

**Annex Vc (Part-CAMO) to Commission Regulation (EU) No 1321/2014
of 26 November 2014 on the continuing airworthiness of aircraft and aeronautical
products, parts and appliances, and on the approval of organisations and personnel
involved in these tasks pursuant to Regulation (EC) No 216/2008
of the European Parliament and of the Council**

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(Part-CAMO)

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CAMO.001 General

For the purpose of this Part, the following definitions and acronyms shall apply:

- (a) CAO: a combined airworthiness organisation approved in accordance with Section A of Part-CAO;
- (b) Part-M: Annex I to Commission Regulation (EU) No 1321/2014;
- (c) Part-66: Annex III to Commission Regulation (EU) No 1321/2014;
- (d) Part-ML: Annex Vb to Commission Regulation (EU) No 1321/2014;
- (e) Part-CAMO: Annex Vc to Commission Regulation (EU) No 1321/2014;
- (f) Part-CAO: Annex Vd to Commission Regulation (EU) No 1321/2014;
- (g) Part-21: Annex I to Commission Regulation (EU) No 748/2012;
- (h) Part-ORO: Annex III to Commission Regulation (EU) No 965/2012.

SECTION A

ORGANISATION REQUIREMENTS

CAMO.A.005 Scope

This Section establishes the requirements to be met by an organisation to qualify for the issue or continuation of a certificate for the continuing airworthiness management of aircraft and of components for installation thereon.

CAMO.A.105 Competent authority

For the purpose of this Part, the competent authority shall be:

- (a) the authority designated by the Member State where that organisation's principal place of business is located if the approval is not included in an air operator certificate;
- (b) the authority designated by the Member State of the operator if the approval is included in an air operator certificate;
- (c) the Agency if the organisation's principal place of business is located in a third country.

CAMO.A.115 Application for an organisation certificate

- (a) The application for a Part-CAMO certificate or an amendment to an existing Part-CAMO certificate shall be made in a form and manner established by the competent

authority, taking into account the applicable requirements of Part-M, Part-ML and Part-CAMO.

- (b) Applicants for an initial Part-CAMO certificate shall provide the competent authority with:
- (1) the results of a pre-audit performed by the organisation against the applicable Part-M, Part-ML and Part-CAMO requirements; and
 - (2) documentation demonstrating how they will comply with the requirements established in this Regulation.

Such documentation shall include, as prescribed in CAMO.A.130, a procedure describing how changes not requiring prior approval will be managed and notified to the competent authority.

CAMO.A.120 Means of compliance

- (a) Alternative means of compliance to the AMC adopted by the Agency may be used by an organisation to establish compliance with Regulation (EC) No 216/2008 ⁽¹⁾ and its Implementing Rules.
- (b) When an organisation wishes to use an alternative means of compliance, it shall, prior to implementing it, provide the competent authority with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating compliance with Regulation (EC) No 216/2008 and its Implementing Rules.

The organisation may implement these alternative means of compliance subject to prior approval by the competent authority, and upon receipt of the notification as prescribed in CAMO.B.120.

CAMO.A.125 Terms of approval and privileges of the organisation

- (a) The approval is indicated on the certificate, which is included in Appendix I to this Part, and is issued by the competent authority.
- (b) Notwithstanding point (a), for licensed air carriers in accordance with Regulation (EC) No 1008/2008 ⁽²⁾, the approval shall be part of the air operator certificate issued by the competent authority for the aircraft operated.
- (c) The scope of work shall be specified in the continuing airworthiness management exposition (CAME) in accordance with point CAMO.A.300.
- (d) An organisation approved in accordance with this Part may:
- (1) manage the continuing airworthiness of aircraft, except those used by air carriers

⁽¹⁾ Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and repealing Council Directive 91/670/EEC, Regulation (EC) No 1592/2002 and Directive 2004/36/EC (OJ L 79, 19.3.2008, p. 1).

⁽²⁾ Regulation (EC) No 1008/2008 of the European Parliament and of the Council of 24 September 2008 on common rules for the operation of air services in the Community (OJ L 293, 31.10.2008, p. 3).

- licensed in accordance with Regulation (EC) No 1008/2008, as listed on the certificate;
- (2) manage the continuing airworthiness of aircraft used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, when listed both on its certificate and on its air operator certificate;
 - (3) arrange to carry out limited continuing airworthiness tasks with any subcontracted organisation, working under its management system, as listed on the certificate;
 - (4) extend an airworthiness review certificate under the conditions of point M.A.901(f) of Part-M or point ML.A.903 of Part-ML, as applicable.
- (e) An organisation approved in accordance with this Part, and having its principal place of business in one of the Member States, may, additionally, be approved to carry out airworthiness reviews in accordance with point M.A.901 of Part-M or point ML.A.903 of Part-ML as applicable, and:
- (1) issue the related airworthiness review certificate and extend it in due time under the conditions of points M.A.901(c)(2) and M.A.901(e)(2) of Part-M or point ML.A.903 of Part-ML as applicable; and
 - (2) issue a recommendation for the airworthiness review to the competent authority of the Member State of registry, under the conditions of point M.A.901(d) or point M.A.904(b) of Part-M.
- (f) An organisation holding the privileges referred to in point (e) may additionally be approved to issue a permit to fly in accordance with point 21.A.711(d) of Part-21 for the particular aircraft for which the organisation is approved to issue the airworthiness review certificate, when the organisation is attesting conformity with approved flight conditions, subject to an adequate procedure in the CAME referred to in point CAMO.A.300.

