ANNEX A to AMC/GM Part 42 v3.2

Sample exposition – Part 42 continuing airworthiness management organisation



SAMPLE EXPOSITION

PART 42 CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

**HOW TO CUSTOMISE THE SAMPLE EXPOSITION**

Paragraph 42.580 (3) (a) of the *Civil Aviation Safety Regulation 1998* (CASR) requires an applicant for a continuing airworthiness management organisation (CAMO) approval to provide an exposition. This document would allow the applicant to prepare an exposition based on the guidance and the sample text included in the document. This document is suitable for a potential small or medium size CAMO with a simple organisational structure that would be responsible for managing continuing airworthiness for aircraft authorised to operate under its own Air Operators Certificate (AOC). The content relates directly to the requirements of Part 42 and the Part 42 Manual of Standards (MOS) as applicable to a CAMO.

The content of the document has been arranged into parts, sections and subsections to provide a logical structure for the proposed exposition. Each part deals with subject matters that have similar or common objective. For example, Part 2 deals with core continuing airworthiness management obligation of the CAMO and Part 3 deals with CAMO’s quality system. Within each part a section deals with a particular subject matter and a subsection deals with a particular aspect of the subject matter. For example, section 2.10 is about maintenance program and subsection 2.10.3 is about how the organisation ensures compliance with the approved maintenance program. The aim is to collate all the processes and procedures related to a subject under the relevant section in the exposition, irrespective of the location of the legislative requirements either in the Part 42 or in the Part 42 MOS.

It is important for the users of this document to appreciate that no single sample exposition can cater for the needs of organisations of varying size and complexity or reflect the organisational structures, process and procedures of a number of different organisations. This document is for guidance only and the structure and content of a CAMO’s exposition should reflect the unique structures, process and procedures of the CAMO. The content of each section and subsection should be expanded according to the complexity of the processes and procedures of the potential CAMO.

To allow easy adoption of the content of this document into a CAMO’s exposition, the text in this document has been colour coded based on the significance of the text. The following paragraphs explain the significance of the different colour text:

* **Black Text:** It is recommended that all black text is retained as this addresses mandatory regulatory requirements. If black text is changed, the CAMO must ensure that the replacement text is of an equivalent or higher standard than that provided in this exposition (Note: a CAMO may expand black text as necessary according to the complexity of the processes and procedures of the CAMO).
* **[Red Text]:** This text style indicates where the organisation would be required to enter requirements specific to their organisation (e.g. what computer record system, aircraft types, specific ICA, etc.). It is also used to provide a selection of who is responsible for a CAMO function e.g. ‘*The* *[CAM or RM or QM] is responsible for authorising an ARE’,* whereby the CAMO is to select the position, delete all other red text and then turn the remaining text black.
* **Blue Text:** In some cases, the regulation/MOS does not define specifically how a requirement is to be achieved. In these cases, blue text has been included to illustrate one example of how this requirement may be described. The organisation should carefully consider the provided content and may either:
  + delete the blue text and replace it with their specific process; or
  + use the blue text with necessary changes made before including it in their exposition; or
  + use the example blue text as written, ensuring that the organisation then adopts that process.
* **Guidance:** Wherever there is blue text, guidance text will be provided (as per the format of this guidance). The author of the exposition should delete all guidance text prior to submission of the exposition to CASA.

Note: The AMO does not need to track changes when using this template as CASA will use document compare software to identify all differences during the exposition assessment.

Where the content of the exposition requires processes and procedures to be provided, these may be included in other documents provided they are referred to in the exposition. However, in that case, the other documents form part of the exposition and are subject to the same requirements and controls as the exposition. Processes and procedures included or referred to in the exposition should be of adequate depth and include enough details to demonstrate they establish compliance with the applicable requirements of Part 42 and the Part 42 MOS.

Duties and responsibilities of individuals as mentioned in the exposition should relate to the obligation of the organisation or the individual under Part 42 and Part 42 MOS, and are not meant to cover employment conditions, performance criteria or administrative functions. Where content of the exposition requires identifying the individual responsible for an action or a decision that is part of a process, it is intended that the individual will be identified by their position title (such as ‘*continuing airworthiness manager’*) or if applicable, by means that describes their function (such as ‘*airworthiness review employees*’ or ‘*data entry clerks’*).

Where content of the exposition deals with records to be created or kept by the organisation, the relevant procedures in the exposition should take into account the requirements of Subpart 42.N in relation to the following:

* legibility of the record
* retrieval of records
* protection of the records from loss, damage or accidental alteration.

CASA recommends worksheets, checklists, forms, lists of items and personnel etc. required under the exposition or associated with the processes or procedures required by the exposition should be included as appendices at the end of the exposition. However, as mentioned above, they may be included in other documents that contain the processes and procedures or in any other document if it is convenient for the organisation to do so.

|  |
| --- |
| Optional Organisation Logo |

[AOC HOLDER NAME]

PART 42 CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION EXPOSITION

*This exposition has been developed to meet the Civil Aviation Safety Regulations 1998 (CASR) Part 42 Continuing Airworthiness Management Organisation exposition requirements*

CAMO approval certificate reference number

[CAMO certificate number]

[AOC holder name]

[address of main location]

***Telephone:*** [number]

***Facsimile:*** [number]

***Email:*** [email address for primary contact]

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**Amendment Record**

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## Distribution List

To ensure that all CAMO employees involved in continuing airworthiness management services have access to the relevant information, this exposition is distributed in [electronic and/or hard copy] format and is available [on the CAMO server or at physical locations].

The exposition is also distributed to the following external locations:

|  |  |  |
| --- | --- | --- |
| Organisation | Format | Distribution Details |
| CASA | Electronic | [regservices@casa.gov.au](mailto:regservices@casa.gov.au) with associated CASA Form 395 or 42-01 for significant/non-significant change. |
| [organisation name] | [hard copy or  Electronic] | [delivery details and copy number if hard copy] |
| [organisation name] | [hard copy or  Electronic] | [delivery details and copy number if hard copy] |
| [organisation name] | [hard copy or  Electronic] | [delivery details and copy number if hard copy] |
| [organisation name] | [hard copy or  Electronic] | [delivery details and copy number if hard copy] |

## Abbreviations AND Acronyms

AD Airworthiness Directive

AM…… Accountable Manager

AMM Aircraft Maintenance Manual

AMO Approved Maintenance Organisation

AMP Approved Maintenance Program

AOC Air Operator's Certificate

AOG Aircraft on Ground

ARC……………. Airworthiness Review Certificate

ARE……………. Airworthiness Review Employee

CAR Civil Aviation Regulations 1988

CASA Civil Aviation Safety Authority

CASR Civil Aviation Safety Regulations 1998

CAM Continuing Airworthiness Manager

CAME Continuing Airworthiness Management Exposition

CAMO Continuing Airworthiness Management Organisation

CAO Civil Aviation Order

CDL Configuration Deviation List

CofA Certificate of Airworthiness

CRS Certificate of Release to Service

EDTO Extended Diversion Time Operations

GM Guidance Material

ICA Instructions for Continuing Airworthiness

LAME Licensed Aircraft Maintenance Engineer

MEL Minimum Equipment List

MOE Maintenance Organisation Exposition

MOS Manual of Standards

MPD Maintenance Planning Document

MPAE Maintenance Program Approval Employee

MRB Maintenance Review Board

NAA National Aviation Authority

PIC…… Pilot-in-Command

QM…… Quality Manager

RM…… Responsible Manager

RNAV…… Area Navigation

RVSM………….. Reduced Vertical Separation Minima

SB Service Bulletin

TCDS Type Certificate Data Sheet

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| Guidance: The CAMO should establish a list of abbreviations/acronyms applicable to the exposition drafted. The above items in black text have been used in this sample exposition, while items in blue text are other examples that the CAMO may add (or any others as appropriate). |

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

# General

## Accountable Manager’s Statement

(Paragraph 1.2.1 (a) of the Part 42 MOS refers)

This exposition defines the processes and procedures that form the basis of approval of [AOC name] as a CAMO is based.

The exposition, along with the processes and procedures contained in it, are approved by CASA. The organisation must comply with the exposition in order to ensure that all the continuing airworthiness management activities for aircraft managed by [AOC name] CAMO, is carried out to the standard required under the civil aviation legislation, in particular Part 42 and Part 42 Manual of Standards.

The processes and procedures included or referred to in this exposition do not override the need of complying with the requirements of any new or amended legislation. Where processes and procedures are no longer consistent with requirements of the legislation, the organisation is responsible for amending the processes and procedures.

It is a condition of approval that a CAMO, at all times, complies with the requirements of its exposition. CASA may take action to suspend, vary or cancel the CAMO approval of the organisation, as applicable, if CASA has evidence that the processes and procedures included in the exposition are not being followed and the standards are not being upheld.

It is understood that the suspension or cancellation of the CAMO approval would prevent the operation of aircraft under the AOC for which the organisation is responsible for the continuing airworthiness management.

Signed: ………………………………………… Date: …………………………….

Name: ………………………………………….. Title: Accountable Manager

[AOC name]CAMO

## Business Objective

The [AOC name] CAMO provides continuing airworthiness management services for the fleet of aircraft operated by [AOC name].

## Relationships with Other Organisations

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| Guidance: This section should set out the relationships that the CAMO has with other organisations, including the services that the CAMO provides to other organisations and the services that other organisations provide to the CAMO.  If the CAMO belongs to a business group, then this section should explain the specific relationship the CAMO has with other members of that group, in particular any member of that group that holds an aviation approval such as a Part 145 or Part 147 approval or an AOC. If any individuals carry out duties that are relevant to the aviation approvals of multiple organisations within the group then these should be identified.  Blue sample text below provides an example of how this may be achieved. |

[AOC name]is part of the [group name], which includes [AOC /Part 145 / Part 147 / Part 21 organisation name(s)].

The following CAMO [individual has or individuals have] multiple organisational roles:

* Accountable Manager (AM) of the CAMO is also the CEO of [AOC name];
* Continuing Airworthiness Manager (CAM) of the CAMO is also [name of position(s) and organisation(s)];
* Responsible Manager (RM) of the CAMO is also [name of position(s) and organisation(s)];
* Quality Manager (QM) of the CAMO is also [name of position(s) and organisation(s)].

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| Guidance: If an individual holds more than one position in a CAMO or holds positions in more than one CAMO, then the individual must meet the qualifications, knowledge and experience requirements as set out in the Part 42 MOS for each of the positions.  CASA will have to be satisfied that the individual who holds multiple positions is capable to carrying out the duties and discharging the responsibilities of all the positions taking into account:   * the extent of their duties and responsibilities in each position * the competence and the availability of the individual to fulfil the role of each position.   Refer to guidance material (GM) 42.590 (1) (b) for further guidance. |

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| For complete independence, a QM of the CAMO must not hold the position of AM, RM or CAM of the CAMO. Refer paragraph 42.590 (1) (f) (iii) and GM 42.590 (1) (b) for further guidance. |

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| As per MOS 1.6.9, the CAM and the substitute CAM must not be a responsible manager for a maintenance organisation that provides maintenance services for the aircraft that are authorised to operate under the air transport AOC. |

## Scope of CAMO Services

(Paragraph 1.2.1 (b) of the Part 42 MOS refers)

### List of aircraft and CAMO responsibilities

(Regulation 42.105 and paragraph 42.585 (3) (e) refers)

The CAMO is responsible for managing the continuing airworthiness of the following aircraft types operated under the [AOC name]AOC:

|  |  |  |
| --- | --- | --- |
| Aircraft Type | Aircraft Model(s) | Aircraft Registration |
| [type] | [model(s)] | [all VH- or AOC doc. Reference] |
| [type] | [model(s)] | [all VH- or AOC doc. Reference] |
| [type] | [model(s)] | [all VH- or AOC doc. Reference] |

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| Guidance: The CAMO may choose to list individual aircraft registrations here or may refer to the AOC for this purpose. However, if the individual aircraft are listed then the list should be updated when required to remain aligned with the aircraft listed on the AOC. |

### Services the CAMO is approved to provide

(Paragraph 42.585 (3) (f) refers)

The CAMO is approved to provide the following continuing airworthiness management services in respect of the [AOC name]fleet:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Aircraft Type/Model | (A) | (B) | (C) | (D) | (E) | (F) |
| [aircraft type/model] | [Yes/No] | [Yes/No] | No | [Yes/No] | No | [Yes/No] |
| [aircraft type/model] | [Yes/No] | [Yes/No] | No | [Yes/No] | No | [Yes/No] |
| [aircraft type/model] | [Yes/No] | [Yes/No] | No | [Yes/No] | No | [Yes/No] |

1. ensuring that the requirements mentioned in Divisions 42.C.2, 42.C.3 and 42.C.4 are met
2. issue of an airworthiness review certificate under Division 42.I.2
3. reserved (Extension of an airworthiness review certificate under Division 42.I.3)
4. carrying out of an airworthiness review under Division 42.I.4
5. reserved (Approval of maintenance program under Division 42.J.2)
6. approval of a variation of a maintenance program under Division 42.J.4.

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| Guidance: Item (C) is reserved due to a proposed regulatory change of deleting Airworthiness Review Certificate (ARC) extensions under Division 42.I.3 (with the ARC then valid for 3 years).  Refer exposition section 4.3.2 for further details. |

### Limitations

(Paragraph 42.590 (2) (c) refers)

The following limitations are applied to the approved scope of continuing airworthiness management services:

* [Nil or limitation details]

|  |
| --- |
| Guidance: This section may be left blank in the initial proposed exposition and populated after discussions with CASA. |

## Management Positions and Employees

(Paragraph 1.2.1 (c) of the Part 42 MOS refers)

The following personnel hold the CASA approved positions for the CAMO as defined within exposition sections 1.5.1 to 1.5.4.

|  |  |  |
| --- | --- | --- |
| **Part 42 Positions** | **Holders Name** | **Substitute** |
| Accountable Manager (AM) | [name] | CAM |
| Continuing Airworthiness Manager (CAM) | [name] | RM |
| Responsible Manager (RM) | [name] | CAM |
| Quality Manager (QM) | [name] | Quality Engineer |

All changes to personnel within the above table must be processed in accordance with exposition section 1.10. For clarity, a permanent change to any of the Part 42 positions is a significant change in accordance with subregulation 42.575 (2), however a temporary substitution for an approved position holder is not considered a significant change.

|  |
| --- |
| Guidance: The CAMO should also identify substitute position holders, and a procedure to transfer authority from the normal position holder to the substitute position holder, to ensure that operations are not affected by a temporary absence.  Blue sample text below (and above table) provides an example of how this may be achieved. |

To ensure that the CAMO’s capabilities are not affected by temporary absence, the AM has appointed a substitute manager for the Part 42 positions as indicated above.

The substitute AM will be another CASA approved person who is delegated appropriate authority to temporarily manage and finance the CAMO, while each other substitute has been assessed as meeting the qualifications, experience and knowledge requirements for the position, as defined within exposition sections 1.5.2 to 1.5.4.

In the event that a permanent position holder is absent for any reason, the following procedure will be followed for the transfer of authority to the substitute named above:

* the permanent position holder will advise all CAMO personnel of their absence by email, indicating the dates during which the substitute will assume responsibility.
* the permanent position holder will provide a hand-over briefing to the substitute, whereby all work in progress and any planned work occurring during the absence will be discussed. The significant details of the handover will be documented in [name of document].
* upon the permanent position holder returning to duties, the substitute position holder will provide a hand-over briefing, whereby all work in progress and any important issues that occurred during the absence will be discussed. The significant details of the handover will be documented in [name of document].

### Accountable manager

(Subparagraph 1.2.1 (c) (i) and section 1.4 of the Part 42 MOS refers)

The AM has corporate authority for managing and financing the operation under the [AOC and CAMO or CAMO]. The AM is ultimately responsible for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard and that the CAMO:

* complies with CASR, the Part 42 MOS, its approval and this exposition
* is able to finance the provision of the continuing airworthiness management services set out in this exposition
* has adequate resources available to enable the organisation to provide continuing airworthiness management services in accordance with this exposition.

|  |
| --- |
| Guidance: As per MOS 1.4.2 and 1.4.3, if the CAMO is an air transport AOC holder, the AM for the CAMO must be an individual who has the corporate authority for managing and financing the operation under the AOC. If the CAMO is not an air transport AOC holder, the AM must be an individual who has the corporate authority for managing and financing the CAMO.  As per MOS 1.4.1, the AM is responsible for ensuring that the CAMO complies with CASR, this MOS, its approval and its exposition.  The blue sample text below is one example of defining AM knowledge so that the AM can meet their responsibilities under MOS 1.4. |

As per the Part 42 MOS section 1.4, the AM must meet all of the following requirements:

|  |  |
| --- | --- |
| Experience and Qualifications | Knowledge |
| * hold a position that has the corporate authority for managing and financing the operation authorised under the AOC. | * knowledge of the applicable requirements of CASR and Part 42 MOS * knowledge of the CAMO approval and the requirements of this exposition. |

### Continuing airworthiness manager

(Subparagraph 1.2.1 (c) (ii) and section 1.6 of the Part 42 MOS refers)

The CAM reports directly to the AM of the CAMO and has overall management responsibility for the CAMO to ensure the continuing airworthiness of all aircraft operated under the [AOC name] AOC.

The CAM is responsible for ensuring that the CAMO complies with the:

* CASR
* Part 42 MOS
* CAMO’s exposition in relation to providing continuing airworthiness management services for the aircraft authorised to operate under the AOC.

