

ANNEX II

The following Annex Vd (Part-CAO) is added to Regulation (EU) No 1321/2014:

ANNEX Vd

(Part-CAO)

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CAO.1 General

- (a) For the purpose of this Part, the competent authority shall be:
- (1) for organisations having their principal place of business in a Member State, the authority designated by that Member State; or
 - (2) for organisations having their principal place of business located in a third country, the Agency.
- (b) For the purpose of this Part, the following definitions and acronyms shall apply:
- (1) AD: airworthiness directive;
 - (2) AMP: an aircraft maintenance programme complying with the requirements of ML.A.302 of Part-ML;
 - (3) AMP declaration: a declaration issued by the owner of an aircraft in accordance with ML.A.302(c)7 of Part-ML for the AMP applicable to their aircraft;
 - (4) ARC: an airworthiness review certificate issued in compliance with ML.A.901(a) of Part-ML;
 - (5) CAE: combined airworthiness exposition;
 - (6) CAO: a combined airworthiness organisation approved in accordance with Section A of this Part;
 - (7) CRS: certificate of release to service;
 - (8) DAH: design approval holder;
 - (9) owner: the person responsible for the continuing airworthiness of the aircraft, including:
 - (i) the registered owner of the aircraft; or
 - (ii) the lessee in the case of a leasing contract; or
 - (iii) the operator;
 - (10) Part-M: Annex I to Regulation (EU) No 1321/2014;
 - (11) Part-145: Annex II to Regulation (EU) No 1321/2014;
 - (12) Part-66: Annex III to Regulation (EU) No 1321/2014;
 - (13) Part-ML: Annex Vb to Regulation (EU) No 1321/2014;
 - (14) Part-CAO: Annex Vd to Regulation (EU) No 1321/2014;
 - (15) Part-21: Annex I to Regulation (EU) No 748/2012; and
 - (16) Part-NCO: Annex VII to Regulation (EU) No 965/2012.

SECTION A
ORGANISATION REQUIREMENTS

CAO.A.010 Scope

This Part establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the maintenance and continuing-airworthiness management of aircraft and components for installation thereon when such aircraft are not classified as complex motor-powered aircraft and are not listed in the air operator certificate of an air carrier licensed in accordance with Regulation (EC) No 1008/2008.

CAO.A.015 Application

An application for the issuance or change of an approval shall be made to the competent authority in a form and manner established by such an authority.

CAO.A.020 Terms of approval

- (a) The organisation shall specify the scope of work deemed to constitute approval in its CAE, as described in CAO.A.025.
- (1) For aeroplanes of more than 2 730 kg maximum take-off mass (MTOM) and for helicopters of more than 1 200 kg MTOM or certified for more than 4 occupants, the scope of work shall indicate the particular aircraft types. Changes to this scope of work shall be approved by the competent authority in accordance with CAO.A.105(a) and CAO.B.065(a).
 - (2) For complete turbine engines, the scope of work shall indicate the engine manufacturer or group or series or type and/or the maintenance task(s). Changes to this scope of work shall be approved by the competent authority in accordance with CAO.A.105(a) and CAO.B.065(a).
 - (3) For aircraft other than those mentioned in (a)(1) above, for components other-than-complete turbine engines and for non-destructive testing (NDT)-specialised services, the scope of work shall be controlled by the CAO in accordance with the procedure defined in CAO.A.025(a)(11). In the particular case of component maintenance of other-than-complete engines, the scope of work shall be classified according to the following system ratings:
 - (i) C1: air conditioning and pressurisation;
 - (ii) C2: auto flight;
 - (iii) C3: communications and navigation;
 - (iv) C4: doors and hatches;
 - (v) C5: electrical power and lights;

- (vi) C6: equipment;
- (vii) C7: engine;
- (viii) C8: flight controls;
- (ix) C9: fuel;
- (x) C10: helicopter and rotors;
- (xi) C11: helicopter transport;
- (xii) C12: hydraulic power;
- (xiii) C13: indicating and recording system;
- (xiv) C14: landing gear;
- (xv) C15: oxygen;
- (xvi) C16: propellers;
- (xvii) C17: pneumatic and vacuum systems;
- (xviii) C18: protection from ice/rain/fire;
- (xix) C19: windows;
- (xx) C20: structural;
- (xxi) C21: water ballast; and
- (xxii) C22: propulsion augmentation.