CAMO.A.130 Changes to the organisation

- (a) The following changes shall require prior approval:
- (1) changes that affect the scope of the certificate or the terms of approval of the organisation;
 - (2) changes to personnel nominated in accordance with CAMO.A.305(a)(3) to (a)(5) and (b)(2);
 - (3) changes to the reporting lines between the personnel nominated in accordance with CAMO.A.305(a)(3) to (a)(5) and (b)(2), and the accountable manager; and
 - (4) the procedure as regards changes not requiring prior approval referred to in point (c).
- (b) For any changes requiring prior approval in accordance with (a), the organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place, in order to enable the competent authority to determine continued compliance with Regulation (EC) No 216/2008 and its Implementing Rules and to amend, if necessary, the organisation certificate and related terms of approval attached to it.

The organisation shall provide the competent authority with any relevant documentation.

The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with CAMO.B.330.

The organisation shall operate under the conditions prescribed by the competent authority during such changes, as applicable.

- (c) All changes not requiring prior approval shall be managed and notified to the competent authority as defined in the procedure referred to in CAMO.A.115(b) and approved by the competent authority in accordance with CAMO.B.310(h).

CAMO.A.135 Continued validity

- (a) The organisation's certificate shall remain valid subject to:
 - (1) the organisation remaining in compliance with Regulation (EC) No 216/2008 and its Implementing Rules, taking into account the provisions related to the handling of findings as specified under CAMO.B.350; and
 - (2) the competent authority being granted access to the organisation as specified in CAMO.A.140; and
 - (3) the certificate not being surrendered or revoked.
- (b) For licensed air carriers in accordance with Regulation (EC) No 1008/2008, termination, suspension or revocation of the air operator certificate automatically invalidates the organisation certificate in relation to the aircraft registrations specified in the air operator certificate, unless otherwise explicitly stated by the competent authority.
- (c) Upon revocation or surrender, the certificate shall be returned to the competent authority without delay.

CAMO.A.140 Access

For the purpose of determining compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules, the organisation shall grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity subject to certification, whether it is contracted/subcontracted or not, to any person authorised by one of the following authorities:

- (a) the competent authority defined in CAMO.A.105; and
- (b) the authority acting under the provisions of CAMO.B.300(d) or CAMO.B.300(e).

CAMO.A.150 Findings

- (a) After receipt of notification of findings according to CAMO.B.350, the organisation shall:

- (1) identify the root cause or causes of and contributing factors to the non-compliance;
 - (2) define a corrective action plan; and
 - (3) demonstrate corrective action implementation to the satisfaction of the competent authority.
- (b) Actions (a)(1) to (a)(3) above shall be performed within the period agreed with that competent authority as defined in CAMO.B.350.

CAMO.A.155 Immediate reaction to a safety problem

The organisation shall implement:

- (a) any safety measures mandated by the competent authority in accordance with CAMO.B.135; and
- (b) any relevant mandatory safety information issued by the Agency.

CAMO.A.160 Occurrence reporting

- (a) As part of its management system the organisation shall implement an occurrence reporting system that meets the requirements as defined in Regulation (EU) No 376/2014 ⁽³⁾ and its Implementing Rules.
- (b) Without prejudice to point (a), the organisation shall ensure that any incident, malfunction, technical defect, exceeding of technical limitations, occurrence that would highlight inaccurate, incomplete or ambiguous information contained in data established in accordance with Part-21 or other irregular circumstance that has or may have endangered the safe operation of the aircraft and that has not resulted in an accident or serious incident are reported to the competent authority and to the organisation responsible for the design of the aircraft.
- (c) Without prejudice to Regulation (EU) No 376/2014 and its Implementing Rules, the reports referred to in points (a) and (b) shall be made in a form and manner established by the competent authority and shall contain all pertinent information about the condition known to the organisation.
- (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the organisation identifying the condition to which the report relates, unless exceptional circumstances prevent this.
- (e) Where relevant, the organisation shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the competent authority.

⁽³⁾ Regulation (EU) No 376/2014 of the European Parliament and of the Council of 3 April 2014 on the reporting, analysis and follow-up of occurrences in civil aviation, amending Regulation (EU) No 996/2010 of the European Parliament and of the Council and repealing Directive 2003/42/EC of the European Parliament and of the Council and Commission Regulations (EC) No 1321/2007 and (EC) No 1330/2007 (OJ L 122, 24.4.2014, p. 18).

CAMO.A.200 Management system

- (a) The organisation shall establish, implement, and maintain a management system that includes:
 - (1) clearly defined lines of responsibility and accountability throughout the organisation, including a direct safety accountability of the accountable manager;
 - (2) a description of the overall philosophies and principles of the organisation with regard to safety, referred to as the safety policy;
 - (3) the identification of aviation safety hazards entailed by the activities of the organisation, their evaluation and the management of associated risks, including taking actions to mitigate the risks and verify their effectiveness;
 - (4) maintaining personnel trained and competent to perform their tasks;
 - (5) documentation of all management system key processes, including a process for making personnel aware of their responsibilities and the procedure for amending this documentation;
 - (6) a function to monitor compliance of the organisation with the relevant requirements. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary; and
 - (7) any additional requirements that are prescribed in this Regulation.
- (b) The management system shall correspond to the size of the organisation and the nature and complexity of its activities, taking into account the hazards and associated risks inherent in these activities.
- (c) Where the organisation holds one or more additional organisation certificates within the scope of Regulation (EC) No 216/2008, the management system may be integrated with that required under the additional certificate(s) held.
- (d) Notwithstanding point (c), for air carriers licensed in accordance with Regulation (EC) No 1008/2008, the Part-CAMO management system shall be an integrated part of the operator's management system.

