



EASA Part-CAMO Approvals - User Guide for Nominated Personnel

UG.CAMO.00006-002

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DOCUMENT CONTROL SHEET

Reference documents

a) Contextual documents

Applicable regulations are listed in the form FO.CAMO.00009 “EASA Part-CAMO Approvals – Documentation Index” last revision.

PR.ORG.00001 - Organisation application management

PR.ORG.00002 - Organisation approval technical investigation

PR.ORG.00003 - Organisation approval audit

PR.ORG.00004 - Organisation surveillance

PR.ORG.00005 - Non compliance management for organisation approval

PR.ORG.00007 - Processing of article 65 transfer request

b) Internal documents

Applicable documents are listed in the form FO.CAMO.00009 “EASA Part-CAMO Approvals – Documentation Index” last revision.

FO.CAO.00156 “Management Personnel Resume”

Log of issues

Issue	Issue date	
001	26/06/2023	First Issue. Migration and adaptation of the User Guide UG.CAO.00164-001 from FS.1.4 to FS.1.2. UG.CAO.00164-001 contextually deleted.
002	05/11/2024	Second issue. Updated abbreviations, deleted reference to Part M subpart G. Typos corrected and improved clarity throughout the document.





0. Introduction



**0.1. Table of Contents**

0.	Introduction.....	3
0.1.	Table of Contents.....	4
0.2.	Abbreviations.....	5
0.3.	Scope and Applicability.....	6
0.4.	Purpose.....	6
0.5.	Entry Into Force	6
0.6.	Associated Instructions.....	7
0.7.	Communication	7
1.	Management Personnel.....	8
1.1.	Definition of Management Personnel.....	9
1.2.	CAMO Organisation Structure - Examples.....	10
1.2.1.	Example 1: Organisation also Approved as Air Carrier – as per CAMO.A.305(b).....	10
1.2.2.	Example 2	11
1.2.3.	Example 3: Small CAMO.	12
1.3.	Application to EASA	12
2.	Acceptance of CAMO Post Holders	13
2.1.	Review of the Documental Evidences	14
2.2.	Interview.....	14
2.2.1.	During the Initial Approval Process	14
2.2.2.	Change of Post Holders	14
2.3.	Formal Acceptance of the Post Holder(s).....	14
3.	Minimum requirements for Post Holders	16
3.1	Minimum Requirements for Accountable Manager	17
3.2	Minimum Requirements for Post Holders (and their deputies).	17
3.3	Specific Requirements for Safety Manager.....	19
4.	Resume Completion Instructions	20
5.	Airworthiness Review Staff	23
5.1	Airworthiness Review Staff	24
5.2	Acceptance of the Airworthiness Review Staff.....	24
5.3	Position in the Organisation.....	24
5.4	Minimum Requirements for Airworthiness Review Staff	25
5.5	Airworthiness Review under Supervision	26



**0.2. Abbreviations**

Abbreviations	
AD	AIRWORTHINESS DIRECTIVE
AMC	ACCEPTABLE MEANS OF COMPLIANCE
AMP	AIRCRAFT MAINTENANCE PROGRAMME
AOC	AIR OPERATOR CERTIFICATE
ARS	AIRWORTHINESS REVIEW STAFF
CAO	CONTINUING AIRWORTHINESS ORGANISATION
CAMO	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
CAME	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION EXPOSITION
CDL	CONFIGURATION DEVIATION LIST
EASA	EUROPEAN UNION AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
EWIS	ELECTRICAL WIRING INTERCONNECTION SYSTEM
ETOPS	EXTENDED-RANGE TWIN-ENGINE OPERATIONS
FTS	FUEL TANK SAFETY
GM	GUIDANCE MATERIAL
HF	HUMAN FACTORS
MCC	MAINTENANCE CONTROL CENTER
MCF	MAINTENANCE CHECK FLIGHT
MEL	MINIMUM EQUIPMENT LIST
MTOM	MAXIMUM TAKE-OFF MASS
NAA	NATIONAL AVIATION AUTHORITY
OEM	ORIGINAL EQUIPMENT MANUFACTURER
PBN	PERFORMANCE BASED NAVIGATION
RVSM	REDUCED VERTICAL SEPARATION MINIMUM
SB	SERVICE BULLETIN
STCH	SUPPLEMENTAL TYPE CERTIFICATE HOLDER
TCH	TYPE CERTIFICATE HOLDER
WH	WORKING HOURS





0.3. Scope and Applicability

EASA is the Competent Authority for Continuing Airworthiness Management Organisations (CAMO) whose principal place of business is located outside the EU, as established by Commission Regulation (EU) 1321/2014 applicable requirements.

