

GUIDE FOR TRANSITION TO PART-CAO and PART-CAMO (Revision January 2020)

Appendix VII — Comparison CAE with Part-MF MOM (small organisation)

Chapter	Description	Implementing rule reference	MOM small org. chapter	MOM (small org.) chapter description (Appendix IV to AMC M.A.604)
<b>PART A – GENERAL DESCRIPTION</b>				
A.1	Statement by accountable manager	CAO.A.025(a)(1); CAO.A.035(a)	Part A	Accountable manager statement
A.2	General presentation of the organisation	CAO.A.035(a); CAO.A.100(e)	Part B	Description — General presentation of the organisation
A.3	Description and location of the facilities	CAO.A.025(a)(9); CAO.A.030	Part B	Description — Organisation’s scope of work — Identification of the level of work which can be performed at each facility. — General description of the facility
			Part E	Appendices — List of maintenance locations.
A.4	Scope of work	CAO.A.020(a); CAO.A.025(a)(2); CAO.A.095(e); Appendix I point (a)	Part B	Description — Organisation’s scope of work
A.5	Exposition amendments and changes to the organisation	CAO.A.025(a)(11)/(c); CAO.A.105	Part A	Amendment procedure
			Part D	Working Procedures — Management of indirect approval of the manual
A.6	Procedure for alternative means of compliance	CAO.A.017		
A.7	Management personnel	CAO.A.025(a)(3); CAO.A.035(b); CAO.A.100(a)	Part B	Description — Name and title of management personnel
A.8	Organisation chart	CAO.A.025(a)(4)	Part B	Description — Organisation chart
A.9	Manpower resources	CAO.A.035(d)	Part B	Description

**GUIDE FOR TRANSITION TO PART-CAO and PART-CAMO (Revision January 2020)**

Chapter	Description	Implementing rule reference	MOM small org. chapter	MOM (small org.) chapter description (Appendix IV to AMC M.A.604)
				<ul style="list-style-type: none"> <li>— Personnel                             <ul style="list-style-type: none"> <li>— Technical personnel (number, qualifications and experience)</li> <li>— Administrative personnel (number)</li> </ul> </li> </ul>
A.10	List of certifying staff	CAO.A.025(a)(5)	Part B	Description <ul style="list-style-type: none"> <li>— Certifying staff and airworthiness review staff</li> </ul>
A.11	List of staff responsible for the development and approval of AMP	CAO.A.025(a)(6)		
A.12	List of airworthiness review staff	CAO.A.025(a)(7); CAO.A.045(d)	Part B	Description <ul style="list-style-type: none"> <li>— Certifying staff and airworthiness review staff</li> </ul>
A.13	List of staff responsible for the issuance of permits to fly	CAO.A.025(a)(8)		
<b>PART B – GENERAL PROCEDURES</b>				
B.1	Quality (or organisational review) system	CAO.A.100(a)/(b)/(d)/(e)/(f)	Part C	General Procedures <ul style="list-style-type: none"> <li>— Organisational review</li> </ul>
B.2	Audit plan (or frequency and content of organisational review)	CAO.A.100(b)/(f)	Part C	General Procedures <ul style="list-style-type: none"> <li>— Organisational review                             <ul style="list-style-type: none"> <li>— Organisation, frequency, scope and content (including processing of authority’s findings)</li> <li>— Planning and performance of the review</li> </ul> </li> </ul>
B.3	Monitoring of maintenance contracts	CAO.A.100(b)(2)		
B.4	Qualification, assessment and training of staff	CAO.A.035(c)/(d)/(e)/(f); CAO.A.040(a); CAO.A.045(a)/(b)/(c); CAO.A.060(a)	Part B	Description <ul style="list-style-type: none"> <li>— Personnel                             <ul style="list-style-type: none"> <li>— Technical personnel (number, qualifications and experience)</li> </ul> </li> </ul>
			Part C	General Procedures <ul style="list-style-type: none"> <li>— Training</li> </ul>
B.5	One-off certification authorisation	CAO.A.040(b)	Part C	General Procedures <ul style="list-style-type: none"> <li>— One time authorisations</li> </ul>
B.6	Limited certification authorisation	CAO.A.040(c)		
B.7	Subcontracting	CAO.A.095(a)(2)/(b)(3); CAO.A.100(f)	Part C	General Procedures <ul style="list-style-type: none"> <li>— Training</li> </ul>