Organisations obtaining a Part-CAO approval, on the basis of an existing Part-145, Part-M, Subpart F or Part-M, Subpart G organisation approval in accordance with Article 4.3 of Regulation (EU) No 1321/2014, shall include in the scope of work all the necessary details to ensure that the privileges are identical to the ones included in the existing approval.

- (b) Appendix I of this Part provides the template certificate for this approval.
- (c) A CAO may fabricate, in conformity with maintenance data, a restricted range of parts for use in the course of undergoing work within its own facilities, as indicated in their CAE.

CAO.A.025 Combined airworthiness exposition

- (a) The CAO shall provide a manual containing at least the following information:
 - (1) a statement signed by the accountable manager to confirm that the organisation will work in accordance with this Part and the organisation's exposition at all times;
 - (2) the organisation's scope of work;
 - (3) the title(s) and name(s) of the person(s) referred to in CAO.A.035(a) and (b);
 - (4) an organisation chart showing associated chains of responsibility between the person(s) referred to in CAO.A.035(a) and (b);
 - (5) a list of certifying staff with their scope of approval, if applicable;

- (6) a list of staff responsible for the development and approval of AMPs with their scope of approval, if applicable;
 - (7) a list of airworthiness review staff with their scope of approval, if applicable;
 - (8) a list of staff responsible for the issuance of permits to fly, if applicable;
 - (9) a general description of the facilities and their location;
 - (10) procedures specifying how the organisation shall ensure compliance with this Part; and
 - (11) the CAE amendment procedure, as described in CAO.A.105(b).
- (b) The initial CAE shall be approved by the competent authority.
- (c) Amendments to the CAE shall be handled in accordance with CAO.A.105.

CAO.A.030 Facilities

The organisation shall ensure that facilities, including adequate office accommodation, are provided for all planned work.

In addition, if the scope of approval of the organisation includes maintenance activities, the organisation shall ensure that:

- (a) specialised workshops, hangars and bays provide adequate protection from contamination and the environment;
- (b) secure storage facilities are provided for components, equipment, tools and material; storage conditions shall ensure segregation of unserviceable components and material from all other components, material, equipment and tools, shall be in accordance with the manufacturer's instructions, and access shall be restricted to authorised personnel.

CAO.A.035 Personnel requirements

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all activities can be financed and carried out to the standard required by this Part.
- (b) The accountable manager shall nominate a person or group of persons with the responsibility of ensuring that the organisation is always in compliance with this Part. Such person(s) shall ultimately be responsible to the accountable manager.
- (c) All persons under (b) above shall be able to show relevant knowledge, background and experience related to continuing-airworthiness management and/or maintenance, as appropriate for their functions.
- (d) The organisation shall have sufficient appropriately qualified staff for the expected work. The use of temporarily subcontracted staff is permitted.
- (e) The qualification of all personnel shall be demonstrated and recorded.

- (f) Personnel who carry out specialised tasks such as welding, or non-destructive testing (NDT) inspection other than colour contrast inspections shall be qualified in accordance with an officially-recognised standard.

CAO.A.040 Certifying staff

- (a) Certifying staff shall comply with the requirements of Article 5 of Regulation (EU) No 1321/2014 and shall only exercise their privileges if the organisation has ensured:
 - (1) that these certifying staff can demonstrate that they meet the requirements of 66.A.20(b) of Part-66 except when Article 5(6) of Regulation (EU) No 1321/2014 refers to a national regulation of a Member State, in which case, they shall meet the requirements of such a regulation; and
 - (2) that these certifying staff have an adequate understanding of the relevant aircraft and/or aircraft component(s) to be maintained as well as of the associated organisation procedures.
- (b) By derogation from (a) above, in the following unforeseen cases where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the CAO contracted to provide maintenance support may issue a one-off certification authorisation:
 - (1) to one of their employees holding type qualifications for aircraft of similar technology, construction and systems; or
 - (2) to any person with no less than 3 years of maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification provided that there is no organisation appropriately approved under this Part-CAO at that location, and that the contracted CAO obtains and holds on file evidence of the experience and licence of that person.

All such cases must be reported to the competent authority within 7 days of issuing such a certification authorisation. The CAO issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is rechecked.

- (c) By derogation from (a) above, the organisation may use certifying staff qualified in accordance with the following requirements when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the CAE:
 - (1) for a repetitive preflight AD which specifically states that the flight crew may carry out such an AD, the organisation may issue a limited certifying-staff authorisation to the pilot-in-command, on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out so that such a commander can accomplish the AD to the required standard; and
 - (2) in the case of aircraft operating away from a supported location, the organisation may issue a limited certifying-staff authorisation to the pilot-in-command, on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical

training has been carried out so that such a commander can accomplish the task to the required standard.

