



CIVIL AVIATION AUTHORITY OF SRI LANKA

IS-M SUBPART-G CAME COMPLIANCE CHECKLIST

1. The organization to down load the CAME checklist and show compliance to IS-M in CAME by marking in CAME reference column in the table, cross reference to CAME section. Where not applicable to indicate N/A
2. Organization is to ensure the Accountable managers Statement is signed in the draft CAME by the AM nominee, to ensure CAME draft contents are read and sanctioned by the AM.
3. The Organization to submit the draft copy of the CAME in hard copy along with the duly completed application, Form 2.
4. CAASL will review the draft CAME for adequacy for the approval requested and communicate with the applicant for additional reports , amendments Etc. as deemed necessary
5. From the point of acceptance of the application, CAME review and necessary amendments in consultation with the applicant to be completed within 20 working days , thus applicant needs to work diligently with the assigned Airworthiness Inspector to meet the time frame target.
6. Upon closing the review process of CAME, final version of CAME draft as accepted to be advised to the applicant for organizational preparation prior to on site audit in line with the agreed final version of draft CAME.
7. Upon completion of audit and closure of all open items the applicant will be advised to submit 2 hard copies of final version of the CAME with necessary signatures in place for approval by the CAASL
8. CAASL will stamp every page of the CAME and release one hard copy to the applicant and retain the other copy in the AW section.

1. SCOPE

The purpose of the Continuing Airworthiness Management Exposition (CAME) compliance checklist and user guide is to qualify for the issue of an approval for the management of aircraft continuing airworthiness. This document is complementary to the requirements of Implementing Standard - M.

The checklist includes suggested subject headings and all the relevant information as detailed in M.704 and its AMC, the format of which may be modified to suit the organisation preferred method. The checklist should show compliance by referring in the “CAME reference” where the information in the CAME is located and explanation if not applicable.

This checklist, when completed, should be submitted with the initial draft CAME.

2. IMPORTANT WARNING

This user guide is designed to be used by:

- IS-M Continuing Airworthiness Management Organisations - To assist them to maintaining of their own CAME
- CAASL - As a comparison document for CAMEs submitted to them for approval

The user guide is provided for guidance only and should be customised by each organisation to demonstrate how they comply with IS-M. It is the responsibility of the organisation to ensure compliance with the IS. The organisation may choose to use another format as long as all the applicable sections of the regulation are addressed and cross-referenced.

For each detailed procedure described within the CAME, the IS-M Sub Part G organisation should address the following questions:

What must be done? Who should do it? When must it be done? Where must it be done? How must it be done? Which procedure(s)/form(s) should be used?

The CAME should be written in the English language.

3. EXPOSITION FORMAT

The CAME may be produced in hardcopy or electronic format;

- Hardcopy: CAASL does recommend using white paper (format A4); The CAME shall be provided in a binder with section dividers. (recto/verso can be used)
- Electronic Format: The Exposition should be in Portable Document Format (PDF) but a printed copy shall be delivered to the CAASL to facilitate the document study.

4. STRUCTURE OF THE CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

The CAME may be produced in the form of a single document or may consist of several separate documents.

- Single document: The standard CAME produced i.a.w. AMC M.704 is a unique and complete document. It must contain all the information required to show compliance with the regulation including detailed continuing airworthiness procedures and detailed quality system procedures.
- Several documents: The CAME must contain at least the information as detailed in AMC M.704. The additional material may be published in separate documents which must be referenced from the CAME. In this case:
 - The CAME should cross refer to the associated procedures, documents, appendices, forms and all other lists which are managed separately.
 - These associated documents must meet the same rules as described for the CAME.
 - This/these associated document(s), procedure(s) and form(s) etc. must be provided to the CAASL, as part of the CAME.

For some organisations certain sections of the headings defined within AMC M.704 may be ‘not applicable’. In this case they should be annotated as such within the CAME.