CAMO.A.202 Internal safety reporting scheme

- (a) As part of its management system, the organisation shall establish an internal safety reporting scheme to enable the collection and evaluation of such occurrences to be reported under CAMO.A.160.
- (b) The scheme shall also enable the collection and evaluation of those errors, near misses, and hazards reported internally that do not fall under point (a) above.
- (c) Through this scheme, the organisation shall:
 - (1) identify the causes of and contributing factors to any errors, near misses, and hazards reported and address them as part of safety risk management in accordance with CAMO.A.200(a)(3);
 - (2) ensure evaluation of all known, relevant information relating to errors, the inability to follow procedures, near misses, and hazards, and a method to circulate the information as necessary.
- (d) The organisation shall provide access to its internal safety reporting scheme to any

subcontracted organisation.

- (e) The organisation shall cooperate on safety investigations with any other organisation having a significant contribution to the safety of its own continuing airworthiness management activities.

CAMO.A.205 Contracting and subcontracting

- (a) The organisation shall ensure that when contracting maintenance or when subcontracting any part of its continuing airworthiness management activities:
 - (1) these activities conform to the applicable requirements; and
 - (2) any aviation safety hazards associated with such contracting or subcontracting are considered as part of the organisation's management system.
- (b) When the organisation subcontracts any part of its continuing airworthiness management activities to another organisation, the subcontracted organisation shall work under the approval of the organisation. The organisation shall ensure that the competent authority is given access to the subcontracted organisation, to determine continued compliance with the applicable requirements.

CAMO.A.215 Facilities

The organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in CAMO.A.305.

CAMO.A.220 Record-keeping

- (a) Continuing airworthiness management records
 - (1) The organisation shall ensure that records required by M.A.305, ML.A.305 and, if applicable, M.A.306 are retained.
 - (2) The organisation shall record all details of work carried out.
 - (3) If the organisation has the privilege referred to in point CAMO.A.125(e), it shall retain a copy of each airworthiness review certificate and recommendation issued or, as applicable, extended, together with all supporting documents. In addition, the organisation shall retain a copy of any airworthiness review certificate that it has extended under the privilege referred to in point CAMO.A.125(d)(4).
 - (4) If the organisation has the privilege referred to in point CAMO.A.125(f), it shall retain a copy of each permit to fly issued in accordance with the provisions of point 21.A.729 of Part-21.
 - (5) The organisation shall retain a copy of all records referred to in points (a)(2) to (a)(4) until 3 years after the responsibility for the aircraft in accordance with M.A.201 or ML.A.201 has been permanently transferred to another person or organisation.
 - (6) Where the organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.
- (b) Management system, contracting and subcontracting records
 - (1) The organisation shall ensure that the following records are retained:

- (i) records of management system key processes as defined in CAMO.A.200;
 - (ii) contracts, both for contracting and subcontracting, as defined in CAMO.A.205;
- (2) Management system records, as well as any contracts pursuant to CAMO.A.205, shall be kept for a minimum period of 5 years.
- (c) Personnel records
 - (1) The organisation shall ensure that the following records are retained:
 - (i) records of qualification and experience of personnel involved in continuing airworthiness management, compliance monitoring and safety management; and
 - (ii) records of qualification and experience of all airworthiness review staff, as well as staff issuing recommendations and permits to fly.
 - (2) The records of all airworthiness review staff, staff issuing recommendations and staff issuing permits to fly shall include details of any appropriate qualification held together with a summary of the relevant continuing airworthiness management experience and training and a copy of the authorisation.
 - (3) Personnel records shall be kept as long as the person works for the organisation, and shall be retained until 3 years after the person has left the organisation.
- (d) The organisation shall establish a system of record-keeping that allows adequate storage and reliable traceability of all activities developed.
- (e) The format of the records shall be specified in the organisation's procedures.
- (f) Records shall be stored in a manner that ensures protection from damage, alteration and theft.

CAMO.A.300 Continuing airworthiness management exposition (CAME)

- (a) The organisation shall provide the competent authority with a CAME and, where applicable, any referenced associated manuals and procedures, containing all of the following information:
 - (1) a statement signed by the accountable manager confirming that the organisation will at all times work in accordance with this Part, Part-M and Part-ML, as applicable, and with the approved CAME. When the accountable manager is not the chief executive officer of the organisation, then such chief executive officer shall countersign the statement;
 - (2) the organisation's safety policy as defined in CAMO.A.200(a)(2);
 - (3) the organisation's scope of work relevant to the terms of approval;
 - (4) a general description of staff and of the system in place to plan the availability of staff as required by CAMO.A.305(d);
 - (5) the title(s) and name(s) of person(s) referred to in points CAMO.A.305(a)(3) to (a)(5), CAMO.A.305(b)(2), and CAMO.A.305(f);
 - (6) the duties, accountabilities, responsibilities and authorities of the persons nominated under CAMO.A.305(a)(3) to (a)(5), CAMO.A.305(b)(2), CAMO.A.305(e) and CAMO.A.305(f);
 - (7) an organisation chart showing the associated chains of accountability and

responsibility between all the person(s) referred to in points CAMO.A.305(a)(3) to (a)(5), CAMO.A.305(b)(2), CAMO.A.305(e) and CAMO.A.305(f), and related to CAMO.A.200(a)(1);

