of the contract and fully understands their responsibilities.</i> <i>- that functional responsibilities of all parties are clearly identified.</i> <p><i>The CAMO should agree with the operator on the process to select a maintenance organisation before concluding any contract with a maintenance organisation.)</i></p>	
3.2 Product audit of aircraft	
<i>CAMO.A.315</i>	
<p>TS tillägg: <i>Product Audit gäller för alla CAMO – även bolag med eget underhåll</i></p>	

PART 3 CONTRACTED MAINTENANCE

(This paragraph should set out the procedure when performing a product audit of an aircraft. It should set out the differences between an airworthiness review and a product audit.

This procedure may include:

- *compliance with approved procedures;*
- *contracted maintenance is carried out in accordance with the contract;*
- *continued compliance with Part-M, Part-ML as applicable.)*

TS tillägg:

Syfte (Varför):

- *Hur organisationen **kontinuerligt** har kontroll på att rutinerna säkerställer att luftfartygen är luftvärdiga och uppfyller organisationens standard.*

Ansvarig för uppgiften:

- *NPCA/CAM*

Vad ska kontrolleras:

- *Luftfartygens fysiska status.*

PART 4 AIRWORTHINESS REVIEW PROCEDURES	
4.1 Airworthiness review staff	
CAMO.A.310(a)(b)	
<p><i>(This paragraph should establish the</i></p> <ul style="list-style-type: none">- <i>working procedures for the assessment of the airworthiness review staff.</i> <p><i>The assessment addresses</i></p> <ul style="list-style-type: none">- <i>experience,</i>- <i>qualification,</i>- <i>training etc.</i> <p><i>A description should be given regarding the</i></p> <ul style="list-style-type: none">- <i>issue of authorisations for the airworthiness review staff and</i>- <i>how records are kept and maintained.)</i>	
<p>TS tillägg 3:</p> <p>Luftvärdighetsgranskare ska ha utbildning på relevanta typer av luftfartyg som motsvarar de luftfartyg som finns i tillståndets scope.</p> <p><i>Har tillståndet gruppbehörighet ska Luftvärdighetsgranskare ha Del-66 licens, Gen-fam kurs eller dokumenterad bedömning vid uppvisande av kunskap (annat sätt) på minst ett luftfartyg i varje grupp. Med relevanta typer menas också att struktur, avionik system och motor ska tas med som del av auktorisation.</i></p> <ul style="list-style-type: none">• <i>”Grundprincip” utbildning på minst en luftfartygstyp i grupp.</i>• <i>Tänk på att organisationen ska beskriva sina krav i detalj om vad som är relevant för bolaget och rollen, ”relevanta flygtyper” eller att ha kännedom om ”relevanta regler” räcker inte.</i>• <i>Tänk även på att AMC1 CAMO.A.310(a) kräver rätt subkategori för B1 licens, “a category B1 licence in the subcategory of the aircraft reviewed”</i> <i>Dvs:</i><ul style="list-style-type: none">• <i>B1.1 Flygplan Turbin</i>• <i>B1.2 Flygplan Kolv</i>• <i>B1.3 Helikopter Turbin</i>• <i>B1.4 Helikopter Kolv</i>• <i>följande ska också vara del av auktorisation vid gruppbehörighet:</i><ul style="list-style-type: none">• <i>Struktur - metall/komposit/duk/trä (grupp 2a och 3)</i>• <i>Avionik system - analog/digital (grupp 2a, 2b, 2c och 3)</i>• <i>Motor - turbin/kolv (diesel) (grupp 3)</i>	
4.2 Documented review of aircraft records	