5. EXPOSITION PAGES’ PRESENTATION

Each page of the CAME should be identified as follows (this information may be added in the header or footer;

- the name of the organisation (official name as defined on the CAASL Form 14 approval certificate)
- the issue number of the CAME
- the amendment/revision number of the CAME
- the date of the revision (amendment or issue depending on the way the organisation has chosen to revise the CAME)
- the chapter of the CAME
- the page number
- the name of the document "Continuing Airworthiness Management Exposition"

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

- IS-M Continuing Airworthiness Management Exposition;
- The name of the organisation (the official one defined on the CAASL Form 14 approval certificate)
- The approval reference of the IS-M organisation
- The copy number from the distribution list

6. CORPORATE COMMITMENT BY ACCOUNTABLE MANGER

Prior to submission of the CAME to the CAASL for approval the Accountable Manager must sign and date the Corporate Commitment statement. This confirms that they have read the document and understand 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 the CAASL for approval.

| | | |
|---------------------------|--|-----------------------------------|
| Organisation Name: | AOC Number: <i>(If Applicable)</i> | Subpart G Approval Number: |
| Address: | | |
| Contact Name: | Tel No: | Email: |
| C.A.M.E Reference: | | |
| Submitted By : | Signature : | Date : |

| Compl | Content | IS reference | CAME reference | Conformity (Yes/No/N/A) | CAASL Comments |
|--------------------------|---|---------------------|-----------------------|--------------------------------|-----------------------|
| | Cover page | | | | |
| <input type="checkbox"/> | Continuing Airworthiness Management Exposition | | | | |
| <input type="checkbox"/> | The official name of the organisation as defined on CAASL Form 14 | | | | |
| <input type="checkbox"/> | The approval reference of the CAMO | | | | |
| <input type="checkbox"/> | The copy number from the distribution list | | | | |
| | Introduction | | | | |
| <input type="checkbox"/> | Foreword | | | | |

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| <input type="checkbox"/> | Cross Reference with IS-M | | | | |
| <input type="checkbox"/> | Table of content | | | | |
| <input type="checkbox"/> | List of effective pages | | | | |
| <input type="checkbox"/> | List of issues / amendments or record of revision | | | | |
| <input type="checkbox"/> | CAASL Letter of Approval (LOA) | | | | |
| <input type="checkbox"/> | Internal organisation approval page signed by AM <ul style="list-style-type: none"> <input type="checkbox"/> Internal approval statement <input type="checkbox"/> Title, name, date and signature | | | | |
| <input type="checkbox"/> | Revision highlights / Summary of changes | | | | |
| <input type="checkbox"/> | Effective date of the current revision <ul style="list-style-type: none"> <input type="checkbox"/> The effective date is the date that the amendment introduced in this amendment takes effect <input type="checkbox"/> The effective date can be established just prior to the final approval of the CAME by CAASL. This is in order to obtain the necessary time to incorporate the amendment e.g. to train personnel, print forms etc. | | | | |
| <input type="checkbox"/> | Distribution list <ul style="list-style-type: none"> <input type="checkbox"/> CAME copy number <input type="checkbox"/> Location of copies <input type="checkbox"/> Holders of the copies <input type="checkbox"/> Format of copies (CD-ROM, Paper etc.) | | | | |
| <input type="checkbox"/> | Abbreviation, terminology and definitions | | | | |
| <input type="checkbox"/> | Cross reference list from the CAME to Appendix IV to AMC M.704, if applicable | | | | |

