

# Continuing Airworthiness Management Exposition (CAME)

## Compliance Checklist

<b>CAME Reference</b>		
<b>Organisation Official Name</b>		
<b>Date</b>		
<b>Submitted by</b>	<b>Signature</b>	

## 1. Scope

The purpose of the Continuing Airworthiness Management Exposition (CAME) compliance checklist and user guide is to assist organisation wishing to obtain DGCA KCASR Part M Subpart G approval (CAMO).

The checklist includes suggested subject headings and all the relevant information as detailed in KCASR Part-08 Section M, Subpart G

## 2. Application

An application should be made on DGCA Form 1297 (Appendix IX and AMC M.A.702) or equivalent acceptable to the Kuwait DGCA

## 3. Exposition format

The CAME may be produced in hardcopy or electronic format;  
The CAME should be written in the English language.

## 4. Structure of the Continuing Airworthiness Management Exposition

Applicant should follow Kuwait DGCA CAME guidance material for structuring their document.

## 5. Exposition pages presentation

Each page of the CAME should be identified as follows:

At the header, the following shall be identified:

- the name of the document " Continuing Airworthiness Management Exposition"
- the name of the organisation

At the footer side; the following shall be identified:

- the issue number of the CAME
- the date of the revision
- the page numbers

At the beginning of the volume, the Cover page should specify:

- The name of the document "Continuing Airworthiness Management Exposition";
- The name of the organisation (the official one)
- The KCASR approval reference of the CAMO
- Operators official address and contact

The distribution list should include a distribution list to ensure proper distribution of the exposition and to demonstrate to the competent authority that all personnel involved in continuing airworthiness have access to the relevant information.

## 6. Corporate commitment by Accountable Manger

The accountable manager's exposition statement should embrace the intent of the KCASR 8, Part M Subpart G requirements, Thus confirming that they have understood their responsibilities under the approval. In the case of change of Accountable Manager, the new incumbent should sign the document and submit a suitable amendment to the DGCA for approval.

Compl	Content	KCASR Reference	CAME Reference / Comment
	<b>CAME Structure</b>		
<input type="checkbox"/>	Part 0 General organisation		
<input type="checkbox"/>	Part 1 Continuing airworthiness procedures		
<input type="checkbox"/>	Part 2 Quality system or organisational review (as applicable)		
<input type="checkbox"/>	Part 3 Contracted maintenance (for operators) – management of maintenance (liaison with maintenance organisations in the case of non-commercial air transport)		
<input type="checkbox"/>	Part 4 Airworthiness review procedures (if applicable)		
<input type="checkbox"/>	Part 5 Appendices		
	<b>Cover page</b>		
<input type="checkbox"/>	Name of the document " Continuing Airworthiness Management Exposition"		
<input type="checkbox"/>	The official name of the organisation		
<input type="checkbox"/>	The approval reference of the CAMO		
<input type="checkbox"/>	Operators official address and contact		
<input type="checkbox"/>	The distribution list		
<input type="checkbox"/>	Page header: Name of the document " Continuing Airworthiness Management Exposition"		
<input type="checkbox"/>	Page header: Name of the organisation		
<input type="checkbox"/>	Page footer: the issue number of the CAME		
<input type="checkbox"/>	Page footer: the date of the revision		
<input type="checkbox"/>	Page footer: the page number		
	<b>Introduction</b>		
<input type="checkbox"/>	Front Piece		
<input type="checkbox"/>	Content list		
<input type="checkbox"/>	List of effective pages		
<input type="checkbox"/>	Amendments record		
<input type="checkbox"/>	Distribution list		
<input type="checkbox"/>	Abbreviations list		
	<b>Part 0 General Organisation</b>		
<input type="checkbox"/>	0.1 Corporate Commitment by the Accountable Manager		
<input type="checkbox"/>	0.2 General information <ul style="list-style-type: none"> <li><input type="checkbox"/> Description of the organisation</li> <li><input type="checkbox"/> Relationship with other organisation <ul style="list-style-type: none"> <li>○ Maintenance support</li> </ul> </li> <li><input type="checkbox"/> Aircraft managed – Fleet composition <ul style="list-style-type: none"> <li>○ Quote aircraft types</li> <li>○ Quote number of aircraft of each type</li> <li>○ Quote each aircraft registration</li> <li>○ Verify inclusion in Operation manual</li> </ul> </li> <li><input type="checkbox"/> Type of operation</li> <li><input type="checkbox"/> Scope of work</li> </ul>		