PART 4 AIRWORTHINESS REVIEW PROCEDURES	
CAMO.A.320, M.A.901, ML.A.903, AMC M.A.901(k),	
<p><i>(This paragraph should describe in detail</i></p> <ul style="list-style-type: none"> • <i>the aircraft records that are required to be reviewed during the airworthiness review.</i> <p><i>The level of detail</i></p> <ul style="list-style-type: none"> • <i>that needs to be reviewed as well as</i> • <i>the number of records that need to be reviewed during a sample check should be described.)</i> 	
<p>TS tillägg:</p> <p>Ref. M.A.901 och AMC M.A.901(k) Granskning av luftvärdighet:</p> <p>För att uppfylla kraven på en luftvärdighetsgranskning av ett luftfartyg enligt punkt M.A.901 ska en fullständig dokumenterad granskning av luftfartygets dokumentation utföras av den godkända organisationen som svarar för den fortsatta luftvärdigheten för att säkerställa att:</p> <ol style="list-style-type: none"> 1. skrovets, motorns och propellerns flygtimmar och tillhörande antal flygningar har registrerats korrekt, och 2. flyghandboken är tillämplig för luftfartygets konfiguration och avspeglar senaste revideringsstatus, och 3. allt underhåll som ska utföras på luftfartyget enligt det godkända underhållsprogrammet har utförts, och 4. alla kända fel har åtgärdats eller, i tillämpliga fall, senarelagts på ett kontrollerat sätt, och 5. alla tillämpliga luftvärdighetsdirektiv har tillämpats och registrerats korrekt, och 6. alla modifieringar och reparationer som tillämpats på luftfartyget har registrerats och är i enlighet med kapitel I i bilaga I (Del-21) till förordning (EU) nr 748/2012, och 7. alla komponenter med begränsad driftslivslängd som är installerade på luftfartyget är korrekt identifierade, registrerade och att deras godkända driftslivslängd inte har överskridits, och 8. allt underhåll har godkänts i enlighet med bilaga I (Del-M), och 9. aktuell massa- och balansrapport avspeglar luftfartygets konfiguration och är giltig, och 10. luftfartyget svarar mot den senaste revidering av dess typkonstruktion som har godkänts av byrån, och 11. luftfartyget, om så krävs, har ett miljövärdighetsbevis som motsvarar dess aktuella konfiguration i enlighet med kapitel I i bilaga I (Del-21) till förordning (EU) nr 748/2012. <p>OBS! För de dokument där granskning sker genom stickprov, ska antalet handlingar som ska granskas för respektive dokument anges. Det ska finnas en procedur och en checklista, rapportmall, statement eller motsvarande där respektive åtgärd signeras av person som utför luftvärdighetsgranskningen för att intyga att ovanstående har gått igenom och befunnits vara i enlighet med Del-M/Del-ML. Procedurer, rapporter, statement etc. ska vara anpassade för respektive luftfartygstyp och finnas under sample documents CAME 5.1.</p> <p>Det ska även beskrivas:</p> <ul style="list-style-type: none"> • Hur anmärkningar dokumenteras. • Hur anmärkningar åtgärdas (tas om hand). • Vilken typ av anmärkningar som ej behöver åtgärdas innan rekommendation/ARC kan utfärdas. (Policy/procedur) 	

PART 4 AIRWORTHINESS REVIEW PROCEDURES	
<ul style="list-style-type: none">• <i>När myndigheten ska informeras.</i> <i>Ref M.A.901 (r)(s)</i> Om resultatet av luftvärdighetsgranskningen inte är övertygande, ska den behöriga myndigheten informeras av organisationen så snart som möjligt, dock senast inom 72 timmar från den tidpunkt då organisationen identifierar det problem som granskningen gäller. Granskningsbeviset avseende luftvärdighet ska inte utfärdas förrän alla brister har åtgärdats. Ref ML.A.903(h) Om resultatet av luftvärdighetsgranskningen inte är övertygande eller om översynen enligt punkt ML.A.903(h) avslöjar avvikelser i luftfartyget, som beror på brister i underhållsprogrammet innehåll, ska den behöriga myndigheten informeras av organisationen så snart som möjligt, dock senast inom 72 timmar från den tidpunkt då organisationen identifierar det problem som granskningen gäller. Granskningsbeviset avseende luftvärdighet ska inte utfärdas förrän alla brister har åtgärdats.	
4.3 Physical survey	
<i>CAMO.A.320, M.A.901, MLA.903</i>	
<p><i>(This paragraph should describe how</i></p> <ul style="list-style-type: none">• <i>the physical survey needs to be performed.</i> <p><i>It should list</i></p> <ul style="list-style-type: none">• <i>the topics that need to be reviewed,</i>• <i>the physical areas of the aircraft to be inspected,</i>• <i>which documents onboard the aircraft that need to be reviewed etc.)</i>	
<p>TS tillägg: Ref. M.A.901(l)</p> <p>b) Personalen för granskning av luftvärdigheten hos den godkända organisationen ska genomföra en fysisk genomgång av luftfartyget. Vid denna genomgång ska den personal för granskning av luftvärdigheten som inte har lämpliga kvalifikationer enligt bilaga III (Del-66) biträdas av personal med sådana kvalifikationer.</p> <p>c) Vid den fysiska genomgången av luftfartyget ska personalen för granskning av luftvärdigheten försäkra sig om att:</p> <ol style="list-style-type: none">1. <i>alla erforderliga märkningar och skyltar sitter ordentligt på plats,</i>2. <i>luftfartyget svarar mot sin godkända flyghandbok,</i>3. <i>luftfartygets konfiguration svarar mot den godkända dokumentationen,</i>4. <i>inga uppenbara fel kan konstateras, som inte har åtgärdats i enlighet med punkt M.A.403, ML.A.403</i>5. <i>inga skillnader kan konstateras mellan luftfartyget och den dokumenterade granskningen av dokumentation enligt punkt 4.2 "review of aircraft records".</i>	