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| <input type="checkbox"/> | <p>Organisation information i.e.:</p> <ul style="list-style-type: none"> • Address of approved locations (Head Office) • Mailing Address(es) • Telephone number(s) • Fax number(s) • E-mail address of the Head Office | M.704 (a) | | | |
| PART 0 GENERAL ORGANISATION | | | | | |
| <input type="checkbox"/> | 0.1 Corporate commitment by the accountable manger | M.704 (a) 1. / AMC M.704 9. - AMC M.706 (a) | | | |
| <input type="checkbox"/> | <p>0.2 General information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Description of the organisation <input type="checkbox"/> Relationship with other organisation <ul style="list-style-type: none"> ○ Subsidiaries / mother company ○ Consortiums <input type="checkbox"/> Aircraft managed – Fleet composition <input type="checkbox"/> Type of operation <input type="checkbox"/> List of approved aircraft maintenance programmes <input type="checkbox"/> List of “generic” and “baseline” maintenance programmes <input type="checkbox"/> Organisation’s Scope of Work (Scope of Approval) (M.703 (c) / M.704 (a) 2.) <p>Note: the CAASL Form 14 will refer to section containing the Scope of Approval (Scope of Work)</p> | M.703 (c) - M.704 (a) / AMC M.704 | | | |
| <input type="checkbox"/> | <p>0.3 Management personnel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accountable Manager <input type="checkbox"/> Nominated Post Holder for Continuing Airworthiness activities (CAM) <input type="checkbox"/> Continuing airworthiness coordination (group of persons) <input type="checkbox"/> Designated Quality Manger (QM) <input type="checkbox"/> Duties and Responsibilities (job functions) | M.704 (a) / AMC M.704 - M.706 (a)(b)(c)(d)(e)(i)(j) / AMC M.706 (a)(e)(i) | | | |

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| | <ul style="list-style-type: none"> ○ Accountable Manager ○ Continuing Airworthiness Manager (CAM) ○ Designated Quality Manager (QM) <input type="checkbox"/> Title(s) and name(s) of persons above (AR staff can be in 5.2) <input type="checkbox"/> Manpower Resources and Training Policy <ul style="list-style-type: none"> ○ Manpower Recourses ○ Training Policy ○ Man hour plan development and updating <ul style="list-style-type: none"> ▪ All activities, also activities not performed under the IS-M Subpart G approval ▪ Include subcontracted organisation if applicable | | | | |
| <input type="checkbox"/> | <p>0.4 Management Organisation Charts</p> <ul style="list-style-type: none"> <input type="checkbox"/> General Organisation Chart <input type="checkbox"/> Continuing Airworthiness Management Organisation Chart | M.704 (a) 4. / AMC 704 (a) | | | |
| <input type="checkbox"/> | <p>0.5 Notification Procedure to the DGCA Regarding Changes to the organisation's activities / approval / location /personnel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Changes <ul style="list-style-type: none"> ○ Organisation name and location ○ Organisation additional location ○ The group of person as specified in 0.3 ○ Operation, facilities, procedures, work scope, staff and technical arrangements, as far as they may affect the approval <input type="checkbox"/> Notification before such changes take place | M.713 / AMC M.713 | | | |
| <input type="checkbox"/> | <p>0.6 Exposition amendment procedure Exposition Amendment Procedures (including, delegated procedures)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Person responsible for amending the Exposition. <ul style="list-style-type: none"> ○ Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, | M.704 (a) 7. (b)(c) /AMC M.712 5., 6. & 7. / AMC M.712 (a) 1. & 2. | | | |

including associated procedures manuals, and the submission of proposed amendments to the CAASL

- Sources of proposed amendments within the organisation
- Internal approval process
 - Verifying and validation of amended procedures before use (AMC M.712 (a) 2.)
 - Technical Manager and Quality Manager sign the internal approval page, see introduction
- Approval process with CAASL
- Revision acknowledge receipt process
- Definition of minor amendments to the Exposition that can be amended without the prior approval of the CAASL, if applicable and agreed
 - In case of minor amendment the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the CAME is approved by CAASL. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the IS-MG 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 CAASL must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved.
- Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable
- Effective date of the amendment
- CAME Review (AMC M.712 (a) 1.)