<input type="checkbox"/>	<p><b>0.3 Management personnel</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accountable Manager</li> <li><input type="checkbox"/> Nominated Post Holder for Continuing Airworthiness activities</li> <li><input type="checkbox"/> Designated Quality Manger (QM)</li> <li><input type="checkbox"/> Continuing Airworthiness Coordination – Nominated Persons</li> <li><input type="checkbox"/> Airworthiness Review staff</li> <li><input type="checkbox"/> Duties and Responsibilities <ul style="list-style-type: none"> <li>○ Accountable Manager</li> <li>○ Continuing Airworthiness Manager</li> <li>○ Designated Quality Manager (QM)</li> <li>○ Continuing Airworthiness Coordination</li> <li>○ Nominated Persons</li> </ul> </li> <li><input type="checkbox"/> Manpower Resources and Training Policy <ul style="list-style-type: none"> <li>○ Manpower Recourses</li> <li>○ Man hour plan development and updating</li> <li>○ All activities, also activities not performed under the Part M Subpart G approval</li> <li>○ Include subcontracted organisation if applicable</li> <li>○ Training Policy</li> </ul> </li> </ul>	<p>M.A.704 (a) / AMC M.A.704 – M.A.706 (a)(b)(c)(d)(i)(j) / AMC M.A.706 (a)(i)</p>	
<input type="checkbox"/>	<p><b>0.4 Management Organisation Charts</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General Organisation Chart</li> <li><input type="checkbox"/> Continuing Airworthiness Management Organisation Chart</li> </ul>	<p>M.A.704 (a) 4. / AMC 704 (a)</p>	
<input type="checkbox"/>	<p><b>0.5 Notification Procedure to the DGCA Regarding Changes to the Operator's Continuing Airworthiness Management Arrangements / Locations / Personnel / Activities / Approval.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Changes</li> <li><input type="checkbox"/> Notification before such changes take place</li> </ul>	<p>M.A.713 / AMC M.A.713</p>	
<input type="checkbox"/>	<p><b>0.6 Continuing Airworthiness Management Exposition Amendment Procedures</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Person responsible for amending the Exposition. <ul style="list-style-type: none"> <li>○ Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the Authority</li> </ul> </li> <li><input type="checkbox"/> Sources of proposed amendments within the organisation</li> <li><input type="checkbox"/> Internal approval process <ul style="list-style-type: none"> <li>○ Verifying and validation of amended procedures before use (AMC M.A.712 (a) 2.)</li> <li>○ Technical Manager and Quality Manager sign the internal approval page, see introduction</li> </ul> </li> <li><input type="checkbox"/> Approval process with Authority</li> <li><input type="checkbox"/> Revision acknowledge receipt process</li> <li><input type="checkbox"/> Definition of minor amendments to the Exposition that can be amended without the prior approval of the Authority, if applicable and agreed <ul style="list-style-type: none"> <li>○ In case of minor amendment the Quality Manager may be delegated for indirect</li> </ul> </li> </ul>	<p>M.A.704 (a) 7. (b)(c) / AMC M.A.712 5., 6. &amp; 7. / AMC M.A.712 (a) 1. &amp; 2.</p>	

	<p>approval provided the appropriate procedure within this paragraph of the CAME is approved by Authority. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the Part M Subpart G requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore an indirect approval procedure cannot be detailed in the CAME before the first 2 year period has been completed. In any case the Authority must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable</li> <li><input type="checkbox"/> Effective date of the amendment</li> <li><input type="checkbox"/> CAME Review (AMC M.A.712 (a) 1.)</li> </ul> <p>After Authority has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different locations have received the revision at the date it is effective</p>		
<input type="checkbox"/>	<p>0.7 Facilities</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location of facilities</li> <li><input type="checkbox"/> General description <ul style="list-style-type: none"> <li>o Layout of premises</li> </ul> </li> <li><input type="checkbox"/> Office accommodation for:- <ul style="list-style-type: none"> <li>o Planning</li> <li>o Technical records</li> <li>o Quality</li> <li>o Technical reference area</li> <li>o Etc.</li> </ul> </li> <li><input type="checkbox"/> Storage</li> </ul>	M.A.704 (a) 6.	
<b>PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES</b>			
<input type="checkbox"/>	<p>1.1 Aircraft Technical Log Utilisation and MEL Application, and/or;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Aircraft technical log and continuing airworthiness information within: <ul style="list-style-type: none"> <li>o General and contents</li> <li>o Aircraft technical log approval</li> <li>o The continuing airworthiness information: <ul style="list-style-type: none"> <li>o operating crews observations and remarks</li> <li>o defects entry and rectifications</li> <li>o results of technical inspections requested by the maintenance organisation</li> </ul> </li> </ul> </li> </ul>	M.A.301 2. / AMC M.A.301-2 – M.A. 403(b) 1. (d) M.A.708 (b) 4. 6. & 8. – ORO.MLR.105	

