

Reg. (EC) No. 2042/2003, ANNEX 1 PART M, Subpart G
COMPLIANCE CHECK LIST

Version 0, September 2009

Survey Ref No:

CAA Use Only

Organisation Name:		AOC Number: <i>(If Applicable)</i>	Subpart G Approval Number:
Address:			
Contact Name:		Tel No:	
		Email:	
C.A.M.E Reference:		CAA department:	
Subpart G Organisation with AOC:	*Yes/ No	Stand Alone Subpart G Organisation: <i>(Non Commercial Air Transport Aircraft Only)</i>	*Yes / No
Airworthiness Review Certificate Approval Required <i>Ref: M.A.711(b)</i>		*Yes/ No	
Compiled by; (Org):		Reviewed by; (CAA): <i>CAA Use Only</i>	Date:

* Delete as required on application

Instructions for completion:

When completing this document it is important to make a positive statement showing how the organisation complies with any relevant part of the Subpart G requirement (column 1) by indicating in column (2) the CAME or procedure reference, if any part is not relevant then N/A should be inserted in column (3). It should be stated in the comments column (4) why the part is not applicable.

Column (4) should give details of method of compliance.

If additional information is required to demonstrate compliance please use the space below or attach an appropriately referenced continuation sheet.

Where the term 'The Owner' is used this also means 'The Operator'.

Once completed please return this document to the MK CAA Airworthiness and Register Department dealing with the Part M Subpart G approval.

Cont/....

When an operator subcontracts continuing airworthiness task(s) to another organisation, the task, subcontracted organisation and contract reference should be inserted in column (3).

When the Compliance Check List has been completed and accepted by CAA a copy should be appended to the C.A.M.E.

Note: in addition to the Part M Subpart G Regulations, AMC & GM material consideration should be given to any Notice of Proposed Amendment (NPA). Where a NPA has not been finally adopted it is recommended that the Competent Authority be consulted.

The Regulations EC 2042/2003, EC 707/2007, EC 376/2007 and EC 1056/2008 should be consulted at all times when completing this compliance Check List

Additional Information (cont):