Furthermore Articles 64 and 65 of Regulation (EU) 2018/1139 (the Basic Regulation) allow EASA to be (re)allocated the responsibility of competent authority responsible for the tasks related to certification, oversight and enforcement with respect to one or more organisations holding the above mentioned approvals from one or more Member States, under certain circumstances.

Therefore, EASA is responsible for the final approval of these organisations and for establishing procedures detailing how applications and approvals are managed.

This user guide is applicable to EASA Part-CAMO applicant and organisations (hereafter called “CAMO” or “organisation”) having their principal place of business located outside the EU Member States or located in the EU Member States whose oversight is reallocated to EASA as per Article 64 or Article 65 of the Basic Regulation.

This user guide is not applicable to continuing airworthiness organisations having their principal place of business located outside the EU Member States AND which are certified under the provisions of a bilateral agreement signed with the EU.

The provisions of this user guide are complementary to the requirements laid down in the applicable Annex of Commission Regulation (EU) 1321/2014 “as amended” and does not supersede or replace the associated regulatory requirements.

0.4. Purpose

The purpose of this user guide is to describe:

- The definition of management personnel;
- How the organisation shall proceed when proposing management personnel for acceptance by the competent authority;
- The FO.CAO.00156 “Management Personnel Resume”, standard for an EASA Part-CAMO approval with its related completion instructions;
- The instructions to assist the CAMO on establishing minimum requirements for Management Personnel;
- The instructions to assist the assigned inspector on the acceptance process of the proposed Post Holder to EASA.

The Resume standard to be used by a CAMO is made available for download in an electronic format on the EASA Web Site (<https://www.easa.europa.eu/en/document-library/application-forms/resume>).

0.5. Entry Into Force

This user guide comes into effect 30 days after its issue date. Within this time frame the organisation shall assess the impact of this User Guide in the organisation’s procedures and, when relevant, propose a revision of the affected procedures to the assigned inspector.

The entry into force date of this User Guide does not supersede the need to comply with any other entry into force date(s) established by applicable regulations.



**0.6. Associated Instructions**

EASA has developed associated instructions (User Guides, Forms, Templates and Work Instructions) to detail specific matters, which have to be considered as an integral part of this procedure.

A complete listing of these documents, together with their applicability to the organisation or NAA / QE / EASA, is addressed in the current revision of the FO.CAMO.00009 “EASA Part-CAMO Approvals – Documentation Index”. Documents which are applicable to both NAA/QE/EASA and organisations are made available on the EASA Web Site (<https://www.easa.europa.eu/en/domains/aircraft-products/continuing-airworthiness-organisations/part-camo-part-cao>).

Documents which are only applicable to NAA/QE/EASA are made available only on CIRCABC.

0.7. Communication

All documents and correspondences between the organisation, the overseeing authority and EASA shall be in the English language unless otherwise agreed by EASA.





1. Management Personnel





1.1. Definition of Management Personnel

The Management Personnel may be classified as following:

The Accountable Manager {CAMO.A.305(a)}

Shall be the person having the corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with Regulation (EU) 2018/1139 and delegated and implementing acts adopted on the basis thereof.

If the organisation is also approved as Air Carrier licensed in accordance with Regulation (EC) No 1008/2008, the accountable manager shall be in addition the person appointed as accountable manager for the air carrier.

The nominated persons or groups of persons {CAMO.A.305 (a) (3)(4)(5) & (c)}

Shall be who is/are responsible:

- a) For ensuring that the organisation always complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements of Annex Vc (Part-CAMO), Annex I (Part-M) and Annex Vb (Part-ML).
- b) For managing the compliance monitoring function as part of the management system; and
- c) For managing the development, administration, and maintenance of effective safety management processes as part of the management system.

In any case, these personnel shall have direct access to the Accountable Manager. This(ese) manager(s) should represent the management structure of the organisation for all continuing airworthiness management functions, being responsible for the daily operation of the organisation and ensuring that the organisation personnel work in accordance with the applicable procedures and regulatory requirements.

Dependent on the size of the operation and the organisational set-up, the continuing airworthiness management functions may be divided under individual managers or combined in any number of ways. The nominated personnel may delegate functions to other manager(s) working directly under their respective responsibility.

CAMO Post Holder {CAMO.A.305 (b) (2) & (c)}

If the organisation is also approved as Air Carrier licensed in accordance with Regulation (EC) No 1008/2008, in addition to the person or group of persons mentioned above, a person responsible for the management and supervision of continuing airworthiness (hereafter referred as **CAMO Post Holder**) shall be nominated. This person should not be employed by any Part-145 organisation contracted to the operator, unless agreed by the competent authority.