The CAM achieves the above in conjunction with the Responsible Manager who is allocated direct responsibility for certain CAMO services, as defined within exposition section 1.5.3.

|  |
| --- |
| Guidance: This section should emphasise that the CAM is responsible for ensuring the continuing airworthiness of the aircraft operated under the AOC and should explain how they achieve this in conjunction with the respective RM(s). Blue sample text above, in conjunction with blue sample text in exposition section 1.5.3 provides one example of how this may be described. |

As per the Part 42 MOS section 1.6, the CAM (and any temporary alternative) must meet the following requirements:

|  |  |
| --- | --- |
| Experience and Qualifications | Knowledge |
| Have the following experience:   * at least 3 years experience in continuing airworthiness management of aircraft   Have at least one of the following qualifications:   * hold, or have held, an aircraft engineer licence in category B1, B2 or C (or equivalent) * have a qualification in aircraft maintenance at least at Certificate IV level * have a qualification in aviation maintenance management at least at diploma level * have an engineering qualification at least at diploma level in any of the following disciplines: aeronautical, avionics, mechanical, electrical or electronics. | Have all of the following:   * comprehensive knowledge of the regulations and standards applicable to airworthiness of aircraft authorised to operate under the AOC * knowledge of the CAMO’s exposition * knowledge of the relevant parts of the AOC holder’s operations manual that have continuing airworthiness implications for aircraft authorised to operate under the AOC * knowledge of the CAMO’s quality system. |

|  |
| --- |
| Guidance: In accordance with Part 42 MOS 1.6.6, an individual who is the maintenance controller for an operator meets the qualification requirements to be appointed as the CAM of the CAMO at the time the operator is approved as a CAMO, provided the person complies with the other experience and knowledge requirements listed above. |

### Responsible managers

(Subparagraph 1.2.1 (c) (iii) and section 1.5 of the Part 42 MOS refers)

The [Responsible Manager (RM) reports or Responsible Managers (RMs) report] directly to the CAM and [is or are] responsible for ensuring that the CAMO complies with the:

* CASR
* Part 42 MOS
* CAMO’s exposition in relation to matters for which they are responsible.

|  |
| --- |
| Guidance: This section should identify each RM, and set out the duties and responsibilities of each position. The level of detail should be sufficient to show that all the responsibilities and obligations of the CAMO under Part 42 and the Part 42 MOS are covered by the RM(s).  If there is more than one RM, then their responsibilities and obligations should be framed with reference to the appropriate regulation or chapter of the Part 42 MOS.  Blue sample text below provides one example of how this may be achieved with multiple RMs. |

The [RM has or RMs have] direct responsibility for the airworthiness requirements of the following services that the CAMO is approved to provide:

|  |  |  |
| --- | --- | --- |
| CASR Ref. | Continuing Airworthiness Management Tasks | Responsible Position |
| 42.C.2 | 42.115 – Rectification of defect to aircraft before flight | [RM title] |
| 42.120 – Compliance with airworthiness directives | [RM title] |
| 42.125 – Approval of design for modifications or repairs to aircraft | [RM title] |
| 42.130 – Dealing with certain Instructions for Continuing Airworthiness (ICA) | [RM title] |
| 42.135 – Replacement of life limited aeronautical product | [RM title] |
| 42.140 – Approved maintenance program (AMP) required | [RM title] |
| 42.145 – Compliance with AMP | [RM title] |
| 42.150 – Updating AMP following changes to ICA | [RM title] |
| 42.155/160 – Ensuring effectiveness of AMP using reliability programs | [RM title] |
| 42.165 – Removal of aeronautical products fitted under 42.440 | [RM title] |
| 42.C.3 | Continuing airworthiness records | [RM title] |
| 42.C.4 | Major defects – reporting and investigating | [RM title] |
| 42.I | Airworthiness review and airworthiness review certificates | [RM title] |
| 42.J | Maintenance programs | [RM title] |

As per the Part 42 MOS section 1.5, the RM (and any temporary alternative) must meet the following requirements:

|  |  |
| --- | --- |
| Experience and Qualifications | Knowledge |
| Have either of the following:   * at least 5 years experience in matters for which they are responsible * at least 2 years experience in matters for which they are responsible provided they have at least an additional 3 years experience in civil aircraft maintenance   Have the following minimum qualification:   * a technical qualification that relates to matters for which they are responsible. | Have all of the following:   * comprehensive knowledge of the regulations, standards and this exposition relating to matters that they are responsible * knowledge of the aircraft’s certification basis * knowledge of the aircraft’s structure and systems, including the propulsion system, to a level that is at least equivalent to Level 1 as set out in Appendix III of the Part 66 MOS * knowledge of the aircraft’s minimum equipment list (MEL) and configuration deviation list (CDL) * knowledge of the relevant parts of the AOC holder’s operations manual that have continuing airworthiness implications for the aircraft. |

|  |
| --- |
| Guidance: The CAMO can add additional experience and qualifications as they deem appropriate. Blue sample text above provides an example of an additional RM qualification not specifically mentioned in the MOS. |

### Quality manager

(Subparagraph 1.2.1 (c) (iv) and section 1.7 of the Part 42 MOS refers)

The QM reports directly to the AM and has responsibility for implementing and managing the CAMO quality system as defined within Part 3 of this exposition.

As per the Part 42 MOS section 1.7, the QM (and any temporary alternative) must meet the following requirements:

|  |  |
| --- | --- |
| Experience and Qualifications | Knowledge |
| Have all of the following:   * at least 2 years experience in quality management * successfully completed a course in quality management which is at least equivalent to the type of course required for a person to gain certification as a lead auditor. | Have all of the following:   * comprehensive knowledge of the CAMO’s exposition * knowledge of the regulations and standards applicable to continuing airworthiness of aircraft. |

### Airworthiness review employees

(Paragraph 1.2.1 (f) and section 1.9 of the Part 42 MOS refers)

An Airworthiness Review Employee (ARE) must be assessed and authorised in writing by the [CAM or RM or QM] on [form name/number], to carry out an airworthiness review and to issue an airworthiness review certificate on behalf of the CAMO. The [form name/number] includes the following information:

* name of the employee
* an authorisation reference number
* the date the authorisation is given
* the type and model of aircraft for which the authorisation is given
* the scope and limitations of the authorisation
* the duration of the authorisation.

As per the Part 42 MOS section 1.9, an approved ARE must meet the following requirements:

|  |  |
| --- | --- |
| Experience and Qualifications | Knowledge |
| Have either of the following:   * have at least 5 years experience in continuing airworthiness management activities * have at least 2 years experience in continuing airworthiness management activities, provided they hold or has held a maintenance certification licence in category B1, B2 or C (or equivalent). | As relevant to the aircraft for which they are authorised, have all of the following:   * comprehensive knowledge of regulations and standards applicable to the airworthiness of the aircraft * knowledge of the aircraft’s certification basis * knowledge of the aircraft’s structure and systems, including the propulsion system, to a level that is at least equivalent to Level 1 as set out in Appendix III of the Part 66 MOS. |

|  |
| --- |
| Guidance: This section should also set out the procedures for authorising an ARE, in particular, who is responsible for authorising them, and how and where copies of the authorisations are held. Blue sample text below provides an example of how this may be achieved. |

All ARE applicants will be assessed by the [CAM or RM or QM] using the checklist on [form name/number]. This checklist requires:

* a copy of all applicable qualifications to be attached
* evidence of required minimum experience (e.g. resume or employment letters)
* results of a knowledge assessment interview.

All ARE authorisation forms and the associated substantiating documents are maintained as per record requirements defined within exposition section 1.5.8.

After being assessed as meeting all experience, qualifications and knowledge requirements above, the following persons have been authorised by the [CAM or RM or QM] as an ARE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Auth. No.** | **Date Issued** | **Aircraft Type/Model** | **Limitations** |
| [ARE name] | [ARE No.] | [dd-mm-yyyy] | [aircraft type/model] | [describe or Nil] |
| [ARE name] | [ARE No.] | [dd-mm-yyyy] | [aircraft type/model] | [describe or Nil] |

### Maintenance program approval employees

(Paragraph 1.2.1 (g) and section 1.10 of the Part 42 MOS refers)

A maintenance program approval employee (MPAE) must be assessed and authorised in writing by the [CAM or RM or QM] on [form name/number], to approve variations to a maintenance program on behalf of the CAMO. The [form name/number] includes the following:

* name of the employee
* an authorisation reference number
* the date the authorisation is given
* the type and model of aircraft for which the authorisation is given
* the scope and limitations of the authorisation
* the duration of the authorisation.

As per Part 42 MOS section 1.10, an approved MPAE must meet the following requirements:

|  |  |
| --- | --- |
| Experience and Qualifications | Knowledge |
| Have the following experience:   * at least 3 years experience in the development and management of a maintenance program for aircraft that are the same, or of a similar type, as the aircraft for which the MPAE is authorised   Have at least one of the following qualifications:   * hold, or have held, an aircraft engineer licence in category B1, B2 or C (or equivalent) * have a qualification in aircraft maintenance at least at Certificate IV level * have a qualification in aviation maintenance management at least at diploma level * have an engineering qualification at least at diploma level in any of the following disciplines: aeronautical, avionics, mechanical, electrical or electronics. | Have comprehensive knowledge of all of the following:   * the regulations and standards applicable to the maintenance program for the aircraft for which the MPAE is authorised * maintenance requirements related to operational approvals * the regulations and standards applicable to aircraft reliability programs * regular maintenance requirements included in the ICA for the aircraft for which the MPAE is authorised.   Have knowledge of all of the following for the aircraft for which the employee is authorised:   * the specifications and standards that have been used by the type certificate holder to develop regular maintenance requirements * the aircraft’s certification basis * the aircraft’s structure and systems, including the propulsion system, to a level that is at least equivalent to Level 1 as set out in Appendix III of the Part 66 MOS. |

|  |
| --- |
| Guidance: This section should also set out the procedures for authorising an MPAE, in particular, who is responsible for authorising them, and how and where copies of the authorisations are held. Blue sample text below provides an example of how this may be achieved. |

All MPAE applicants will be assessed by the [CAM or RM or QM] using the checklist on [form name/number]. This checklist requires:

* a copy of all applicable qualifications to be attached
* evidence of required minimum experience (e.g. resume or employment letters)
* results of a knowledge assessment interview.

All MPAE authorisation forms and the associated substantiating documents are maintained as per record requirements defined within exposition section 1.5.8.

After being assessed as meeting all experience, qualifications and knowledge requirements above, the following persons have been authorised by the [CAM or RM or QM] as an MPAE:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Auth. No.** | **Date Issued** | **Aircraft Type/Model** | **Limitations** |
| [MPAE name] | [MPAE No.] | [dd-mm-yyyy] | [aircraft type/model] | [describe or Nil] |
| [MPAE name] | [MPAE No.] | [dd-mm-yyyy] | [aircraft type/model] | [describe or Nil] |

### Continuing airworthiness management employees

(Section 1.8 of the Part 42 MOS refers)

|  |
| --- |
| Guidance: This section should demonstrate that the number of people dedicated to the performance of the approved continuing airworthiness management activity is adequate. It should also demonstrate how the CAMO ensures the qualifications of the employees performing CAMO activities are appropriate for the task they perform and explain how the need for recurrent training is assessed and how the training is delivered or sourced.  Blue sample text below provides an example of how this may be achieved. |

In addition to the CAMO management positions defined within exposition sections 1.5.1 to 1.5.4, the following is the number of employees dedicated to continuing airworthiness management tasks as of [dd-mm-yyyy]:

|  |  |  |  |
| --- | --- | --- | --- |
| **CAMO Positions** | **Full Time** | **Part-Time**  **(in equivalent full-time)** | **Qualification Standards** |
| Airworthiness review employees | [number] | [number] \* | As per exposition section 1.5.5 |
| Maintenance program approval employees | [number] | [number] \* | As per exposition section 1.5.6 |
| Quality Engineer | [number] | [number] \* | As per exposition sections 1.5.4 and 3.3 (alternative for QM and auditor) |
| Other | [number] | [number] \* | On-Job-Training |

\* These roles are performed by qualified contractors on an as required basis.

Induction training will be conducted for all new CAMO employees and further internal training will then be provided to ensure that each member of the CAMO is adequately trained to carry out the functions of, and satisfy the responsibilities of their role.

CAMO continuation training will be provided to all CAMO staff when changes occur to the organisation, its procedures, the fleet operation and/or aircraft types managed.

Depending on the complexity of the change, the [QM or CAM] will determine if this training is to be conducted by a formal presentation, or by summarising the change on [form name/number] which is then issued to all staff for them to read and sign that they acknowledge and understand the change.

Records of all CAMO employee training will be held by the [QM or CAM] as per exposition section 1.5.8.

### Documents supporting the qualifications of key personnel

(Subsections 1.5.8, 1.6.10, 1.7.4, 1.8.2, 1.9.8 and 1.10.10 of the Part 42 MOS refers)

All qualification and training records for continuing airworthiness management employees are retained on file by the [QM or CAM] who must:

* have written records of the qualifications of each employee involved in providing continuing airworthiness management services
* keep the copies for at least 2 years after the employee ceases to be involved in providing continuing airworthiness management services.

The above records will include the following personnel authorisations, along with the associated substantiating documents used during the assessment of these personnel:

* signed CASA Form 4 for all persons holding a CASR nominated position as defined in exposition sections 1.5.1 to 1.5.4
* signed [form name/number] for all persons substituting in a CASR nominated position as defined within exposition section 1.5
* signed [form name/number] for ARE authorisations as defined within exposition section 1.5.5
* signed [form name/number] for MPAE authorisations as defined within exposition section 1.5.6.

## Organisational Chart

(Paragraph 1.2.1 (d) of the Part 42 MOS refers)

|  |
| --- |
| Guidance: Depending on the size and complexity of the organisation, one or more charts may be used to provide a comprehensive understanding of the whole organisation including the line of reporting. It is up to the organisation to determine the most appropriate structure; including nomination of the number of responsible managers to cover all the continuing airworthiness activities the applicant is seeking approval to provide.  Below organisation charts are examples of how this may be described. |

The following chart shows the overall structure of [AOC name] AOC.

**ACCOUNTABLE MANAGER**

**SAFETY ASSURANCE**

**QUALITY ASSURANCE**

**CONTINUING AIRWORTHINESS**

**FLIGHT**

**OPERATIONS**

**CORPORATE**

**(HR, Finance, Marketing)**

The chart below shows further details on the CAMO’s structure within [AOC name] AOC.

**ACCOUNTABLE MANAGER**

**QUALITY MANAGER**

**Quality Engineer**

**CONTINUING AIRWORTHINESS MANAGER**

**RESPONSIBLE MANAGER**

**Airworthiness Review Employees**

**Maintenance Program Approval Employees**

**Technical Admin**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Contracted |  | Permanent |

|  |
| --- |
| Guidance: The CAMO may enter into an arrangement with any person including an individual or organisation to accomplish one or more continuing airworthiness management tasks based on the need to share resources or to access technical expertise that is not available in-house. However, the CAMO remains responsible for the proper accomplishment of the tasks and should demonstrate in its exposition how it actively controls the tasks to ensure the tasks are carried out in a timely manner and in accordance with applicable requirements of the legislation (refer GM 42.590 for further guidance). |

## Changes to Organisation

(Division 42.G.3 refers)

### Significant changes

(Subregulation 42.575 (2) and regulations 42.610 and 42.615 refers)

All significant changes are to be processed in accordance with exposition section 1.10.3. As per regulation 42.575 (2), a significant change in relation to a CAMO is any of the following:

* a change to the organisation’s name
* a change to the location of the organisation’s continuing airworthiness management facility, including the addition of a new facility
* a change in the personnel holding a Part 42 nominated position as identified in exposition section 1.5.1 to 1.5.4
* a change to the aircraft types and models for which the organisation provides continuing airworthiness management services
* a change to the kinds of continuing airworthiness management services that the organisation provides for each aircraft type and model
* a change to the organisation’s facilities, equipment, procedures or personnel that could adversely affect the organisation’s ability to provide the continuing airworthiness management services that it is approved to provide.

### Changes that are not significant changes

(Regulation 42.620 refers)

Non-significant changes are any changes not classified as a significant change in section 1.7.1 above. All non-significant changes are to be processed in accordance with exposition section 1.10.3.

## Facilities and Equipment

(Paragraph 1.2.1 (e) of the Part 42 MOS refers)

|  |
| --- |
| Guidance: This section should set out a description of the office accommodation, amenities and equipment to demonstrate that the CAMO has adequate facilities to support the CAMO activities.  If the CAMO has facilities in more than one location, then this section should include a brief description of activities that are undertaken at each location and should demonstrate that each location has adequate accommodation, amenities and equipment appropriate for the activities undertaken at that location.  Blue sample text below provides an example of how this may be achieved for the main location. |

The CAMO's main office facility is located at [physical address] and the AM is responsible to ensure that there is appropriately equipped:

* office accommodation for all employees providing continuing airworthiness management services
* facilities for the completion and retention of records and documents in accordance with the requirements of Part 2.13 of this exposition.

All CAMO employees are provided with individual office equipment such as desk, chair, phone and computer (connected to the [AOC name] Server) and there is a common room that provides access to a photocopier, fax and scanner. The CAMO facility is divided into the following sections:

* CAMO management: offices are provided for the AM, CAM, RM and QM;
* CAMO employees: ARE, MPAE and Technical Admin are located in cubicles within an open plan area outside the CAMO management offices;
* ICA library: for the receipt, control and storage of all ICA applicable to the fleet maintained by the CAMO;
* records section: for the completion and retention of records and documents in accordance with the requirements of this exposition.

The office facility has monitored security and requires swipecard access to enter the facility. The CAMO management offices, ICA library and records section are lockable offices to further restrict non-authorised access. All CAMO data and electronic records is backed-up in accordance with the [AOC name] IT procedures, which includes off-site storage at [physical address].

The [AM or CAM] is responsible to ensure that the CAMO office accommodation is maintained to a standard that will ensure employees can perform their duties without undue distraction or discomfort.