- (8) a list of staff authorised to issue airworthiness review certificates or recommendations referred to in point CAMO.A.305(e), specifying, where applicable, the staff authorised to issue permits to fly in accordance with point CAMO.A.125(c);
 - (9) a general description and location of the facilities;
 - (10) the description of the internal safety reporting scheme as required by CAMO.A.202;
 - (11) the procedures specifying how the organisation ensures compliance with this Part, Part-M and Part-ML, as applicable, including in particular:
 - (i) the documentation of management system key processes as required by CAMO.A.200;
 - (ii) procedures defining how the organisation controls any contracted and subcontracted activities as required by CAMO.A.205 and CAMO.A.315(c);
 - (iii) continuing airworthiness management, airworthiness review and permit to fly procedures, as applicable;
 - (iv) the procedure defining the scope of changes not requiring prior approval and describing how such changes will be managed and notified, as required by CAMO.A.115(b) and CAMO.A.130(c); and
 - (v) the CAME amendment procedures.
 - (12) the list of approved aircraft maintenance programmes for those aircraft for which a continuing airworthiness management contract exists in accordance with M.A.201 or ML.A.201;
 - (13) the list of maintenance contracts in accordance with CAMO.A.315(c); and
 - (14) the list of currently approved alternative means of compliance.
- (b) The initial issue of the CAME shall be approved by the competent authority. It shall be amended as necessary to remain an up-to-date description of the organisation.
- (c) Amendments to the CAME shall be managed as defined in the procedure referred to in point (11)(iv). Any amendments not included in the scope of this procedure, as well as amendments related to the changes listed in point CAMO.130(a), shall be approved by the competent authority.

CAMO.A.305 Personnel requirements

- (a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with Regulation (EC) No 216/2008 and its Implementing Rules.

The accountable manager shall:

- (1) ensure that all necessary resources are available to manage continuing airworthiness in accordance with this Part, Part-M and Part-ML, as applicable, to support the organisation approval certificate;
 - (2) establish and promote the safety policy specified in CAMO.A.200;
 - (3) nominate a person or group of persons with the responsibility of ensuring that the organisation is always in compliance with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements of this Part, Part-M and Part-ML;
 - (4) nominate a person or group of persons with the responsibility for managing the compliance monitoring function as part of the management system;
 - (5) nominate a person or group of persons with the responsibility for managing the development, administration, and maintenance of effective safety management processes as part of the management system;
 - (6) ensure that the person or group of persons nominated in accordance with points CAMO.A.305(a)(3) to (a)(5) and (b)(2) have direct access to keep him/her properly informed on compliance and safety matters; and
 - (7) demonstrate a basic understanding of this Regulation.
- (b) For organisations also approved as licensed air carriers in accordance with Regulation (EC) No 1008/2008, the accountable manager shall in addition:
- (1) be the person appointed as accountable manager for the air carrier as required by point ORO.GEN.210(a) of Part-ORO;
 - (2) nominate a person responsible for the management and supervision of continuing airworthiness, who shall not be employed by a Part-145 approved organisation under contract to the operator, unless specifically agreed by the competent authority.
- (c) The person or persons nominated in accordance with points CAMO.A.305(a)(3) to (a)(5) and (b)(2) shall be able to demonstrate relevant knowledge, background and satisfactory experience related to aircraft continuing airworthiness management and demonstrate a working knowledge of this Regulation. Such person(s) shall be ultimately responsible to the accountable manager.
- (d) The organisation shall have a system in place to plan the availability of staff to ensure that the organisation has sufficient appropriately qualified staff to plan, perform, supervise, inspect and monitor the organisation's activities in accordance with the terms of approval.
- (e) To be approved to carry out airworthiness reviews or recommendations in accordance with point CAMO.A.125(e) and, if applicable, to issue permits to fly in accordance with point CAMO.A.125(f), the organisation shall have airworthiness review staff qualified and authorised in accordance with CAMO.A.310.

- (f) For organisations extending airworthiness review certificates in accordance with points CAMO.A.125(d)(4), the organisation shall nominate persons authorised to do so.
- (g) The organisation shall establish and control the competence of personnel involved in compliance monitoring, safety management, continuing airworthiness management, airworthiness reviews or recommendations, and, if applicable, issuing permits to fly, in accordance with a procedure and to a standard agreed by the competent authority. In addition to the necessary expertise related to the job function, competence must include an understanding of safety management and human factors principles appropriate to the person's function and responsibilities in the organisation.

CAMO.A.310 Airworthiness review staff qualifications

- (a) Airworthiness review staff issuing airworthiness review certificates or recommendations in accordance with point CAMO.A.125(e) and, if applicable, issuing permits to fly in accordance with point CAMO.A.125(f) shall have:
 - (1) at least 5 years of experience in continuing airworthiness; and
 - (2) acquired an appropriate licence in compliance with Part-66 or an aeronautical degree or a national equivalent; and
 - (3) received formal aeronautical maintenance training; and
 - (4) held a position within the approved organisation with appropriate responsibilities.
- (b) Notwithstanding points (a)(1), (a)(3) and (a)(4), the requirement laid down in point (a)(2) may be replaced with 5 years of experience in continuing airworthiness additional to those already required by point (a)(1).
- (c) Airworthiness review staff nominated by the organisation can only be issued an authorisation by that organisation 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 authorised airworthiness review staff, in accordance with a procedure approved by the competent authority as part of the CAME.
- (d) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate, recent continuing airworthiness management experience.