Other Manager(s)

Depending either on the size of the organisation or on the decision of the Accountable Manager, the organisation may appoint additional managers for any CAMO function(s). This(ese) manager(s) shall report ultimately to the nominated personnel identified to be responsible for the related EASA Part-CAMO function(s) and therefore by definition are not to be considered themselves as nominated personnel. As a consequence, to a manager can be only assigned duties which are responsibilities of the nominated personnel to whom he/she reports.

Deputy(s)

The CAME shall make clear who deputise for any particular nominated personnel in the case of lengthy absence of the said person (this may be done by detailing the procedures to appoint a deputy nominated person or by identifying directly the person by name in the CAME).

It is the responsibility of the organisation to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the nominated personnel.





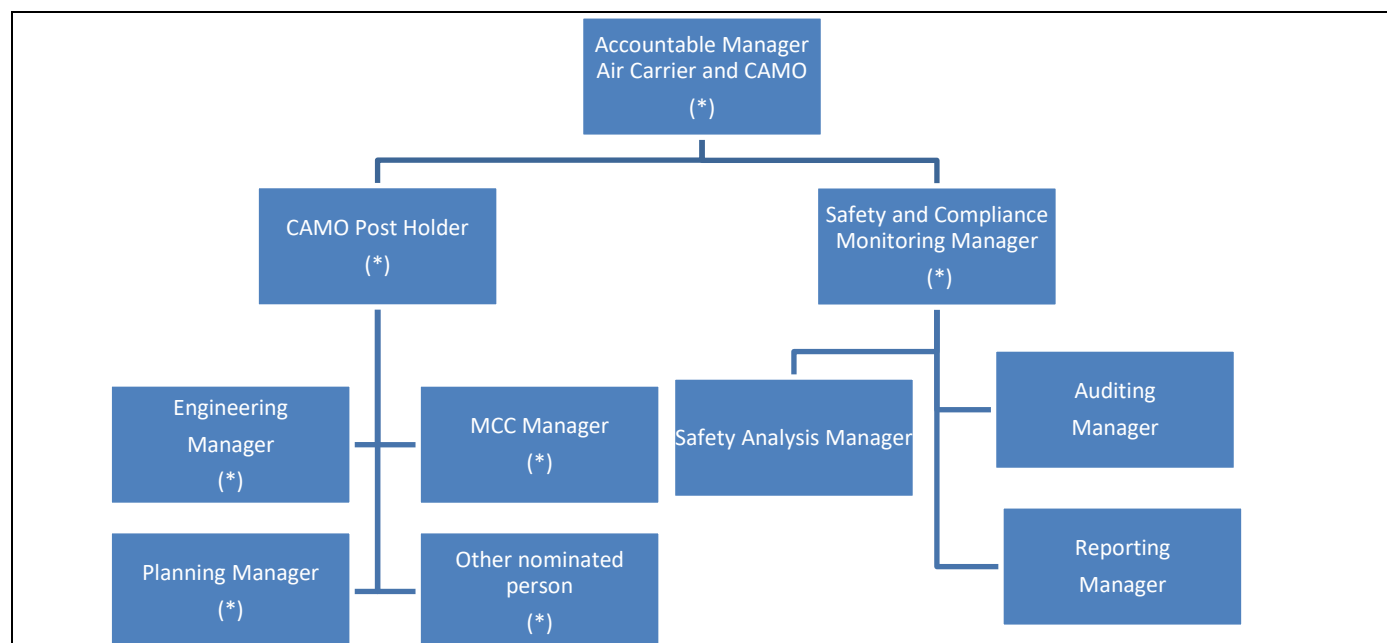
Note: A deputy Accountable Manager or deputy nominated person is not intended to replace the Post Holder for an indefinite period of time. This particularly applies when the Accountable Manager or a nominated person leaves the organisation; in such a case, the new Post Holder has to be appointed in a reasonable period of time and be agreed by the competent authority.

Airworthiness Review Staff

For Airworthiness review staff see [Chapter 5](#) of this User Guide.