Subpart G requirement	CAME / Proc. Ref	N/A	Comments, Organisation/CAA	CAA use. Satis. Y/N (5)
(1)	(2)	(3)	(4)	
M.A.701 Scope				
This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the management of aircraft continuing airworthiness.				
M.A.702 Application				
An application for issue or variation of a continuing airworthiness management organisation approval shall be made on a form and in a manner established by the competent authority.				
M.A.703 Extent of approval				
(a) The approval is indicated on a certificate included in Appendix VI issued by the competent authority.				
(b) Notwithstanding paragraph (a), for commercial air transport, the approval shall be part of the air operator certificate issued by the competent authority, for the aircraft operated.				
(c) The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management exposition in accordance with point M.A.704.				
M.A.704 Continuing airworthiness management exposition				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition containing 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 exposition at all times, and;				
2. The organisation's scope of work, and;				
3. The title(s) and name(s) of person(s) referred to in points M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(i).				
4. An organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.706 (b) and M.A.706(c), and;				
5. A list of M.A.707 airworthiness review staff, and;				
6. A general description and location of the facilities, and;				
7. Procedures specifying how the continuing airworthiness management organisation ensures compliance with this Part, and;				
8. The continuing airworthiness management exposition amendment procedures.				
9. The list of approved aircraft maintenance programmes, or, for aircraft not involved in commercial air transport, the list of "generic" and "baseline" maintenance programmes.				
(b) The continuing airworthiness management exposition and its amendments shall be approved by the competent authority.				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(c) Notwithstanding paragraph (b), minor amendments to the exposition may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the continuing airworthiness management organisation as part of the exposition and be approved by the competent authority responsible for that continuing airworthiness management organisation.				
<ul style="list-style-type: none"> Account taken of AMC M.A.704 CAA have produced an <i>Anybody's CAME</i> for guidance Procedures should take account of Part M Subparts C, D, E, H & I as appropriate 				
M.A.705 Facilities				
The continuing airworthiness management organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in M.A.706.				
<ul style="list-style-type: none"> Account should be taken of AMC M.A.705 				
M.A.706 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 this Part.				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(b) For commercial air transport the paragraph (a) Accountable manager shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate.				
(c) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.				
(d) For commercial air transport, the Accountable manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c).				
(e) The nominated post holder referred to in paragraph (d) shall not be employed by a Part-145 approved organisation under contract to the operator, unless specifically agreed by the competent authority.				
(f) The organisation shall have sufficient appropriately qualified staff for the expected work.				
(g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.				
(h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.				
(i) For organisations extending airworthiness review certificates in accordance with points M.A.711(a)4 and M.A.901(f), the organisation shall nominate persons authorised to do so, subject to approval by the competent authority.				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(j) The organisation shall define and keep updated in the continuing airworthiness management exposition the title(s) and name(s) of person(s) referred to in points M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(i).'				
<ul style="list-style-type: none"> Account should be taken of AMC M.A.706 				
M.A.707 Airworthiness review staff				
(a) To be approved to carry out airworthiness reviews, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue airworthiness review certificates or recommendations referred to in Subpart I, Section A.				
<p>1. For all aircraft used in commercial air transport, and aircraft above 2 730 kg MTOM, except balloons, these staff shall have acquired:</p> <p>(a) at least five years experience in continuing airworthiness, and;</p> <p>(b) an appropriate licence in compliance with Annex III (Part-66) or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when Annex III (Part-66) refers to national rules) or an aeronautical degree or equivalent, and;</p> <p>(c) formal aeronautical maintenance training, and;</p> <p>(d) a position within the approved organisation with appropriate responsibilities.</p> <p>(e) Notwithstanding points "a" to "d", the requirement laid down in point M.A.707(a)1b may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.A.707(a)1a.</p>				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
<p>2. For aircraft not used in commercial air transport of 2 730 kg MTOM and below, and balloons, these staff shall have acquired:</p> <p>(a) at least three years experience in continuing airworthiness, and;</p> <p>(b) an appropriate licence in compliance with Annex III (Part-66) or a nationally recognized maintenance personnel qualification appropriate to the aircraft category (when Annex III (Part-66) refers to national rules) or an aeronautical degree or equivalent, and;</p> <p>(c) appropriate aeronautical maintenance training, and;</p> <p>(d) a position within the approved organisation with appropriate responsibilities;</p> <p>(e) Notwithstanding points "a" to "d", the requirement laid down in point M.A.707(a)2b may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.A.707(a)2a.'</p>				
<p>(b) Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by the competent authority after satisfactory completion of an airworthiness review under supervision.</p>				
<p>(c) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.</p>				
<p>(d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.</p>				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(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 management experience and training and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff have left the organisation.				