After CAASL 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

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| | PART 1 CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES | | | | |
| <input type="checkbox"/> | <p>1.1 Aircraft Technical Log Utilisation and MEL Application (CAT). Aircraft continuing airworthiness record system utilization (Non CAT).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aircraft technical log and/or continuing airworthiness records system <ul style="list-style-type: none"> ○ General and contents ○ Instruction for use ○ Aircraft technical log approval (for CAT) <input type="checkbox"/> Mel application <ul style="list-style-type: none"> ○ General ○ MEL procedure ○ MEL categories ○ MEL Application by maintenance staff ○ Acceptance by the crew ○ Aircraft dispatch by crew in accordance with MEL ○ Management of the MEL time limits ○ MEL time limitation overrun (only for category B and C) <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 IS-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 CAASL must continue to receive a copy and acknowledge receipt of all such MEL time limitation overrun “indirectly” approved.</p> | M.301 2. / AMC M.301-2 - M. 403(b) 1. (d) M.708 (b) 4. 6. & 8. - JAR- MMEL/MEL.0 80 - | | | |

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| <input type="checkbox"/> | <p>1.2 Aircraft Maintenance Programme – development amendment and approval.</p> <ul style="list-style-type: none"> <input type="checkbox"/> General <input type="checkbox"/> Content Development <ul style="list-style-type: none"> ○ Sources ○ Responsibilities ○ Manual amendments ○ Approval by the CAASL | M.302 (a)(b)(c)(d)(e)(f))(g) / AMC M.302 (a)(d)(f) / AMC2 M.302(d) / Appendix I to AMC M.302 and AMC M.B.301(b) — M.708 (b) 1. & 2. | | | |
| <input type="checkbox"/> | <p>1.3 Time and Continuing Airworthiness Records: Responsibilities, Retention & Access.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hours and Cycles Recording <input type="checkbox"/> Continuing Airworthiness Records <input type="checkbox"/> Preservation of Continuing Airworthiness records <input type="checkbox"/> Access to Continuing Airworthiness Records <input type="checkbox"/> Transfer of Continuing Airworthiness Records | M.305 (h) / AMC M.305 (h) – M.714(a)(b)(c)(d)(e)(f)(g)(h) / AMC M.714 1. to 6. | | | |
| <input type="checkbox"/> | <p>1.4 Accomplishment and control of Airworthiness Directive</p> <ul style="list-style-type: none"> <input type="checkbox"/> Airworthiness Directive information <input type="checkbox"/> Airworthiness Directive decision <input type="checkbox"/> Airworthiness Directive control | M.303 – M.708 (b) 5. | | | |
| <input type="checkbox"/> | <p>1.5 Analysis of the Effectiveness of the Maintenance Programme</p> <ul style="list-style-type: none"> <input type="checkbox"/> Liaison Meetings <input type="checkbox"/> Frequency of Meetings | M.302 (g) - M.708 (b) 1. | | | |
| <input type="checkbox"/> | <p>1.6 Non-Mandatory Modification Embodiment Policy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Modification – General <input type="checkbox"/> Assessment <input type="checkbox"/> Service Bulletins <input type="checkbox"/> Other modification <input type="checkbox"/> Minor modification | M.708 (b) 3. / AMC M.708 (b)(3) | | | |