1.2. CAMO Organisation Structure - Examples.

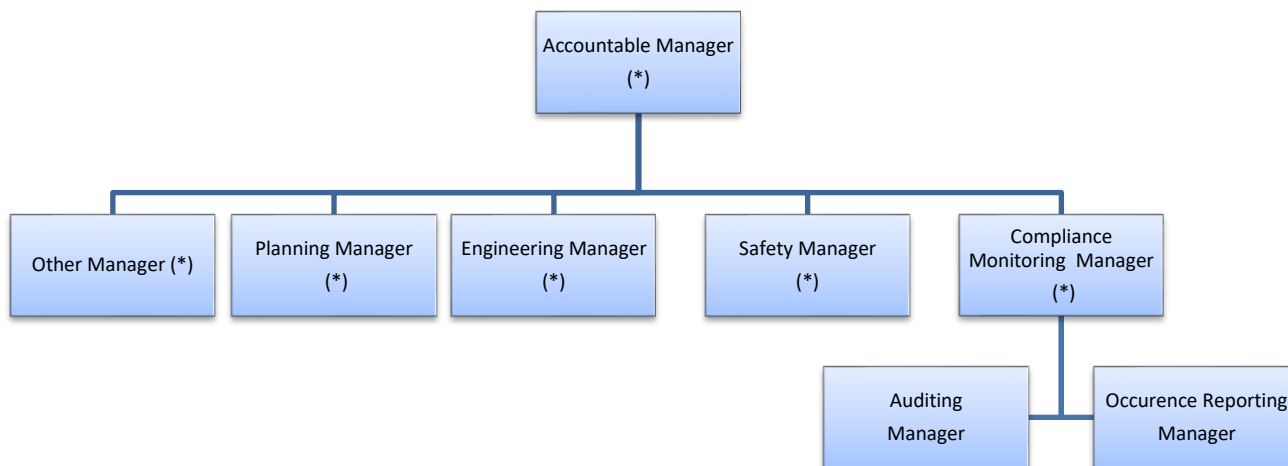
1.2.1. Example 1: Organisation also Approved as Air Carrier – as per CAMO.A.305(b)



(*) Post Holders

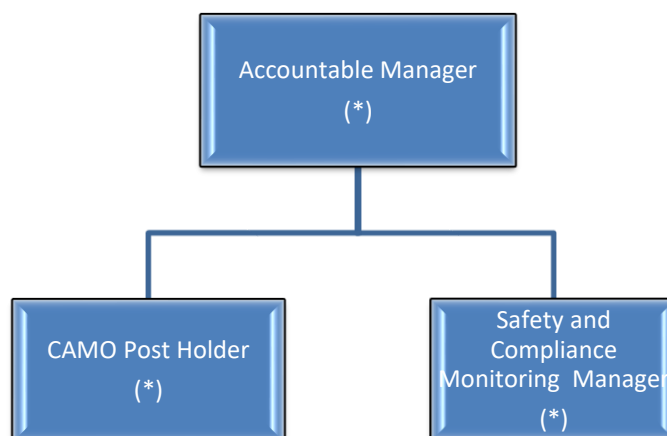
Management personnel List	Deputies
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none">• CAMO Post Holder ;• Safety and Compliance Monitoring Manager;• Engineering Manager;• Planning Manager;• MCC Manager;• Other nominated person (manager).	<ul style="list-style-type: none">• Deputy Engineering Manager;• Deputy Planning Manager;• Deputy Safety Manager;• Deputy Compliance Monitoring Manager;• ...
List of Other Managers: <ul style="list-style-type: none">• Auditing Manager;• Occurrence Reporting Manager;• Any (Other) Manager.	Not required



**1.2.2. Example 2****(*) Post Holders**

Management personnel List	Deputies
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none">• Safety Manager;• Compliance Monitoring Manager• Engineering Manager;• Planning Manager;• Other nominated person (manager).	<ul style="list-style-type: none">• Deputy Safety Manager;• Deputy Compliance Monitoring Manager;• Deputy CAMO Post Holder• Deputy Engineering Manager;•
List of Other Managers: <ul style="list-style-type: none">• Auditing Manager;• Occurrence Reporting Manager;• Any (other) Manager.	Not required



**1.2.3. Example 3: Small CAMO.****(*) Post Holders**

<i>Management personnel List</i>	<i>Deputies</i>
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none">• CAMO Post Holder (may be also the Accountable Manager);• Safety and Compliance Monitoring Manager.	<ul style="list-style-type: none">• Deputy Maintenance Manager;• Deputy Safety and Compliance Monitoring Manager.

1.3. Application to EASA

A CAMO organisation applying for an initial application, or application for change of Post Holder(s), shall provide EASA with the FO.CAMO.00013 “Application for Part-CAMO Approval (Form 2-CAMO)”, the FO.CAO.00156 “Management Personnel Resume”, a draft of the CAME and the relevant evidences for training, experience, and competence (refer to [Chapter 3](#) of this User Guide).