CAMO.A.315 Continuing airworthiness management

- (a) The organisation shall ensure that all continuing airworthiness management is carried out in accordance with Section A Subpart C of Part-M, or Section A Subpart C of Part-ML, as applicable.
- (b) For every aircraft managed, the organisation shall in particular:
 - (1) ensure that an aircraft maintenance programme including any applicable reliability programme, as required by M.A.302 or ML.A.302 as applicable, is developed and controlled;

- (2) for aircraft not used by air carriers licensed in accordance with Regulation (EC) No 1008/2008, provide a copy of the aircraft maintenance programme to the owner or operator responsible in accordance with M.A.201 or ML.A.201 as applicable;
 - (3) ensure that data used for any modification and repairs complies with points M.A.304 or ML.A.304 as applicable;
 - (4) for all complex motor-powered aircraft or aircraft used by licensed air carriers in accordance with Regulation (EC) No 1008/2008, establish a procedure to assess non-mandatory modifications and/or inspections and decide on their application, making use of the organisation's safety risk management process as required by CAMO.A.200(a)(3);
 - (5) ensure that the aircraft, engine(s), propeller(s) and components thereof are taken to an appropriately approved Part-145, Part-CAO or Part-M Subpart F maintenance organisation whenever necessary;
 - (6) order maintenance, supervise activities, and coordinate related decisions to ensure that any maintenance is carried out properly and is appropriately released for the determination of aircraft airworthiness.
- (c) Where the organisation is not appropriately approved to Part-145, Part-CAO or Part-M Subpart F, it shall, in consultation with the operator, manage the written maintenance contracts required by M.A.201(e)(3), (f)(3), (g)(3), (h)(3) or ML.A.201 to ensure that:
- (1) all maintenance is ultimately carried out by an appropriately approved maintenance organisation; and
 - (2) the functions required under M.A.301(a)(2), M.A.301(a)(3), M.A.301(a)(6) and M.A.301(a)(7) or ML.A.301, as applicable, are clearly specified.
- (d) Notwithstanding point (c), the contract may be in the form of individual work orders addressed to the maintenance organisation in the case of:
- (1) an aircraft requiring unscheduled line maintenance;
 - (2) component maintenance, including engine and propeller maintenance, as applicable.
- (e) The organisation shall ensure that human factors and human performance limitations are taken into account during continuing airworthiness management, including all contracted and subcontracted activities.

CAMO.A.320 Airworthiness review

When the organisation approved in accordance with point CAMO.A.125(e) performs airworthiness reviews, they shall be performed in accordance with point M.A.901 of Part-M or point ML.A.903 of Part-ML, as applicable.

CAMO.A.325 Continuing airworthiness management data

The organisation shall hold and use applicable, current maintenance data in accordance with point M.A.401 of Part-M for the performance of continuing airworthiness tasks referred to in point CAMO.A.315. This data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the continuing airworthiness management organisation only needs to keep such data for the duration of the contract, except when otherwise required by point CAMO.A.220(a).

SECTION B

AUTHORITY REQUIREMENTS

CAMO.B.005 Scope

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

CAMO.B.115 Oversight documentation

The competent authority shall provide all legislative acts, standards, rules, technical publications, and related documents to relevant personnel in order to allow them to perform their tasks and to discharge their responsibilities.

CAMO.B.120 Means of compliance

- (a) The Agency shall develop Acceptable Means of Compliance (AMC) that may be used to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules. When the AMC are complied with, the related requirements of the Implementing Rules are met.
- (b) Alternative means of compliance may be used to establish compliance with Regulation (EU) 216/2008 and its Implementing Rules.
- (c) The competent authority shall establish a system to consistently evaluate that all alternative means of compliance used by itself or by organisations under its oversight allow the establishment of compliance with Regulation (EC) No 216/2008 and its Implementing Rules.
- (d) The competent authority shall evaluate all alternative means of compliance proposed by an organisation in accordance with CAMO.A.120 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When the competent authority finds that the alternative means of compliance are in accordance with the Implementing Rules, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly; and
 - (2) notify the Agency of their content, including copies of all relevant documentation.
- (e) When the competent authority itself uses alternative means of compliance to achieve compliance with Regulation (EC) No 216/2008 and its Implementing Rules it shall:
- (1) make them available to all organisations and persons under its oversight; and
 - (2) without undue delay notify the Agency.

The competent authority shall provide the Agency with a full description of the alternative means of compliance, including any revisions to procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met.

CAMO.B.125 Information to the Agency

- (a) The competent authority shall without undue delay notify the Agency in case of any significant problems with the implementation of Regulation (EC) No 216/2008 and its Implementing Rules.
- (b) The competent authority shall provide the Agency with safety-significant information stemming from the occurrence reports it has received pursuant to CAMO.A.160.

CAMO.B.135 Immediate reaction to a safety problem

- (a) Without prejudice to Regulation (EU) No 376/2014 and its Implementing Rules, the competent authority shall implement a system to appropriately collect, analyse, and disseminate safety information.
- (b) The Agency shall implement a system to appropriately analyse any relevant safety information received, and without undue delay provide to Member States and the Commission any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving products, parts, appliances, persons or organisations subject to Regulation (EC) No 216/2008 and its Implementing Rules.
- (c) Upon receiving the information referred to in (a) and (b), the competent authority shall take adequate measures to address the safety problem.
- (d) Measures taken under (c) shall immediately be notified to all persons or organisations which need to comply with them under Regulation (EC) No 216/2008 and its Implementing Rules. The competent authority shall also notify those measures to the Agency and, when combined action is required, the other Member States concerned.