	<ul style="list-style-type: none"> <li>○ maintenance performed by the contracted maintenance organisation</li> <li>○ scheduled maintenance inspections performed</li> <li>○ next due scheduled maintenance inspections</li> <li>○ where applicable, any MEL technical limitations proposed by the Maintenance Organisation</li> </ul> <p><input type="checkbox"/> MEL application</p> <ul style="list-style-type: none"> <li>○ General</li> <li>○ MEL procedure</li> <li>○ MEL categories</li> <li>○ Acceptance by the crew</li> <li>○ Aircraft dispatch by crew in accordance with MEL</li> <li>○ Management of the MEL Rectification Intervals (RI's)</li> <li>○ MEL Rectification Interval expiry.</li> </ul> <p>Indirect approval of MEL time limitation overrun: such a delegation is to be based upon the ability of the Quality System to deal adequately with the Part M Subpart G requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore an indirect approval procedure cannot be detailed in the CAME before the first 2 year period has been completed. In any case the Authority must continue to receive a copy and acknowledge receipt of all such MEL time limitation overrun “indirectly” approved.</p>		
<p><input type="checkbox"/></p>	<p>1.2 Aircraft Maintenance Programme - General</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> Content Development <ul style="list-style-type: none"> <li>○ Sources</li> <li>○ Responsibilities</li> <li>○ Manual amendments</li> <li>○ Approval by the Authority</li> <li>○ Holders of the Maintenance Programme</li> </ul> </li> </ul> <p>Indirect approval of AMP for CAT: such a delegation is to be based upon the ability adequate competence and knowledge within the organisation and of the Quality System to deal adequately with the Part M Subpart G requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore an indirect approval procedure for CAT AMP cannot be detailed in the CAME before the first 2 year period has been completed. In any case the Authority must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved.</p>	<p>Part M.A.302 (a)(b)(c)(d)(f)(g)(h)(i) / AMC M.A.302 (a)(d)(f)(h)(i) / GM M.A.201, M.A.302(h) and M.A.901(l) / Appendix I to AMC M.A.302 and AMC M.B.301(b) – M.A.708 (b) 1. &amp; 2.</p>	