Before proposing a Post Holder to EASA, the organisation must ensure that:

- This person is compliant with the requirements addressed in EASA Part-CAMO regulation “as amended” and with the minimum criteria addressed in [Chapter 3](#) of this User Guide.
- The required evidences of the training and/or experience are enclosed.
- The the FO.CAO.00156 “Management Personnel Resume” is used and filled according to [Chapter 4](#) of this User Guide The Resume is signed by the Post Holder himself attesting that the information are accurate and compliant to the CAME requirements.

Notes:

- A Post Holder previously accepted by EASA for a different position or in a different organisation cannot constitute a demonstration of acceptability for a new position. However, such evidence could be provided as an element to support the new application.





2. Acceptance of CAMO Post Holders





2.1. Review of the Documental Evidences

The organisation shall submit to EASA a written Resume of the proposed person's qualifications including the evidences of the training and experience to demonstrate the Post Holder is a person holding the minimum knowledge, background, and experience according to the [Chapter 3](#) of this User Guide, which is relevant to the position he/she holds. The Resume and the according documents are reviewed by the assigned inspector.

2.2. Interview

The Post Holder acceptance process may be complemented by an interview of the proposed Post Holder(s) by the assigned inspector.

The objective of the interview is to assess, through sample checks, that the requirements of [Chapter 3](#) of this User Guide are met.

2.2.1. During the Initial Approval Process

A meeting with the Accountable Manager shall be convened to verify his compliance with the criteria addressed in [Chapter 3](#) of this User Guide.

During the on-site audit of the initial investigation process, every Post Holder has to be met, while interviewed at the discretion of the assigned inspector.

2.2.2. Change of Post Holders

In case of change of a Post Holder, the decision to run an interview is at the discretion of the assigned inspector, based upon his knowledge and the confidence with the management system of the organisation.

However, the interview is to be considered mandatory in case of frequent and significant changes of the EASA Post Holders that may compromise the organisational stability, such as in the following examples:

- Simultaneous replacement of the Accountable Manager and Safety or Compliance Monitoring Manager.
- Simultaneous replacement of the Accountable Manager and CAMO Post Holder.
- When the same Post Holder position is replaced more than once within one year period.

The interview of the proposed Post Holder(s) will be preferably performed during an on-site audit of the organisation. However, it could also be performed by teleconference or by meeting the assigned inspector at his/her office.

2.3. Formal Acceptance of the Post Holder(s)

Once the assigned inspector is satisfied by:

- The documental evidences.
- The interview, where performed.
- The FO.CAMO.00013 "Application for Part-CAMO Approval (Form 2-CAMO)".
- The FO.CAO.00156 "Management Personnel Resume".
- The CAME.

He/she will recommend the acceptance of the Post Holder(s).





Based upon this recommendation, EASA will formally notify in writing the organisation (copying the assigned inspector) of the CAME and the Post Holder(s) acceptance.

Note: The CAME approval constitutes formal acceptance of personnel.





3. Minimum requirements for Post Holders



**3.1 Minimum Requirements for Accountable Manager**

Management Personnel EASA Position	ACCOUNTABLE MANAGER / Deputy AM
Requirements	
Evidence of basic understanding	Safety and Quality Systems
	CAME
	Part-CAMO/Part-M
	Human Factor
Evidence of full understanding	"Accountable manager statement"
	"Safety quality policy"
Evidence of	Corporate authority for financing Continuing Airworthiness activities
Evidence of	Corporate authority for financing all the Operator's operations (licensed air carriers in accordance with Regulation (EC) No 1008/2008)

When the accountable manager is not the chief executive officer, its signed statement is required to ensure that the proposed person has direct access to the chief executive officer and has the necessary funding allocation for the continuing airworthiness management activities sought, in accordance with AMC1 CAMO.A.305(a).

3.2 Minimum Requirements for Post Holders (and their deputies).

CAMO.A.305(c)

Management Personnel EASA Position	CAMO POST HOLDER & Other nominated person	SAFETY MANAGER	COMPLIANCE MONITORING MANAGER (7)
Knowledge of			
1. Safety & Quality Systems	Full Understanding	Full Understanding	Full Understanding
2. The organisation's CAME	Full Understanding	Full Understanding	Full Understanding
3. Applicable regulations and procedures (e.g. Part-M, Part-145, Part-CAMO, Part-21)	Full Understanding	Full Understanding	Full Understanding
4. Maintenance Methods (3)	Full Understanding	Full Understanding	Full Understanding
5. AOC Holder's operations specifications when applicable (e.g. ETOPS, RVSM, PBN, ...)	Full Understanding	Full Understanding	Full Understanding
6. Relevant parts of operational requirements and procedures	Full Understanding	Full Understanding	Full Understanding