## Instructions for Continuing Airworthiness

(CASR Dictionary – Part 3 and Section 1.11 of the Part 42 MOS refers)

### Description of the ICA

ICA are written instructions that specify requirements, procedures and standards for the continuing airworthiness of the aircraft or aeronautical product and are issued by the:

* holder of the type certificate, foreign type certificate, supplemental type certificate or foreign supplemental type certificate for the aircraft or aeronautical product
* manufacturer of the aircraft or aeronautical product
* CASA for a modification or repair in accordance with regulation 21.465 (CASA direction or Airworthiness Directive [AD])
* National Aviation Authority (NAA) of a recognised country for a modification or repair in accordance with regulation 21.470
* holder of any of the following for the design of a modification of, or a repair to, the aircraft or aeronautical product:
  + a modification/repair design approval
  + an approval granted in accordance with a method specified in a CASA legislative instrument issued under regulation 21.475
  + an approval that continues in force under the *Civil Aviation Regulation 1988 (CAR)* (CAR 35, CAR 36 or CAR 36A).

|  |
| --- |
| Guidance: The CAMO must have current ICA for all aircraft, and all CAMO employees must have access to this ICA. Blue sample text below is an example of how this may be described. |

The [CAM or RM] is responsible to ensure that the CAMO maintains all ICA applicable to the [AOC name] fleet for which the CAMO is approved to provide continuing airworthiness management services, which currently includes, but may not be limited to:

|  |  |  |
| --- | --- | --- |
| ICA | Fleet | Provided by |
| Aircraft Maintenance Manual | All | [Provider name] |
| Airworthiness Directives | All | [Provider name] |
| Airworthiness Limitations | [applicable Fleet(s)] | [Provider name] |
| Alert Service Bulletins | [applicable Fleet(s)] | [Provider name] |
| Engine Manual | [applicable Fleet(s)] | [Provider name] |
| Engineering Orders | [applicable Fleet(s)] | [Provider name] |
| Illustrated Parts Catalogue | [applicable Fleet(s)] | [Provider name] |
| Maintenance Planning Document | [applicable Fleet(s)] | [Provider name] |
| Master Minimum Equipment List | [applicable Fleet(s)] | [Provider name] |
| Master Servicing Manual | [applicable Fleet(s)] | [Provider name] |
| Maintenance Review Board (MRB) Documents | [applicable Fleet(s)] | [Provider name] |
| Safety Information Notice | [applicable Fleet(s)] | [Provider name] |
| Service Bulletins | [applicable Fleet(s)] | [Provider name] |
| Service Letters | [applicable Fleet(s)] | [Provider name] |
| Structural Repair Manual | [applicable Fleet(s)] | [Provider name] |
| Weight and Balance Manual | [applicable Fleet(s)] | [Provider name] |
| Wiring Diagram Manual | [applicable Fleet(s)] | [Provider name] |
| [ICA name] | [applicable Fleet(s)] | [Provider name] |
| [ICA name] | [applicable Fleet(s)] | [Provider name] |

### Access to ICA

|  |
| --- |
| Guidance: This section should set out how the CAMO ensures employees have access to the ICA, in particular whether the CAMO holds hard copy at various locations or delivers them electronically.  Blue sample text below is an example of how this may be described. |

All employees providing continuing airworthiness management services for an aircraft have access to the [AOC name] server which holds electronic copies of all ICA applicable to the [AOC name] Fleet.

Hard copies (Paper and/or CD) are also available in the ICA library, which can be accessed by all CAMO employees as required.

### Updating of the ICA

|  |
| --- |
| Guidance: This section should set out how the CAMO ensures the ICA are up to date and who is responsible for ensuring this.  Blue sample text below is an example of how this may be described. |

The latest version of ICA is distributed by the provider listed in section 1.9.1 as and when an update occurs. Each revised ICA is reviewed by the MPAE for applicability to the [AOC name] fleet and the revised ICA is loaded on the [AOC name] server as soon as practicable.

## Exposition

(Section 1.2 of the Part 42 MOS refers)

|  |
| --- |
| Guidance: Blue sample text below provides an example of how the exposition may be appropriately updated, controlled and distributed to CAMO personnel. |

### Providing employees with exposition

(Regulation 42.655 refers)

The [CAM or AM] will ensure that this CAMO exposition is available to all CAMO employees prior to the employee carrying out their assigned duties. This will be achieved by:

* induction training for all new CAMO employees
* an electronic copy of the exposition being available on the company server
* a hard copy of the exposition being available in the ICA library
* continuation training (via ‘read and sign’) for any changes to the exposition.

### Keeping the exposition up to date and compliant

(Paragraph 1.2.1 (i) of the Part 42 MOS refers)

The [AM or CAM or QM] is responsible to ensure that the CAMO exposition is up to date and complies with the requirements of Part 42 and Part 42 MOS in relation to its content. This will be achieved by the:

* [AM or CAM or QM] being registered on the CASA [subscribed mailing list](https://mailinglist.casa.gov.au/?p=subscribe&id=3) to ensure email notification of any proposed and/or actual changes to the CASR and any associated MOS/AMC/GM
* quality audit plan ensuring that all elements of the exposition are audited at least annually, with appropriate corrective action being implemented
* initiation and implementation of proposed changes to the exposition as per section 1.10.3 below.

### Changes to continuing airworthiness management exposition

(Paragraph 1.2.1 (h) of the Part 42 MOS refers)

Changes to the exposition may be proposed by any CAMO employee. All proposed changes are to be initially assessed by the CASR nominated position holder responsible for that function (as per the responsibilities defined within exposition section 1.5).

If the proposed change is recommended, the QM will assess the change for regulatory compliance, classify it as a ‘significant’ or ‘non-significant’ change as per exposition section 1.7 and obtain AM agreement to process the change.

**Significant change**

For a significant change, the [AM or CAM or QM] must apply in writing to CASA for approval prior to the CAMO making the change. The application must:

* set out the proposed change by utilising:
  + CASA Form 42-01 for Significant Change affecting the approval certificate; or
  + CASA Form 395 for Significant Change not affecting the approval certificate; and
  + CASA Form 4 for Significant Change related to a Part 42 Nominated Position (if applicable).
* include a copy of the part of the exposition consequentially affected by the change, showing the proposed change.

If there is a requirement to change any of the personnel holding a Part 42 nominated position as identified in exposition section 1.5.1 to 1.5.4, the CAMO will use best endeavours to comply with the above requirements prior to the change being made. However, if this is not possible for any reason, the [AM or CAM or QM] must apply to CASA within 7 days after the CAMO makes the change.

**Non-significant change**

Changes to the exposition that are non-significant changes may be approved by the CAMO in accordance with regulation 42.620 without prior approval by CASA.

For a non-significant change, the QM must within 28 days after making the change:

* ensure the exposition is updated
* provide CASA with a written notice of the change using CASA Form 395 and a copy of the updated part of the exposition.

### Direction by CASA to change expositions

(Regulations 42.625 and 42.665 refers)

As per regulation 42.625, CASA may direct a CAMO to change its exposition to:

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

A CASA direction under this regulation must be in writing and specify the time within which the direction must be complied with.

If the CAMO receives a CASA direction, the change to the exposition will be processed as per section 1.10.3 above, however the change must be completed within the time specified in the CASA direction.

# Continuing Airworthiness Management

(Subpart 42.C refers)

## Sourcing of Maintenance

### Maintenance of aircraft

(Regulation 42.080 refers)

The [CAM or RM] is responsible to ensure that maintenance is only carried out by a person who is permitted to carry out the maintenance under regulations 42.295 or 42.300. For the [AOC name] fleet, this is summarised as:

* a Part 145 Approved Maintenance Organisation (AMO), which is approved to provide maintenance services for the aircraft; or
* an individual carrying out maintenance on behalf of a Part 145 AMO, which is providing maintenance services for the aircraft; or
* a pilot licence holder who is carrying out maintenance under an authorisation issued under Part 5 of this exposition that is in force.

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| Guidance: If an organisation is using an AMO approved under an NAA arrangement (as per a country identified in Chapter 6 of Part 42 MOS), requirements of regulation 42.301 should also be added above. |

If an aircraft is grounded at a location where none of the above are available to carry out the required maintenance, then the [CAM or RM and/or QM] will coordinate with an approved AMO who may authorise certain persons to perform maintenance certification and issue a Certificate of Release to Service (CRS) for aircraft maintenance for a single maintenance event under paragraph 145.A.30 (l) of the Part 145 MOS.

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| Guidance: This section should set out how the CAMO orders the maintenance for the aircraft for which it is responsible. The identity of the maintenance provider for each aircraft type for the line and base maintenance should be listed in an appendix or in a separate document.  Blue sample text below provides an example of how this may be achieved. |

For any regular scheduled maintenance, the [CAM or RM] is to ensure that a formal contract is agreed with an AMO prior to commencement of maintenance services. Prior to any contractual agreement, the QM will be responsible to ensure a quality audit of that AMO is carried out to ensure it is suitable and appropriately approved to carry out such maintenance services.

For any one-off maintenance requirements, the [CAM or RM] is to ensure that a formal purchase order is agreed with an AMO prior to commencement of maintenance services. Prior to any purchase order agreement, the QM will be responsible to review the approvals held by the AMO to ensure it is suitable and appropriately approved to carry out such maintenance services.

A list of approved maintenance service providers is identified in the approved supplier database maintained by the [CAM or RM or QM]. This supplier database identifies which AMO provides maintenance services for line and base maintenance on each aircraft type operated by [AOC name].

### Maintenance of aircraft by pilots

(Subregulation 42.080 (2) refers)

An [AOC name] pilot who is appropriately authorised as per Part 5 of this exposition may only carry out maintenance on an aircraft when all of the following conditions are met:

* the aircraft is at a place where there is no approved maintenance organisation able to carry out the maintenance at that place
* the pilot licence holder is authorised, under Part 61, to fly the aircraft
* the pilot licence holder is a member of the aircraft’s flight crew
* the maintenance required is specified in the pilot maintenance authorisation issued under Part 5 of this exposition.

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| Guidance: This section should set out the locations where pilots are authorised to carry out maintenance. The list of locations may be provided in an appendix or the CAMO may refer to another document or manual. Changes to the list of locations may be managed as non-significant changes in accordance with the exposition change management procedure.  Blue sample text below provides an example of how this may be achieved. |

The locations where pilot maintenance may be performed in accordance with the above conditions are:

* Unscheduled maintenance: any location where there is no approved maintenance organisation able to carry out the maintenance at that place.
* Scheduled maintenance: may only be performed at the following locations in which there is no approved maintenance organisation able to carry out the maintenance at that place:
  + [location]
  + [location]

### Maintenance of aeronautical products

(Subregulation 42.080 (3) refers)

The [CAM and/or RM] is responsible to ensure that maintenance carried out on an aeronautical product for the aircraft is only carried out by a person who is permitted to carry out the maintenance under regulation 42.305. For the [AOC name] fleet, this is summarised as:

* a Part 145 AMO which is approved to provide maintenance services for the aeronautical product; or
* an individual carrying out maintenance on behalf of a Part 145 organisation which is providing maintenance services for the aeronautical product; or
* a maintenance organisation approved by the NAA of a foreign country that is permitted by the NAA to carry out maintenance on the aeronautical product. As per Chapter 12 of the Part 42 MOS, foreign countries are:
  + Canada
  + New Zealand
  + Singapore
  + United States of America
  + Any country that is a European Aviation Safety Agency (EASA) member as specified in Chapter 12 of the Part 42 MOS.

For the foreign countries identified above, the authorised release certificate must:

* describe the maintenance that has been carried out
* certify that the maintenance has been carried out in accordance with the law of the foreign country that has permitted the carrying out of the maintenance
* identify the foreign country referred to in above bullet
* identify the product by its name, part number and serial number (if applicable)
* identify the organisation responsible for issuing the document and its authority to do so
* be identified as an authorised release certificate
* include its date of issue
* include the name and signature of the individual who issued it on behalf of the organisation.

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| Guidance: The following section should set out how the CAMO orders the maintenance for the aeronautical products for which it is responsible. The identity of the maintenance provider for major parts, such as engine, APU, landing gear and flight control avionics system components, should be listed in an appendix or in a separate document.  Blue sample text below provides an example of how this may be achieved. |

For any aeronautical product maintenance, the [CAM or RM] is to ensure that a formal contract is agreed with an AMO prior to commencement of maintenance services. Prior to any contractual agreement, the QM will be responsible to ensure a quality audit of that AMO is carried out to ensure it is suitable and appropriately approved to carry out such maintenance services.

For any one-off aeronautical product maintenance requirements, the [CAM or RM] is to ensure that a formal purchase order is agreed with an AMO prior to commencement of maintenance services. Prior to any purchase order agreement, the QM will be responsible to review the approvals held by the AMO to ensure it is suitable and appropriately approved to carry out such maintenance services.

A list of approved maintenance service providers for aeronautical product is identified in the approved supplier database maintained by the [CAM or RM or QM]. This supplier database identifies which AMO provides maintenance services for major parts, such as engine, APU, landing gear and flight control avionics system components.

## Pre-flight Inspection

(Regulation 42.1070 refers)

### Identification of the pre-flight inspection requirements

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| Guidance: This section should set out how the pre-flight requirements are identified for each aircraft, either by reference to the flight or operations manual or any other document that contains the pre-flight inspection.  Blue sample text below provides an example of how this may be achieved. |

The [CAM or RM or MPAE] is responsible to review the following [AOC name] aircraft flight manuals to determine pre-flight inspection requirements for each aircraft type:

* [flight manual reference]
* [flight manual reference]

The pre-flight inspection will also be included in a pre-flight inspection task card which is included in the following sections of [AOC name] Operations Manual:

* [operations manual reference]
* [operations manual reference]

### Ensuring compliance with pre-flight inspection requirements

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| Guidance: If an aircraft’s flight manual requires a pre-flight inspection of the aircraft, this section should set out how the pilot-in-command (PIC) ensures that the pre-flight inspection is carried out before the aircraft is operated for the flight. If applicable, it should specify how and where a record of pre-flight inspection is made.  Blue sample text below provides an example of how this may be achieved. |

The [AOC name] Operations Manual [section reference] requires the pilot-in-command (PIC) to ensure that the pre-flight inspection is carried out prior to the aircraft being operated for a flight. The PIC will record the completion of the pre-flight inspection in the [document, e.g. flight log, technical log, journey log].

## Certificate of Release to Service

(Subpart 42.H refers)

### Ensuring CRS is issued after maintenance

(Paragraph 42.030 (2) (b) refers)

If maintenance has been carried out on an aircraft since it was last operated for a flight, then a CRS must be issued for the aircraft in relation to that maintenance. As per regulation 42.760, the CRS is contained within the flight technical log and includes the following information:

* information identifying the certificate as a CRS
* the aircraft’s registration mark
* if the maintenance was carried out by an approved maintenance organisation, the organisation’s approval certificate reference number and the certification authorisation number of the employee issuing the certificate
* if the maintenance was carried out by an approved pilot, the name and pilot licence number of the individual issuing the certificate.

An authorised employee of an AMO or an authorised pilot conducting pilot maintenance may issue a CRS when the following regulation 42.745 requirements are met in relation to maintenance carried out on the aircraft:

* the information entered into the certificate is correct
* maintenance certification has been performed for all of the maintenance
* in respect of the maintenance, the aircraft is airworthy
* if the maintenance included critical control system maintenance, the following information has been recorded in the continuing airworthiness records system for the aircraft in relation to the critical control system maintenance:
  + that the individual has verified the part of the aircraft control system on which the maintenance was carried out is assembled and configured in accordance with the maintenance data for the maintenance and the aircraft control system is functioning correctly
  + information identifying the critical control system maintenance to which the verification related
  + the individual’s name, signature and licence or certification authorisation number
  + the date the verification was performed.

An authorised employee of an AMO or an authorised pilot conducting pilot maintenance may issue a CRS for an aircraft in relation to maintenance carried out on the aircraft, by:

* signing the certificate
* recording the date and time of issue on the certificate.

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| Guidance: Any responsibility or requirement of the flight crew in regards to the CRS may be included in the operation manual and referenced here.  Blue sample text below provides an example of how this may be achieved. |

As part of the pre-flight referenced in exposition section 2.2.2, it is the responsibility of the PIC to ensure that prior to flight, a CRS meeting all of the above requirements has been issued for any maintenance carried out since the last flight.

### Issue of CRS with open defect

(Subregulation 42.745 (f) refers)

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| Guidance: This section should set out the procedures that the CAMO must follow to deal with a CRS that has been issued with an open defect in the aircraft (i.e. a defect for which rectification has not been deferred in accordance with Subdivision 42.D.6.1).  In particular, this section should set out the procedures for receiving notification from the maintenance organisation in accordance with paragraph 42.745 (f) (ii), arranging rectification, and who is responsible for managing this.  Blue sample text below provides an example of how this may be achieved. |

If there is a defect in the aircraft, and the rectification of the defect has not been deferred in accordance with exposition section 2.4.2, the AMO is required to:

* notify the [CAM or RM or other, e.g. MCC] that the CRS is to be issued and the rectification of the defect has not been deferred
* reference the open defect in the CRS issued by that AMO.

All contracted AMOs are required to notify the [CAM or RM or other, e.g. MCC] by [telephone and/or email], whereby the [CAM or RM] is then responsible to contract an AMO with the capability to rectify or defer the open defect prior to flight.

### Issue of CRS after incomplete maintenance

(Subregulation 42.745 (g) refers)

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| Guidance: This section should set out the procedures that the CAMO must follow to deal with a CRS that has been issued after incomplete maintenance (i.e. when all the requested maintenance has not been carried out).  In particular, this section should set out the procedures for receiving notification from the maintenance organisation in accordance with paragraph 42.745 (g) (ii), arranging completion of the maintenance, and who is responsible for managing this.  Blue sample text below provides an example of how this may be achieved. |

If maintenance requested for the aircraft has not been carried out by the contracted AMO, the AMO is required to:

* notify the [CAM or RM] that the CRS is to be issued and maintenance requested for the aircraft has not been carried out
* reference the maintenance requested for the aircraft which has not been carried out in the CRS issued by that AMO.

All contracted AMOs are required to notify the [CAM or RM or other, e.g. MCC] by [telephone and/or email] that they so not have the capability to carry out the requested maintenance prior to flight.

The [CAM or RM or other, e.g. MCC] is then responsible to check the requested maintenance in the aircraft’s approved maintenance program to confirm if it is due prior to next flight(s) or whether the maintenance can be re-scheduled.

If the [CAM or RM or other, e.g. MCC] determines that the requested maintenance can be re-scheduled, they will inform the AMO in writing that the maintenance is not required and the defect can be closed with the reason description as provided to the AMO, e.g. ‘maintenance not due until xxxx flight hours’ or ‘maintenance program extension granted in accordance with [approval reference]’.

If it has been determined that the requested maintenance cannot be re-scheduled, the [CAM or RM] is then responsible to contract an AMO with the capability to rectify the defect.

## Management of Defects

### Rectification of defect in aircraft before flight

(Regulation 42.115 refers)

If an individual is carrying out maintenance on an aircraft and is, or becomes, aware of a defect in the aircraft, the individual must ensure that the defect is recorded in the [continuing airworthiness records system] for the aircraft.