	<p>Indirect approval for non-CAT aircraft is however possible if adequate competence and knowledge are demonstrated at the time of initial approval or at later stage.</p> <p>The indirect procedure must include special procedure regarding TBO extension with limitation that not to extend the component's TBO when the individual aircraft has been under the Kuwait register for less than 12 months or has been operated under that registration for less than 100 flying hours. Further reference to EASA Decision 2013/025/R.</p>		
<input type="checkbox"/>	<p>1.3 Time and Continuing Airworthiness Records: Responsibilities, Retention &amp; Access.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hours and Cycles Recording</li> <li><input type="checkbox"/> Monitoring of Maintenance Between Scheduled Maintenance</li> <li><input type="checkbox"/> Sector Record Page Retention</li> <li><input type="checkbox"/> Access to Continuing Airworthiness Records</li> <li><input type="checkbox"/> Transfer of Continuing Airworthiness Records</li> <li><input type="checkbox"/> Access to Continuing Airworthiness Records in the Event of an Accident/Incident</li> </ul>	M.A.305 (h) / AMC M.A.305 (h) – M.A.714(a)(b)(c)(d)(f)(g)(h) / AMC M.A.714 1. To 6.	
<input type="checkbox"/>	<p>1.4 Accomplishment and control of Mandatory Requirements for Airworthiness Directive</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Airworthiness Directive information &amp; Generic Requirements</li> <li><input type="checkbox"/> Airworthiness Directive decision and Implementation</li> <li><input type="checkbox"/> Airworthiness Directive control - Compliance Monitoring</li> <li><input type="checkbox"/> Airworthiness Directive control - Recording of AD/GR Compliance</li> </ul>	Part M.A.303 – M.A.708 (b) 5.	
<input type="checkbox"/>	<p>1.5 Analysis of the Effectiveness of the Maintenance Programme</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Liaison Meetings</li> <li><input type="checkbox"/> Frequency of Meetings</li> </ul>	Part M.A.302 (g) – M.A.708 (b) 1.	
<input type="checkbox"/>	<p>1.6 Non-Mandatory Changes (Modification) Embodiment Policy</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Modification – General</li> <li><input type="checkbox"/> Assessment</li> <li><input type="checkbox"/> Service Bulletins</li> <li><input type="checkbox"/> Other modification</li> <li><input type="checkbox"/> Minor modification</li> </ul> <p>Recording of modification</p>	M.A.304 / AMC M.A.304 – M.A.708 (b) 3. / AMC M.A.708 (b)(3) – 21.A.90B – 21.A.431B – CS-STAN	
<input type="checkbox"/>	<p>1.7 Major Change (Modification) Standards</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Modification – General</li> <li><input type="checkbox"/> Type of approval required</li> <li><input type="checkbox"/> Assessment</li> <li><input type="checkbox"/> Instruction for continuing airworthiness – AMP</li> <li><input type="checkbox"/> Recording of modification</li> <li><input type="checkbox"/> Liaison with OPS / owner e.g. regarding FM, MEL and other supplements</li> </ul>	M.A.304 / AMC M.A.304 – M.A.708 (b) 3. / AMC M.A.708 (b)(3)	

<input type="checkbox"/>	<p>1.8 Defect Reports</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Analysis</li> <li><input type="checkbox"/> Liaison with Manufacturers and Regulatory Authorities</li> <li><input type="checkbox"/> Deferred Defect Policy</li> <li><input type="checkbox"/> Non Deferrable Defects Away from Base</li> <li><input type="checkbox"/> Repetitive Defects</li> <li><input type="checkbox"/> Mandatory Occurrence Reporting</li> <li><input type="checkbox"/> Liaison Meetings</li> </ul>	<p>Part M.A.202 (a)(b)(c)(d) / AMC M.A.202 (a)(b) – AMC 20-8 – Regulation (EU) 376/2014</p>	
<input type="checkbox"/>	<p>1.9 Engineering Activity</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> Person responsible for design changes</li> <li><input type="checkbox"/> Developing the design</li> <li><input type="checkbox"/> Application process</li> <li><input type="checkbox"/> Form used</li> </ul>	<p>Part M.A.704 (a) / AMC M.A.704 – Appendix V to AMC M.A.704</p>	
<input type="checkbox"/>	<p>1.10 Reliability Programmes</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extent and scope of the reliability programmes</li> <li><input type="checkbox"/> Specific organisational structure, duties and responsibilities</li> <li><input type="checkbox"/> Establishment of reliability data</li> <li><input type="checkbox"/> Corrective action system (AMP amendment)</li> <li><input type="checkbox"/> Schedule reviews – reliability meetings</li> </ul>	<p>Part M.A.302 (f) / AMC M.A.302 (f) – Appendix I to AMC M.A.302 and M.B.301 (d)</p>	
<input type="checkbox"/>	<p>1.11 Pre-flight Inspection</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General – scope and definition</li> <li><input type="checkbox"/> Evaluation of pre-flight inspection content <ul style="list-style-type: none"> <li>o Walk-around/Daily Check/Check 'A'</li> <li>o Pilot authorisation</li> <li>o Sub-Contracted Ground Handling Functions</li> <li>o Inspection of validity of C of A and ARC</li> <li>o Control of consumable fluids, gases etc. &amp; recording</li> <li>o Control of refuelling Quantity/Quality</li> <li>o Control of cargo and baggage loading</li> <li>o Control of control surface and landing gear locks, pitot/static covers, restraint device and engine/aperture blanks have been removed</li> <li>o Control of Snow, Ice, Dust and Sand Contamination to an Approved Standard</li> <li>o Control of oil and hydraulic fluid uplift by crew and tyre inflation, if considered as part of the pre-flight inspection by crew and possible maintenance action</li> </ul> </li> </ul>	<p>Part M.A.301 1. / AMC M.A.301-1 – Part M.A.704 (a) / AMC M.A.704 – Appendix V to AMC M.A.704</p>	
<input type="checkbox"/>	<p>1.12 Aircraft Weighing</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> What occasion an aircraft has to be weighed</li> <li><input type="checkbox"/> Who perform the weighing</li> <li><input type="checkbox"/> What procedure is used</li> <li><input type="checkbox"/> Who calculate the new weight and balance</li> </ul>	<p>Part M.A.704 (a) / AMC M.A.704 – Appendix V to AMC M.A.704</p>	
<input type="checkbox"/>	<p>1.13 Check Flight Procedures</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> Criteria for check flight</li> <li><input type="checkbox"/> Check flight procedure</li> <li><input type="checkbox"/> Process for applying for approval of Flight Condition and Permit to Flight when applicable</li> </ul>	<p>Part M.A.704 (a) / AMC M.A.704 – Appendix V to AMC M.A.704</p>	