PART 4 AIRWORTHINESS REVIEW PROCEDURES	
<p>6. Utöver ovanstående kan den fysiska granskningen om, så bedöms av granskningspersonal, kräva åtgärder av typen underhållsåtgärder (t.ex. motor körning, "operational tests", test av nödutrustning, "visual inspections" som kräver öppning av luckor etc.). I dessa fall, ska efter luftvärdighets granskning, en "release to service" utfärdas enligt Del-145.</p> <p>7. Den fysiska granskningen kan även innebära verifieringar som ska göras under flygning.</p> <p>d) Genom ett undantag från punkt M.A.901(n) kan luftvärdighetsgranskningen tidigareläggas inom en tidrymd av maximalt nittio dagar utan att kontinuiteten i mönstret för luftvärdighetsgranskningen bryts, för att möjliggöra att den fysiska granskningen äger rum under en underhållskontroll.</p> <p>OBS! Det ska finnas en procedur och en checklista, rapportmall, statement eller motsvarande där respektive åtgärd signeras av personal som utför luftvärdighetsgranskningen för att intyga att ovanstående har gått igenom och befunnits vara i enlighet med Part-M. Procedurer, rapporter, statement etc. ska vara anpassade för respektive luftfartygstyp och finnas under sample documents CAME 5.1.</p> <p>Det ska även beskrivas:</p> <ul style="list-style-type: none"> • Hur anmärkningar dokumenteras. • Hur anmärkningar åtgärdas (tas om hand). • Vilken typ av anmärkningar som ej behöver åtgärdas innan rekommendation/ARC kan utfärdas. (Policy/procedur) • När myndigheten ska informeras. <p>Ref M.A.901 (r)(s)</p> <p>Om resultatet av luftvärdighetsgranskningen inte är övertygande, ska den behöriga myndigheten informeras av organisationen så snart som möjligt, dock senast inom 72 timmar från den tidpunkt då organisationen identifierar det problem som granskningen gäller. Granskningsbeviset avseende luftvärdighet ska inte utfärdas förrän alla brister har åtgärdats.</p> <p>Ref ML.A.903(h)</p> <p>Om resultatet av luftvärdighetsgranskningen inte är övertygande eller om översynen enligt punkt ML.A.903(h) avslöjar avvikelser i luftfartyget, som beror på brister i underhållsprogrammet innehåll, ska den behöriga myndigheten informeras av organisationen så snart som möjligt, dock senast inom 72 timmar från den tidpunkt då organisationen identifierar det problem som granskningen gäller. Granskningsbeviset avseende luftvärdighet ska inte utfärdas förrän alla brister har åtgärdats.</p>	
4.4 Additional procedures for recommendations to competent authorities for the import of aircraft	
M.A.904, AMC M.A.901, AMC M.A.904	
(This paragraph should describe	
<ul style="list-style-type: none"> • the additional tasks regarding the recommendation for the issue of an airworthiness review certificate in the case of import of aircraft. <p>This should include:</p> <ul style="list-style-type: none"> • communication with the competent authority of registry, • additional items to be reviewed during the airworthiness review of the aircraft, 	

PART 4 AIRWORTHINESS REVIEW PROCEDURES

- *specification of maintenance required to be carried out, etc.)*

TS tillägg:**Ref. M.A.904 och AMC M.A.904 Granskning av luftvärdighet för till EU importerat luftfartyg som uppfyller kraven i Del-M**

När ett luftfartyg importeras till Sverige från ett tredje land ska sökanden:

1. ansöka om utfärdande av ett nytt luftvärdighetsbevis i enlighet med Del-21
2. låta godkänd organisation utföra en luftvärdighetsgranskning.
3. säkerställa att allt underhåll har utförts eller utförs enligt gällande underhållsprogram.