All defects in the aircraft must be rectified prior to the operation of the aircraft for a flight, unless the rectification of the defect is deferred in accordance with exposition section 2.4.2, which is permitted only if:

* the defect does not adversely affect the airworthiness of the aircraft; or
* the operation of the aircraft for a flight with the defect is permitted by any of the following:
  + the ICA for the aircraft
  + the minimum equipment list for the aircraft
  + the configuration deviation list for the aircraft
  + an airworthiness directive; or
* the defect is approved as a regulation 21.007 permissible unserviceability; or
* a special flight permit has been issued under regulation 21.200 to authorise continued operation with the defect; or
* the defect is in a piece of operational and emergency equipment that is fitted to the aircraft and is not required by the:
  + certification basis for the aircraft; and
  + CASA regulations for operation of the aircraft for the flight - refer Part 90, the Part 90 MOS, CAR 207 and Civil Aviation Orders (CAOs) 20.4, 20.11 and 20.18.

### Operation of aircraft without rectification of defect

(Regulations 42.030 and 42.115 refers)

Only a qualified individual, which is a certifying employee of a Part 145 organisation who is authorised to perform maintenance certification for the maintenance that would be necessary to rectify the defect, may defer the rectification of a defect in an aircraft, which must meet one of the criteria listed in exposition section 2.4.1.

The deferral of the rectification of a defect must be made in the flight technical log for the aircraft if the defect affects the operation of the aircraft, or if the deferral was permitted by the minimum equipment list or configuration deviation list for the aircraft. For any other case, the deferral of the rectification of a defect can be made in the [continuing airworthiness records system] for the aircraft.

The deferral record must contain a description of the defect, and:

* a statement of the reasons for the qualified individual’s decision to defer the rectification of the defect
* any limitations or conditions mentioned in the ICA, minimum equipment list, configuration deviation list or airworthiness directive in relation to the deferral of the rectification of the defect and the operation of the aircraft
* the signature of the qualified individual with their aircraft engineer licence number or certification authorisation number
* the date of the deferral.

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| Guidance: This section should set out procedures that the CAMO must follow for ensuring any follow-up requirements are complied with, final rectification and who is responsible.  Blue sample text below provides an example of how this may be achieved. |

The authorised AMO is to ensure all deferred defects are notified to the [CAM or RM] within [number of hours] of the deferral being certified.

The [CAM or RM] is then responsible to ensure that the deferred defect is tracked to ensure all follow-up actions are completed within the allowed time of deferral. Once all follow-up actions are completed, the [CAM or RM] is responsible to contract an AMO with the capability to rectify the defect.

If follow-up actions cannot be completed within the allowed time of deferral, the [CAM or RM] is responsible to ensure that an appropriate AMO is informed to ensure the defect is transferred back to the flight technical log as an open defect in order to restrict flight operations past the elapsed time of deferral.

## Airworthiness Directives (and Mandatory Requirements)

### Ensuring compliance with airworthiness directives

(Regulation 42.120 refers)

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| Guidance: This section should set out the procedures that the CAMO must follow to ensure compliance with the airworthiness directives that are applicable to each aircraft and aeronautical products fitted to the aircraft. This includes the procedures for monitoring, assessing and implementing airworthiness directives and the individuals responsible.  Blue sample text below provides an example of how this may be achieved. |

An AD applicable to [AOC name] means:

* an Australian AD; or
* an AD issued by the NAA of the State of Design of the aircraft or aeronautical product.

Notification of ADs issued for [AOC name] aircraft, or an aeronautical product that is part of, or used in, an [AOC name] aircraft is through being registered on the CASA [subscribed mailing list](https://mailinglist.casa.gov.au/?p=subscribe&id=3) for ADs and via the notification system of:

* [list NAA(s) of the State of Design]
* [list Manufacture(s)].

The [CAM or RM or other, e.g. MPAE] is responsible to monitor and assess all ADs for applicability and if an AD applies to an [AOC name] aircraft, or an aeronautical product that is part of, or used in, an [AOC name] aircraft, the [CAM or RM] is responsible to ensure that the following requirements are complied with in relation to the aircraft or aeronautical product:

* the requirements of the AD have been complied with; or
* the requirements of a means of compliance with the AD, approved by CASA under paragraphs 39.004 (2) (a) or (3) (a), have been complied with; or
* the requirements of a means of compliance with the AD, approved by the NAA that issued the AD, have been complied with; or
* CASA, in writing, on its own initiative or on a written request by a person, excluded the particular aircraft or aeronautical product from the operation of the AD under paragraphs 39.004 (2) (b) or (3) (b).

A record of ADs is maintained in the [computer system name and/or description of hard copy documents] and includes all information required by exposition section 2.13.5 (information about compliance with ADs).

### Other mandatory requirements

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| Guidance: The CAMO may choose to include a section on how they ensure compliance with other mandatory requirements, such as regulation amendments and directions from CASA.  Blue sample text below provides an example of how this may be achieved. |

The [CAM or RM or QM] is responsible to monitor and assess regulatory amendments or CASA Directions that may affect the [AOC name] aircraft fleet. For this purpose, the [CAM or RM or QM] is registered on the CASA [subscribed mailing list](https://mailinglist.casa.gov.au/?p=subscribe&id=3) for any proposed or implemented changes to regulations.

If the [CAM or RM or QM] determines that a regulatory change may have an impact on [AOC name] aircraft, the [CAM or RM] will be responsible to initiate the appropriate action which may include one or more of the following:

* changes to maintenance, operational procedures or techniques
* changes to maintenance program tasks, including escalation or de-escalation of tasks, addition, modification or deletion of tasks
* one-time special maintenance for the fleet
* initiation of modifications to aircraft and aeronautical products
* changes to provisioning of spare parts for maintenance
* changes to manpower and equipment planning for maintenance
* training of maintenance personnel.

## Modifications and Repairs

### Part 21 approvals for the design of modifications and repairs to aircraft

(Regulation 42.125 refers)

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| Guidance: This section should include procedures for verification of the Part 21 approval for the design of modification or repair and assessment of compatibility with the existing aircraft configuration.  This section should include procedures for seeking design approval from an authorised person or CASA for a modification or repair that is not covered by an existing approval.  Blue sample text below provides an example of how this may be described. |

For aircraft modifications or repairs, the [CAM or RM] is responsible to ensure that an [AOC name] aircraft is not modified or repaired unless:

* there is a Part 21 approval for the design of the modification, or Part 21 approval for the design of the change involved in the repair; and
* the modification or repair is compatible with the configuration of the aircraft at the time the modification is made.

For aircraft modifications, the [CAM or RM] is responsible to liaise with [AOC name] to obtain AOC operational and financial approval for each proposed modification. The [CAM or RM] will then liaise with an approved Part 21 organisation to provide the design approval for the modification and once finalised, the [CAM or RM] will provide the Part 21 design approval to an appropriate AMO to complete the documented maintenance actions for the modification.

For aircraft repairs, the contracted AMO is required to contact the CAMO when a repair is required outside the limits of the approved ICA for an aircraft, aircraft’s engine or propeller. The [CAM or RM] will then review the data and liaise with an approved Part 21 organisation to provide the design approval for the repair. Once finalised, the [CAM or RM] will provide the Part 21 design approval for the repair to an appropriate AMO to complete the documented maintenance actions for the repair.

## Dealing with Non-Mandatory Instructions for Continuing Airworthiness

### Ensuring compliance with regulation 42.130

(Regulation 42.130 refers)

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| Guidance: This section should include a list of the types of ICA that the CAMO shall assess under regulation 42.130, as well as procedures for monitoring, assessing and implementing these ICA and who is responsible.  Blue sample text below provides an example of how this may be achieved. |

Non-mandatory ICA for an [AOC name] aircraft, aircraft’s engine or propeller, is when the instruction requires maintenance to be carried out on the aircraft, aircraft engine or propeller and the CAMO is not required, by another provision of CASA regulations or by an airworthiness directive, to comply with the instruction.

Non-mandatory ICA, such as a service bulletin (SB) not mentioned in an AD, are ICA issued by any of the following:

* the type certificate holder or foreign type certificate holder for the aircraft, aircraft engine or propeller
* the supplemental type certificate holder or foreign supplemental type certificate holder for the aircraft, aircraft engine or propeller.

An [position, e.g. MPAE] will monitor and assess all ICA issued by the above and will provide a recommendation for implementation to the [CAM or RM] within [number of days].

The [CAM or RM] is then responsible to ensure, within the time specified in the instruction:

* that the instruction is complied with; or
* record, in writing, in the continuing airworthiness records system for the aircraft:
  + information identifying the instruction
  + the reason for not complying with the instruction.

## Life Limited Aeronautical Products

### Replacement of life limited aeronautical products

(Regulation 42.135 refers)

An aeronautical product that is fitted, or is to be fitted, to an aircraft or another aeronautical product (the second aeronautical product), may have a life limit that is specified by an amount of use, or an age, after which the aeronautical product must not be used. This life limit may be specified by:

* an airworthiness directive; or
* the approved design for the aircraft; or
* the approved design for the aeronautical product, or second aeronautical product.

Note: This section is only applicable to mandatory ‘life’ limits and does not apply to other time limits for maintenance, such as overhaul and repair.

This life limit may be expressed in a number of ways, including the amount of operating time, the number of operating cycles or a calendar period. If an aeronautical product that has a life limit is fitted to an aircraft and the product’s life limit will be reached before, or would be reached during, the next flight, the [CAM or RM] is responsible to ensure that the aeronautical product is replaced before the flight.

All life limited aeronautical product is identified in the approved maintenance program, which is loaded into the [computer system name] for the aircraft. The replacement of life limited items is then scheduled and managed as per exposition section 2.10.3 (compliance with approved maintenance program).

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| Guidance: This section should set out the procedures that the CAMO must follow to ensure that life limited aeronautical products are removed from the aircraft before the life limit is reached.  This section should include procedures for identifying and monitoring the life limit of aeronautical products and who is responsible.  Blue sample text above provides an example of how this may be achieved. |

## Operational and Emergency Equipment

(Paragraph 42.030 (2) (d) refers)

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| Guidance: This section should set out the procedures that the CAMO must follow to ensure compliance with the operational and emergency equipment requirements, including procedures for identifying the equipment that is required, ensuring that the equipment is fitted to the aircraft and who is responsible.  Blue sample text below provides an example of how this may be achieved. |

The CAMO must ensure that each item of operational or emergency equipment that is not required by the certification basis for the aircraft, but is required by or under the CASA regulations for the flight, is fitted to the aircraft prior to it being operated for a flight.

Normally aircraft are fitted with operational or emergency equipment that is additional to the equipment required by the type certifications basis for the aircraft. The following are examples of operational or emergency equipment that are required by or under the CASA regulations:

* CAO 20.18 specifies basic operational requirements for aircraft equipment. However, some of the equipment mentioned in CAO 20.18 may also be required by type certification basis for the aircraft.
* CAO 20.11 set out the requirements for emergency and life saving equipment and CAO 20.4 sets out the requirements for the provision of oxygen and protective breathing equipment.
* Regulation 252A of CAR specifies requirement for emergency locator transmitters and regulation 262AC of CAR specifies requirement for airborne collision avoidance systems.

The [CAM or RM] is responsible to ensure that all operational or emergency equipment that is not required by the certification basis for the aircraft, must be approved for fitment by an appropriate modification approval as per the requirements of exposition section 2.5 or section 2.6.

Some of this equipment may not be necessary for all flights. The equipment requirement for a particular flight, including requirement for any operational and emergency equipment is normally covered by the MEL for the aircraft, with any defect deferral being managed as per the requirements of exposition section 2.4.

## Maintenance Program

(Chapter 2 of the Part 42 MOS refers)

### Development of maintenance program

(Regulation 42.140 and chapter 2 of the Part 42 MOS refers)

The [CAM or RM] is responsible to ensure that there is an approved maintenance program for each [AOC name] aircraft before the aircraft is operated for its first flight on or after the responsibility start date for the CAMO and the aircraft.

The initial maintenance [program or programs] for the [AOC name] fleet of aircraft have been approved by CASA under regulation 202.185 whereby for Part 42, a reference to an approved maintenance program for an aircraft is taken to include an approved system of maintenance for the aircraft approved under CAR 42M.

For any amendment to the maintenance [program or programs] for the [AOC name] fleet of aircraft, or when additional aircraft are added to the CAMO responsibility, an authorised maintenance program approval employee (MPAE) will develop the maintenance [program or programs] in accordance with the requirements of Chapter 2 of the Part 42 MOS, as summarised below:

* 1. General requirements

The maintenance program must be in writing, define the meaning of any unique terms or acronyms used in the program and contain the records of approval of the program and any subsequent variations to the program.

* 1. Identification and applicability of the program

The maintenance program must contain the:

* type, model, serial number and registration mark of the aircraft covered by the program
* type and model of each engine fitted to the aircraft
* type and model of each propeller fitted to the aircraft
* type and model of each auxiliary power unit fitted to the aircraft
* name and address of the registered operator of the aircraft
* name and approval certificate reference number of the CAMO responsible for the program.
  1. Instructions for continuing airworthiness (ICA)

The maintenance program must identify, by their latest revision date, the ICA on which the program is based, including if applicable, the:

* aircraft type certificate holder’s MRB report
* aircraft type certificate holder’s maintenance planning document
* aircraft maintenance manual.
  1. Aircraft utilisation limitations affecting the validity of the program

The maintenance program must state any limitations that may affect the effectiveness

of the program, or part of the program, for example in relation to:

* total flying hours or total number of flights
* annual flying hours or annual number of flights
* average duration of flights.
  1. Schedule of maintenance

The maintenance program must include one or more schedules that set out:

* the maintenance to be regularly carried out on the aircraft or an aeronautical product for the aircraft in accordance with the ‘maintenance requirements’ mentioned in paragraph (f) below
* any other maintenance to be regularly carried out on the aircraft or an aeronautical product for the aircraft to ensure the continuing airworthiness and safe operation of the aircraft.

Each schedule must set out the following for the maintenance mentioned in it:

* a description of the maintenance
* the interval for the maintenance
* the source of the requirement for the maintenance, for example, a requirement of the MRB, a specific airworthiness directive (AD) requirement, an extended diversion time operation (EDTO) approval requirement, a company requirement
* the maintenance data for the maintenance, or a reference to the maintenance data contained in another document
* if the maintenance program applies to more than 1 aircraft — information that shows how the maintenance applies to each aircraft
* if the maintenance is required by or under the approved design for the aircraft or an aeronautical product — information that shows that the maintenance is required by or under the approved design.
  1. Maintenance requirements

Maintenance requirements for the schedule of maintenance in paragraph (e) above are:

* either the requirements in the ICA for the aircraft or an aeronautical product for the aircraft; or requirements in another means of compliance with ICA if the following applies:
  + the program provides another means of compliance with the requirement in the ICA; or
  + non-compliance with the requirement is supported by technical justification including data derived from an approved reliability program for the aircraft; or
  + CASA is satisfied that non-compliance with the requirement will have no adverse effect on the continuing airworthiness of the aircraft; and
* either the requirements in the ADs for the aircraft or an aeronautical product for the aircraft; or requirements in the means of compliance with the ADs as mentioned in subregulations 39.002 (c) or (d); and
* the requirements (if any) of the following approvals:
  + an EDTO approval under CAO 82.0
  + an Reduced Vertical Separation Minima (RVSM) operational approval under CAR regulation 181M
  + a navigation authorisation under Subpart 91.U.
  1. Schedule of life limited parts

The maintenance program for an aircraft with life-limited parts fitted to it must

include a separate schedule containing the following:

* a description of the parts
* the location of the parts on the aircraft
* the appropriate interval for removal of the parts.

### Arranging for approval of the proposed maintenance program by CASA

(Division 42.J.3 refers)

The [CAM or RM] must apply to CASA for approval of a proposed maintenance program:

* for any aircraft being added to operate air transport under the [AOC name] AOC
* if the proposed maintenance program does not comply with the requirements in the ICA for the aircraft, or for an aeronautical product fitted to the aircraft, that relate to maintenance that is required by the ICA to be carried out on a regular basis.

As per the requirements of regulation 42.975, an application to CASA for approval of a proposed maintenance program must:

* be in writing
* include a copy of the program
* if the program does not comply with the requirements in the ICA for the aircraft, or for an aeronautical product fitted to the aircraft, that relate to maintenance that is required by the ICA to be carried out on a regular basis, include the technical justification for the non-compliance.

As per paragraph 2.9.2 of the Part 42 MOS, CASA may approve a proposed maintenance program, or a variation to an approved maintenance program, that does not comply with a requirement in the ICA that relates to maintenance to be regularly carried out on the aircraft and aeronautical product if:

* the program provides another means of compliance with the requirement in the ICA; or
* non-compliance with the requirement is supported by technical justification including data derived from an approved reliability program for the aircraft; or
* CASA is satisfied that non-compliance with the requirement will have no adverse effect on the continuing airworthiness of the aircraft.

### Compliance with approved maintenance program

(Regulation 42.145 refers)

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| Guidance: This section should set out the procedures that the CAMO must follow to ensure compliance with the approved maintenance program for each aircraft.  This section should include the detailed procedures for monitoring and scheduling maintenance tasks and who is responsible.  Blue sample text below provides an example of how this may be achieved when a contracted AMO carries out the maintenance planning function. If the CAMO carries out the maintenance planning function, this section should contain more specific processes to be followed. |

The [CAM or RM] is responsible to ensure that maintenance is carried out on the aircraft as required by the maintenance program for the aircraft.

The approved maintenance program tasks are loaded into the [computer system name] with the MPAE being responsible to ensure all tasks are loaded correctly.

The AMO is contracted to ensure that their planning department includes all scheduled maintenance into [planning document, e.g. workpack or task cards], which are then issued during scheduled maintenance visits as required.

The [CAM or RM] is responsible to manage any incomplete scheduled maintenance as per the requirements of exposition sections 2.3.2 and 2.3.3.

### Updating approved maintenance program

(Regulation 42.150 and Chapter 2 of the Part 42 MOS refers)

The [CAM or RM or MPAE] is responsible to ensure that the maintenance program for each aircraft is kept up to date, taking into account any changes to the:

* ICA for the aircraft and aeronautical products
* airworthiness directives that apply to the aircraft
* operation and utilisation of the aircraft
* configuration of the aircraft
* requirements in the Part 42 MOS that apply to the maintenance program for the aircraft.

Whenever an update to ICA occurs (refer exposition section 1.9), the [CAM or RM or MPAE] will monitor all changes to the requirements in the ICA for the aircraft, or an aeronautical product fitted to the aircraft, that relate to maintenance that is required by the ICA to be carried out on a regular basis.

If the result of any change is that the approved maintenance program no longer complies with the requirements, the [MPAE or other position] must, within 90 days after the occurrence of the change, vary the program so that it complies with the requirements.