<input type="checkbox"/>	<p>1.14 Planning procedures</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> Planning of AMP tasks, modifications, AD's, SB's, open defects, etc.</li> <li><input type="checkbox"/> Monitoring of Maintenance Between Scheduled Maintenance</li> </ul> <p>Variation procedure</p>	<p>AMC M.A.301-3 – M.A.708(b)(4)</p>	
<input type="checkbox"/>	<p>1.15 Airworthiness data control</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Control of information <ul style="list-style-type: none"> <li>o Technical library</li> <li>o Subscriptions control</li> <li>o Information held / need regarding the scope of work</li> <li>o Issue / amendment control</li> </ul> </li> <li><input type="checkbox"/> Technical information amendment procedures <ul style="list-style-type: none"> <li>o Manuals</li> <li>o Service Information (AD, SB, SIL, etc.)</li> <li>o Distribution: access to the staff</li> </ul> </li> <li><input type="checkbox"/> Company Technical Procedures / Instructions <ul style="list-style-type: none"> <li>o Issue / Amendments control</li> <li>o Distribution: access to the staff</li> </ul> </li> <li><input type="checkbox"/> Maintenance documentation <ul style="list-style-type: none"> <li>o Preparation from approved sources</li> <li>o Work card/worksheet system (AMC 145.A.45 I)</li> <li>o Differentiate disassembly, accomplishment, reassemble and testing</li> <li>o Lengthy maintenance task – supplementary work-card/worksheet</li> <li>o Amendment control</li> <li>o Transfer / transcribe of airworthiness data</li> <li>o Review and identification of amendment status of maintenance instructions</li> <li>o Distribution of airworthiness data: access to the staff</li> </ul> </li> <li><input type="checkbox"/> Modifying maintenance instruction (145.A.45 (d))</li> <li><input type="checkbox"/> Verification and validation of new procedures where practicable</li> <li><input type="checkbox"/> Incorporation of best practice and human factors principles</li> <li><input type="checkbox"/> Control of customer supplied maintenance data</li> <li><input type="checkbox"/> Incorporation of Fuel Tank Safety concept on maintenance documentation (Job Instruction Cards etc.)</li> <li><input type="checkbox"/> Incorporation of CDCCL concept. ED Decision n° 2009/007R <ul style="list-style-type: none"> <li>o compliance with CDCCL instructions</li> <li>o traceability of CDCCL completion</li> </ul> </li> <li><input type="checkbox"/> Awareness of Technical Publications, Instructions and Service Information by the staff</li> </ul>	<p>M.A.401 / AMC M.A.401 ©(5) – M.A.705 – M.A.709</p>	
<input type="checkbox"/>	<p>1.16 Control of personnel competence (large aircraft and CAT)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish competence</li> <li><input type="checkbox"/> Initial training</li> <li><input type="checkbox"/> Recurrent training (continuation training)</li> <li><input type="checkbox"/> Records</li> </ul>	<p>Part M.A.706 (k) / AMC M.A.706 (k)</p>	