När det står klart att luftfartyget uppfyller de relevanta kraven ska CAMO sända en dokumenterad rekommendation avseende utfärdande av ett granskningsbevis för luftvärdigheten till Transportstyrelsen. Rekommendationen ska innehålla uppgifter enl. AMC M.A.901(d) och AMC M.A.904(b).

I avsikt att möjliggöra deltagande för Transportstyrelsen, ska sökanden meddela tid och plats för luftvärdighetsgranskningen till Transportstyrelsen **minst tio arbetsdagar i förväg**. Lämpliga lokaler för luftvärdighetsgranskning ska finnas tillgängliga.

Ett nytt luftvärdighetsbevis kommer att utfärdas av Transportstyrelsen när luftfartyget uppfyller föreskrifterna i Del-21.

Transportstyrelsen utfärdar även granskningsbeviset avseende luftvärdighet som normalt är giltigt i ett år.

Ref. ML.A.906 Granskning av luftvärdighet för till EU importerat luftfartyg som uppfyller kraven i Del-ML

Vid överföring av ett luftfartygsregistrering inom EU ska sökanden informera den tidigare medlemsstaten om i vilken medlemsstat registrering kommer att ske och därpå, ansöka till den nya medlemsstaten (Transportstyrelsen) om utfärdande av ett nytt luftvärdighetsbevis i enlighet med Del-21.

Det tidigare granskningsbeviset avseende luftvärdighet fortsätter att gälla till den dag det löper ut. Operatören ska verifiera att Transportstyrelsen har fört över den nya registreringsbeteckningen på granskningsbeviset och validerat ändringen.

Se även Transportstyrelsens:

- CCL "Rekommendationsrapport" eller
- REKOMMENDATION FÖR GRANSKNINGSBEVIS AVSEENDE LUFTVÄRDIGHET.

Ref. ML.A.905 Överföring av luftfartygs registrering inom EU för luftfartyg som uppfyller kraven i Del-ML

När ett luftfartyg importeras till Sverige från ett tredje land ska sökanden:

1. ansöka om utfärdande av ett nytt luftvärdighetsbevis i enlighet med Del-21
2. låta godkänd organisation utföra en luftvärdighetsgranskning.
3. säkerställa att allt underhåll har utförts eller utförs enligt gällande underhållsprogram.

PART 4 AIRWORTHINESS REVIEW PROCEDURES	
<p>När det står klart att luftfartyget uppfyller de relevanta kraven ska godkänd organisation ställa ut en ARC i enlighet med ML.A.901(b) och sända en kopia av granskningsbevis(ARC) för luftvärdigheten till Transportstyrelsen. Ägaren ska möjliggöra att transportstyrelsen kan besiktiga luftfartyget. Ett nytt luftvärdighetsbevis kommer att utfärdas av Transportstyrelsen när luftfartyget uppfyller föreskrifterna i Del-21.</p> <p>Ref. ML.A.905 Överföring av luftfartygs registrering inom EU för luftfartyg som uppfyller kraven i Del-ML (a) Vid överföring av ett luftfartygsregistrering inom EU ska sökanden informera den tidigare medlemsstaten om i vilken medlemsstat registrering kommer att ske och därpå, ansöka till den nya medlemsstaten (Transportstyrelsen) om utfärdande av ett nytt luftvärdighetsbevis i enlighet med Del-21. (b) Det tidigare granskningsbeviset avseende luftvärdighet fortsätter att gälla till den dag det löper ut, med undantag av när ARC är utfärdat av en fristående tekniker med nationell behörighet i ett sådant fall gäller import reglerna (ML.A.906) Operatören ska verifiera att Transportstyrelsen har fört över den nya registreringsbeteckningen på granskningsbeviset och validerat ändringen. Oavsett punkt (a) och (b) i fall att luftfartyget inte är luftvärdigt i den exporterande MS eller om luftvärdigheten inte kan bedömas så gäller import reglerna ML.A.906. (b) Notwithstanding point (a)(3) of point ML.A.902, the former ARC shall remain valid until its expiry date, except when the ARC was issued by independent certifying staff holding a national certifying-staff qualification in accordance with point (b)(4) of point ML.A.901, in which case point ML.A.906 shall apply.</p> <ul style="list-style-type: none"> • (c) Notwithstanding points (a) and (b), in those cases where the aircraft was in a non-airworthy condition in the former Member State or where the airworthiness status of the aircraft cannot be determined using the existing records, point ML.A.906 shall apply. 	
4.5 ARC recommendations to competent authorities	
M.A.901	
<p>(This paragraph should stipulate</p> <ul style="list-style-type: none"> • the communication procedures with the competent authorities in case of a recommendation for the issue of an airworthiness review certificate. • In addition, the content of the recommendation should be described.) 	
TS tillägg:	
Ref. M.A.901 Granskning av Luftvärdighet för luftfartyg som uppfyller kraven i Del-M	
<ul style="list-style-type: none"> - Ett granskningsbevis avseende luftvärdighet (EASA-blankett 15b) eller en rekommendation om utfärdande av granskningsbevis avseende luftvärdighet (EASA-blankett 15a) enligt tillägg III till bilaga I (Del-M) kan bara utfärdas <ol style="list-style-type: none"> 1. av behörig personal för granskning av luftvärdigheten, för den godkända organisationen som svarar för den fortsatta luftvärdigheten. 2. när det är konstaterat att luftvärdighetsgranskningen har genomförts fullt ut och att det inte finns några kända brister som kan äventyra flygsäkerheten. - Om resultatet av luftvärdighetsgranskningen inte är övertygande, ska den behöriga myndigheten informeras av organisationen så snart som möjligt, dock senast inom 72 timmar från den tidpunkt då organisationen identifierar det problem som granskningen gäller. Granskningsbeviset avseende luftvärdighet ska inte utfärdas förrän alla brister har åtgärdats 	