Management Personnel EASA Position		CAMO POST HOLDER & Other nominated person	SAFETY MANAGER	COMPLIANCE MONITORING MANAGER (7)
Knowledge of				
7.	Relevant parts of the AOC Holder's operations manual when applicable	Full Understanding	Full Understanding	Full Understanding
8.	Fuel Tank Safety training (1) (2)	Phase1 + 2 + Continuation	Phase1 + Continuation	Phase1
9.	EWIS (2) when applicable	Initial + Continuation	Initial + Continuation	Initial + Continuation
10.	Human Factor principles	Full Understanding	Full Understanding	Full Understanding
11.	Safety Training incl. Human Factors(2)	Initial + Continuation	Initial + Continuation	Initial + Continuation
12.	Relevant sample of aircraft type(s) (4)	Training Course	Training Course	Training Course
13.	Specific Requirements	Other specific knowledge relevant for the job position	Specific requirements of the safety manager see paragraph 3.3	Knowledge and experience in compliance monitoring, manuals and procedures related to the task, audit techniques, reporting, and recording
14.	Language	Ability to read, write and communicate to an understandable level in the English language (6)		
		An equivalent knowledge of the language(s) in which the instructions for continuing airworthiness are written		
Management Personnel EASA Position		CAMO POST HOLDER & Other nominated person	SAFETY MANAGER	COMPLIANCE MONITORING MANAGER (7)
Background & Experience		Level		
15.	Specific Requirements	A relevant engineering degree or an aircraft maintenance technician qualification with additional education that is acceptable to the competent authority. (5)		
16.	Satisfactory experience related to aircraft continuing airworthiness management	<ul style="list-style-type: none">Five years relevant work experience, of which at least two years should be from the aeronautical industry in an appropriate position.Practical experience and expertise in the application of aviation safety standards and safe operating practices.		

Notes:

- Fuel Tank Safety training applicable only to organisations involved in the continuing airworthiness management of large airplanes (Appendix III to AMC4 CAMO.A.305(g)/Appendix XII to AMC1 M.B.102(c) — Fuel Tank Safety training).
- These courses could be imparted by the Part CAMO, by a Part 147 organisation, or by any other organisation accepted by the competent authority. Initial safety training should cover all the topics of the training syllabus specified in GM2 CAMO.A.305(g) either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation and/or work for each function within the organisation (as per AMC3 CAMO.A.305(g) Personnel requirements).





- (3) Knowledge of Maintenance Methods can be demonstrated by experience and/or appropriate training.
- (4) "Relevant sample" means that those courses should cover typical aircraft and aircraft systems that are within the scope of approval. Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be provided by a Part-147 organisation or by the manufacturer.
- (5) "Relevant engineering degree" means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies that are relevant to the maintenance and/or continuing airworthiness of aircraft/aircraft components. This may be replaced by 5 years of experience in addition to the work experience already mentioned in item 16. These additional 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.
- (6) The CAME should be available in the English language. However, it may also be written in a second language (English and the language of the country where the organisation is located) (refer to UG.CAMO.00004-002 "EASA Part-CAMO Approvals - User Guide for CAME (CAMO-AOC)").
- (7) The role of the Compliance monitoring manager cannot be combined with a function or position involved in the continuing airworthiness management. If the functions related to compliance monitoring or safety management are combined with other duties, the organisation should ensure this does not result in any conflicts of interest. In particular, the compliance monitoring function should be independent from the continuing airworthiness management functions.

3.3 Specific Requirements for Safety Manager

GM3 CAMO.A.305(g)

The competency of a safety manager should include, but not be limited to and in addition to the items in the above para. 3.2, the following:

- (a) Knowledge of ICAO standards and European requirements on safety management.
- (b) An understanding of management systems, including compliance monitoring systems.
- (c) An understanding of risk management.
- (d) An understanding of safety investigation techniques and root cause methodologies.
- (e) An understanding of HF.
- (f) Understanding and promotion of a positive safety culture.
- (g) Operational experience related to the activities of the organisation.
- (h) Safety management experience.
- (i) Interpersonal and leadership skills, and the ability to influence staff.
- (j) Oral and written communications skills.
- (k) Data management, analytical and problem-solving skills.