	<input type="checkbox"/> For airworthiness review and quality staff see 2.6 and 4.1		
<input type="checkbox"/>	<p>1.17 Subcontracting management control procedure</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Subcontract content and its continuing control             <ul style="list-style-type: none"> <li>○ Content as per Appendix II to the IR</li> <li>○ Task to be subcontracted</li> <li>○ Procedure to be used and its control</li> <li>○ Handling of findings</li> <li>○ No subcontracting by the subcontracted organisation allowed</li> <li>○ Individual responsibility clearly defined</li> <li>○ Subcontracted organisation to notify the operator of any changes affecting the contract</li> </ul> </li> <li><input type="checkbox"/> Subcontract approval by DGCA             <ul style="list-style-type: none"> <li>○ Notifying the DGCA of any changes affecting the contract</li> </ul> </li> <li><input type="checkbox"/> Tasks that can be subcontracted</li> <li><input type="checkbox"/> Active control of the activities and/or endorsing the recommendation made by the subcontracting organisation             <ul style="list-style-type: none"> <li>○ Individual responsibility clearly defined</li> </ul> </li> <li><input type="checkbox"/> Access to relevant data</li> <li><input type="checkbox"/> Establish staff competence (same as in 1.16)</li> <li><input type="checkbox"/> Assessment of subcontracted staff</li> <li><input type="checkbox"/> Training and continuation training of subcontracted staff</li> <li><input type="checkbox"/> Subcontracting management control procedure to ensure that the action taken by the subcontracted organisation(s) meet the standards required by M.A. Subpart G</li> <li><input type="checkbox"/> Involvement of the quality system including pre-audit</li> <li><input type="checkbox"/> DGCA provision for monitoring (auditing the subcontract organisation)</li> <li><input type="checkbox"/> Effect on Man-hour planning, see Part 0.3</li> </ul> <p>The above list is not exhaustive, refer to AMC M.A.201(h)(1) and its Appendix II for detail information</p>	<p>Part M.A.201 (h) (1) / AMC M.A.201 (h) (1) / Appendix II to AMC M.A.201 (h)(1)</p>	

<b>PART 2 QUALITY SYSTEM</b>			
<input type="checkbox"/>	<p>2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedures</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Continuing Airworthiness Quality Policy</li> <li><input type="checkbox"/> Quality Plan (Programme)</li> <li><input type="checkbox"/> Quality Audit Procedure</li> <li><input type="checkbox"/> Quality Audit Remedial Action Procedure</li> </ul>	<p>Part M.A.712 (a)(b) / AMC M.A.712 (a)(b)</p>	
<input type="checkbox"/>	<p>2.2 Monitoring of Continuing Airworthiness Management Activities</p>	<p>Part M.A.712 (b) / AMC M.A.712 (b)</p>	
<input type="checkbox"/>	<p>2.3 Monitoring the Effectiveness of the Maintenance Programme</p>	<p>Part M.A.712 (b) / AMC M.A.712 (b)</p>	
<input type="checkbox"/>	<p>2.4 Monitoring that all maintenance is carried out by an appropriately approved KCASR 8, Part 145 Organisation</p>	<p>Part M.A.712 (b) / AMC M.A.712 (b)</p>	