CAMO.B.200 Management system

- (a) The competent authority shall establish and maintain a management system, including as a minimum:
 - (1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with Regulation (EC) No 216/2008 and its Implementing Rules. The procedures shall be kept up to date, and serve as the basic working documents within that competent authority for all related tasks;
 - (2) a sufficient number of personnel to perform its tasks and discharge its responsibilities. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all tasks;
 - (3) personnel qualified to perform their allocated tasks and have the necessary knowledge, experience, initial and recurrent training to ensure continuing competence;
 - (4) adequate facilities and office accommodation to perform the allocated tasks;
 - (5) a function to monitor compliance of the management system with the relevant requirements and adequacy of the procedures including the establishment of an internal audit process and a safety risk management process. Compliance

monitoring shall include a feedback system of audit findings to the senior management of the competent authority to ensure implementation of corrective actions as necessary; and

- (6) a person or group of persons ultimately responsible to the senior management of the competent authority for the compliance monitoring function.
- (b) The competent authority shall, for each field of activity, including management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
- (c) The competent authority shall establish procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned, including all findings raised and follow-up actions taken as a result of oversight of persons and organisations exercising activities in the territory of a Member State, but certified by the competent authority of another Member State or the Agency.
- (d) A copy of the procedures related to the management system and their amendments shall be made available to the Agency for the purpose of standardisation and to the organisations subject to this Regulation, if so requested.

CAMO.B.205 Allocation of tasks to qualified entities

- (a) Tasks related to the initial certification, or continuing oversight of persons, or organisations subject to Regulation (EC) No 216/2008 and its Implementing Rules may be allocated by Member States only to qualified entities. When allocating tasks, the competent authority shall ensure that it has:
 - (1) put a system in place to initially and continuously assess that the qualified entity complies with Annex V ‘Criteria for qualified entities referred to in Article 13’ to Regulation (EC) No 216/2008. This system and the results of the assessments shall be documented;
 - (2) established a documented agreement with the qualified entity, approved by both parties at the appropriate management level, which clearly defines:
 - (i) the tasks to be performed;
 - (ii) the declarations, reports, and records to be provided;
 - (iii) the technical conditions to be met in performing such tasks;
 - (iv) the related liability coverage; and
 - (v) the protection given to information acquired in carrying out such tasks.
- (b) The competent authority shall ensure that the internal audit process and safety risk management process required by CAMO.B.200(a)(5) covers all certification, or continuing oversight tasks performed on its behalf.

CAMO.B.210 Changes in the management system

- (a) The competent authority shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EC) No 216/2008 and its Implementing Rules. This system shall enable it to take action as appropriate to ensure that its management system remains adequate and effective.

- (b) The competent authority shall update its management system to reflect any change to Regulation (EC) No 216/2008 and its Implementing Rules in a timely manner, so as to ensure effective implementation.
- (c) The competent authority shall notify the Agency of changes affecting its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EC) No 216/2008 and its Implementing Rules.

CAMO.B.220 Record-keeping

- (a) The competent authority shall establish a system of record-keeping that allows adequate storage, accessibility, and reliable traceability of:
 - (1) the management system's documented policies and procedures;
 - (2) training, qualification, and authorisation of its personnel;
 - (3) the allocation of tasks, covering the elements required by CAMO.B.205, as well as the details of tasks allocated;
 - (4) certification processes and continuing oversight of certified organisations, including:
 - (i) the application for an organisation certificate;
 - (ii) the competent authority's continuing oversight programme, including all assessment, audit and inspection records;
 - (iii) the organisation certificate, including any changes thereto;
 - (iv) a copy of the oversight programme listing the dates when audits are due and when audits were carried out;
 - (v) copies of all formal correspondence;
 - (vi) details of findings, corrective actions, date of action closure, any exemption and enforcement actions;
 - (vii) any assessment, audit and inspection reports issued by another competent authority pursuant to point CAMO.B.300(d);
 - (viii) copies of all organisation CAMEs or manuals and amendments thereto; and
 - (ix) copies of any other document approved by the competent authority;
 - (5) the evaluation and notification to the Agency of alternative means of compliance proposed by organisations, and the assessment of alternative means of compliance used by the competent authority itself;
 - (6) safety information and follow-up measures in accordance with CAMO.B.125; and
 - (7) the use of flexibility provisions in accordance with Article 14 of Regulation (EC) No 216/2008.
- (b) The competent authority shall maintain a list of all organisation certificates it issued.
- (c) All records specified above shall be kept for a minimum period of 5 years subject to applicable data protection law.
- (d) All records as specified above shall be made available upon request to a competent authority of another Member State or the Agency.

CAMO.B.300 Oversight principles

- (a) The competent authority shall verify:
 - (1) compliance with the requirements applicable to organisations prior to the issue of an organisation certificate, as applicable;
 - (2) continued compliance with the applicable requirements of organisations it has certified;
 - (3) implementation of appropriate safety measures mandated by the competent authority as defined in CAMO.B.135(c) and (d).
- (b) This verification shall:
 - (1) be supported by documentation specifically intended to provide personnel responsible for safety oversight with guidance to perform their functions;
 - (2) provide the organisations concerned with the results of safety oversight activity;
 - (3) be based on assessments, audits and inspections, including unannounced inspections; and
 - (4) provide the competent authority with the evidence needed in case further action is required, including the measures foreseen by CAMO.B.350 'Findings and corrective actions'.
- (c) The scope of oversight defined in (a) and (b) shall take into account the results of past oversight activities and the safety priorities.
- (d) Where organisation facilities are located in more than one State, the competent authority as defined in CAMO.A.105 may agree to have oversight tasks performed by the competent authority(ies) of the Member State(s) where facilities are located, or by the Agency for facilities of organisations having their principal place of business in a third country. Any organisation subject to such agreement shall be informed of its existence and of its scope.
- (e) For oversight performed at facilities located in another State, the competent authority as defined in CAMO.A.105 shall inform the competent authority of such State, or the Agency for facilities of organisations having their principal place of business in a third country, before performing any on-site audit or inspection of such facilities.
- (f) The competent authority shall collect and process any information deemed useful for oversight, including for unannounced inspections.