The [CAM or RM or MPAE] is then responsible to ensure that the variation to the maintenance program is either approved by CASA (refer exposition section 2.10.2) or by an appropriately authorised MPAE (refer exposition section 2.10.5).

### Variations of approved maintenance programs

(Divisions 42.J.4 and 42.J.5 refers)

If a CAMO approves a variation to an approved maintenance program for an aircraft, the [CAM or RM] is responsible to ensure that the program is approved on behalf of the organisation by an individual:

* who is a MPAE of the organisation
* whose authorisation as a MPAE permits the employee to approve a maintenance program for the aircraft.

To approve a proposed variation of an approved maintenance program for an aircraft, an MPAE must make a record that:

* identifies the maintenance program to which it relates
* includes details of the variation to which it relates
* includes a statement to the effect that the variation is approved
* includes the name and approval certificate reference number of the CAMO for the aircraft
* includes a MPAE signature and the date of the record.

If the CAMO approves a proposed variation to an approved maintenance program, the organisation must retain, for the period during which the approved maintenance program is in effect, a copy of the following documents:

* the approved variation
* the record of the approval
* any other documents that support the approval.

The following are the requirements for the approval of a proposed variation to an approved maintenance program for an aircraft by an authorised MPAE for the aircraft:

* the program complies with the requirements in the ICA for the aircraft, and for aeronautical products fitted to the aircraft, that relate to maintenance that is required by the instructions to be carried out on a regular basis
* the program complies with the requirements specified in the Part 42 MOS (as summarised in exposition section 2.10.1).

In determining compliance with ICA, the maintenance program for an aircraft complies with the requirements in the ICA for the aircraft and aeronautical products for the aircraft that relate to maintenance to be regularly carried out on the aircraft and aeronautical products if the:

* maintenance is set out in the schedule mentioned in exposition 2.10.1 (e)
* scope and extent of the maintenance set out in the schedule is not less than the scope and extent of the maintenance in the ICA
* maintenance interval set out in the schedule is not less restrictive than the maintenance interval in the ICA
* maintenance data set out or referred to in the schedule:
  + are the same as the procedures in the ICA for carrying out the maintenance; or
  + have been approved in accordance with exposition section 2.12.

If the variation to an approved maintenance program does not meet all of the above requirements, it must be approved by CASA as per exposition section 2.10.2.

### One-off extensions to a maintenance task interval

(Section 2.10 of the Part 42 MOS refers)

A one-off extension to a maintenance interval may be requested in writing using [Form Number or other e.g. Request Log] which is then provided to the [CAM or RM or MPAE] for assessment.

The [CAM or RM or MPAE] may only authorise a one-off extension to a maintenance interval when the approved maintenance program allows as below:

* if the ICA for the aircraft or an aeronautical product provide for a one-off extension to the interval for certain maintenance in the maintenance program, the maintenance program may provide for a one-off extension to the interval in accordance with the ICA; or
* if the ICA do not provide for a one-off extension to the interval for certain maintenance in the maintenance program, the maintenance program may provide for a one-off extension to the interval but only in accordance with the following criteria:
  + for intervals expressed in calendar time such as days, months or years, the maximum permitted extension is 10% of the interval or 3 months, whichever is lesser
  + for intervals expressed in units other than calendar time, the maximum permitted extension is 10% of the interval, or 200 units of the interval, whichever is lesser.

The [CAM or RM or MPAE] is responsible to ensure a one-off extension is not permitted for any of the following:

* maintenance required by or under the approved design for the aircraft or aeronautical product, for example airworthiness limitation, certification maintenance requirement
* maintenance required by an AD
* replacement of life-limited parts.

The [CAM or RM or MPAE] is responsible to ensure that an extension to the interval for certain maintenance in the maintenance program must not extend the subsequent occurrence of the maintenance. For example, if as a result of an extension, certain maintenance having an interval of 1000 hours is carried out at 1050 hours, the maintenance must next be carried out no later than 950 hours after the previous maintenance, to preserve the 1000 hour interval.

### Direction by CASA to vary approved maintenance program

(Regulation 42.1035 refers)

CASA may direct the CAMO for an aircraft to vary the approved maintenance program for the aircraft to:

* include a particular requirement for maintenance in the program; or
* vary a requirement for maintenance in the program.

The CASA direction must be in writing and will specify the time within which the direction must be complied with.

The [CAM or RM] is then responsible to ensure that the maintenance program is amended within the time specified in the direction and either approved by CASA (refer exposition section 2.10.2) or by the CAMO (refer exposition section 2.10.5).

### Engines and propellers

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| Guidance: If the aircrafts engines or propellers are of sufficient complexity that the CAMO needs to develop special procedures to ensure their continuing airworthiness this section should set out those procedures.  Blue sample text below provides an example of how this may be achieved. |

The engines and propellers fitted to the [AOC name] fleet have their continuing airworthiness requirements defined within ICA specified in exposition section 1.9.1 and are included in each aircraft approved maintenance program.

There are no special procedures that are not included in the approved maintenance program for each aircraft.

## Ensuring Effectiveness of Approved Maintenance Program

(Regulations 42.155 and 42.160 refers)

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| Guidance: If the CAMO is only managing aircraft that regulation 42.155 does not apply, they may state that 2.11.1 to 2.11.4 below do not apply (effectiveness is ensured by an analysis program as per exposition 2.11.5). |

### Ensuring effectiveness of the maintenance program using approved reliability program

(Regulation 42.155 and Chapter 3 of the Part 42 MOS refers)

As per regulation 42.155, the aircraft that require a reliability program are the following:

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

As regulation 42.155 applies to [all or aircraft type] aircraft operated by the [AOC name], the [CAM or RM] is responsible to ensure that there is an approved reliability program for each [AOC name] aircraft before the aircraft is operated for its first flight on or after the responsibility start date for the CAMO and the aircraft.

The initial reliability [program or programs] for the [AOC name] fleet of aircraft have been approved by CASA under regulation 202.186 whereby for Part 42, a reference to an approved reliability program for an aircraft is taken to include a reliability program included in an approved system of maintenance for the aircraft approved under regulation 42M of CAR.

For any amendment to the reliability [program or programs] for the [AOC name] fleet of aircraft, or when additional aircraft are added to the CAMO responsibility, the [CAM or RM or other (such as contractor or MPAE)] will develop the reliability [program or programs] in accordance with the requirements of Chapter 3 of the Part 42 MOS, as summarised below:

* general requirements
* identification and applicability of the program
* objective of the program
* identification of items controlled by the program
* administration of the program
* data collection
* performance standards
* display of information
* analysis and interpretation of information
* investigation and corrective action
* evaluation and review of the program
* pooling of data.

### Arranging for approval of a reliability program by CASA

(Regulation 42.1045 refers)

Should the [AOC name] add additional aircraft that are to be maintained by the CAMO, the [CAM or RM] is responsible to apply, in writing, to CASA for approval of a proposed reliability program for each aircraft. The application must include a copy of the amended program.

### Evaluation and review of the approved reliability program

(Section 3.12 of the Part 42 MOS refers)

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| Guidance: This section may refer to the organisation’s reliability program manual(s) as applicable, otherwise the evaluation and review process would need to be defined in full below. |

The [CAM or RM] is responsible to ensure the reliability [program provides or programs provide] for continuous monitoring of the effectiveness of the maintenance [program or programs] as a whole. The specific monitoring process and the individuals involved are described within the approved [name of reliability program manual and section reference].

The [CAM or RM or other (such as contractor or MPAE)] is responsible for proposing and preparing any changes to the approved reliability program manual, which would then be approved as per exposition section 2.11.4 below.

### Arranging for approval of a variation of a reliability program by CASA

(Regulation 42.1055 refers)

Should the reliability program require a variation, the [CAM or RM or other (such as contractor or MPAE)] is responsible to develop the variation in accordance with the requirements of Chapter 3 of the Part 42 MOS.

The [CAM or RM] is responsible to apply, in writing, to CASA for approval of a proposed variation of an approved reliability program. The application must include a copy of the variation.

### Ensuring effectiveness of the maintenance program by means other than a reliability program

(Regulation 42.160 refers)

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| Guidance: If the CAMO is only managing aircraft that regulation 42.155 applies, they may simply state that 2.11.5 is not applicable (effectiveness is ensured by a reliability program as per exposition 2.11.1 to 2.11.4). |

[AOC name] operates [large aircraft to which regulation 42.155 does not apply and/or, an aircraft that is authorised to operate under an AOC to which regulation 42.155 does not apply] and therefore the [CAM or RM] is responsible to ensure, at least once every 12 months:

* analyse the effectiveness of the approved maintenance program for the aircraft in ensuring the continuing airworthiness of the aircraft
* record in writing:
  + the results of the analysis
  + information that substantiates the results of the analysis.

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| Guidance: This section should include details of how the CAMO carries out analysis of the approved maintenance program and who is responsible.  Blue sample text below provides an example of how this may be achieved, which is adapted from GM 42.160. |

The [RM or other, e.g. MPAE or Reliability Engineer] is responsible to analyse the following data on a [time-frame] basis:

* pilot reports
* flight technical log
* dispatch reliability data (maintenance and airworthiness related)
* utilisation and operations (including environmental considerations)
* modifications and repairs
* ICA from the type certificate and supplemental type certificate holders
* major defect reports, service difficulty reports and incident reports, both from the CAMO and from the world fleet
* maintenance records, including both aircraft and aeronautical products. In particular, inspection findings, test results, and defect rectification reports, including workshop reports for the aeronautical products
* previous analysis reports;

The [RM or other, e.g. MPAE or Reliability Engineer] analysis and interpretation of the data is to involve examination of the data for evidence that the maintenance program is not effective, assessment of all findings with regards to their effect on airworthiness, and determination of the actions that are required to correct any deficiencies. Examples of findings that may require variations of the maintenance program include the following:

* changes to the operations of the aircraft (e.g. a significant increase in utilisation or moving the aircraft to a new location that has more corrosive environmental conditions)
* failures of critical systems and equipment (e.g. in flight engine shut down), recurring defects (e.g. severe fatigue cracking in similar locations and/or multiple aircraft) and trends (e.g. increasing failure rates of particular components)
* new modifications or repairs that have special ongoing maintenance requirements;

The [RM or other, e.g. MPAE or Reliability Engineer] is to record the results of the analysis in a report that covers the full procedure, including details of the data that was reviewed, the findings, and the recommended actions.

If the results of the analysis carried out as per above indicates that the approved maintenance program should be varied, the [RM or MPAE] will process the variation as per exposition section 2.11.6.

### Making changes to the approved maintenance program to ensure program is effective

(Regulation 42.160 and Section 3.11 of the Part 42 MOS refers)

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| Guidance: This section should set out the procedures that the CAMO must follow to initiate changes to the maintenance program that are driven by the reliability program required by regulation 42.155 or results of analysis carried out under regulation 42.160.  CAMO may delete one of the sections describing regulations 42.155 and 42.160 when not applicable to the aircraft maintained. |

The specific process for reliability program investigation and corrective action as required by Section 3.11 of the Part 42 MOS is described within the approved [name of reliability program manual and section reference].

For aircraft not covered by a reliability program, if the results of the analysis carried out as per exposition section 2.11.5 indicate that the approved maintenance program should be varied, the [CAM or RM] is responsible to ensure that, within 30 days after completing the analysis:

* the variation is approved in accordance with exposition section 2.10.5; or
* an application for approval of the variation has been made to CASA in accordance with exposition section 2.10.2.

### Engines and propellers

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| Guidance: If the engines or propellers are of sufficient complexity then the CAMO might need to develop special procedures to ensure the effectiveness of the maintenance program for the engines or propellers. If that is the case then this section should set out those procedures.  Blue sample text below provides an example of how this may be achieved. |

The engines and propellers fitted to the [AOC name] fleet have their continuing airworthiness requirements defined within ICA specified in exposition section 1.9.1 and are included in each aircraft approved maintenance program.

There are no special procedures that are not included in the approved reliability program for each aircraft.

## Creation of New Maintenance Data and Changes to Existing Maintenance Data

(Section 1.12 of the Part 42 MOS refers)

### Need for new maintenance data or changes to existing data

The CAMO may approve new procedures, or changes to existing procedures, for carrying out particular maintenance on an aircraft or an aeronautical product, if:

* the maintenance is included, or is to be included, in the maintenance program for an aircraft for which the CAMO provides continuing airworthiness management services; and
* there is no existing maintenance data that includes the procedure for carrying out the maintenance, or the procedure in the existing maintenance data is inadequate or inappropriate for the maintenance.

A management representative of an AMO, or any CAMO employee, may make a request for new maintenance data, which is to be raised on [form number] and sent to the [CAM or RM] for registering and preliminary review. If it is determined that the request for new maintenance data is valid, it will be assigned to an authorised MPAE for development as per exposition section 2.12.2.

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| Guidance: This section should set out the procedures that the CAMO must follow to identify the need for new maintenance data or changes to existing maintenance data and initiate an application, taking into account the requirements of the Part 42 MOS.  Blue sample text above provides an example of how this may be achieved. |

### Development of new maintenance data or changes to existing data

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| Guidance: This section should set out who is responsible and the procedures that the CAMO must follow to develop new data or changes to existing data in accordance with the Part 42 MOS.  Blue sample text below provides an example of how this may be achieved. |

On receipt of a request for new maintenance data on [form number], an assigned MPAE will develop the new maintenance data utilising ICA and/or contract an approved Part 21 organisation to produce the required maintenance data.

The new procedures, or changes to existing procedure must not make any damage or wear limits, or any inspection or test parameters, less restrictive than those included in the existing maintenance data for the aircraft or the aeronautical product, unless the relevant existing maintenance data was originally created by the CAMO.

### Assessment and approval of new data or changes to existing data

The [CAM or RM] is responsible to ensure that an MPAE, who is authorised to approve a variation to the maintenance program, has assessed the procedure to ensure that it provides for safe maintenance practice, airworthy aircraft and serviceable aeronautical product.

The MPAE must ensure the new or changed procedure is:

* clearly identified as maintenance data created, or changed, by the CAMO
* traceable to the approval under which the data is created or changed.

The new maintenance data must be approved as part of the maintenance program, or changes to the maintenance program, for the aircraft in accordance with exposition section 2.10.

## Continuing Airworthiness Records

(Subpart 42.N refers)

### Continuing airworthiness records system

(Regulation 42.170 refers)

The CAMO has, and will at all times, have a system that is capable of containing the continuing airworthiness records for the [AOC name] aircraft, and identifies each aircraft by its:

* make
* type and model designation
* registration mark
* serial number.

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| Guidance: This section should set out the significant details of the CAMO’s continuing airworthiness records system for each aircraft managed by the CAMO, i.e. how the required information is recorded, kept, retrieved, provided to those who require it (e.g. employees, maintenance organisation, CASA), protected from loss, damage or accidental alteration in accordance with the requirements of Subpart 42.N and who is responsible.  Blue sample text below provides an example of how this may be achieved. |

The CAMO stores all continuing airworthiness records within [computer system name] and also maintains hard-copy records with separate folders for each aircraft, engine, APU and propeller. These hard-copy records are maintained with the technical records section, with access restricted to the [CAMO positions].

The [CAM or RM] is responsible to ensure continuing airworthiness records system is maintained as per the requirements of this exposition.

Only the [CAM or RM or QM] can authorise a person to makes a change to a record made within the continuing airworthiness records system. Any such authorised person must make the change in a manner that:

* retains the original record
* identifies who made the change
* includes the date the change is made.

### Information about aircraft engines and propellers

(Regulation 42.180 refers)

The following information is the required information to be recorded within the continuing airworthiness records system for an aircraft engine or propeller:

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

The [CAM or RM] is responsible to ensure that the required information for each of the aircraft’s engine and propeller is recorded before the aircraft is operated for its first flight on or after the responsibility start date for the CAMO and the aircraft.

If, on or after the responsibility start date, an aircraft engine or propeller is replaced, the [CAM or RM] is responsible to ensure that the required information for the replacement aircraft engine or propeller is recorded before the end of 30 days after the day a CRS is issued for the aircraft in relation to the maintenance that included the replacement of the engine or propeller.

### Information about empty weight of aircraft

(Regulation 42.185 refers)

The following information is the required information to be recorded within the continuing airworthiness records system for the empty weight of an aircraft:

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

The [CAM or RM] is responsible to ensure that the required information for the aircraft is recorded, and the record of that information is up to date, before the aircraft is operated for its first flight on or after the responsibility start date for the CAMO and the aircraft.

If, after the aircraft is operated for its first flight, there is a change to:

* the empty weight of the aircraft; or
* the position of the centre of gravity on the aircraft when the aircraft is in its empty weight configuration;

the [CAM or RM] is responsible to ensure that the record of the required information is updated before the aircraft is next operated for flight.

### Utilisation information that is used to manage continuing airworthiness

(Regulation 42.190 refers)

The required information to be recorded within the continuing airworthiness records system is information about the utilisation of the aircraft, or of an aeronautical product fitted to the aircraft, that the CAMO uses in ensuring that a requirement mentioned in regulations 42.120, 42.130, 42.135 or 42.145 is met and includes the total time-in-service of:

* the aircraft
* each of the aircraft’s engines
* each of the aircraft’s propellers.

The utilisation information that is used by the CAMO in ensuring that a requirement mentioned in regulations 42.120, 42.130, 42.135 or 42.145 is met, is described within the following exposition sections:

* Section 2.5.1 - Ensuring compliance with ADs (regulation 42.120)
* Section 2.7 - Dealing with non-Mandatory ICA (regulation 42.130)
* Section 2.8.1 - Replacement of life limited aeronautical product (regulation 42.135)
* Section 2.10.3 - Compliance with approved maintenance program (regulation 42.145).

The [CAM or RM] is responsible to ensure that the required information for the aircraft is recorded, and the record of that information is up to date, before the aircraft is operated for its first flight on or after the responsibility start date for the CAMO and the aircraft.

If, after the aircraft is operated for its first flight, there is a change to the utilisation information, the [CAM or RM] is responsible to ensure that the record of the required information for the aircraft is updated before the earlier of the following:

* when a requirement mentioned in regulations 42.120, 42.130, 42.135 or 42.145 is due to be met
* the end of 3 days after the completion of the flight.