<ul style="list-style-type: none"> Account should be taken of AMC M.A.707 				
M.A.708 Continuing airworthiness management				
(a) All continuing airworthiness management shall be carried out according to the prescriptions of M.A Subpart C.				
(b) For every aircraft managed, the approved continuing airworthiness management organisation shall:				
1. Develop and control a maintenance programme for the aircraft managed including any applicable reliability programme,				
2. Present the aircraft maintenance programme and its amendments to the competent authority for approval, unless covered by an indirect approval procedure in accordance with point M.A.302(c), and provide a copy of the programme to the owner of aircraft not involved in commercial air transport,				
3. Manage the approval of modification and repairs,				
4. Ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with M.A. Subpart H,				
5. Ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact are applied,				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
6. Ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation,				
7. Ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary,				
8. Coordinate scheduled maintenance, the application of airworthiness directives, the 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/or operator's technical log.				
10. Ensure that the mass and balance statement reflects the current status of the aircraft.				
(c) In the case of commercial air transport, when the operator is not appropriately approved to Part-145, the operator shall establish a written maintenance contract between the operator and a Part-145 approved organisation or another operator, detailing the functions specified under M.A.301-2, M.A.301-3, M.A.301-5 and M.A.301-6, ensuring that all maintenance is ultimately carried out by a Part-145 approved maintenance organisation and defining the support of the quality functions of M.A.712 (b). The aircraft base, scheduled line maintenance and engine maintenance contracts, together with all amendments, shall be approved by the competent authority.				
However, in the case of:				
1. An aircraft requiring unscheduled line maintenance, the contract may be in the form of individual work orders addressed to the Part-145 maintenance organisation.				
2. Component maintenance, including engine maintenance, the contract as referred to in paragraph (c) may be in the form of individual work orders addressed to the Part-145 maintenance organisation.				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
<ul style="list-style-type: none"> • Account should be taken of AMC M.A.708 • All Subpart C Tasks and AMC need to be cross-referred • Consideration to Part 21 subpart D changes • Consideration to Part 21 subpart M for Repairs • Consideration to Subpart G / Owner contracts (Appendix 1) 				
M.A.709 Documentation				
(a) The approved continuing airworthiness management organisation shall hold and use applicable current maintenance data in accordance with point M.A.401 for the performance of continuing airworthiness tasks referred to in point M.A.708. 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 required by point M.A.714.				
(b) For aircraft not involved in commercial air transport, the approved continuing airworthiness management organisation may develop "baseline" and/or "generic" maintenance programmes in order to allow for the initial approval and/or the extension of the scope of an approval without having the contracts referred to in Appendix I to this Annex (Part M). These "baseline" and/or "generic" maintenance programmes however do not preclude the need to establish an adequate Aircraft Maintenance Programme in compliance with point M.A.302 in due time before exercising the privileges referred to in point M.A.711.'				
<ul style="list-style-type: none"> • Account should be taken of AMC M.A.709 				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
M.A.710 Airworthiness review				
(a) To satisfy the requirement for an M.A.902 airworthiness review of an aircraft, a full documented review of the aircraft records shall be carried out by the approved continuing airworthiness management organisation in order to be satisfied that:				
1. Airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and;				
2. The flight manual is applicable to the aircraft configuration and reflects the latest revision status, and;				
3. All the maintenance due on the aircraft according to the approved maintenance programme has been carried out, and;				
4. All known defects have been corrected or, when applicable, carried forward in a controlled manner, and;				
5. All applicable airworthiness directives have been applied and properly registered, and;				
6. All modifications and repairs applied to the aircraft have been registered and are approved according to Part-21, and;				
7. All service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and;				
8. All maintenance has been released in accordance with this Part, and;				
9. The current mass and balance statement reflects the configuration of the aircraft and is valid, and;				
10. The aircraft complies with the latest revision of its type design approved by the Agency.				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(b) The approved continuing airworthiness management organisation's airworthiness review staff shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to Part-66 shall be assisted by such qualified personnel.				
(c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:				
1. All required markings and placards are properly installed, and;				
2. The aircraft complies with its approved flight manual, and;				
3. The aircraft configuration complies with the approved documentation, and;				
4. No evident defect can be found that has not been addressed according to M.A.404, and;				
5. No inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.				
(d) by derogation to M.A.902(a) an airworthiness review Can be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check.				
(e) An M.A.902 airworthiness review certificate (EASA Form 15b) or a recommendation is issued by appropriately authorised M.A.707 airworthiness review staff on behalf of the approved continuing airworthiness management organisation when satisfied that the airworthiness review has been properly carried out.				
(f) A copy of any airworthiness review certificate issued or extended for an aircraft shall be sent to the Member State of Registry of that aircraft within 10 days				
(g) Airworthiness review tasks shall not be sub-contracted.				