<input type="checkbox"/>	2.5 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract, including Sub-contractors used by the Maintenance Contractor	Part M.A.712 (b) / AMC M.A.712 (b)	
<input type="checkbox"/>	2.6 Quality Audit Personnel <ul style="list-style-type: none"> <li><input type="checkbox"/> Qualification and competence of quality audit personnel</li> <li><input type="checkbox"/> Training and recurrent training of quality audit personnel</li> <li><input type="checkbox"/> Independency of quality audit personnel</li> <li><input type="checkbox"/> Quality staff records</li> </ul>	Part M.A.706 (k) / AMC M.A.706 (k)	
<input type="checkbox"/>	2.7 Records keeping	Part M.A.712	
<b>PART 3 CONTRACTED MAINTENANCE</b>			
<input type="checkbox"/>	3.1 Maintenance Contractor Selection Procedure <ul style="list-style-type: none"> <li><input type="checkbox"/> General</li> <li><input type="checkbox"/> Maintenance contractor selection process <ul style="list-style-type: none"> <li>o Verification of approval</li> <li>o applicable aircraft type and engine</li> <li>o Industrial capacity</li> </ul> </li> <li><input type="checkbox"/> Approval of the maintenance contract by DGCA</li> <li><input type="checkbox"/> Advising the DGCA of Changes to the Maintenance Support</li> <li><input type="checkbox"/> Listing and copy in 5.4 and 5.6</li> </ul>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704	
<input type="checkbox"/>	3.2 Quality audit of aircraft <ul style="list-style-type: none"> <li><input type="checkbox"/> General – audit of an aircraft</li> <li><input type="checkbox"/> Compliance with approved procedures</li> <li><input type="checkbox"/> Contracted maintenance carried out in accordance with the contract</li> <li><input type="checkbox"/> Continued compliance with Part M</li> </ul>	Part M.A.712 (b) / AMC M.A.712 (b)	
<b>PART 4 AIRWORTHINESS REVIEW PROCEDURES</b>			
<input type="checkbox"/>	4.1 Airworthiness review staff <ul style="list-style-type: none"> <li><input type="checkbox"/> Independency of the AR staff</li> <li><input type="checkbox"/> Assessment of AR staff</li> <li><input type="checkbox"/> Experience, qualification, competence, position held and training of AR staff</li> <li><input type="checkbox"/> Issuance of authorisation</li> <li><input type="checkbox"/> Staff records</li> <li><input type="checkbox"/> Maintaining the AR authorisation</li> <li><input type="checkbox"/> AR staff shall be acceptable to DGCA (Form 4)</li> </ul> Retention period not less than 2 years for AR staff records	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 – M.A.706 (k) / AMC 706(k) – M.A.707 (a)(b)(c)(d)(e) / AMC M.A.707 (a)(b)(c)(e)	
<input type="checkbox"/>	4.2 Review of aircraft records <ul style="list-style-type: none"> <li><input type="checkbox"/> Performed by the same AR staff as physical survey</li> <li><input type="checkbox"/> Aircraft records to review, including the depth of sampling – in detail</li> <li><input type="checkbox"/> Level of detail that needs to be reviewed</li> <li><input type="checkbox"/> Number of records</li> <li><input type="checkbox"/> Etc...(M.A.710)</li> </ul>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 – M.A.710 (a) / AMC M.A.710 (a)	
<input type="checkbox"/>	4.3 Physical survey <ul style="list-style-type: none"> <li><input type="checkbox"/> Performed by the same AR staff as review of the aircraft records</li> <li><input type="checkbox"/> How to perform physical review, including the depth of sampling (inspection)</li> </ul>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704 – M.A.710 (b), (c) / AMC M.A.710 (b), (c)	

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Topics that needs to be reviewed</li> <li><input type="checkbox"/> Physical area that need to be inspected, and why</li> <li><input type="checkbox"/> Which document on-board that need to be reviewed</li> <li><input type="checkbox"/> compliance report that confirms the physical survey has been carried out and found satisfactory</li> <li><input type="checkbox"/> Etc...</li> </ul>		
<input type="checkbox"/>	<p>4.4 Additional procedures for recommendation to Kuwait DGCA for the import of aircraft</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Additional tasks for import</li> <li><input type="checkbox"/> Additional documents</li> <li><input type="checkbox"/> Communication with the competent authority of the state of registry</li> <li><input type="checkbox"/> Additional items to be reviewed during the airworthiness review of the aircraft</li> <li><input type="checkbox"/> additional (state of registry) national requirements,</li> <li><input type="checkbox"/> Specification of bridging maintenance required to be carried out</li> <li><input type="checkbox"/> Etc...</li> </ul>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704	
<input type="checkbox"/>	<p>4.5 Recommendations to Kuwait DGCA for the issue of a C of A based on an Airworthiness Review Report (DGCA Form 1290)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communication procedure with DGCA and competent authorities</li> <li><input type="checkbox"/> Content of the recommendation <ul style="list-style-type: none"> <li>o Application from the owner</li> <li>o Record compliance report</li> <li>o Physical compliance report</li> <li>o Recommendation for issue of ARR</li> <li>o Documents accompanying the recommendation</li> </ul> </li> <li><input type="checkbox"/> Note: Recommendation can only be made when all findings are closed and the aircraft is considered airworthy by being in compliance with the relevant requirements.</li> </ul>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704	
<input type="checkbox"/>	<p>4.6 Issuance of Airworthiness Review Reports (DGCA Form 1290)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Issuance of ARR (DGCA Form 1290) after AR has been properly carried out</li> <li><input type="checkbox"/> Airworthiness of the aircraft when ARR is issued</li> <li><input type="checkbox"/> Record keeping</li> <li><input type="checkbox"/> Distribution of the ARR copies</li> </ul> <p>An airworthiness review that has been properly carried out, an ARR will be issued to the DGCA for validation</p>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704	
<input type="checkbox"/>	<p>4.7 Airworthiness review records, responsibilities, retention and access</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How records are kept</li> <li><input type="checkbox"/> Periods of records keeping</li> <li><input type="checkbox"/> Location of record storage</li> <li><input type="checkbox"/> Access to the records</li> <li><input type="checkbox"/> Responsibilities</li> </ul>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704	