4. Resume Completion Instructions





FO.CAO.00156 "Management Personnel Resume"

Block	Subject	Completion Instructions	Notes
1	Organisation name	Enter the Organisation name.	
2	Approval number relevant to the item (1)	Enter the EASA approval number.	<i>For initial applications it is intended the provisional approval number issued by EASA which is in "pending" status</i>
3	First Name/Surname Email address Telephone	Enter the following information of the person proposed to hold the position identified in item (5): <ul style="list-style-type: none">First Name/ SurnameEmail addressContact telephone number	<i>Title means any personal title (ex. Mr, Mrs, Ms, Dr., etc.)</i> <i>Resume missing the email address / telephone number is not acceptable.</i>
4	Details of Management Personnel required to accepted	Select the applicable Regulation by ticking the relevant box (i.e. Part-CAMO).	
5	Position for the EASA approval	Select the position for which the person indicated in item (3) is proposed. Refer to the table in para. 3.2 of this User Guide, line "Management personnel / EASA Position" for further reference.	<i>For standardization purposes, a predefined list of positions is given in the EASA Organisation Management Software and only one may be selected.</i> <i>In case a nominated person holds a role which covers more than one of the predefined positions (e.g. Logistic Manager and Outsourcing Manager and Production Planning Manager, etc.), the organisation can select either:</i> <ul style="list-style-type: none"><i>the preferred position between the ones available, subject to clearly defining in the CAME all the EASA responsibilities associated to that position, or;</i><i>Fill one Resume for each different position hold.</i>





FO.CAO.00156 "Management Personnel Resume"

Block	Subject	Completion Instructions	Notes
6	Title within the Organisation	Enter the effective title of the person indicated in item (3) which is in use within the organisation. This box can be left blank if the title is the same as already indicated in block (5).	<i>This block allows to associate a person to one of the predefined positions indicated in block (5) and also providing the actual title in use within the organisation. For example, for the block (5) position of "Compliance Monitoring Manager" the actual title within the organisation may be "Director Quality Compliance Monitoring"</i>
7	Qualifications relevant to the position	<p>Enter the qualifications hold by the person indicated in item (3) which are relevant to the item (5) position.</p> <p>Refer to the table in para. 3.2 of this User Guide, column "Knowledge of" for the minimum qualification requirements that apply to the position identified in item (3) and evidences to be provided. Note: making in this block only reference to an attached document (e.g. CV, etc.) without entering the minimum qualification relevant to the position is not acceptable.</p>	<p><i>In order to provide the evidences associated to the declared qualifications:</i></p> <ul style="list-style-type: none"><i>Attach the relevant evidence to the Resume (ex. Aircraft type training courses, training certificates, etc.)</i> <p><i>or</i></p> <ul style="list-style-type: none"><i>Attach a copy of a training evidence issued by the organisations internal training system, dated & signed by the person indicated in item (3).</i>
8	Work experience relevant to the item position	<p>List the previous work experiences of the person indicated in item (3) which are relevant to the item (5) position in the following format: <i>period from/to- Position covered- company/organisation</i></p> <p>Refer to the table in para. 3.2 of this User Guide, block "background and experience" for the minimum requirements that apply to the position identified in item (5). Note: making in this block only reference to an attached document (e.g. CV, etc.) without entering the minimum work experience relevant to the position is not acceptable.</p>	
n/a	Date	Enter the date in which the Resume is signed by the person indicated in item (3).	
n/a	Signature	Enter the signature of the person indicated in item (3).	<i>The Resume must be signed by the proposed person himself/herself.</i>





5. Airworthiness Review Staff





5.1 Airworthiness Review Staff

Airworthiness review staff (ARS) are only required if the CAMO wants to be granted the privileges to perform airworthiness reviews (CAMO.A.125(e)) and, if applicable, to issue permit to fly (CAMO.A.125(f)).

Only approved organisations having their principal place of business in one of the EU Member States, may be granted the above privileges.

The organisation shall nominate appropriate competent staff in compliance with the following subchapters.

An ARS authorisation can only be issued to a person by that organisation, when the person has been formally accepted by the competent authority.

5.2 Acceptance of the Airworthiness Review Staff

AMC1 CAMO.A.310(c)

The approval by the competent authority of the CAME, containing, as specified in point CAMO.A.300(a)(8), the nominative list of CAMO.A.305(e) personnel, constitutes the formal acceptance by the competent authority of the airworthiness review staff of a Part-CAMO organisation.

The inclusion of an airworthiness review staff in such CAME list also constitutes the formal authorisation by the organisation.

5.3 Position in the Organisation

AMC1 CAMO.A.310(a)

The airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft.

Independence from the airworthiness management process may be achieved, among other ways, as follows:

- By being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific aircraft type, while being involved in the continuing airworthiness management of a different aircraft type.
- A CAMO holding a maintenance organisation approval may nominate maintenance personnel from their maintenance organisation as airworthiness review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests.
- By nominating as airworthiness review staff personnel from the compliance monitoring department of the CAMO. In such case the independence in regard to the audit function need to be ensured.