**GUIDE FOR TRANSITION TO PART-CAO and PART-CAMO (Revision January 2020)**

Chapter	Description	Implementing rule reference	MOM small org. chapter	MOM (small org.) chapter description (Appendix IV to AMC M.A.604)
B.8	Maintenance data and continuing airworthiness management data	CAO.A.055(a); CAO.A.080	Part C	General Procedures — Subcontracting of specialised services
B.9	Records management and retention	CAO.A.035(e); CAO.A.040(d); CAO.A.045(e); CAO.A.050(b); CAO.A.060(j); CAO.A.075(a)/(b)(9); CAO.A.090; CAO.A.100(c); CAO.A.085	Part D	Working Procedures — Records
B.10	Carrying out the airworthiness review	CAO.A.085; CAO.A.095(c)	Part D	Working Procedures — Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations
B.11	Conformity with approved flight conditions	CAO.A.095(d)		
B.12	Issue of the permit to fly	CAO.A.095(d); CAO.A.045(a)		
<b>PART C – MAINTENANCE PROCEDURES</b>				
C.1	Maintenance - general	CAO.A.025(10)	Part D	Working Procedures — Occurrence reporting
C.2	Work order acceptance	CAO.A.055(b)	Part D	Working Procedures — Work order acceptance — Preparation and issue of the work package — Control of the work order
C.3	Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration...)	CAO.A.050; CAO.A.060(d); CAO.A.030(b)	Part B	Description — Tools, equipment and material
			Part D	Working Procedures — Logistics — Execution — Procedures for accepting components from stores including eligibility check

**GUIDE FOR TRANSITION TO PART-CAO and PART-CAMO (Revision January 2020)**

Chapter	Description	Implementing rule reference	MOM small org. chapter	MOM (small org.) chapter description (Appendix IV to AMC M.A.604)
				— Procedures for returning unserviceable components to stores
C.4	Maintenance facility (selection, organisation, cleanliness and environmental limitations)	CAO.A.060(b)/(e)/(f)		
C.5	Maintenance accomplishment and maintenance standards	CAO.A.095(a)(1); CAO.A.060(c); Appendix I points (b)/(c)/(d)	Part D	Working Procedures — Preparation and issue of the work package — Preparation of the planned work — Work package content (copy of forms, work cards, procedure for their use, distribution) — Responsibilities and signatures needed for the authorisation of the work — Execution
C.6	Prevention of maintenance error	CAO.A.060(g)/(i)		
C.7	Critical maintenance tasks and error-capturing method	CAO.A.060(h)		
C.8	Fabrication	CAO.A.020(c)		
C.9	Certifying staff responsibilities and maintenance release	CAO.A.040(a); CAO.A.065; CAO.A.070; CAO.A.095(a)(4)	Part D	Working Procedures — Release to Service – Certifying staff — Release to Service – Supervision — Release to Service – Certificate of release to service
C.10	Defects arising during maintenance	CAO.A.075(b)(6)		
C.11	Maintenance away from approved location	CAO.A.095(a)(3)		
C.12	Procedure for component maintenance under aircraft or engine rating	Appendix I point (b)/(c)		
C.13	Procedure for maintenance on installed engine (or component) under engine (or component) rating	Appendix I point (c)/(d)		
C.14	Special procedures (specialised tasks, NDT, engine running...)	CAO.A.030(a); Appendix I point (e)	Part D	Working Procedures — Special procedures
C.15	Issue of ARC under maintenance privilege	CAO.A.095(c)(2)		
<b>PART E – SUPPORTING DOCUMENTS</b>				
E.1	Sample documents		Part E	Appendices

**GUIDE FOR TRANSITION TO PART-CAO and PART-CAMO (Revision January 2020)**

Chapter	Description	Implementing rule reference	MOM small org. chapter	MOM (small org.) chapter description (Appendix IV to AMC M.A.604)
				— Sample of all documents used
E.2	List of subcontracted organisations		Part E	Appendices — List of subcontracted specialised services
E.3	List of organisation contracted by the CAO		Part E	Appendices — List of Part-145 or M.A. Subpart F organisations
E.4	Aircraft technical log system (if applicable)			
E.5	List of the currently approved alternative means of compliance			
E.6	Copy of contracts for subcontracted continuing airworthiness tasks			