PART 4 AIRWORTHINESS REVIEW PROCEDURES**Ref. M.A.901**

Om ett luftfartyg inte befinner sig inom en kontrollerad miljö eller hanteras av en organisation godkänd enligt Del-CAMO, men som inte är berättigad att utföra granskningar av luftvärdighet, ska granskningsbeviset avseende luftvärdighet utfärdas av Transportstyrelsen efter en tillfredsställande utvärdering på grundval av en rekommendation som lämnats av en godkänd organisation som svarar för den fortsatta luftvärdigheten tillsammans med ansökan från ägaren eller operatören. Denna rekommendation ska baseras på en luftvärdighetsgranskning som har utförts i enlighet med M.A.901.

En kopia av checklista, rapport, statement etc. ska sändas till Transportstyrelsen tillsammans med en rekommendation. En lista över eventuella brister och åtgärdande av dessa ska också bifogas.

Proceduren ska även innehålla:

- *När ska en rekommendation utfärdas (istället för en ARC).*
- *Vad ska en rekommendation innehålla. (ref AMC.M.A.901(d))*
- *Var ska den skickas. (Registreringsstaten)*
- *När ska den skickas. (Tänk på att myndigheten har upp till 30 dagar på sig innan resultat meddelas. Ref AMC M.B.901-1)*
- *Om organisationen inte har egna granskningsprivilegier, ska rutin för hur granskning hanteras beskrivas i CAME*

Se även Transportstyrelsens:

- *CCL "Rekommendationsrapport"*

4.6 Issue of airworthiness review certificates (ARCs)

CAMO.A.125(e), M.A.901

(This paragraph should

- *set out the procedure for the issuance of the ARCs.*

It should address

- *record-keeping,*
- *distribution of ARC copies etc.*

The procedure should ensure that

- *an ARC is issued only after an airworthiness review has been properly carried out.)*

TS tillägg:

Ref. M.A.901 Granskning av Luftvärdighet

(e) Ett granskningsbevis avseende luftvärdighet (EASA-blankett 15b) eller en rekommendation om utfärdande av granskningsbevis avseende luftvärdighet (EASA-blankett 15a) enligt tillägg III till bilaga I (Del M) kan bara utfärdas

1. av behörig personal för granskning av luftvärdigheten för den godkända organisationen som svarar för den fortsatta luftvärdigheten.