### Information about compliance with ADs

(Regulation 42.195 refers)

The following information is the required information for an airworthiness directive (AD) that applies to an aircraft, or to an aeronautical product fitted to the aircraft:

* information identifying the AD
* if action is required to comply with the AD, when the action is due, or next due, to be carried out
* if the requirements of a means of compliance (approved by CASA or NAA that issued the AD) have been met for the AD in relation to the aircraft or aeronautical product:
  + when the requirements were last met
  + information identifying that means of compliance
  + if the AD applies to an aeronautical product, the part and serial number  
    (if any) for the product.

The [CAM or RM] is responsible to ensure that the required information for each AD that, immediately before the responsibility start date, applied to the aircraft or an aeronautical product fitted to the aircraft is recorded before the aircraft is operated for its first flight on or after the responsibility start date for the CAMO and the aircraft.

If, on or after the CAMO responsibility start date, an AD becomes applicable to the aircraft, or to an aeronautical product fitted to the aircraft, the [CAM or RM] is responsible to ensure that the required information for the AD is recorded before the earlier of the following:

* when action is due to be carried out to meet the requirements for the AD
* the end of 30 days after the AD becomes applicable to the aircraft or the aeronautical product.

If, on or after the CAMO responsibility start date, action is carried out to meet the requirements for an AD that applies to the aircraft, or to an aeronautical product fitted to the aircraft, the [CAM or RM] must ensure that the record of the required information for the AD is updated before the earlier of the following:

* when action is next due to be carried out to meet the requirements for the AD (if applicable)
* the end of 30 days after the day the action is carried out.

### Information about compliance with maintenance program

(Regulation 42.200 refers)

The following information is the required information to be recorded within the continuing airworthiness records system for maintenance that is required by the aircraft’s maintenance program to be carried out on the aircraft or on an aeronautical product fitted to the aircraft:

* information identifying the maintenance;
* the interval at which the maintenance is required by the aircraft’s maintenance program to be carried out
* if the maintenance relates to an aeronautical product, the part and serial number (if any) for the aeronautical product
* if the maintenance has been carried out, when the maintenance was carried out
* when the maintenance is next due to be carried out.

The [CAM or RM] is responsible to ensure that the required information for the aircraft is recorded, and the record of that information is up to date, before the aircraft is operated for its first flight on or after the responsibility start date for the CAMO and the aircraft.

If, after the aircraft is operated for its first flight, the maintenance is carried out on the aircraft or on the aeronautical product, the [CAM or RM] is responsible to ensure that the record is updated before the earlier of the following:

* when maintenance is next due to be carried out on the aircraft, or on an aeronautical product fitted to the aircraft, to comply with regulation 42.145
* the end of 30 days after a CRS is issued for the aircraft in relation to the maintenance.

If, after the aircraft is operated for its first flight, there is a change to the aircraft’s maintenance program in relation to the maintenance, the [CAM or RM] is responsible to ensure that the record of the required information for the maintenance is updated before the earlier of the following:

* when maintenance is due to be carried out on the aircraft, or on an aeronautical product fitted to the aircraft, to comply with regulation 42.145
* the end of 30 days after the change is made.

If the maintenance relates to an aeronautical product and after the aircraft is operated for its first flight, the aeronautical product is fitted to the aircraft, the [CAM or RM] is responsible to ensure that the record is updated before earlier of the following:

* when maintenance is due to be carried out on the aircraft, or on an aeronautical product fitted to the aircraft, to comply with regulation 42.145
* the end of 30 days after a CRS is issued for the aircraft in relation to the maintenance that included the fitting of the aeronautical product.

### Information about modifications

(Regulation 42.205 refers)

For a modification made to an aircraft or to an aeronautical product fitted to the aircraft, the following information is the required information to be recorded within the continuing airworthiness records system:

* a description of the modification
* a reference to the design data used for the modification
* when the modification is made
* if the modification relates to an aeronautical product, the part and serial number (if any) for the product.

The [CAM or RM] is responsible to ensure that the required information for each modification that was made, before the responsibility start date, to the aircraft or an aeronautical product fitted to the aircraft, is recorded before the aircraft is operated for its first flight on or after the responsibility start date for the person and the aircraft.

If, on or after the responsibility start date, a modification is made to the aircraft or to an aeronautical product fitted to the aircraft, the [CAM or RM] is responsible to ensure that the required information for the modification is recorded before the end of 30 days after a CRS is issued for the aircraft in relation to the maintenance that included the modification.

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| Guidance: If an organisation is using an AMO approved under an NAA arrangement (as per a country identified in Chapter 6 of Part 42 MOS), it may be 30 days after a CRS or an equivalent document issued in accordance with an NAA arrangement mentioned in regulation 42.301. |

### Information about aeronautical products with life limits

(Regulation 42.210 refers)

For an aeronautical product that is fitted to an aircraft and that has a life limit, the following information is the required information to be recorded within the continuing airworthiness records system:

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

The [CAM or RM] is responsible to ensure that the required information for the aircraft is recorded, and the record of that information is up to date, before the aircraft is operated for its first flight on or after the responsibility start date for the CAMO and the aircraft.

If, on or after the responsibility start date, an aeronautical product that has a life limit is fitted to the aircraft, the [CAM or RM] is responsible to ensure that the required information for the aeronautical product is recorded before the earlier of the following:

* the time that the aeronautical product reaches its life limit
* the end of 30 days after a CRS is issued for the aircraft in relation to the maintenance that included the fitting of the aeronautical product to the aircraft.

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| Guidance: If an organisation is using an AMO approved under an NAA arrangement (as per a country identified in Chapter 6 of Part 42 MOS), it may be 30 days after a CRS or an equivalent document issued in accordance with an NAA arrangement mentioned in regulation 42.301. |

If, on or after the responsibility start date, a life limit becomes applicable, or there is a change to the life limit, for an aeronautical product fitted to the aircraft, the [CAM or RM] is responsible to ensure that the required information for the product is recorded or updated before the earlier of the following:

* the time that the product reaches its life limit
* the end of 30 days after the life limit becomes applicable, or the change to the life limit is made to the aeronautical product.

### Documents that substantiate the information in the continuing airworthiness records system

(Regulation 42.215 refers)

The [CAM or RM] is responsible to ensure all documents that substantiate the information recorded under exposition sections 2.13.2 to 2.13.8, are retained as per the record requirements of exposition section 2.13.15.

Examples of substantiating documents include:

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| Exposition section | Examples of substantiating documents |
| 2.13.2 – aircraft engines and propellers | [document name(s)] |
| 2.13.3 – empty weight of aircraft | [document name(s)] |
| 2.13.4 – utilisation | [document name(s)] |
| 2.13.5 – compliance with ADs | [document name(s)] |
| 2.13.6 – compliance with maintenance program | [document name(s)] |
| 2.13.7 – modifications | [document name(s)] |
| 2.13.8 – aeronautical product life limits | [document name(s)] |

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| Guidance: Examples of substantiating documents include maintenance records for the aircraft, authorised release certificate for products, flight technical log entries containing utilisation information and design approvals containing details of changes aircraft empty weight and corresponding centre of gravity position. For example, to substantiate the life limit information for a product the authorised release certificate for the manufacture of the product and the subsequent removal and installation details of the product may be required.  Blue sample text above provides an example of how this may be described. |

### Description of the flight technical log

(Regulation 42.220 refers)

The [CAM or RM] is responsible to ensure that, at all times, there is a Flight Technical Log for each [AOC name] aircraft which:

* includes details identifying the aircraft, including the type, model and registration mark for the aircraft
* is capable of containing the documents and information for the aircraft that, under this exposition, are required to be included in the log.

The [AOC name] Flight Technical Log - [form number] has been developed to contain:

* details of any defect of which the pilot becomes aware during the operation of the aircraft, including:
  + any abnormal instrument indication
  + any abnormal behaviour by the aircraft
  + any instance of the exceeding of an operating limit specified in the aircraft’s flight manual during the first flight.
* details of any item of operational or emergency equipment that is fitted to the aircraft and is unserviceable
* information relating to the deferral of the rectification of a defect in an aircraft if the defect affects the operation of the aircraft
* an entry if a part is fitted to the aircraft as permitted by regulation 42.440
* a CRS in relation to maintenance carried out on the aircraft
* utilisation information as required by regulation 42.190 (exposition section 2.13.4).

A copy of the Flight Technical Log - [form number] is included in exposition section 6.1.

### Availability of the flight technical log

(Regulation 42.225 refers)

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| Guidance: This section should set out the procedures that the CAMO must follow to ensure that the flight technical log for the aircraft is available to the PIC of the aircraft and to the person who is carrying out maintenance on the aircraft.  Blue sample text below provides an example of how this may be achieved. |

The [CAM or RM] is responsible to ensure that a flight technical log for the aircraft is available to:

* a person who is the PIC of the aircraft while the person is the PIC of the aircraft
* a person who is carrying out maintenance on the aircraft while the person is carrying out the maintenance.

The [CAM or RM] is then responsible, via the contracted AMO, to ensure that the flight technical log is located in the aircraft cockpit at all times while undergoing line maintenance or flight operations. During base maintenance, the flight technical log is to be located within the associated AMO maintenance control office.

### Ensuring information in the flight technical log is recorded

(Paragraph 42.030 (2) (f) and regulations and subregulations 42.245, 42.370, 42.440 (g), 42.760 (2), 42.1075 refers)

An [AOC name] PIC of an aircraft for a flight must ensure that, before the aircraft is next operated for flight, the following information is recorded in the flight technical log for the aircraft:

* details of any defect of which the pilot becomes aware during the operation of the aircraft, including:
  + any abnormal instrument indication
  + any abnormal behaviour by the aircraft
* any instance of the exceeding of an operating limit specified in the aircraft’s flight manual during the first flight.
* utilisation information as per exposition section 2.13.4.

The [CAM or RM] is responsible to ensure that the flight technical log for the aircraft records the details of any defect in the aircraft if:

* operation of the aircraft for the flight with the defect is permitted by:
  + the minimum equipment list for the aircraft; or
  + the configuration deviation list for the aircraft; or
  + a special flight permit for the flight; or
* the defect is in a piece of operational and emergency equipment that is fitted to the aircraft and is not required by the:
  + certification basis for the aircraft
  + CASA regulations for operation of the aircraft for the flight (refer Part 90, the Part 90 MOS, CAR 207 and CAOs 20.4, 20.11 and 20.18).

Defects are to be managed as per exposition section 2.4. If a defect is to be deferred, an authorised Licensed Aircraft Maintenance Engineer (LAME) of the contracted AMO must ensure a record of the deferral of the rectification of a defect is made in the flight technical log for the aircraft, if:

* the defect affects the operation of the aircraft; or
* the deferral was permitted by the minimum equipment list for the aircraft; or
* the deferral was permitted by the configuration deviation list for the aircraft; or
* a part is fitted without an authorised release certificate under regulation 42.440 (exposition section 2.16).

The authorised LAME must ensure that the record of deferral in the flight technical log contains:

* a description of the defect
* a statement of the reasons for the LAME’s decision to defer the rectification of the defect
* any limitations or conditions mentioned in the ICA, MEL, CDL for the aircraft, or an AD, in relation to the deferral of the rectification of the defect and the operation of the aircraft
* if a part is fitted under regulation 42.440, a record is made that, within 36 flight hours after it is fitted the CAMO for the aircraft must obtain an authorised release certificate for the part or the part must be removed.

Once all maintenance is rectified (or deferred as per above), the contracted AMO must ensure a CRS is issued as per exposition section 2.3, which must be included in the flight technical log for the aircraft on which the maintenance was carried out.

### Instructions for recording information in the flight technical log

(Paragraph 42.030 (2) (e) and regulations and subregulations 42.245, 42.370, 42.440 (g), 42.760 (2), 42.1075 refers)

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| Guidance: This section should include detailed instructions for individuals on how to record information on the flight technical log. Such procedures may be included in the flight technical log or in the AOC holder operations manual and referenced here.  If the complete flight technical log or part of the log is in electronic format, this section should set out how the information is recorded in the flight technical log during and after the flight.  Blue sample text below provides an example of how this may be achieved. |

The detailed instructions for use of the flight technical log are included in the flight technical log folder, which is accessible by pilots and maintenance staff as required.

### Recording of utilisation information by means other than flight technical log

(Regulations 42.250 and 42.255 refers)

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| Guidance: If the organisation records (or intends to record) the utilisation information required under regulation 42.190 by means other than the flight technical log (such as by using aircraft communication addressing and reporting system [ACARS]) then this section should include procedures for gaining approval from CASA for this purpose, procedures that the CAMO must follow to ensure the required information is recorded in accordance with the approval and who is responsible.  If the CAMO/AOC holder has existing approvals related to this subject then a reference to these approvals should be included in this section.  Blue sample text below provides an example if only the flight technical log is used. |

[AOC name] utilises the flight technical log for recording utilisation information required by regulation 42.190 and therefore approval of another means of recording utilisation under regulation 42.250 is not applicable.

### Retention of continuing airworthiness records

(Regulation 42.260 refers)

The CAMO’s continuing airworthiness records system will ensure that the records required to be maintained:

* are written in a legible form in English
* will remain legible for the time for which the record is required to be kept
* are retrievable
* are kept in a manner that protects the record from being lost, damaged or accidentally altered.

The CAMO will retain continuing airworthiness records for the following periods, starting from the date the CAMO created the document, or if not created by the CAMO, the date the record was received from another party.

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| Item | Record or Document | End Date |
| 1 | A document kept under regulation 42.215 for the aircraft (exposition sections 2.13.2 to 2.13.8) | The date that the information substantiated by the document is superseded by other information |
| 2 | A copy of a maintenance record, that is not covered by item 1, for maintenance carried out on the aircraft | 1 year after the creation date for the maintenance record |
| 3 | A copy of a document that:  (a) is equivalent to a maintenance record for maintenance carried out on the aircraft; and  (b) is issued under a law of a foreign country; and  (c) is not covered by item 1 | 1 year after the creation date for the document |
| 4 | A certificate of release to service, or an equivalent document issued in accordance with an NAA arrangement mentioned in regulation 42.301, for the aircraft in relation to maintenance carried out on the aircraft | The later of the following:  (a) 1 year after the date of issue of the certificate or equivalent document  (b) the date a certificate of release to service or equivalent document is next issued for the aircraft in relation to maintenance carried out on the aircraft |
| 5 | A record of information:  (a) that is made in the flight technical log for an aircraft in accordance with Part 42  (b) that is not covered by item 1, 2 or 4 | 1 year after the creation date for the record |
| 6 | A copy of the design of a modification or repair that is unique to the aircraft | — |

### Transfer of continuing airworthiness records

(Regulation 42.265 refers)

If the [AOC name] CAMO ceases to be the CAMO responsible for continuing airworthiness for an aircraft and another CAMO becomes responsible, within 30 days after the [AOC name] CAMO ceases to be responsible, the [CAM or RM or QM] is responsible to ensure that the continuing airworthiness records for the aircraft are provided to the new CAMO.

## Major Defects

### Reporting major defects on aircraft

(Regulation 42.270 refers)

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| Guidance: This section should define what defects are considered to be ‘major defects’.  Blue sample text below provides an example of how this may be described (extract from Civil Aviation Advisory Publication 51-1 whereby non-relevant items should be deleted). |

A major defect in relation to an aircraft is defined in the CASR dictionary as a defect of such a kind that it may affect the safety of the aircraft or cause the aircraft to become a danger to persons or property.

The following are considered to be representative examples of major defects on aircraft:

* fires during flight, whether or not the related fire warning system operated correctly
* false fire warning during flight
* smoke, toxic or noxious fumes inside the aircraft
* an engine exhaust system that causes damage during flight to the engine, adjacent structure, equipment or components
* unscheduled engine shut-down
* inability to shut-down an engine or to control thrust
* fuel system malfunction affecting fuel supply and distribution
* significant contamination or leakage of fuel, oil or other fluids
* use of incorrect fuel, oil or other fluids
* malfunction, stiffness, slackness or limited range of movement of any flight controls
* significant failure or malfunction of the instrument, electrical, hydraulic, pneumatic, ice-protection, radio, navigation system or emergency equipment or a defect that could cause such a failure
* any malfunction, failure or defect that affects or could affect the performance of any system or component essential to the safe operation of the aircraft
* separation of any part of an aircraft, which may become a hazard to the aircraft or persons
* cracks or corrosion in the primary structure
* failures in digital computer based equipment and systems, categorised as critical or essential (i.e. level A or B software), and the digital computer software used in this equipment, or system which is software whose anomalous behaviour, would cause or contribute to a failure of system function resulting in a hazardous condition for the aircraft
* a defect causing uncontrollable cabin pressure
* malfunction of systems or components, or a defect that could cause such a malfunction - including auxiliary power units, essential to the safe operation of those aircraft approved for extended diversion time operations irrespective of the type of operation being, or intended to be, conducted
* inability to feather or unfeather a propeller
* landing gear failing to extend or retract, or uncommanded opening or closing of landing gear doors during flight
* brake system defects that result in inability or reduction in ability to brake when the aircraft is in motion on the ground
* on a multi-engine helicopter, loss of drive from one engine
* failure of helicopter driveline components.

As per regulations 42.380 and 42.390, if an AMO is carrying out maintenance on an [AOC name] aircraft becomes aware of a major defect in the aircraft, the AMO must report the defect to the [CAM or RM].

Note: As per regulation 42.385, if an AMO is carrying out maintenance on an aeronautical product and becomes aware of a major defect in the aeronautical product, the AMO must report the defect to CASA.

If the CAMO becomes aware of a major defect in an [AOC name] aircraft, the [CAM or RM or QM] must, within 2 days after becoming aware of the defect, report the defect in writing to CASA using CASA Form 404 (Service Difficulty Report) or by using the CASA SDR online reporting system.

The [CAM or RM or QM] is also responsible to report the major defect to the following (as applicable):

* if the defect does not relate to a modification, the type certificate holder or foreign type certificate holder for the aircraft
* if the defect relates to a modification made to the aircraft that is covered by a supplemental type certificate for the aircraft, the supplemental type certificate holder or foreign supplemental type certificate holder for the aircraft
* if the defect relates to a part produced in accordance with an Australian Parts Manufacturer Approval, the holder of the Australian Parts Manufacturer Approval
* if the defect relates to a part produced in accordance with a Parts Manufacturer Approval issued by the FAA, the holder of the Parts Manufacturer Approval
* if the defect relates to a modification made in accordance with a design covered by any of the following approvals—the holder of the approval:
  + a modification/repair design approval
  + an approval granted in accordance with a method specified in a legislative instrument issued under regulation 21.475
  + an approval that continues in force under regulations 202.054, 202.055 or 202.056.