- (d) The CAO shall record the details concerning certifying staff, and maintain a current list of all certifying staff together with their scope of approval as part of the organisation's exposition.

CAO.A.045 Airworthiness review staff

- (a) To be approved to carry out airworthiness reviews and, if applicable, to issue permits to fly, a CAO shall have appropriate airworthiness review staff who have acquired:
 - (1) at least 3 years of experience in continuing airworthiness except that for sailplanes and balloons this experience shall be at least 1 year;
 - (2) an appropriate licence in compliance with Part-66 or a nationally-recognised maintenance personnel qualification appropriate to the aircraft category (when Article 5(6) refers to national rules) or an aeronautical degree or equivalent; and
 - (3) appropriate aeronautical-maintenance training.

Notwithstanding (1) to (3) above, the requirement of CAO.A.045(a)(2) may be replaced by 4 years of experience in continuing airworthiness, additional to those already required by CAO.A.045(a)(1) except that for sailplanes and balloons, this additional experience shall be 2 years.

- (b) Airworthiness review staff nominated by the CAO can only be issued an authorisation by the CAO when formally accepted by the competent authority after satisfactory completion of an airworthiness review under the supervision of the competent authority or under the supervision of the organisation's airworthiness review staff in accordance with a procedure approved by the competent authority.
- (c) The CAO shall ensure that the airworthiness review staff can demonstrate appropriate recent continuing-airworthiness experience.
- (d) Airworthiness review staff shall be identified by listing each person in the CAE together with their airworthiness review authorisation reference.
- (e) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing-airworthiness experience and training, as well as a copy of the authorisation. This record shall be retained until 2 years after the airworthiness review staff have left the organisation.

CAO.A.050 Components, equipment and tools

- (a) The organisation shall:
 - (1) hold the equipment and tools specified in the maintenance data described in CAO.A.055, or verified equivalents as listed in the CAE, as necessary for day-to-day maintenance within the scope of the approval; and

- (2) have a procedure to ensure that they will have access to all other equipment and tools, used only on an occasional basis, when they are needed.
- (b) Tools and equipment shall be controlled and calibrated to an officially recognised standard. Records of such calibrations and the standard used shall be kept by the organisation.
- (c) The organisation shall inspect, classify and appropriately segregate all incoming components in accordance with M.A.501 and M.A.504 of Part-M or in accordance with ML.A.501 and ML.A.504 of Part-ML, as applicable.

CAO.A.055 Maintenance data and work orders

- (a) The CAO shall hold and use applicable current maintenance data specified in M.A.401 of Part-M or in ML.A.401 of Part-ML, as applicable, in the performance of maintenance, including modifications and repairs. In the case of customer-provided maintenance data, it is only necessary to have such data when the work is in progress.
- (b) Before the commencement of maintenance, a written work order shall be agreed between the CAO and the person or organisation requesting maintenance to clearly establish the maintenance to be carried out.

CAO.A.060 Maintenance standards

When performing maintenance, the CAO shall:

- (a) ensure that any person performing maintenance is qualified in accordance with this Part;
- (b) ensure that the area in which maintenance is carried out is well organised and clean (no dirt/contamination);
- (c) use the methods, techniques, standards and instructions specified in the CAO.A.055 maintenance data and work orders;
- (d) use the tools, equipment and material specified in CAO.A.050;
- (e) ensure that maintenance is performed within any environmental limitations specified in the CAO.A.055 maintenance data;
- (f) ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
- (g) ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
- (h) ensure that an error-capturing method is implemented after the performance of any critical maintenance task;
- (i) perform a general verification after completion of maintenance to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts and material, and that all access panels removed have been refitted; and
- (j) ensure that all maintenance performed is properly recorded and documented.

CAO.A.065 Aircraft certificate of release to service

At the completion of any aircraft maintenance in accordance with this Part, an aircraft CRS shall be issued according to M.A.801 of Part-M or ML.A.801 of Part-ML, as applicable.

CAO.A.070 Component certificate of release to service

- (a) At the completion of all component maintenance in accordance with this Part, a component CRS shall be issued in accordance with M.A.802 of Part-M or ML.A.802 of Part-ML, as applicable. An EASA Form 1, as defined in Appendix II to Part-M, shall be issued except as prescribed by M.A.502(b), M.A.502(d) or M.A.502(e) of Part-M, and ML.A.502 of Part-ML, and for components fabricated in accordance with CAO.A.020(d).
- (b) The EASA Form 1 may be generated from a computer database.