PART 4 AIRWORTHINESS REVIEW PROCEDURES	
<p>2. när det är konstaterat att luftvärdighetsgranskningen har genomförts fullt ut och att det inte finns några kända brister som kan äventyra flygsäkerheten.</p> <p>En kopia av alla granskningsbevis avseende luftvärdighet som utfärdats eller förlängts för ett luftfartyg ska inom 10 dagar skickas till den medlemsstat där luftfartyget är registrerat.</p> <p>Luftvärdighetsgranskningar får inte läggas ut på underleverantör.</p> <p><i>Proceduren ska även innehålla:</i></p> <ul style="list-style-type: none"> • När ska en ARC utfärdas (istället för en rekommendation). • Var ska en kopia skickas. (Registreringsstaten). • När ska den skickas. • Förlängning av ARC <ul style="list-style-type: none"> • När kan en ARC förlängas. • När kan det påbörjas. • Av vem. • Vad ska kontrolleras och hur gör man. • Checklista. • Vad läggs i dokumentationen (4.7) • Var ska en kopia skickas. (Registreringsstaten). • När ska den skickas. <p>M.A.902 (c) Om granskningsbeviset avseende luftvärdighet återlämnas eller återkallas ska det returneras till Transportstyrelsen.</p> <p>M.A.901(j) Granskningsbevis avseende luftvärdighet får inte utfärdas eller förlängas om det finns misstanke om att luftfartyget inte är luftvärdigt.</p>	
4.7 Airworthiness review records, responsibilities, retention and access	
<i>CAMO.A.220(a)</i>	
<p><i>(This paragraph should describe how</i></p> <ul style="list-style-type: none"> • <i>records are kept,</i> • <i>duration of record-keeping,</i> • <i>location where records are stored,</i> • <i>access to records, and</i> • <i>responsibilities.)</i> 	
<p>TS tillägg:</p> <p>Ref. CAMO.A.220(a) Dokumentation</p> <p>Om organisationen som svarar för den fortsatta luftvärdigheten har rättigheter enligt punkt CAMO.A.125(e) ska den spara ett exemplar av varje rekommendation eller granskningsbevis avseende luftvärdighet som den utfärdat eller förlängt samt allt underlag. Dessutom ska organisationen spara ett exemplar av alla granskningsbevis avseende luftvärdighet som den har förlängt enligt de rättigheter som avses i punkt CAMO.125(d)(4)</p>	

PART 4 AIRWORTHINESS REVIEW PROCEDURES	
<p>Organisationen som svarar för den fortsatta luftvärdigheten ska spara ett exemplar av alla dokument som avses ovan tills tre år efter det att luftvärdighetsansvaret för luftfartyget permanent har förts över till någon annan.</p> <p>Dokumentationen ska förvaras på ett sätt som skyddar mot skador, ändring och stöld.</p>	
4.8 ARC extension	
CAMO.A.125(d)(4)	
<i>(This paragraph should</i>	
<ul style="list-style-type: none"> • <i>set out the procedure for the extension of the ARCs.</i> 	
<p>TS tillägg: Personal som utför förlängning av granskningsbevis (ARC) "Extension staff"</p> <ul style="list-style-type: none"> • <i>Se fastställda kriterier "Krav på personal i CAMO organisationer" på TS web.</i> 	
PART 4B PERMIT TO FLY PROCEDURES	
<p>TS tillägg 1 ref CAMO.A.125(f):</p> <ul style="list-style-type: none"> • <i>För att kunna erhålla Permit to Fly privilegiet i tillståndet måste Airworthiness Review privilegiet finnas.</i> 	
<p>TS tillägg 2:</p> <ul style="list-style-type: none"> • Även om organisationen inte har Permit to Fly privilegiet så bör organisationen skriva in en procedur som beskriver när och här hur en ansökan går till om man avser söka om ett sådant. <ol style="list-style-type: none"> 1. Ansökan om "Flight conditions" (Form 37, Form 18b) 2. Ansökan "Permit to Fly" (Form 21) 	
4B.1 Conformity with approved flight conditions	
CAMO.A.125(f), 21.A.711	
<p><i>The procedure should indicate how</i></p> <ul style="list-style-type: none"> • <i>conformity with approved flight conditions is established,</i> • <i>documented and</i> • <i>attested by an authorised person.</i> 	
<p>TS tillägg 1:</p> <ul style="list-style-type: none"> • 21.A.708 Flygförhållanden • 21.A.709 Ansökan om godkännande av flygförhållanden • 21.A.710 Godkännande av flygförhållanden 	

PART 4 AIRWORTHINESS REVIEW PROCEDURES**TS tillägg 2:****GM 21.A.710 Approval of flight conditions**