### Investigation of major defects on aircraft

(Regulation 42.275 refers)

If the CAMO becomes aware of a major defect in an [AOC name] aircraft, the [CAM or RM or QM] must:

* investigate the cause of the defect
* give CASA a report containing the findings of the investigation within 14 days after completing the investigation.

### Providing further information in relation to major defects

(Regulations 42.280 and 42.285 refers)

If CASA receives a report about a major defect under regulation 42.270, CASA may, by notice in writing, require the person who made the report to give CASA:

* further information in relation to the major defect within a period specified in the notice; or
* any document or other thing in the possession, or under the control, of the CAMO that relates to the defect.

If any party other than CASA mentioned in exposition section 2.14.1 receives a report about a major defect under regulation 42.270, that party may, by notice in writing, require the person who made the report to give further information in relation to the major defect.

The notice must specify the period within which the further information must be provided and the period specified in the notice must be at least 14 days from the date of the request. The [CAM or RM or QM] is responsible to ensure that the CAMO complies with the notice.

### Retention of parts that are subject to major defects

(Regulation 42.280 refers)

If CASA receives a report about a major defect under regulation 42.270, CASA may, by notice in writing, require the person who made the report:

* to keep the aircraft, or the part of the aircraft that is defective, in a state that will allow CASA to investigate the defect; or
* to give to CASA any aeronautical product in the possession, or under the control, of the CAMO that relates to the defect.

If CASA notifies the CAMO of one of the above requests, the [CAM or RM or QM] will liaise with the appropriate AMO to either quarantine the aircraft, or part of the aircraft in accordance with their Part 145 exposition procedures, or to provide CASA with the aeronautical product.

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| Guidance: This section should set out the procedures that the CAMO must follow for retention of parts that are subject to major defects in accordance with the requirements of regulation 42.280, including who is responsible.  Blue sample text above provides an example of how this may be described. |

## Dealing with Unapproved Parts

### Control of unapproved parts

(Regulation 42.475 refers)

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| Guidance: Parts are generally controlled by AMO’s therefore any unapproved part is likely to be discovered by an AMO.  Blue sample text below provides an example of how the CAMO/AMO interaction for unapproved parts may be described. |

Parts for [AOC name] aircraft are generally managed by an AMO and therefore the following requirements are to be managed by the contracted AMO that becomes aware of an unapproved part. However, if the CAMO is the first to become aware of an unapproved part, the [CAM or RM or QM] is responsible to ensure that the following is carried out by an appropriate AMO.

If an AMO becomes aware that a part is unapproved, the AMO must ensure that the following steps are taken within 2 days after the AMO first became aware that the part was unapproved.

* applying a label, or attaching a tag, to the part recording the following:
  + sufficient information to identify the part, including the part’s name, part number and serial number (if any)
  + that the part is unapproved
  + the origin of the part, including any information about the aircraft or aeronautical product from which the part has been removed, if relevant and if known to the person
  + the reason that the part is unapproved
* storing the part, and any documents that accompanied the part, separately from serviceable aeronautical products and in a secure location
* making a report about the part in accordance with exposition section 2.15.2.

### Reporting unapproved parts

(Regulation 42.480 refers)

If an unapproved part has been identified as per exposition section 2.15.1, the AMO must within 2 days after becoming aware of the defect, report the defect in writing to CASA using CASA Form 404 (Service Difficulty Report) or by using the CASA SDR online reporting system.

The AMO is also responsible to report the unapproved part to the following (as applicable):

* if the AMO knows that the part was fitted to an aircraft or aeronautical product, the type certificate holder or foreign type certificate holder for the aircraft or aeronautical product
* if the AMO knows that the part was fitted to an [AOC name] aircraft, the [AOC name] CAMO.

### Providing further information in relation to unapproved parts

(Regulation 42.485 refers)

If CASA receives a report about an unapproved part under Regulation 42.480, CASA may, by notice in writing require the person who made the report to give CASA further information in relation to the part within a period specified in the notice.

The AMO and/or CAMO (as appropriate) will provide the further information to CASA within the timeframe specified in the notice.

### Disposal of unapproved parts

(Regulations 42.485 and 42.490 refers)

If CASA receives a report about an unapproved part under regulation 42.480, CASA may, under paragraph 42.485 (1) (b), provide notice in writing telling the person who made the report that the part does not have to be kept.

If CASA has given the [AOC name] CAMO or its contracted AMO notice under paragraph 42.485 (1) (b) in relation to a part, the notified person must, within 2 days after receiving the notice:

* if the person is not the owner of the part, give the part to the owner of the part; or
* store the part, and any documents that accompanied the part, separately from serviceable aeronautical products and in a secure location; or
* mutilate the part, or arrange for the part to be mutilated, in a manner that ensures that the part cannot be used in aviation.

If the owner of a part is the CAMO, the [CAM or RM] will liaise with the associated AMO to determine which of the above actions is taken. If the part is returned to the CAMO as the owner of the part, the [CAM or RM] is responsible to ensure that, within 2 days of receiving the part, one of the following actions will be taken:

* store the part separately from serviceable aeronautical products and in a secure location; or
* mutilate the part, or arrange for the part to be mutilated, in a manner that ensures that the part cannot be used in aviation.

## Dealing With Aeronautical Products Fitted Under Regulation 42.440

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| Guidance: The CAMO may choose to not utilise regulation 42.440, whereby this should be stated instead of the below procedures which are required if utilising regulation 42.440. |

### Installation of parts for which there is no authorised release certificate

(Regulation 42.440 refers)

The [CAM or RM or QM] is the only person authorised to approve the installation of a part for which there is no authorised release certificate. In order for the [CAM or RM or QM] to grant such approval, it must be for a part:

* on which maintenance has not been carried out since its manufacture, and that has not been used in an aircraft since its manufacture; or
* on which maintenance has been carried out, and that has not been used in an aircraft since the maintenance was carried out; and
* the part is to be fitted by an individual carrying out maintenance on behalf of a Part 145 organisation; and
* the aircraft is grounded at a location that is not the [AOC name] main location; and
* the aircraft is grounded because of a defect in the aircraft that cannot be rectified without fitting a part of that kind; and
* the part is accompanied by a document that includes all of the following:
  + states that the part is serviceable
  + identifies the organisation that issued the document
  + includes details of the national aviation authority under whose authority the document was issued; and
* an entry is made in the aircraft’s flight technical log that, within 36 flight hours after it is fitted:
  + the CAMO for the aircraft must obtain an authorised release certificate for the part; or
  + the part must be removed.

### Ensuring compliance with regulation 42.165

(Regulation 42.165 refers)

If an aeronautical product is fitted to an aircraft as permitted by regulation 42.440 (refer exposition section 2.16.1), the CAMO must, within 36 flight hours after it is fitted:

* obtain an authorised release certificate for the product; or
* ensure that the product is removed from the aircraft.

The [CAM or RM or QM] is responsible to ensure that any fitment of an aeronautical product under regulation 42.440 is managed as per exposition section 2.4.2 (Operation of aircraft without rectification of defect).

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| Guidance: This section should include the procedures that the CAMO must follow to ensure compliance with regulation 42.165, including who is responsible.  Blue sample text above provides an example of how this may be described. |

## Special Operational Approvals

### Management of special operational approvals

(Paragraph 2.8.1 (c) of the Part 42 MOS, CAO 82.0, CAR 181M and Subpart 91.U refers)

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| Guidance: This section should include the procedures the CAMO must follow to meet their obligations, including liaising with the operational department of the airline, procedures for development and implementation of relevant continuing airworthiness requirements for special operational approvals and who is responsible.  Blue sample text below provides an example of how this may be described. |

There are currently no special operational approvals issued for [AOC name] aircraft.

Should a special operational approval be required in the future, the [CAM or RM or QM] will liaise with the [AOC name] [position] to ensure this exposition is updated to include procedures for development and implementation of relevant continuing airworthiness requirements for any of the following operational approvals:

* an EDTO approval under CAO 82.0
* an RVSM operational approval under CAR 181M
* a navigation authorisation under Subpart 91.U.

## Special Flight Permits

(Regulations 42.115 and 21.197 refers)

### Application for special flight permits

As per regulation 21.197, a special flight permit may be issued for one or more of the following purposes for an aircraft that may not currently meet the applicable airworthiness requirements, but can reasonably be expected to be capable of safe flight for the intended purpose:

* flying the aircraft to a base where repairs, alterations, or maintenance are to be performed, or to a point of storage
* delivering or exporting the aircraft
* production flight testing new production aircraft
* evacuating the aircraft from areas of impending danger
* conducting customer demonstration flights in new production aircraft that have satisfactorily completed production flight tests
* assisting in searching for, bringing aid to or rescuing persons in danger on a particular occasion
* assisting in dealing with a state of emergency.

The [CAM or RM] is responsible to coordinate with the [AOC name] [AOC position, e.g. Head of Flight Operations] prior to any application being made for a special flight permit.

If agreed with the [AOC name] [AOC position], the [CAM or RM] will make an application to CASA (or an authorised delegate) for a special flight permit on CASA Form 725, indicating the following:

* the purpose or purposes of the flight
* the proposed itinerary
* the crew required to operate the aircraft and its equipment, for example, pilot, co-pilot, navigator
* the ways, if any, in which the aircraft does not comply with the applicable airworthiness requirements
* any restriction the applicant considers necessary for safe operation of the aircraft
* any other information that CASA or the authorised person reasonably needs to be able to prescribe operating limitations or other conditions in the interests of aviation safety.

Note: CASA (or authorised delegate) may make, or require the applicant to make, appropriate inspections or tests necessary to determine whether the aircraft can reasonably be expected to be capable of safe flight for the intended purpose or purposes.

### Ensuring compliance with the special flight permit

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| Guidance: This section should set out the procedures that the CAMO must follow to ensure an aircraft operated under a special flight permit is operated within the limits specified in the special flight permit. |

When a special flight permit (SFP) is issued by CASA (or authorised delegate), the [CAM or RM] will review the SFP to ensure that the [AOC name] can comply with all of the conditions for the flight. This will include ensuring that all relevant personnel (AOC, CAMO and AMO) are provided a copy of the SFP and are briefed on any significant conditions included on the SFP.

The [CAM or RM] is to also formally request that the AMO include a copy of the SFP in the flight technical log of the aircraft.

Once an SFP is issued, the flight operations must be strictly in accordance the SFP and therefore any change in the information provided during the SFP application (refer exposition section 2.18.1) must be advised to CASA (or authorised delegate) who issued the SFP. CASA (or authorised delegate) may then either:

* advise that the issued SFP is still valid; or
* amend the issued SFP to include the new information; or
* request that a new application is made due to the significance of the changes to the previous information provided.

# Quality System

(Section 1.13 of the Part 42 MOS refers)

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| Guidance: If the CAMO’s quality system is part of the corporate quality system, then this section may refer to the corporate quality system fully or partially. However, if this approach is taken then the corporate quality system must be capable of meeting the requirements of the Section 1.13 of the Part 42 MOS and should address the requirements of the sections below. |

## Quality policy

(Subsection 1.13.1 of the Part 42 MOS refers)

The CAMO has a documented quality system that requires carrying out of independent audits to monitor the:

* CAMO’s compliance with Part 42, the Part 42 MOS and this exposition
* adequacy of the CAMO’s procedures in providing continuing airworthiness management services in accordance with Part 42 and the Part 42 MOS
* standard of maintenance being carried out on the aircraft meets the requirements of Part 42 and Part 145.

## Quality audit plan

(Subsection 1.13.2 of the Part 42 MOS refers)

The CAMO QM is responsible for developing and maintaining the CAMO’s quality audit plan. The audit plan is approved by the [AM or QM] and is kept [location].

The CAMO audit plan consists of [a one-off annual audit that is or progressive audits that are] to ensure the following items are audited once every 12 months:

* the CAMO’s compliance with Part 42, the Part 42 MOS and this exposition
* the adequacy of the CAMO’s procedures in providing continuing airworthiness management services in accordance with Part 42 and the Part 42 MOS
* the standard of maintenance being carried out on the aircraft meets the requirements of Part 42 and Part 145.

## Qualification and independence of auditors

(Subsection 1.13.3 of the Part 42 MOS refers)

CAMO audits must only be carried out by individuals who are independent of the items being audited and who have:

* comprehensive knowledge of the CAMO’s exposition
* knowledge of the regulations and standards applicable to continuing airworthiness of aircraft
* successfully completed a course in quality audit that is at least equivalent to the type of course required for a person to gain certification as a quality auditor.

It is expected that the QM will perform all internal and external quality audits, however a qualified individual meeting the above requirements may also be assigned/contracted to perform quality audits as determined necessary by the QM.

The QM will assess that each auditor meets the above requirements prior to assigning them to an audit and a written record of this assessment will be maintained in the training file of each authorised auditor.

For a contracted auditor, the above assessment is considered appropriate for an auditor to be assigned to conduct an audit individually. For a part-time auditor assigned from internal departments, the auditor will be required to complete audits under supervision of the QM until deemed competent to conduct an audit individually.

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| Guidance: Depending on the size and complexity of the organisation, quality auditors could be the QM only, permanent auditor staff, contracted auditors or auditors assigned from within the business group (e.g. AOC or AMO). Blue sample text above provides an example of how this may be described. |

## Recording and reporting of all audit findings

(Subsection 1.13.1 of the Part 42 MOS refers)

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| Guidance: While regulations do not prescribe who should approve audit findings prior to distribution, the blue sample text below provides an example of how this may be described. |

For each CAMO audit completed, the assigned auditor will record all audit findings within [name of document(s) and/or computer system]. All audit findings must then be approved by the QM prior to distribution.

The audit findings will be assigned to the manager of the area or process audited, which would be either the RM, CAM or AM. In addition, a copy of the audit findings must always be provided to the AM regardless of who it is assigned to.

## Implementation of corrective and preventative actions

(Subsections 1.13.1 and 1.13.4 of the Part 42 MOS refers)

The manager of the area or process audited is responsible for the implementation of corrective and preventative actions for any deficiencies identified in the audit findings.

Taking into consideration the significance of the findings, corrective actions are to be completed within [number of days], while preventive actions are to be completed within [number] days.

If corrective and preventative action is not able to be completed within the specified time above, the QM may be requested to provide an extension of time. Any such extension request must include appropriate justification. The QM may grant an extension of up to [number] days, while any time longer than this must be approved by the AM.

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| Guidance: The CAMO must ensure any corrective and preventative action, in relation to deficiencies identified in the audit findings, is implemented in a timely manner.  Blue sample text above provides an example of how this may be achieved. |

## Provision of feedback to the quality manager

(Subsection 1.13.1 of the Part 42 MOS refers)

The manager of the area or process audited is responsible for the provision of feedback to the QM about the corrective and preventative action implemented.

All corrective and preventive action will be documented within [name of document(s) and/or computer system].

The QM is required to review and approve the actions implemented and should the QM consider any corrective or preventive action provided to not be appropriate to prevent re-occurrence of the original deficiency, the RM of the area or process audited will be required to re-submit further action before the audit finding is considered closed.

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| Guidance: As regulations do not prescribe what the QM must do with the feedback received, the blue sample text above provides an example of how this may be described. |

## Records relating to audits

(Subsections 1.13.5 and 1.13.6 of the Part 42 MOS refers)

The QM must keep records containing the following information in relation to the audit:

* the scope and contents of the audit
* when the audit was carried out
* the identity of each individual performing the audit
* the findings of the audit
* details of preventive and corrective actions implemented for any deficiencies identified in the findings of the audit.

The records above are stored in [the location] and must be kept for at least 2 years from the date the audit was conducted.

# Airworthiness Reviews

(Subpart 42.I refers)

## Airworthiness Review

### Ensuring airworthiness review is carried out as and when due

(Subparagraph 42.030 (2) (c) (ii) refers)

All aircraft that are authorised to operate under [AOC name] must have an airworthiness review certificate (ARC) issued by an authorised ARE of the [AOC name] CAMO.

The basis of the ARC is the periodic airworthiness review conducted by an ARE, which includes examining the aircraft continuing airworthiness records and performing a physical survey of the aircraft. The ARC remains in force for three years beginning on the day it is issued.

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| Guidance: The above is written as 3 years duration for an ARC due to a proposed regulatory change of deleting extensions under Division 42.I.3 – refer also exposition section 4.3.2.  If the proposed regulatory change is not implemented, this section should state:  *The ARC remains in force for one year beginning on the day it is issued, or if the ARC is extended as per exposition section 4.3.2, the ARC remains in force for no more than one year starting immediately after the ARC is due to expire.* |

The [CAM or RM] is responsible to ensure that all aircraft operated by [AOC name] have a current ARC for the aircraft prior to any flight.

A register containing all ARC validity dates is maintained by the [CAM or RM] and an ARE will be assigned to re-issue an aircraft ARC within 90 days of the ARC expiry date. Should an ARC become invalid for any reason, the [CAM or RM] is responsible to ensure an entry is made in the flight technical log of the aircraft that the aircraft is not permitted to fly until the ARC is re-issued.

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| Guidance: This section should demonstrate how the CAMO ensures an airworthiness review is carried out on each aircraft as and when it is due and identify the individual responsible for managing this.  Blue sample text above provides an example of how this may be achieved. |

### Airworthiness review procedures – review of continuing airworthiness records

(Subregulation 42.900 (2) refers)

Prior to issuing an ARC for an aircraft, an authorised ARE of the CAMO must examine the continuing airworthiness records for the aircraft to determine whether the requirements of exposition section 2.13 are met.

[name of position or subcontractor] may assist the airworthiness review process by [summary of task(s)], however the assigned ARE retains the overall responsibility for the review, including assessing the adequacy of the information presented to them.

The following defines the specific records to be verified by the ARE, the process of how this will be verified and where applicable, provides a sample size for the records review. If discrepancies are found during the sample check, further investigation should be carried out to the extent necessary to determine the level of inaccuracy in the records.

Each time a review is carried out, a different set of samples should be selected to ensure over time a wide range of maintenance tasks are checked.

1. **Utilisation**

Verify the details of the utilisation of the [airframe and engine or airframe, engine and propellers] of the aircraft have been recorded in accordance with exposition section 2.13.4. The ARE process is as follows:

* the utilisation records should be examined to the extent necessary to determine if the information is up to date and accurate
* this includes sampling flight operations logs to ensure utilisation is correctly recorded on a daily basis and comparing flight logs with data entered into the [computerised system name]. The sample size should be at least [number%] of the total number of flight operations logs completed or [number] flights, whichever is lower.