CAO.A.075 Continuing-airworthiness management

- (a) All continuing-airworthiness management shall be carried out according to the requirements of Part-M, Subpart C or Part-ML, Subpart C, as applicable.
- (b) For every aircraft managed, the CAO shall:
 - (1) develop and control the AMP for the aircraft managed, and
 - (i) in the case of aircraft complying with Part-ML, approve the AMP and its amendments, or
 - (ii) in the case of aircraft complying with Part-M, present the AMP and its amendments to the competent authority for approval, unless the approval is covered by an indirect approval procedure in accordance with M.A.302(c) of Part-M;
 - (2) provide a copy of the AMP to the owner;
 - (3) manage the approval of modifications and repairs;
 - (4) ensure that all maintenance is performed in accordance with the AMP and released in accordance with Part-M, Section A, Subpart H or Part-ML, Section A, Subpart H, as applicable;
 - (5) ensure that all applicable ADs and all operational directives with a continuing-airworthiness impact, are implemented;
 - (6) ensure that all defects discovered during maintenance or reported are corrected by an appropriately approved maintenance organisation or by independent certifying staff;
 - (7) ensure that the aircraft is brought for maintenance to an appropriately-approved organisation or to independent certifying staff, whenever necessary;
 - (8) coordinate the scheduled maintenance, application of ADs, replacement of service-life-limited parts, and component inspection to ensure the work is carried out properly;

- (9) manage and archive all continuing-airworthiness records and, if applicable, the operator's technical log; and
- (10) ensure that the mass-and-balance statement reflects the current status of the aircraft.

CAO.A.080 Continuing-airworthiness management data

The CAO shall hold and use applicable current maintenance data specified in M.A.401 of Part-M or ML.A.401 of Part-ML for the performance of the continuing-airworthiness management tasks referred to in CAMO.A.315 and CAO.A.075, respectively. This data may be provided by the owner, subject to an appropriate contract to be established with such an owner. In such a case, the CAO only needs to keep such data for the duration of the contract, except for the data required to be retained under CAO.A.090(b).

CAO.A.085 Airworthiness review

When the CAO performs airworthiness reviews, they shall be performed in accordance with M.A.903 of Part-M or ML.A.903 of Part-ML, as applicable.

CAO.A.090 Record-keeping

- (a) The CAO shall retain the following records:
 - (1) the maintenance records necessary to prove that all requirements have been met for the issue of the CRS, including the subcontractor's release documents; the CAO shall provide a copy of each CRS to the aircraft owner, together with a copy of any specific repair/modification data used for repairs/modifications carried out;
 - (2) the continuing-airworthiness management records required by:
 - (i) M.A.305 and, if applicable, M.A.306 of Part-M, or
 - (ii) ML.A.305 of Part-ML;
 - (3) if the CAO has the privilege referred to in CAO.A.095(c), it shall retain a copy of each ARC and recommendation issued or, as applicable, extended, together with all supporting documents; and
 - (4) if the CAO has the privilege referred to in CAO.A.095(d), it shall retain a copy of each permit to fly issued in accordance with the requirements of 21.A.729 of Part-21.
- (b) The CAO shall retain a copy of the records described in (a)(1) above, and any associated maintenance data, for 3 years as from the date the aircraft or aircraft component to which the work relates was released to service by the CAO.
- (c) The CAO shall retain a copy of the records described in (a)(2) to (a)(5) above until 2 years after the aircraft has been permanently withdrawn from service.
- (d) All records shall be stored in a manner that ensures protection from damage, alteration and theft.

- (e) All computer hardware used for backup of the maintenance records shall be stored in a different location from that containing those data, and in an environment that ensures they remain in good condition.
- (f) Where the continuing-airworthiness management of an aircraft is transferred to another organisation or person, all the records retained under (a)(2) to (a)(5) above shall be transferred to said organisation or person. The time periods prescribed for the retention of these records shall continue to apply to said organisation or person.
- (g) Where the CAO terminates its operation, all retained records shall be transferred as follows:
 - (1) for records described under (a)(1) above, they shall be transferred to the last owner or customer of the respective aircraft or component, or shall be stored as specified by the competent authority; and
 - (2) for records described under (a)(2) to (a)(5), they shall be transferred to the owner of the aircraft.