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| | <input type="checkbox"/> Instruction for continuing airworthiness - AMP <input type="checkbox"/> Recording of modification <input type="checkbox"/> Liaison with OPS / owner | | | | |
| <input type="checkbox"/> | 1.7 Major Change (Modification) Standards <input type="checkbox"/> Modification – General <input type="checkbox"/> Type of approval required <input type="checkbox"/> Assessment <input type="checkbox"/> Instruction for continuing airworthiness - AMP <input type="checkbox"/> Recording of modification <input type="checkbox"/> Liaison with OPS / owner e.g. regarding FM and MEL supplements | M.708 (b) 3. / AMC M.708 (b)(3) | | | |
| <input type="checkbox"/> | 1.8 Defect Reports <input type="checkbox"/> Analysis <input type="checkbox"/> Liaison with Manufacturers and Regulatory Authorities <input type="checkbox"/> Deferred Defect Policy <input type="checkbox"/> Non Deferrable Defects Away from Base <input type="checkbox"/> Repetitive Defects <input type="checkbox"/> Mandatory Occurrence Reporting <input type="checkbox"/> Liaison Meetings | M.202 (a)(b)(c)(d) / AMC M.202 (a)(b) - AMC 20-8 | | | |
| <input type="checkbox"/> | 1.9 Engineering Activity <input type="checkbox"/> General <input type="checkbox"/> Person responsible for design changes <input type="checkbox"/> Developing the design <input type="checkbox"/> Application process <input type="checkbox"/> Form used | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| <input type="checkbox"/> | 1.10 Reliability Programmes <input type="checkbox"/> Extent and scope of the reliability programmes <input type="checkbox"/> Specific organisational structure, duties and responsibilities <input type="checkbox"/> Establishment of reliability data <input type="checkbox"/> Corrective action system (AMP amendment) <input type="checkbox"/> Schedule reviews – reliability meetings <input type="checkbox"/> Participation of the CAASL | M.302 (f) / AMC M.302 (f) – Appendix I to AMC M.302 and M.B.301 (d) | | | |

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| <input type="checkbox"/> | <p>1.11 Pre-flight Inspection</p> <ul style="list-style-type: none"> <input type="checkbox"/> General – scope and definition <input type="checkbox"/> Evaluation of pre-flight inspection content <ul style="list-style-type: none"> ○ Walk-around ○ Inspection of AJTL ○ Inspection of validity of C of A and ARC ○ Control of consumable fluids, gases etc. & recording ○ Control of refuelling ○ Control of cargo and baggage loading ○ Control of doors security ○ Control of control surface and landing gear locks, pitot/static covers, restraint device and engine/aperture blanks have been removed ○ Control that all the aircraft’s external surfaces and engines are free from ice, snow, sand, dust etc. ○ Assessment to confirm that, as the result of meteorological conditions and de-icing/anti-icing fluids having been previously applied on it, there are no fluid residues that could endanger flight safety ○ 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 <input type="checkbox"/> Concurrent with AMP <input type="checkbox"/> For CAT – control of publish guidance to maintenance and flight personnel performing pre-flight inspection, defining responsibilities for these actions <input type="checkbox"/> Responsibility of training of personnel performing pre-flight inspection <input type="checkbox"/> Content of pre-flight training – training standard <input type="checkbox"/> Records of training | <p>M.301 1. / AMC M.301-1 - M.704 (a) / AMC M.704 - Appendix IV to AMC M.704</p> | | | |
| <input type="checkbox"/> | <p>1.12 Aircraft Weighing</p> <ul style="list-style-type: none"> <input type="checkbox"/> What occasion an aircraft has to be weighed | <p>M.704 (a) / AMC M.704 - Appendix IV to</p> | | | |