CAMO.B.305 Oversight programme

- (a) The competent authority shall establish and maintain an oversight programme covering the oversight activities required by CAMO.B.300.
- (b) The oversight programme shall be developed taking into account the specific nature of the organisation, the complexity of its activities, the results of past certification and/or oversight activities, and shall be based on the assessment of associated risks. It shall include within each oversight planning cycle:
 - (1) assessments, audits and inspections, including unannounced inspections and, as applicable:
 - (i) management system assessments and process audits;
 - (ii) product audits of a relevant sample of aircraft managed by the organisation;

and/or

- (iii) sampling of airworthiness reviews performed; and/or
 - (iv) sampling of permits to fly issued;
- (2) meetings convened between the accountable manager and the competent authority to ensure both remain informed of significant issues.
- (c) For organisations certified by the competent authority, an oversight planning cycle not exceeding 24 months shall be applied.
- (d) Notwithstanding point (c), the oversight planning cycle may be extended up to 36 months if the competent authority has established that during the previous 24 months:
- (1) the organisation has demonstrated an effective identification of aviation safety hazards and management of associated risks;
 - (2) the organisation has continuously demonstrated under CAMO.A.130 that it has full control over all changes;
 - (3) no level 1 findings have been issued; and
 - (4) all corrective actions have been implemented within the time period accepted or extended by the competent authority as defined in CAMO.B.350.

Notwithstanding point (c), the oversight planning cycle may be further extended to a maximum of 48 months if, in addition to the above, the organisation has established, and the competent authority has approved, an effective continuous reporting system to the competent authority on the safety performance and regulatory compliance of the organisation itself.

- (e) The oversight planning cycle may be reduced if there is evidence that the safety performance of the organisation has decreased.
- (f) The oversight programme shall include records of the dates when audits, inspections and meetings are due, and when such audits, inspections and meetings have been carried out.
- (g) At the completion of each oversight planning cycle, the competent authority shall issue a recommendation report on the continuation of the approval reflecting the results of oversight.

CAMO.B.310 Initial certification procedure

- (a) Upon receiving an application for the initial issue of a certificate for an organisation, the competent authority shall verify the organisation's compliance with the applicable requirements.
- (b) A meeting with the accountable manager of the organisation shall be convened at least once during the investigation for initial certification to ensure that he/she fully understands the significance of the certification process, and the reason for signing the commitment of the organisation to compliance with the procedures specified in the CAME.
- (c) The competent authority shall record all findings, closure actions (actions required to close a finding), and recommendations.
- (d) The competent authority shall confirm in writing all the findings raised during the

verification to the organisation. For initial certification, all findings must be corrected to the satisfaction of the competent authority before the certificate can be issued.

- (e) When satisfied that the organisation complies with the applicable requirements, the competent authority shall:
 - (1) issue the certificate as established in Appendix I 'EASA Form 14' to this Part;
 - (2) formally approve the CAME.
- (f) The certificate reference number shall be included on the EASA Form 14 certificate in a manner specified by the Agency.
- (g) The certificate shall be issued for an unlimited duration. The privileges, scope of the activities that the organisation is approved to conduct, including any limitations as applicable, shall be specified in the terms of approval attached to the certificate.
- (h) To enable the organisation to implement changes without prior competent authority approval in accordance with CAMO.A.130(c), the competent authority shall approve the relevant CAME procedure defining the scope of such changes and describing how such changes will be managed and notified.

CAMO.B.330 Changes

- (a) Upon receiving an application for a change that requires prior approval, the competent authority shall verify the organisation's compliance with the applicable requirements before issuing the approval.
- (b) The competent authority shall prescribe the conditions under which the organisation may operate during the change unless the competent authority determines that the organisation's certificate needs to be suspended.
- (c) When satisfied that the organisation is in compliance with the applicable requirements, the competent authority shall approve the change.
- (d) Without prejudice to any additional enforcement measures, when the organisation implements changes requiring prior approval without having received competent authority approval as defined in (c), the competent authority shall suspend, limit or revoke the organisation's certificate.
- (e) For changes not requiring prior approval, the competent authority shall assess the information provided in the notification sent by the organisation in accordance with CAMO.A.130(c) to verify compliance with the applicable requirements. In case of any non-compliance, the competent authority shall:
 - (1) notify the organisation about the non-compliance and request further changes; and
 - (2) in case of level 1 or level 2 findings, act in accordance with CAMO.B.350.

CAMO.B.350 Findings and corrective actions

- (a) The competent authority shall have a system to analyse findings for their safety significance.
- (b) A level 1 finding shall be issued by the competent authority when any significant non-compliance is detected with the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules, with the organisation's procedures and

manuals, or with the terms of an approval or certificate which lowers safety or seriously hazards flight safety.