CAO.A.095 Privileges of the organisation

The privileges of the CAO are the following:

- (a) Maintenance
 - (1) Maintain any aircraft and/or component for which they are approved at the locations specified in the approval certificate and the CAE.
 - (2) Arrange for the performance of specialised services under the control of the maintenance organisation at another organisation appropriately qualified, subject to appropriate procedures to be established as part of the CAE and to be directly approved by the competent authority.
 - (3) Maintain any aircraft and/or component for which they are approved at any location, subject to the need of such maintenance arising either from the unserviceability of the aircraft or from the necessity of supporting occasional maintenance, subject to the conditions specified in the CAE.
 - (4) Issue certificates of release to service upon completion of maintenance, in accordance with CAO.A.065 or CAO.A.070.
- (b) Continuing airworthiness management
 - (1) Manage the continuing airworthiness of any aircraft for which they are approved.
 - (2) Approve the AMP, in accordance with ML.A.302(b)(2), for aircraft managed in accordance with Part-ML.
 - (3) Arrange to carry out limited continuing-airworthiness tasks with any contracted organisation working under their quality system, as listed on the approval certificate.
 - (4) Extend, under the conditions of M.A.901(f) of Part-M or ML.A.901(c) of Part-ML, an ARC that has been issued by the competent authority or by another CAO or CAMO.

- (c) Airworthiness review:
- (1) A CAO registered in one of the Member States, whose approval includes the privileges referred to in (b) above, may additionally be approved to carry out airworthiness reviews in accordance with M.A.901 of Part-M and ML.A.903 of Part-ML, and:
 - (i) issue the related ARC or recommendation for the issuance of the ARC; and
 - (ii) extend the validity of an existing ARC.
 - (2) A CAO registered in one of the Member States, whose approval includes the privileges referred to in (a) above, may additionally be approved to carry out airworthiness reviews in accordance with ML.A.903 of Part-ML and issue the related ARC.
- (d) Permit to fly
- A CAO registered in one of the Member States, whose approval includes the privileges referred to in (c) above, may additionally be approved to issue a permit to fly in accordance with 21.A.711(d) of Part-21 for those particular aircraft for which the CAO can issue the ARC when they are attesting conformity with the approved flight conditions, subject to an adequate approved procedure in the CAE.

A CAO may be approved for privileges under (a) above, privileges under (b) above, or for both privileges.

CAO.A.100 Quality system and organisational review

- (a) To ensure that the CAO continues to meet the requirements of this Part, the organisation shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system for the accountable manager to ensure corrective action, as necessary.
- (b) The quality system shall monitor Part-CAO activities, and shall include at least the following functions:
 - (1) monitoring that all Part-CAO activities are performed in accordance with the approved procedures; and
 - (2) monitoring that all contracted maintenance tasks are carried out in accordance with the contract; and
 - (3) monitoring the continued compliance with the requirements of this Part.
- (c) The records of these activities shall be retained for at least 2 years.
- (d) Where the CAO is approved in accordance with a Part other than Part-CAO, the quality system may be combined with that required by the other Part.
- (e) In the case of a small CAO, the quality system may be replaced by regular organisational reviews, subject to the approval of the competent authority. In the case where there is no quality system, the organisation shall not contract continuing airworthiness management tasks to other parties.

CAO.A.105 Changes to the organisation

- (a) The CAO shall notify to the competent authority any of the following changes before they take place in order for the authority to approve them:
 - (1) changes affecting the information contained in the Appendix I approval certificate and terms of approval of this Part;
 - (2) changes of the persons listed in CAO.A.035(a) and (b);
 - (3) changes in the aircraft types covered by the CAO.A.020(a)(1) scope of work in the case of aeroplanes of more than 2 730 kg maximum take-off mass (MTOM), and in the case of helicopters of more than 1 200 kg MTOM, or certified for more than 4 occupants;
 - (4) changes in the CAO.A.020(a)(2) scope of work in the case of complete turbine engines; and
 - (5) changes in the control procedure described in CAO.A.105(b).
- (b) Any other changes in locations, facilities, equipment, tools, material, procedures, scope of work and staff shall be controlled by the CAO through an approved control procedure in the CAE. A description of such changes and the corresponding CAE amendments shall be submitted to the competent authority within 15 days of the change taking place.