1. The approval of flight conditions is **related to the safety of the design**, when:
 - a. the aircraft does not conform to an approved design; or
 - b. an Airworthiness Limitation, a Certification Maintenance Requirement or an Airworthiness Directive has not been complied with; or
 - c. the intended flight(s) are outside the approved envelope;
 - d. the permit to fly is issued for the purpose of 21.A.701(a)(15).
2. Examples when the approval of flight conditions is **not related to the safety of the design** are:
 - a. production flight testing for the purpose of conformity establishment;
 - b. delivery / export flight of a new aircraft the design of which is approved;
 - c. demonstrating continuing conformity with the standard previously accepted by the Agency for the aircraft or type of aircraft to qualify or re-qualify for a (restricted) certificate of airworthiness.

4B.2 Issue of the permit to fly under the CAMO privilege

CAMO.A.125(f) 21.A.711

(The procedure should describe the process

- *to complete the EASA Form 20b (see Appendix IV to Part-21) and*
- *how compliance with 21.A.711(d) and (e) is established before signing off the permit to fly.*

It should also describe

- *how the organisation ensures compliance with 21.A.711(g) for the revocation of the permit to fly.)*

TS tillägg 1:**21.A.701 Tillämpningsområde (aktuella för CAMO)**

(a) 7. Leverans eller export av luftfartyg.

(a) 11. Flygning av luftfartyg till en plats där underhåll eller luftvärdighetsgranskning ska genomföras, eller till ett förvaringsutrymme.

21A.711 Utfärdande av ett flygtillstånd**4B.3 Permit to fly authorised signatories**

CAMO.A.125(f), CAMO.A.300(a)(8)

PART 4 AIRWORTHINESS REVIEW PROCEDURES	
<p><i>(The person(s) authorised to sign the permit to fly under the privilege of M.A.711(c) should be identified</i></p> <ul style="list-style-type: none"> • <i>(name,</i> • <i>signature and</i> • <i>scope of authority)</i> <p><i>in the procedure, or in an appropriate document linked to the CAME.)</i></p>	
<p>TS tillägg: <i>Krav på personal enligt CAMO.A.310. Bör kordinera denna punkt med "4.1 Airworthiness review staff"</i></p>	
4B.4 Interface with the local authority for the flight	
<i>21.A.708, 21.A.711</i>	
<p><i>(The procedure should</i></p> <ul style="list-style-type: none"> • <i>include provisions describing the communication with the local authority for flight clearance and</i> • <i>compliance with the local requirements which are outside the scope of the conditions of 21A.708(b) (see Part 21A.711(e))</i> 	
4B.5 Permit to fly records, responsibilities, retention and access	
<i>CAMO.A.220(a)</i>	
<p><i>(This paragraph should describe</i></p> <ul style="list-style-type: none"> • <i>how records are kept,</i> • <i>duration of record-keeping,</i> • <i>location where records are stored,</i> • <i>access to records, and</i> • <i>responsibilities.)</i> 	

PART 4 AIRWORTHINESS REVIEW PROCEDURES

TS tillägg:

Ref. CAMO.A.220(a) Dokumentation

c) Om organisationen som svarar för den fortsatta luftvärdigheten har rättigheter enligt punkt M.A.711 c ska den spara ett exemplar av varje flygtillstånd som den utfärdat enligt bestämmelserna i punkt 21A.729 i bilagan (Del 21) till förordning (EG) nr 1702/2003.

d) Organisationen som svarar för den fortsatta luftvärdigheten ska spara ett exemplar av alla dokument som avses i b och c under två år efter det att luftfartyget permanent har tagits ur drift.

e) Dokumentationen ska förvaras på ett sätt som skyddar mot skador, ändring och stöld.

PART 5 APPENDICES	
5.1 Sample documents <i>(A self explanatory paragraph)</i>	
TS tillägg: <i>(Här ska formulär för de rapporter och checklistor som anges i procedureerna finnas tillgängliga)</i>	
Till exempel: <ol style="list-style-type: none">1. Checklistor, Rapportmallar och Statement2. Formulär för rekommendation till utfärdande av ARC3. ARC blankett (Form 15b)4. Etc	
5.2 List of airworthiness review staff <i>(A self explanatory paragraph)</i>	

PART 5 APPENDICES

TS tillägg 1:

Av auktorisation ska det framgå:

- Auktorisationsnummer (CAMO.A.310)
- Auktorisationens omfattning i förhållande till tillståndets scope.
- ”Grundprincip” utbildning på minst en luftfartygstyp i grupp.