The level 1 findings shall include:

- (1) failure to give the competent authority access to the organisation's facilities as defined in CAMO.A.140 during normal operating hours and after two written requests;
 - (2) obtaining or maintaining the validity of the organisation certificate by falsification of submitted documentary evidence;
 - (3) evidence of malpractice or fraudulent use of the organisation certificate; and
 - (4) the lack of an accountable manager.
- (c) A level 2 finding shall be issued by the competent authority when any non-compliance is detected with the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules, with the organisation's procedures and manuals, or with the terms of an approval or certificate which could lower safety or hazard flight safety.
- (d) When a finding is detected during oversight or by any other means, the competent authority shall, without prejudice to any additional action required by Regulation (EC) No 216/2008 and its Implementing Rules, communicate the finding to the organisation in writing, and request corrective action to address the non-compliance(s) identified. Where a finding directly relates to an aircraft, the competent authority shall inform the State in which the aircraft is registered.
- (1) In the case of level 1 findings, the competent authority shall take immediate and appropriate action to prohibit or limit activities and, if appropriate, it shall take action to revoke the certificate or to limit or suspend it in whole or in part, depending upon the extent of the level 1 finding until successful corrective action has been taken by the organisation.
 - (2) In the case of level 2 findings, the competent authority shall:
 - (i) grant the organisation a corrective action implementation period appropriate to the nature of the finding, that in any case initially shall not be more than 3 months. It shall commence from the date of the written communication of the finding to the organisation, requesting corrective action to address the non-compliance identified. At the end of this period, and subject to the nature of the finding and past safety performance of the organisation, the competent authority may extend the 3-month period subject to a satisfactory corrective action plan agreed by the competent authority; and
 - (ii) assess the corrective action and implementation plan proposed by the organisation, and if the assessment concludes that they are sufficient to address the non-compliance(s), accept these.
 - (3) Where an organisation fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the competent authority, the finding shall be raised to a level 1 finding and action taken as laid down in (d)(1).
 - (4) The competent authority shall record all findings it has raised or that have been communicated to it in accordance with point (e) and, where applicable, the enforcement measures it has applied, as well as all corrective actions and date of

action closure for findings.

- (e) Without prejudice to any additional enforcement measures, when the authority of a Member State acting under the provisions of CAMO.B.300(d) identifies any non-compliance with the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules by an organisation certified by the competent authority of another Member State or the Agency, it shall inform that competent authority and provide an indication of the level of finding.

CAMO.B.355 Suspension, limitation and revocation

The competent authority shall:

- (a) suspend a certificate on reasonable grounds in the case of potential safety threat;
- (b) suspend, revoke or limit a certificate pursuant to CAMO.B.350; or
- (c) suspend certificate in case the competent authority's inspectors are unable over a period of 24 months to discharge their oversight responsibilities through on-site audit(s) due to the security situation in the State where the facilities are located.

Appendix I

**Continuing Airworthiness Management Organisation Certificate
referred to in Annex Vc (Part-CAMO)**

[MEMBER STATE*]

A Member of the European Union**

**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
CERTIFICATE**

Reference: [MEMBER STATE CODE *].CAMO.XXXX (Ref.: AOC XX.XXXX)

Pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council and to Commission 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 continuing airworthiness management organisation in compliance with Section A of Annex Vc (Part-CAMO) to Commission Regulation (EU) No 1321/2014.

CONDITIONS:

1. This certificate is limited to the scope specified in the terms of approval section of the approved continuing airworthiness management exposition (CAME) as referred to in Section A of Annex Vc (Part-CAMO) to Commission Regulation (EU) No 1321/2014.
2. This certificate requires compliance with the procedures specified in the CAME approved in accordance with Annex Vc (Part-CAMO) to Commission Regulation (EU) No 1321/2014.
3. This certificate is valid whilst the approved continuing airworthiness management organisation remains in compliance with Annex I (Part-M), Annex Vb (Part-ML) and Annex Vc (Part-CAMO) to Commission Regulation (EU) No 1321/2014.
4. Where the continuing airworthiness management organisation subcontracts under its management system the service of an (several) organisation(s), this certificate remains valid subject to such organisation(s) fulfilling the applicable contractual obligations.
5. Subject to compliance with the conditions 1 to 4 above, this certificate shall remain valid for an unlimited duration unless the certificate has previously been surrendered, superseded, suspended or revoked.

If this form is also used for air operator certificate (AOC) holders (air carriers licensed in accordance with Regulation (EC) No 1008/2008), the AOC number shall be added to the

reference, in addition to the standard number, and condition No 5 shall be replaced with the following additional conditions:

6. This certificate does not constitute an authorisation to operate the types of aircraft referred to in condition No 1. The authorisation to operate the aircraft is the AOC.
7. Termination, suspension or revocation of the AOC of a licensed air carrier in accordance with Regulation (EC) No 1008/2008 automatically invalidates the present certificate in relation to the aircraft registrations specified in the AOC, unless otherwise explicitly stated by the competent authority.
8. Subject to compliance with the previous conditions, this certificate shall remain valid for an unlimited duration unless the certificate has previously been surrendered, superseded, suspended or revoked.

Date of original issue:.....

Signed:.....

Date of this revision:..... Revision No:.....

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

Page ... of ...

* Or 'EASA', if EASA is the competent authority.

**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
TERMS OF APPROVAL**

Reference: [MEMBER STATE CODE*].CAMO.XXXX

(Ref.: AOC XX.XXXX)

Organisation: [COMPANY NAME AND ADDRESS]

Aircraft type/series/group	Airworthiness review authorised	Permits to fly authorised	Subcontracted organisation(s)
	[YES / NO] ***	[YES / NO] ***	
	[YES / NO] ***	[YES / NO] ***	
	[YES / NO] ***	[YES / NO] ***	
	[YES / NO] ***	[YES / NO] ***	

The terms of approval are limited to the scope of approval contained in the approved CAME section.....

CAME reference:.....

Date of original issue:.....

Signed:.....

Date of this revision:..... Revision No:.....

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

EASA Form 14 Issue 5

- * Or 'EASA', if EASA is the competent authority.
- ** Delete for non-EU Member State or EASA.
- *** Delete as appropriate if the organisation is not approved.