CAO.A.110 Continued validity

- (a) An approval shall be issued for an unlimited duration and shall remain valid subject to:
 - (1) the organisation remaining in compliance with this Part, in accordance with the requirements related to the handling of findings, as specified under CAO.A.115; and
 - (2) the competent authority being granted access to the organisation to determine continued compliance with this Part; and
 - (3) the approval not being surrendered or revoked.
- (b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.

CAO.A.115 Findings

- (a) A Level 1 finding is any significant non-compliance with Part-CAO requirements which lowers the safety standard and seriously hazards flight safety.
- (b) A Level 2 finding is any non-compliance with the Part-CAO requirements which could lower the safety standard and possibly hazard flight safety.
- (c) After receipt of notification of findings according to CAO.B.060, the holder of the CAO approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.

SECTION B
AUTHORITY REQUIREMENTS

CAO.B.010 Scope

This Section establishes the administrative requirements to be followed by the competent authorities in charge of the implementation and enforcement of Section A of this Part.

CAO.B.015 Competent authority

(a) General

A Member State shall designate a competent authority with allocated responsibilities for the issuance, continuation, change, suspension or revocation of certificates. This competent authority shall establish documented procedures and an organisational structure.

(b) Resources

The number of staff shall be appropriate to satisfy the requirements detailed in this Section.

(c) Qualification and training

All staff involved in Part-CAO activities shall be appropriately qualified and have appropriate knowledge, experience, initial and continuation training to perform their allocated tasks.

(d) Procedures

The competent authority shall establish procedures detailing how compliance with this Part is achieved.

The procedures shall be reviewed and amended to ensure continued compliance.

CAO.B.020 Record-keeping

(a) The competent authority shall establish a system of record-keeping that allows adequate traceability of the process for issuing, continuing, changing, suspending or revoking each certificate.

(b) The records for the oversight of Part-CAO-approved organisations shall include, as a minimum:

- (1) the application for an organisation approval;
- (2) the organisation approval certificate, including any changes;
- (3) a copy of the audit programme, listing the dates when audits are due and when audits were carried out;
- (4) the competent-authority continuing-oversight records, including all audit records;
- (5) copies of all relevant correspondence;
- (6) details of any exemption and enforcement actions;

- (7) any report from other competent authorities relating to the oversight of the organisation;
 - (8) organisation exposition and amendments; and
 - (9) copy of any other document directly approved by the competent authority.
- (c) The retention period for the records listed under (b) shall be at least 5 years.
- (d) All records specified in CAO.B.020 shall be made available to any other Member State or the Agency upon their request.

CAO.B.025 Mutual exchange of information

- (a) In order to contribute to the improvement of aviation safety, the competent authorities shall participate in a mutual exchange of all the necessary information in accordance with Article 15 of Regulation (EC) No 216/2008.
- (b) Without prejudice to the competencies of the Member States, in the case of a potential safety threat involving several Member States, the competent authorities concerned shall assist each other in carrying out the necessary oversight action.

CAO.B.030 Responsibilities

The competent authority, as specified in CAO.1, is responsible for conducting inspections and investigations in order to verify that the requirements of this Part are complied with.

CAO.B.035 Exemptions

All exemptions granted in accordance with Article 14(4) of Regulation (EC) No 216/2008 shall be recorded and retained by the competent authority.

CAO.B.040 Application

Where facilities are located in more than one Member State, the investigation and continued oversight of the approval shall be carried out in conjunction with the competent authorities designated by the Member States in whose territory the other facilities are located.

CAO.B.045 Initial approval

- (a) Provided the requirements of CAO.A.035(a) and (b) are complied with, the competent authority shall formally notify to the applicant their acceptance of the CAO.A.035(a) and (b) personnel.
- (b) The competent authority shall ensure that the procedures specified in the CAE comply with Section A of this Part, and that the accountable manager signs the commitment statement.
- (c) The competent authority shall verify that the organisation is in compliance with Section A of this Part.
- (d) A meeting with the accountable manager shall be convened at least once during the investigation for approval to ensure that they fully understand the significance of the approval

and the reason for signing the commitment of the organisation to comply with the procedures specified in the CAE.

- (e) All findings shall be confirmed in writing to the applicant organisation.
- (f) The competent authority shall record all findings, actions required to close the findings, and recommendations.
- (g) For an initial approval, all findings shall be corrected by the organisation and closed by the competent authority before the approval can be issued.
- (h) By derogation from (a) to (g) above as well as from CAO.B.50(a), for organisations applying for a Part-CAO approval on the basis of an existing Part-145, Part-M, Subpart F, or Part-M, Subpart G organisation approval, in accordance with Article 4(3) of Regulation (EU) No 1321/2014, the competent authority shall:
 - (1) issue a Part-CAO approval using the EASA Form 3-CAO described in Appendix I below; and
 - (2) within 2 years from the date the Part-CAO approval was issued verify that the organisation is in compliance with Part-CAO for the privileges held.

