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| **Organisation:** |  |
| **Application date:** |  | **Application Ref.:** |  |
| **Isuue/Revision No:** |  | **Issue/Revision Date:** |  |
| **Reason for Revision** |  |

| **TITLE** | **S** | **NS** | **N/R** | **N/A** | **Notes** |
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|  | **Part 0 General organisation, safety policy and objectives** |
| 0.1-Safety policy, objectives and accountable manager statement |  |  |  |  |  |
| 0.2-General information and scope of work |  |  |  |  |  |
| 0.3-Management personnel |  |  |  |  |  |
| 0.4-Management organisation chart |  |  |  |  |  |
| 0.5-Procedure for changes requiring prior approval |  |  |  |  |  |
| 0.6-Procedure for changes not requiring prior approval |  |  |  |  |  |
| 0.7-Alternative means of compliance procedure (AltMoC) |  |  |  |  |  |
|  | **Part 1 Continuing airworthiness management procedures** |
| 1.1-Use of aircraft continuing airworthiness record system and if applicable, aircraft technical log (ATL) system1.1a- MEL application |  |  |  |  |  |
| 1.2- Aircraft maintenance programmes(AMP) – development amendment and approval |  |  |  |  |  |
| 1.3- Continuing airworthiness records, responsibilities, retention, access |  |  |  |  |  |
| 1.4- Accomplishment and control of airworthiness directives |  |  |  |  |  |
| 1.5- Analysis of the effectiveness of the maintenance programme(s) |  |  |  |  |  |
| 1.6- Non-mandatory modification and inspections |  |  |  |  |  |
| 1.7- Repairs and modifications |  |  |  |  |  |
| 1.8- Defect reports |  |  |  |  |  |
| 1.9- Engineering activity   |  |  |  |  |  |
| 1.10- Reliability programmes |  |  |  |  |  |
| 1.11- Pre-flight inspections |  |  |  |  |  |
| 1.12- Aircraft weighing |  |  |  |  |  |
| 1.13- Maintenance check flight procedures |  |  |  |  |  |
|  | **Part 2 Management system procedures** |
| 2.1- Hazard identification and safety risk management schemes |  |  |  |  |  |
| 2.2- Internal safety reporting and investigations |  |  |  |  |  |
| 2.3- Safety action planning |  |  |  |  |  |
| 2.4- Safety performance monitoring |  |  |  |  |  |
| 2.5- Change management |  |  |  |  |  |
| 2.6- Safety training and promotion |  |  |  |  |  |
| 2.7- Immediate safety action and coordination with operator’s emergency response plan (ERP) |  |  |  |  |  |
| 2.8- Compliance monitoring2.8.1- Audit plan and audits procedure2.8.2-Monitoring of continuing airworthiness management activities2.8.3-Monitoring of the effectiveness of the maintenance programme(s)2.8.4-Monitoring that all maintenance is carried out by an appropriate maintenance organisation2.8.5-Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor2.8.6-Compliance monitoring personnel |  |  |  |  |  |
| 2.9- Control of personnel competency |  |  |  |  |  |
| 2.10-Management system record-keeping  |  |  |  |  |  |
| 2.11-Occurrence reporting |  |  |  |  |  |
| 2.12-Optional Modification Procedure |  |  |  |  |  |
|  | **Part 3 Contracted Maintenance — management of maintenance** |
| 3.1-Procedures for contracted maintenance |  |  |  |  |  |
| 3.2-Product audit of aircraft |  |  |  |  |  |
|  | **Part 4 Contracted Operators** |
| 4.1-Airworthiness review staff |  |  |  |  |  |
| 4.2-Documented review of aircraft records |  |  |  |  |  |
| 4.3-Physical survey |  |  |  |  |  |
| 4.4-Additional procedures for recommendations to competent authorities for the import of aircraft |  |  |  |  |  |
| 4.5-Recommendations to competent authorities |  |  |  |  |  |
| 4.6-Issue of ARC |  |  |  |  |  |
| 4.7-Airworthiness review records, responsibilities, retention and access |  |  |  |  |  |
| 4.8-ARC extension |  |  |  |  |  |
|  | **Part 4B Permit to fly procedures** |
| 4B.1-Conformity with approved flight conditions |  |  |  |  |  |
| 4B.2-Issue of permit to fly under the CAMO privilege |  |  |  |  |  |
| 4B.3-Permit to fly authorised signatories |  |  |  |  |  |
| 4B.4-Interface with the local authority for the flight |  |  |  |  |  |
| 4B.5-Permit to fly records, responsibilities, retention and access |  |  |  |  |  |
|  | **Part 5 Supporting documents** |
| 5.1-Sample documents, including the template of the ATL system |  |  |  |  |  |
| 5.2-List of airworthiness review staff |  |  |  |  |  |
| 5.3-List of subcontractors as per CAMO.A.125(d)(3) |  |  |  |  |  |
| 5.4-List of contracted maintenance organisations and list of maintenance contracts as per CAMO.A.300(a)(13) |  |  |  |  |  |
| 5.5-Copy of contracts for subcontracted work |  |  |  |  |  |
| 5.6-List of approved maintenance programmes as per CAMO.A.300(a)(12) |  |  |  |  |  |
| 5.7-List of currently approved AltMoC as per SHT-CAM Madde 5 |  |  |  |  |  |
|  |  |  |  |  |  |
| **Inspected by Name Surname-Title** | **Signature** | **Date** |
|  |  |  |

**S:** Satisfactory **N:** Not satisfactory **N/A:** Not Applicable **N/R:** Not Required