Overall authority on the airworthiness management process of complete aircraft may be achieved, among other ways, as follows:

- By nominating as airworthiness review staff the accountable manager or the nominated Post Holder.
- By being authorised to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process.



**5.4 Minimum Requirements for Airworthiness Review Staff**

CAMO.A.310

Check List 1: Topics to be reviewed before granting /extending an EASA Airworthiness Review Staff individual authorization.

EASA regulation / Requirements		
1. General	The person holds	(a) an appropriate EASA Part-66 license (1) , or
		(b) an aeronautical degree or a national equivalent (2) , or
		(c) 5 years of experience in continuing airworthiness additional to those already required as experience below. (4)
2. Experience	At least 5 years of experience in continuing airworthiness (4) and recent continuing airworthiness management experience, as appropriate.	
3. Training	i) Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. (3)	
4. Additional Training	ii) Initial SAFETY TRAINING (INCLUDING HUMAN FACTORS) per syllabus GM2 CAMO.A.305(g).	
	iii) Appropriate training on the organisation's CAME and associated procedures/lists.	
	iv) Appropriate training on relevant parts of initial and continuing airworthiness regulations incl. Part 21, Part 145/CAO,annex I (Part M), Vb (Part ML) and/or Vc (Part CAMO) and/or annex Va (Parte T) as applicable.	
	v) Initial FTS training if applicable, (Appendix III to AMC4 CAMO.A.305(g) and Appendix XII to AMC1 M.A.706(f) and AMC1 M.B.102(c) — Fuel Tank Safety training) consistent en Level 1 + Level 2.	
	vi) EWIS training (refer to AMC 20-22 for further details) if applicable.	
	vii) Operator procedures, such as but not limited to the relevant parts of operations manual, MEL, Log Book, etc.,	
	viii) Knowledge of Maintenance Methods (can be demonstrated by experience and/or appropriate training). (5)	
5. Position in the organisation	The person has a position in the organisation (a) independent from the airworthiness management process, or (b) with overall authority on the airworthiness management process of complete aircraft.	

Notes:

- (1) An appropriate licence in compliance with Annex III (Part-66) is any one of the following:
 - a category B1 or L licence in the subcategory of the aircraft reviewed, or
 - a category B2 or C licence, or
 - in the case of piston-engine non-pressurised aeroplanes of 2 000 kg MTOM and below, a category B3 licence.
- (2) A relevant engineering degree or an aircraft maintenance technician qualification with additional education that is acceptable to the competent authority. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies that are relevant to the maintenance and/or continuing airworthiness of aircraft/aircraft components.
- (3) These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be provided by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.
"Relevant sample" means that these courses should cover typical aircraft and aircraft systems that are within the scope of work.
- (4) "Experience in continuing airworthiness" means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.
- (5) "Maintenance Methods" means the full understanding of records for the release of maintenance, the different types of maintenance programmes (based on specific checks at required intervals or based on equalised checks), the difference between Hard Time Components and components controlled "on-condition" or by "trend-monitoring", or when and how maintenance deferment is possible.





Check List 2: Topics to be reviewed before renewal of an EASA Airworthiness Review Staff individual authorisation

EASA regulation / Requirements	
Recurrent training	The person received recurrent training that covers up-to-date information on Safety and Human Factors, FTS, Organisation procedures, Aviation legislations, EWIS as applicable to the organisation scope of approval and individual authorization held. For recurrent safety training see AMC3 CAMO.A.305(g)(c).
Recent experience	The person has (a) been involved in continuing airworthiness management activities for at least 6 months in every 2-year period, or (b) conducted at least one airworthiness review in the last 12-month period.

5.5 Airworthiness Review under Supervision

CAMO.A.310(c)

Any:

- a) New airworthiness review staff, or
- b) Airworthiness review staff not showing sufficient recent experience,

Needs to conduct an airworthiness review under the supervision of the competent authority.

If upfront agreed with the competent authority, the airworthiness review can be performed under the supervision of another currently authorised airworthiness review staff of the organisation, in accordance with an approved CAME procedure. In this case, an evidence of the completed airworthiness review at a satisfactory level needs to be provided to the competent authority.

For the extension of the authorization scope, the extent of the supervision will be determined on a case to case basis by the competent authority.

Note: ARS sufficient recent experience means:

- Involved in continuing airworthiness management activities for at least 6 months in every 2-year period, or
- Conducted at least one airworthiness review in the last 12-month period.