Ett sätt kan vara att lista varje typ i auktorisationen.

Ett sätt kan vara att ha grupper i auktorisationen som är anpassat till tillståndets scope (om man har tillräckliga kvalifikationer enligt CAMO.A.310, t ex:

- Aeroplanes (Group 1)
- Helicopters (Group 1)
- Single Turbo-propeller Engine Aeroplanes (Sub-group 2a)
- Single Turbine Engine Helicopters (Sub-group 2b)
- Single Piston-engine Helicopters (Sub-group 2c)
- Piston-engine Aeroplanes (Group 3)

följande ska också ska vara del av auktorisation vid gruppbehörighet:

- Struktur - metall/komposit/duk/trä (grupp 2a och 3)
- Avionik system - analog/digital (grupp 2a, 2b, 2c och 3)
- Motor - turbin/kolv (diesel) (grupp 3)
- Att auktorisation omfattar förlängning av ARC. (om den ska göra det)

Exempel på hur auktorisation kan se ut i kap 5.2 eller bilaga om man har luftvärdighetsgranskare med olika kvalifikationer.

Tillstånd/Scope	TC hållare	Luftfartygstyp	Grupp	Typ av struktur	Avionik system	Granskare	Förlängning
Single Turbo-propeller Engine Aeroplanes group 2a	CESSNA AIRCRAFT Company	Cessna (Soloy) 206/207 (RR Corp 250)	2a	Metal	Analogue	ARS 1	ARS 1, ARS 2, ARS 3
Piston-engine Aeroplanes group 3	CESSNA AIRCRAFT Company	Cessna/Reims-Cessna 172/F172 Series (Lycoming)	3	Metal	Analogue/Digital	ARS 1	ARS 1, ARS 2, ARS 3
	CEAPR	Robin DR 400 (Lycoming)	3	Wood	Analogue	ARS 3	ARS 1, ARS 2, ARS 3
	AMERICAN CHAMPION Aircraft Corp.	Champion 7 (Lycoming)	3	Wood + Metal tubing fabric	Analogue	ARS 3	ARS 1, ARS 2, ARS 3
	DIAMOND AIRCRAFT Industries	Diamond DA40 (Austro Engine)	3	Composite	Digital	ARS 1	ARS 1, ARS 2, ARS 3
Single Turbine Engine Helicopters 2b	AIRBUS HELICOPTERS	AS 350	2b	-	Analogue/Digital	ARS1, ARS 2	ARS 1, ARS 2, ARS 3
Single Piston-engine Helicopters group 2b	ROBINSON HELICOPTER COMPANY	R22/R44	2c	-	Analogue/Digital	ARS 1, ARS 2	ARS 1, ARS 2, ARS 3
Bell 412/Agusta AB412	BELL HELICOPTER	Bell 412	1	-	Analogue	ARS 2	ARS 1, ARS 2, ARS 3
Airbus A319/A320/A321	Airbus	Airbus A320	1	-	Digital	ARS 2	ARS 1, ARS 2, ARS 3

- Det ska framgå i personalregister att luftvärdighetsgranskare har Del-66 licens, Gen-fam kurs eller dokumenterad bedömning vid uppvisande av kunskap (annat sätt) på minst ett luftfartyg motsvarande auktorisation, exempel på register finns i kapitel 0,3 TS tillägg 1.

PART 5 APPENDICES	
TS tillägg 2: Personal som utför förlängning av granskningsbevis (ARC) "Extension staff" <ul style="list-style-type: none">• Om man har personal som <u>endast</u> utför förlängning av ARC, bör de listas här.• Auktorisationsnummer.	
5.3 List of subcontractors CAMO.A.125(d)(3) <i>(A self explanatory paragraph; in addition, it should set out that the list should be periodically reviewed)</i>	
5.4 List of approved maintenance organisations contracted as per point CAMO.A.300(a)(13) <i>(This paragraph should include the list of contracted maintenance organisations, detailing the scope of the contracted work. In addition, it should set out that the list should be periodically reviewed.)</i>	
5.5 Copy of contracts for subcontracted work (Appendix II to AMC1 CAMO.A.125(d)(3)) <i>(A self explanatory paragraph)</i>	
5.6 List of approved maintenance programme as per point CAMO.A.300(a)(12)	
5.7 List of currently approved alternative means of compliance as per point CAMO.A.300(a)(14)	