CAO.B.050 Issue of approval

- (a) The competent authority shall issue to the applicant an EASA Form 3-CAO approval certificate (see Appendix I) which includes the extent of approval when the organisation is in compliance with the applicable requirements of this Part.
- (b) The reference number shall be included on the EASA Form 3-CAO approval certificate in a manner specified by the Agency.

CAO.B.055 Continuing oversight

- (a) The competent authority shall keep and update a programme listing for each CAO under their oversight, as well as the dates when audit visits are due and when such visits were carried out.
- (b) Each CAO shall be completely audited at periods not exceeding 24 months, with specific focus on the changes notified in accordance with the approved control procedure specified in CAO.A.105(b).
- (c) A relevant sample of the aircraft managed by the CAO, if the organisation is approved to do so, shall be surveyed at every 24-month period. The size of the sample shall be decided by the competent authority based on the result of prior audits and earlier product surveys.
- (d) All findings shall be confirmed in writing to the organisation.
- (e) The competent authority shall record all findings, actions required to close the findings, and recommendations.
- (f) A meeting with the accountable manager shall be convened at least once every 24 months to ensure that they are informed of significant issues arising during audits.

CAO.B.060 Findings

- (a) When during audits or by any other means, evidence is found showing non-compliance to the Part-CAO requirements, the competent authority shall take the following actions:
 - (1) for Level 1 findings, immediate action shall be taken by the competent authority to revoke, limit or suspend in whole or in part, depending upon the extent of the Level 1 finding, the CAO approval, until successful corrective action has been taken by the organisation; and
 - (2) for Level 2 findings, the competent authority shall grant a corrective action period of no more than 3 months, appropriate to the nature of the finding — in certain circumstances, at the end of this first period and subject to the nature of the finding, the competent authority can extend this 3-month period subject to a satisfactory corrective action plan.
- (b) Action shall be taken by the competent authority to suspend in whole or in part the approval in case of failure to comply within the timescale set out by the competent authority.

CAO.B.065 Changes

- (a) The competent authority shall comply with the applicable elements of the initial approval for any change in the organisation notified in accordance with CAO.A.105(a).
- (b) The competent authority may prescribe the conditions under which the CAO may operate during such changes unless they determine that the approval should be suspended due to the nature or extent of the changes.
- (c) All other changes will be notified to the competent authority in accordance with CAO.A.105(b). For these changes, the competent authority shall ensure during its oversight activities that the CAO complies with the approved control procedure.

CAO.B.070 Suspension, limitation and revocation

The competent authority shall:

- (a) suspend an approval on reasonable grounds, in the case of a potential safety threat; or
- (b) suspend, revoke or limit an approval pursuant to CAO.B.060.

Appendix I

Combined airworthiness organisation (CAO) certificate

- (a) Within the approval class(es) and rating(s) established by the competent authority, the scope of work specified in the CAE defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisations scope of work are matching.
- (b) An **aircraft rating**, in relation to the maintenance privileges means that the CAO may carry out maintenance on the aircraft and any component (including engines), in accordance with aircraft maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such **aircraft-rated** CAO may temporarily remove a component for maintenance in order to improve access to that component except when such removal creates the need for additional maintenance not eligible for the requirements of (b). This will be subject to a control procedure in the CAE to be approved by the competent authority.
- (c) An **engine rating (turbine, piston or electrical)** means that the CAO may carry out maintenance on the uninstalled engine and engine components, in accordance with engine maintenance data or, if agreed by the competent authority, in accordance with component maintenance data, only whilst such components are fitted to the engine. Nevertheless, such **engine-rated** CAO may temporarily remove a component for maintenance in order to improve access to that component except when such removal creates the need for additional maintenance not eligible for the requirements of (c). An **engine-rated** CAO may also carry out maintenance on an installed engine during base and line maintenance subject to a control procedure in the CAE to be approved by the competent authority.
- (d) A **component rating (other-than-complete engines)** means that the CAO may carry out maintenance on uninstalled components (excluding complete engines) intended for fitment to the aircraft or engine. This CAO may also carry out maintenance on an installed component (other-than-complete engines) during base and line maintenance or at an engine maintenance facility subject to a control procedure in the CAE to be approved by the competent authority.
- (e) An **NDT rating** is a self-contained rating not necessarily related to a specific aircraft, engine or other component. The NDT rating is only necessary for a CAO that carries out NDT as a particular task for another organisation. A CAO approved with an aircraft, engine or component rating may carry out NDT on products they are maintaining subject to the CAE containing NDT procedures, without the need for an NDT rating.
- (f) A CAO who employs only one person for both planning and carrying out all maintenance tasks cannot hold privileges for the maintenance of:
 - (1) aeroplanes equipped with a turbine engine (in the case of aircraft-rated organisations);
 - (2) helicopters equipped with a turbine engine or with more than one piston engine (in the case of aircraft-rated organisations);
 - (3) complete piston engines of 450 HP and above (in the case of engine-rated organisations); and