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| Guidance: Process for recording utilisation may vary between organisations.  Blue sample text above provides an example of how this may be achieved. |

1. **Maintenance program requirements**

Verify that maintenance required by the maintenance program for the aircraft has been carried out in accordance with the maintenance program as per exposition section 2.13.6. The ARE process is as follows:

* The records should be examined to determine whether each maintenance task due to be carried out in accordance with the aircraft’s maintenance program has been carried out;
* [If or As] the record of compliance with the maintenance program is kept in the [computerised system name], then a report generated by this system may be used to comply with this requirement as the report clearly shows when the maintenance was last carried out, when it is next due and highlight any overdue task;
* For each maintenance task that is mandatory under the aircraft’s type design approval ([relevant ICA examples, such as airworthiness limitation and certification maintenance requirements]), documents that substantiate that the maintenance has been carried out should be examined to verify that information kept is correct;
* For all other maintenance tasks that are not mandatory under the aircraft’s type design approval, a sample of maintenance tasks should be selected and the documents that substantiate that the maintenance has been carried out should be examined to verify that information kept is correct. The sample should include a range of maintenance tasks carried out at various intervals. The sample size should be at least 5% of the total number of maintenance tasks carried out or 50 maintenance tasks, whichever is lower.
* Documents that substantiate maintenance has been carried out include:
  + maintenance records for maintenance carried out on the aircraft
  + copies of authorised release certificates for aeronautical products
  + log books for products such as [engines or engines and propellers]
  + log cards for landing gear.

1. **Critical control system maintenance**

Verify that critical control system maintenance recorded in the records has been dealt with in accordance with Division 42.D.5. The ARE process is as follows:

* As per Division 42.D.5, critical control system maintenance requires an independent individual to verify that the part of the aircraft control system on which the maintenance was carried out is assembled and configured in accordance with the maintenance data and that the aircraft control system is functioning correctly. The individual is then required to record the following information in the maintenance records:
  + information identifying the critical control system maintenance to which the verification related
  + the individual’s name, signature and licence or certification authorisation number
  + the date the verification was performed.
* As a minimum, 5 instances of critical control system maintenance carried out on the aircraft in the past 12 months should be selected as the sample size. However, if the extent of critical control system maintenance carried out on the aircraft in the past 12 months is not sufficient for 5 samples then all the instances of critical control system maintenance should be included in the review.

1. **Defect rectification**

Verify that defects in the aircraft have been rectified in accordance with exposition section 2.4.1. The ARE process is as follows:

* Examine the aircraft’s continuing airworthiness record system to determine whether there is any defect in the aircraft that needs rectification before flight
* Defects that require rectification before flight should be rectified before the issue of an airworthiness review certificate.

1. **Deferral of defects**

Verify that the rectification of defects in the aircraft have been deferred in accordance with exposition section 2.4.2. The ARE process is as follows:

* Examine the existing deferred defects as recorded in the aircraft’s continuing airworthiness record system to determine whether deferral of rectification has been done correctly.

1. **Airworthiness Directives (AD)**

Verify that the requirements for each AD that applies to the aircraft or an aeronautical product fitted to the aircraft have been complied with as per exposition section 2.13.5. The ARE process is as follows:

* Examine documents that substantiate each AD has been complied with to verify that information kept is correct. Examples of documents that may substantiate an AD has been complied with include:
  + maintenance records for maintenance carried out on the aircraft
  + copies of authorised release certificates for aeronautical products (verify correct part number and serial number)
  + log books for products such as engines and propellers
  + where an AD requires compliance with requirements contained in another document such as a SB, a record of compliance with that SB.

1. **Modifications**

Verify that if a modification has been made to the aircraft there is a Part 21 approval for the design of the modification as per exposition section 2.13.7. The ARE process is as follows:

* Examine all records of modifications to determine whether there is a Part 21 approval for each design of the modification (a modification includes a repair that involves change to the approved design of the aircraft).

1. **Aeronautical product life limits**

Verify that the life limit of each aeronautical product that is fitted to the aircraft is recorded as per exposition section 2.13.8. The ARE process is as follows:

* Examine the records of all life limited parts to determine whether each life limited part has been correctly identified by part number, serial number and whether the life limit has been exceeded for any of the parts.

1. **Reserved**
2. **Weight and balance**

Verify that the empty weight of the aircraft and the position of the centre of gravity on the aircraft when the aircraft is in its empty weight configuration is recorded and is up to date as per exposition section 2.13.3. The ARE process is as follows:

* Examine the record of the aircraft’s empty weight and centre of gravity position to ensure it has been determined in accordance with the method set out in CAO 100.7 and determine if it is consistent with all the changes made to weight and centre of gravity position since the last weighing of the aircraft
* All changes made to the weight and centre of gravity position should be substantiated by documents such as a modification approval and an equipment list for the aircraft.

1. **Approved design**

Verify that the aircraft complies with its approved design and is recorded as per exposition section 2.13.2 for the [aircraft and engine or aircraft, engine and propeller] and section 2.13.7 in relation to modifications made to the aircraft. The ARE process is as follows:

* Examine the aircraft’s records to determine whether the aircraft’s configuration as recorded complies with the specification mentioned in type certificate data sheet (TCDS) for the [aircraft and engine or aircraft, engine and propeller]. Any variation of configuration from TCDS should be supported by a Part 21 approval.

### Airworthiness review procedures – physical survey of aircraft

(Subregulation 42.900 (3) refers)

The physical survey of the aircraft must be carried out by an authorised ARE, who is responsible to coordinate with the maintenance management of the authorised Part 145 AMO in order to gain appropriate access to the aircraft.

If the survey involves maintenance actions, such as opening access panels, testing or operating a particular system of the aircraft, then such maintenance must be carried out by the authorised Part 145 AMO who will record and perform the maintenance certification and issue a CRS at the completion of the aircraft survey.

Under all circumstance, the ARE remains responsible for carrying out the physical survey and for determining whether the following requirements are met:

* markings that are required, by or under Part 45 and Part 90 or by the aircraft’s type certification basis, to be on the aircraft are correct and are in the correct position on the aircraft
* placards that are required, by or under Part 90 or by the aircraft’s type certification basis, to be fitted to the aircraft are correctly fitted
* the configuration of the aircraft complies with the aircraft’s approved design
* any defect in the aircraft that is apparent to the employee is recorded in the continuing airworthiness records system for the aircraft
* the aircraft’s flight manual is up to date and reflects the aircraft’s configuration
* the condition of the aircraft is consistent with the continuing airworthiness records for the aircraft.

### Record of findings of the airworthiness review

(Regulation 42.905 refers)

During the airworthiness review of an aircraft, all findings against the requirements of exposition section 4.1.2 and 4.1.3 must be recorded in writing. This should include both positive and adverse findings that clearly show the status of compliance with the requirements. The CAMO has developed the [form name/number] for this purpose.

[form name/number] breaks down each requirement into individual items that the ARE is required to check as part of the airworthiness review. This will form the basis of issuing the airworthiness review certificate.

As a minimum the following information will be recorded in the [form name/number]:

* identification of previous review records used to establish a baseline for the current review (if any)
* identification of the specific requirement to which the record check or the survey relates
* details of all items checked
* the date the check was performed
* the details of the findings
* for each adverse finding a cross reference to the record of corrective actions and the regulation or provision of Part 42 that relates
* name and signature of the ARE who examined the item
* identification of the CAMO that carried out the review.

The [RM or CAM or ARE] is responsible to ensure that airworthiness review records of findings are maintained in hard-copy in an individual airworthiness review file for each aircraft. This file is held by the [RM or CAM or ARE].

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| Guidance: This section should identify the individual responsible for recording the findings.  The blue sample text above provides an example of how this may be achieved. |

## Corrective Actions

### Taking corrective actions

(Subregulation 42.845 (d) refers)

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| Guidance: This section should set out the procedures that the CAMO must follow for taking corrective actions and the individual responsible for managing the corrective actions should be identified.  Blue sample text below provides an example of how this may be achieved. |

Prior to the issue of an airworthiness review certificate for an aircraft, any corrective action that was necessary to ensure that the requirements of exposition sections 4.1.2 and 4.1.3 are met for the aircraft must be taken.

The [CAM or RM] is responsible for managing the corrective actions raised during an airworthiness review as follows:

* If the findings relate to the records review in exposition section 4.1.2, the [CAM or RM] will coordinate with the CAMO employees and/or external parties required to correct the identified deficiency.
* If the findings relate to the physical survey of the aircraft in exposition section 4.1.3, the [CAM or RM] will liaise with the Part 145 AMO to have the maintenance carried out to correct the identified deficiency.

### Recording corrective actions

(Regulation 42.910 refers)

When a CAMO takes corrective action to ensure that the requirements of exposition sections 4.1.2 and 4.1.3 are met for an aircraft, the [CAM or RM] is responsible to ensure that the action taken is recorded in the [form name/number] as per exposition section 4.1.4.

The [CAM or RM or ARE] is to ensure the above is completed before the CAMO issues an airworthiness review certificate for the aircraft.

## Airworthiness Review Certificate

### Issue of airworthiness review certificate

(Division 42.I.2 refers)

Airworthiness review certificates can only be issued by an authorised ARE (as per exposition section 1.5.5) that conducted the airworthiness review. Prior to issuing an airworthiness review certificate for the aircraft, the ARE must ensure that all of the following requirements are met:

* the information entered into the certificate is correct
* an ARE of the CAMO for the aircraft has carried out an airworthiness review for the aircraft in accordance with exposition sections 4.1.2 and 4.1.3
* a record of the findings of the review has been made in accordance with exposition section 4.1.4
* any corrective action that was necessary to ensure that the requirements of exposition sections 4.1.2 and 4.1.3 are met for the aircraft has been taken as per exposition section 4.2.1
* a record of corrective action mentioned above has been made in accordance with exposition section 4.2.2
* the aircraft is airworthy, i.e. if the aircraft is in a state that conforms with its approved design and is in a condition for safe operation.

The approved form for the issue of an airworthiness review certificate is CASA Form 502, available through the CASA website. To issue an airworthiness review certificate for an aircraft, an authorised ARE must:

* sign the certificate
* record the date of issue and date of expiry on the certificate.

### Extension of airworthiness review certificate

(Division 42.I.3 refers)

[Reserved]

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| Guidance: This section is reserved due to a proposed regulatory change of deleting extensions under Division 42.I.3 (with the airworthiness review certificate then valid for 3 years).  If regulatory change is not implemented, this section should set out the procedures that the CAMO must follow for extending airworthiness review certificates, taking into account the requirements of regulations 42.875 and 42.880.  The procedures should demonstrate in detail how the airworthiness review employees determine the aircraft is airworthy and how the obligations of the CAMO under regulation 42.885 and the individual under regulation 42.890 are met.  The individual responsible for extending the certificate should be identified. |

### Copies of certificate to be sent to CASA

(Regulation 42.920 refers)

Whenever an airworthiness review certificate is issued [or extended – see 4.3.2 above] for an aircraft, the [CAM or RM or QM] will provide a copy of the certificate to CASA within 10 days after issuing the certificate.

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| Guidance: If the organisation is not the registered operator of the aircraft, the CAMO must also provide a copy to the registered operator. |

### Notice of decision not to issue airworthiness review certificate

(Regulation 42.925 refers)

If an ARE carries out an airworthiness review for an aircraft and the CAMO decides not to issue an airworthiness review certificate for the aircraft because a requirement mentioned in exposition subsection 4.3.1 (d) or (f) is not met, the [CAM or RM or QM] must, within 2 days after making the decision, notify CASA of the decision and the reasons for the decision.

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| Guidance: If the organisation is not the registered operator of the aircraft, the CAMO must also notify the registered operator. |

## Records

### Retention of records relating to airworthiness review certificates

(Regulation 42.915 refers)

The [CAM or RM] is responsible to ensure the following records are retained for [three years or state longer period] beginning on the date of issue of an airworthiness review certificate:

* the record of findings mentioned in exposition section 4.1.4
* the record of corrective actions mentioned in exposition section 4.2.2
* a copy of the certificate.

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| Guidance: When carrying out an airworthiness review, an ARE may rely on the records of a past review to determine if particular requirements have been complied with in the past; therefore, the CAMO may choose a period longer than the three years mandated by regulation 42.915. |

# Authorisation of pilots to provide maintenance services

(Division 42.G.4 refers)

## Procedures for issuing the authorisation

(Regulation 42.630 and Part 42 MOS Chapter 15 refers)

The CAMO may issue an authorisation to pilots to provide specified maintenance services for an aircraft that is authorised to operate under the [AOC name].

As per Chapter 15 of the Part 42 MOS, the scope of maintenance that a pilot may be authorised for is:

* a pre-flight or daily inspection or an inspection that is equivalent to a pre-flight or daily inspection in the aircraft maintenance program
* replacement of bulbs and lights
* replacement of seats, if the replacement does not involve disassembly of any part of the primary structure of the aircraft
* replenishment of a system fluid other than a gas
* maintenance that is required for the application of a minimum equipment list if the maintenance does not involve any of the following:
  + removal or disassembly of parts
  + disassembly of control systems
  + the use of special tools or equipment
* maintenance required by an airworthiness directive, if the airworthiness directive permits a pilot licence holder to carry out the maintenance.

The [CAM or RM or QM] is responsible to authorise pilots to perform maintenance. Prior to issuing an authorisation, the CAM must verify the details on the [form name/number] to ensure that:

* the pilot licence holder is at least 21
* the authorisation is for a type and model of aircraft that the pilot licence holder is authorised, under Part 61, to fly
* the pilot licence holder has a written statement from a Part 145 organisation or a maintenance training organisation to the effect that:
  + the pilot licence holder has been trained and assessed in the maintenance applied for
  + the pilot licence holder is competent to carry out the maintenance
* the pilot licence holder has been assessed by the [CAM or RM] as:
  + competent to carry out the scope of maintenance applied for
  + having comprehensive knowledge of the requirements of Subparts 42.D, 42.E and 42.H
  + having comprehensive knowledge of the continuing airworthiness records system for the aircraft in relation to performing maintenance certification and issuing certificates of release to service.

If a pilot licence holder meets all of the above requirements, they must be authorised in writing by the [CAM or RM or QM] on the pilot maintenance authorisation [form name/number] prior to carrying out maintenance.

The pilot maintenance authorisation [form name/number] includes the following information:

* the name of the CAMO
* the name and licence number of the pilot licence holder being authorised
* the maintenance services that the pilot licence holder is authorised to provide
* the date that the authorisation is issued
* the period for which the authorisation is in force
* the aircraft for which the authorisation is issued
* the name of the registered operator of the aircraft.

The period for which the authorisation is in force:

* must not exceed 2 years
* must not include a period before the date that the authorisation is issued.

The pilot maintenance authorisation may be re-issued subject to the same process as described above for the initial issue of a pilot maintenance authorisation, except the Part 145 maintenance training may be continuation training, rather than full initial training as attended previously.

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| Guidance: If a pilot currently holds the privilege to carry out a particular maintenance, the scope of required training for the maintenance to re-issue may be the same as the initial training, or reduced to a continuation training package.  Blue sample text above provides an example of how this may be described. |

## Procedures for making changes to or cancellation of authorisations

(Regulations 42.640 and 42.645 refers)

Only the [CAM or RM or QM] can make changes to a pilot maintenance authorisation. Reasons that a pilot maintenance authorisation would require a change include:

* when the CAMO is no longer responsible for an aircraft type
* if CASA directs a change or cancellation under regulation 42.640
* an identified error on the authorisation
* an identified performance issue.

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| Guidance: A CAMO may add other reasons for when a pilot maintenance authorisation may need to be changed or cancelled.  Blue sample text above are examples. |

If the [CAM or RM or QM] changes or cancels an issued pilot maintenance authorisation, the [CAM or RM or QM] must give the holder of the authorisation notice in writing of the change or cancellation, including the date on which the change or cancellation takes effect.

## Copies of authorisation and supporting documents

(Regulation 42.660 refers)

When the [CAM or RM or QM] issues a pilot maintenance authorisation in accordance with exposition section 5.1, the [CAM or RM or QM] must, within 14 days after issuing the authorisation, give a copy of the authorisation to the [AOC name and position title].

The [CAM or RM or QM] must retain a copy of all pilot maintenance authorisations, including the pilot maintenance authorisation application Form and associated training records, for at least 2 years after the authorisation ceases to be in force.

## List of current authorisation holders

(Regulation 42.095 refers)

The [AOC name and position title] must, at all times, keep a list of the pilot licence holders who hold authorisations to provide maintenance services for the [AOC name] aircraft.

The list is maintained [location] and includes the following information for each pilot licence holder:

* name of the CAMO that issued the authorisation
* name and licence number of the pilot licence holder
* maintenance services that the pilot licence holder is authorised to provide
* period for which the authorisation is valid
* aircraft for which the authorisation is issued.

If there is a change to the information mentioned above, the [AOC name and position title] must update the list within 28 days after the change occurs.

# Appendices

## Sample of documents, tags and forms etc.

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| Guidance: The following are examples of forms that would need to added to this section.  Blue sample text are examples of forms that while not specifically mandated in regulations, may be included if used to perform continuing airworthiness management services. |

MPAE Authorisation [form name/number]

ARE Authorisation [form name/number]

Pilot Maintenance Authorisation [form name/number]

ARC Checklist [form name/number]

Flight Technical Log [form name/number]

CRS (if not part of Technical Log) [form name/number]

Non-Airworthiness Defect Log [form name/number]

Pilot Maintenance Application [form name/number]

MPAE Application [form name/number]

ARE Application [form name/number]

## Compliance matrix

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| Guidance: If using this sample exposition, a compliance matrix should not be required and this section can be deleted or retained using the words similar to below. If minimal changes are made, a small compliance matrix identifying just those differences would be acceptable. |

There are no differences in the sections/paragraph numbering between this exposition and the CASA sample exposition; therefore, a compliance matrix is not required.

or

This exposition primarily follows the same sections/paragraph numbering as the CASA sample exposition, except for the following minor differences:

| Sample Exposition  Ref | Sample Exposition Title | CAMO Exposition  Reference |
| --- | --- | --- |
| [details] | [details] | [details] |
| [details] | [details] | [details] |
| [details] | [details] | [details] |