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| | <input type="checkbox"/> Who perform the weighing <input type="checkbox"/> What procedure is used <input type="checkbox"/> Who calculate the new weight and balance <input type="checkbox"/> Process of weighing result into the organisation <input type="checkbox"/> Liaison with OPS / owner as applicable | AMC M.704 | | | |
| <input type="checkbox"/> | 1.13 Check Flight Procedures <input type="checkbox"/> General <input type="checkbox"/> Criteria for check flight <input type="checkbox"/> Check flight procedure <input type="checkbox"/> Process for applying for approval of Flight Condition and Permit to Flight when applicable | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| PART 2 QUALITY SYSTEM | | | | | |
| <input type="checkbox"/> | 2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedures <input type="checkbox"/> Continuing Airworthiness Quality Policy <input type="checkbox"/> Quality Plan (Programme) <input type="checkbox"/> Quality Audit Procedure <input type="checkbox"/> Quality Audit Remedial Action Procedure | M.712 (a)(b) / AMC M.712 (a)(b) | | | |
| <input type="checkbox"/> | 2.2 Monitoring of Continuing Airworthiness Management Activities | M.712 (b) / AMC M.712 (b) | | | |
| <input type="checkbox"/> | 2.3 Monitoring the Effectiveness of the Maintenance Programme | M.712 (b) / AMC M.712 (b) | | | |
| <input type="checkbox"/> | 2.4 Monitoring that all maintenance is carried out by an Appropriate Maintenance Organization | M.712 (b) / AMC M.712 (b) | | | |
| <input type="checkbox"/> | 2.5 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Appropriate Maintenance Organization | M.712 (b) / AMC M.712 (b) | | | |
| <input type="checkbox"/> | 2.6 Quality Audit Personnel <input type="checkbox"/> Qualification and competence of quality audit personnel <input type="checkbox"/> Training and recurrent training of quality audit personnel <input type="checkbox"/> Independency of quality audit personnel | M.706 (k) / AMC M.706 (k) | | | |

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| | <input type="checkbox"/> Quality staff records | | | | |
| <input type="checkbox"/> | 2.7 Records keeping | M.712 (c) | | | |
| PART 3 CONTRACTED MAINTENANCE | | | | | |
| <input type="checkbox"/> | 3.1 Maintenance Contractor Selection Procedure <ul style="list-style-type: none"> <input type="checkbox"/> General <input type="checkbox"/> Maintenance contractor selection process <ul style="list-style-type: none"> <input type="checkbox"/> Verification of approval <input type="checkbox"/> applicable aircraft type and engine <input type="checkbox"/> Industrial capacity <input type="checkbox"/> Contract review <input type="checkbox"/> Liaison with owner for non-CAT <input type="checkbox"/> Approval of the maintenance contract by CAASL <input type="checkbox"/> Listing and copy in 5.4 and 5.6 | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| <input type="checkbox"/> | 3.2 Quality audit of aircraft <ul style="list-style-type: none"> <input type="checkbox"/> General – audit of an aircraft <input type="checkbox"/> Different between an airworthiness review and quality audit <input type="checkbox"/> Compliance with approved procedures <input type="checkbox"/> Contracted maintenance carried out in accordance with the contract <input type="checkbox"/> Continued compliance with IS-M | M.712 (b) / AMC M.712 (b) | | | |
| PART 4 AIRWORTHINESS REVIEW PROCEDURES | | | | | |
| <input type="checkbox"/> | 4.1 Airworthiness review staff <ul style="list-style-type: none"> <input type="checkbox"/> Assessment of AR staff <input type="checkbox"/> Experience, qualification, competence and training of AR staff <input type="checkbox"/> Issuance of authorisation | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 – M. 706 (k) / | | | |

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| | <input type="checkbox"/> Staff records The first AR staff has to be assessed by CAASL i.e. perform AR under supervision of CAASL. For other after that it can be delegated to the organisation according to a procedure. | AMC 706(k) - M.901 (g) / AMC M.901 (g) | | | |
| <input type="checkbox"/> | 4.2 Review of aircraft records <ul style="list-style-type: none"> <input type="checkbox"/> Aircraft records to review – in detail <input type="checkbox"/> Level of detail that needs to be reviewed <input type="checkbox"/> Number of records <input type="checkbox"/> Etc... | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| <input type="checkbox"/> | 4.3 Physical survey <ul style="list-style-type: none"> <input type="checkbox"/> How to perform physical review <input type="checkbox"/> Topics that needs to be reviewed <input type="checkbox"/> Physical area that need to be inspected <input type="checkbox"/> Which document on-board that need to be reviewed <input type="checkbox"/> Etc... | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| <input type="checkbox"/> | 4.4 Additional procedures for recommendations to CAASL for the import of aircraft <ul style="list-style-type: none"> <input type="checkbox"/> Additional tasks for import <input type="checkbox"/> Additional documents <input type="checkbox"/> Communication with CAASL <input type="checkbox"/> Additional items to be reviewed, records and physical <input type="checkbox"/> Specification of maintenance required to be carried out <input type="checkbox"/> Etc... | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| <input type="checkbox"/> | 4.5 Recommendations to CAASL for the issue of an ARC <ul style="list-style-type: none"> <input type="checkbox"/> Communication procedure with CAASL <input type="checkbox"/> Content of the recommendation <ul style="list-style-type: none"> ○ Record compliance report ○ Physical compliance report ○ Recommendation for issue of ARC | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |

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| <input type="checkbox"/> | 4.6 Issuance of an ARC <ul style="list-style-type: none"> <input type="checkbox"/> Issuance of ARC (CAASL Form 15b) after AR has been properly carried out <input type="checkbox"/> Airworthiness of the aircraft when ARC is issued <input type="checkbox"/> Record keeping <input type="checkbox"/> Distribution of the ARC copies | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| <input type="checkbox"/> | 4.7 Airworthiness review records, responsibilities, retention and access <ul style="list-style-type: none"> <input type="checkbox"/> How records are kept <input type="checkbox"/> Periods of records keeping <input type="checkbox"/> Location of record storage <input type="checkbox"/> Access to the records <input type="checkbox"/> Responsibilities | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| PART 5 APPENDICES | | | | | |
| <input type="checkbox"/> | 5.1 Sample documents <ul style="list-style-type: none"> <input type="checkbox"/> Sample of <u>all</u> forms used and referred to in the procedures <input type="checkbox"/> Example of forms: <ul style="list-style-type: none"> <input type="checkbox"/> Technical log system forms <input type="checkbox"/> Airworthiness Review record compliance report <input type="checkbox"/> Airworthiness Review physical compliance report <input type="checkbox"/> CAASL Form 15b <input type="checkbox"/> Permit to Fly if applicable <input type="checkbox"/> Variation request and approval form <input type="checkbox"/> MEL extension request and approval form <input type="checkbox"/> Internal reporting <input type="checkbox"/> Engine condition monitoring <input type="checkbox"/> Audit report, nonconformity, PCA and CA form <input type="checkbox"/> Work order <input type="checkbox"/> Task card <input type="checkbox"/> Revision acknowledge <input type="checkbox"/> Damage record sheet (Dent and buckle) form | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |

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| | <input type="checkbox"/> Etc... | | | | |
| <input type="checkbox"/> | <p>5.2 List of airworthiness review staff</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name, scope and authorisation identification <input type="checkbox"/> List of personals authorised to extend ARC <ul style="list-style-type: none"> <input type="checkbox"/> Name and authorisation identification | M.704 (a) 5. | | | |
| <input type="checkbox"/> | <p>5.3 List of sub-contractors as per AMC M.201(h)1 and M.711(a)3</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the subcontractor <input type="checkbox"/> Location, address <input type="checkbox"/> Scope of CA tasks subcontracted | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| <input type="checkbox"/> | <p>5.4 List of approved maintenance organisations contracted</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name of the maintenance organisation <input type="checkbox"/> Location, address <input type="checkbox"/> Part 145 or Approval reference number <input type="checkbox"/> Scope of the work contracted | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| <input type="checkbox"/> | <p>5.5 Copy of contracts for sub-contracted work (appendix II to AMC M.201 (h) 1)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover sheet that list the contract reference and revision status <input type="checkbox"/> Copy of the contract <input type="checkbox"/> Period review process | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |
| <input type="checkbox"/> | <p>5.6 Copy of contracts approved maintenance organisations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cover sheet that list the contract reference and revision status <input type="checkbox"/> Copy of the contract <input type="checkbox"/> Period review process | M.704 (a) / AMC M.704 - Appendix IV to AMC M.704 | | | |