<input type="checkbox"/>	<p>5.1 Sample documents</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sample of all forms used and referred to in the procedures</li> <li><input type="checkbox"/> Technical log system forms</li> <li><input type="checkbox"/> Airworthiness Review record compliance report</li> <li><input type="checkbox"/> Airworthiness Review physical compliance report</li> <li><input type="checkbox"/> DGCA Form 1290</li> <li><input type="checkbox"/> Permit to Fly if applicable</li> <li><input type="checkbox"/> Variation request and approval form</li> <li><input type="checkbox"/> MEL extension request and approval form</li> <li><input type="checkbox"/> Internal reporting</li> <li><input type="checkbox"/> Engine condition monitoring</li> <li><input type="checkbox"/> Audit report, nonconformity</li> <li><input type="checkbox"/> Work order</li> <li><input type="checkbox"/> Task card</li> <li><input type="checkbox"/> Revision acknowledge</li> <li><input type="checkbox"/> Damage record sheet (Dent and buckle) form</li> </ul> <p>Etc...</p>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704	
<input type="checkbox"/>	<p>5.2 List of airworthiness review staff</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name, scope and authorisation identification</li> <li><input type="checkbox"/> List of personals authorised to extend ARR</li> <li><input type="checkbox"/> Name and authorisation identification</li> </ul>	M.A.704 (a) 5.	
<input type="checkbox"/>	<p>5.3 List of sub-contractors as per AMC M.A.201(h)1 and M.A.711(a)3</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of the subcontractor</li> <li><input type="checkbox"/> Location, address</li> <li><input type="checkbox"/> Scope of CAM tasks subcontracted</li> </ul>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704	
<input type="checkbox"/>	<p>5.4 List of approved maintenance organisations contracted</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of the maintenance organisation</li> <li><input type="checkbox"/> Location, address</li> <li><input type="checkbox"/> Part 145 or Approval reference number</li> <li><input type="checkbox"/> Scope of the work contracted</li> </ul>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704	
<input type="checkbox"/>	<p>5.5 Copy of contracts for sub-contracted work (appendix II to AMC M.A.201 (h) 1)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover sheet that list the contract reference and revision status</li> <li><input type="checkbox"/> Copy of the contract</li> <li><input type="checkbox"/> Period review process</li> </ul>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704	
<input type="checkbox"/>	<p>5.6 Copy of contracts approved maintenance organisations</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cover sheet that list the contract reference and revision status</li> <li><input type="checkbox"/> Copy of the contract</li> <li><input type="checkbox"/> Period review process</li> </ul>	Part M.A.704 (a) / AMC M.A.704 - Appendix V to AMC M.A.704	
<input type="checkbox"/>	<p>5.7 Copy of Airworthiness Review Report</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The organisation should not significantly change the format or content of the Airworthiness Review Report version</li> </ul>		
<input type="checkbox"/>	5.8 Reserved		
<input type="checkbox"/>	5.9 Completed Compliance Check List. (After completing the draft CAME the organisation should correlate each section with the Compliance Check		

	List* (CCL) provided as part of the application pack. Thus demonstrating to the DGCA Airworthiness Inspectorate that they have fully addressed all applicable paragraphs of Part M within the CAME. The completed CCL should then be appended to the CAME as Appendix 5.9)		
<input type="checkbox"/>	<p>5.10 Details of Aircraft Managed by Organisation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The minimum details are: (i)</li> <li><input type="checkbox"/> Aircraft Type</li> <li><input type="checkbox"/> Aircraft Registration</li> <li><input type="checkbox"/> Approved Maintenance Programme reference number</li> <li><input type="checkbox"/> Contract reference number</li> <li>Aircraft Owner details</li> </ul>		

Title	Name	Signature/ Date
<b>Airworthiness Inspector</b>		
<b>Airworthiness Inspector</b>		
<b>Head of Airworthiness Division</b>		