- (4) complete turbine engines (in the case of engine-rated organisations).

[MEMBER STATE (*)]

A Member of the European Union (**)

COMBINED AIRWORTHINESS ORGANISATION CERTIFICATE

Reference: [MEMBER STATE CODE (*)].CAO.[XXXX]

Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council and to Regulation (EU) No 1321/2014 for the time being in force, and subject to the conditions specified below, the [COMPETENT AUTHORITY OF THE MEMBER STATE (*)] hereby certifies:

[COMPANY NAME AND ADDRESS]

as a combined airworthiness organisation in compliance with Section A of Annex Vd (Part-CAO) to Regulation (EU) No 1321/2014.

CONDITIONS:

- (a) this approval is limited to that specified in the approval schedule attached, and in the ‘Scope of work’ Section of the approved combined airworthiness exposition, as referred to in Section A of Annex Vd (Part-CAO) to Regulation (EU) No 1321/2014; and
- (b) this approval requires compliance with the procedures specified in the approved combined-airworthiness exposition; and
- (c) this approval is valid whilst the approved combined airworthiness organisation remains in compliance with Annex Vd (Part-CAO) to Regulation (EU) No 1321/2014; and
- (d) where the approved combined airworthiness organisation contracts out, under their quality system, the service of one or several organisations, this approval remains valid subject to such organisation(s) fulfilling applicable contractual obligations; and
- (e) subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue of the approval certificate:.....

Date of this revision of the approval certificate:.....

Revision No:.....

Signed:.....

For the competent authority: [COMPETENT AUTHORITY OF THE MEMBER STATE (*)]

(*) or EASA if EASA is the competent authority

(**) delete for non-EU Member States or EASA

COMBINED AIRWORTHINESS ORGANISATION APPROVAL SCHEDULE

Reference: [MEMBER STATE CODE (*).CAO.XXXX

Organisation: [COMPANY NAME AND ADDRESS]

CLASS	RATING	PRIVILEGES (***)
AIRCRAFT (**)	Aeroplanes — other-than-complex motor-powered aircraft (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Aeroplanes up to 2 730 kg maximum take-off mass (MTOM) (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Helicopters — other-than-complex motor-powered aircraft (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Helicopters up to 1 200 kg MTOM, certified for a maximum of up to 4 occupants (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Airships (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Balloons (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Sailplanes (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
COMPONENTS (**)	Complete turbine engines (**)	<input type="checkbox"/> Maintenance
	Complete piston engines (**)	
	Electrical engines (**)	
	Components other than complete	

	engines(**)	
SPECIALISED SERVICES (**)	Non-destructive testing (NDT) (**)	<input type="checkbox"/> NDT Specify the particular NDT methods

LIMITATIONS

(to be included only for organisations rated for aeroplanes, helicopters or complete engines, if they only have one person planning and performing all maintenance tasks)

The following maintenance is excluded from the scope of work (***):

- maintenance on aeroplanes equipped with a turbine engine;
- maintenance on helicopters equipped with a turbine engine or with more than one piston engine; and
- maintenance on complete piston engines of 450 HP and above, and on complete turbine engines.

List of organisation(s) working under a quality system (*)**

This approval schedule is limited to the products, parts and appliances, and to the activities specified in the ‘Scope of work’ Section of the approved combined airworthiness exposition,

Combined-airworthiness exposition reference:.....

Date of original issue of the exposition:

Date of last revision approved:.....Revision No:.....

Signed:.....

For the competent authority:[COMPETENT AUTHORITY OF THE MEMBER STATE (*)]

(*) or EASA if EASA is the competent authority
(**) delete as appropriate if the organisation is not approved
(***) complete as appropriate