Subpart G requirement	CAME / Proc. Ref	N/A	Comments, Organisation/CAA	CAA use. Satis. Y/N (5)
(1)	(2)	(3)	(4)	
(h) Should the outcome of the airworthiness review be inconclusive, the competent authority shall be informed.				
<ul style="list-style-type: none"> • Account should be taken of AMC M.A.710 • There must be procedures for Airworthiness Review Staff to produce a compliance report confirming as a minimum all listed areas have been reviewed • Procedures to be developed to show how physical survey is conducted and the extent of the survey. • Copy of physical survey to be submitted, with document review compliance reports. 				
M.A.711 Privileges of the organization				
(a) A continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M) may:				
1. manage the continuing airworthiness of non-commercial air transport aircraft as listed on the approval certificate;				
2. manage the continuing airworthiness of commercial air transport aircraft when listed both on its approval certificate and on its Air Operator Certificate (AOC);				
3. arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under its quality system, as listed on the approval certificate;				
4. extend, under the conditions of point M.A.901(f), an airworthiness review certificate that has been issued by the competent authority or by another continuing airworthiness management organisation approved in accordance with Section A, Subpart G of this Annex (Part M);				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(b) An approved continuing airworthiness management organisation registered in one of the Member States may, additionally, be approved to carry out airworthiness reviews referred to in point M.A.710 and:				
1. issue the related airworthiness review certificate and extend it in due time under the conditions of points M.A.901(c)2 or M.A.901(e)2; and,				
2. issue a recommendation for the airworthiness review to the competent authority of the Member State of registry.'				
(c) An organisation shall be registered in one of the Member States to be granted the privilege pursuant to paragraph (b).				
<ul style="list-style-type: none"> Account should be taken of AMC M.A.711 				
M.A.712 Quality system				
(a) To ensure that the approved continuing airworthiness management organisation continues to meet the requirements of this Subpart, it 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 to the accountable manager to ensure corrective action as necessary.				
(b) The quality system shall monitor M.A. Subpart G activities. It shall at least include the following functions:				
1. Monitoring that all M.A. Subpart G activities are being performed in accordance with the approved procedures, and;				
2. Monitoring that all contracted maintenance is carried out in accordance with the contract, and;				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
3. Monitoring the continued compliance with the requirements of this Part.				
(c) The records of these activities shall be stored for at least two years.				
(d) Where the approved continuing airworthiness management organisation is approved in accordance with another Part, the quality system may be combined with that required by the other Part.				
(e) In case of commercial air transport the M.A. Subpart G quality system shall be an integrated part of the operator's quality system.				
(f) In the case of a small organisation not managing the continuing airworthiness of aircraft used in commercialair transport, the quality system may be replaced by regular organisational reviews subject to the approval of the competent authority, except when the organisation issues airworthiness review certificates for aircraft above 2 730 kg MTOM other than balloons. In the case where there is no quality system, the organisation shall not contract continuing airworthiness management tasks to other parties.				
<ul style="list-style-type: none"> • Account should be taken of AMC M.A.712 • Quality Audit to be conducted annually and include each location. • Quality Report to be raised • Quality Audit Programme • Small organisations may have alternative quality system • NPA 7/2005 will allow an organisational review (depending on certain restrictions to the approval) in lieu of a quality system 				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
M.A.713 Changes to the approved continuing airworthiness organisation				
<p>In order to enable the competent authority to determine continued compliance with this Part, the approved continuing airworthiness management organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:</p> <ol style="list-style-type: none"> 1. The name of the organisation. 2. The location of the organisation. 3. Additional locations of the organisation. 4. The accountable manager. 5. Any of the persons specified in M.A.706(c). 6. The facilities, procedures, work scope and staff that could affect the approval. <p>In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity</p>				
<ul style="list-style-type: none"> • Account should be taken of AMC M.A.713 				
M.A.714 Record-keeping				
(a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by M.A.305 and if applicable M.A.306 shall be retained.				
(b) If the continuing airworthiness management organisation has the privilege referred to in point M.A.711(b), 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 M.A.711(a)4.				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(c) The continuing airworthiness management organisation shall retain a copy of all records listed in paragraph (b) until two years after the aircraft has been permanently withdrawn from service.				
(d) The records shall be stored in a manner that ensures protection from damage, alteration and theft.				
(e) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.				
(f) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person.				
(g) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.				
<ul style="list-style-type: none"> Account should be taken of AMC M.A.714 				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
M.A.715 Continued validity of approval				
<p>(a) An approval shall be issued for an unlimited duration. It shall remain valid subject to:</p> <ol style="list-style-type: none"> 1. the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.B.705 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. <p>(b) Upon surrender or revocation, the approval certificate shall be returned to the competent authority.</p>				
M.A.716 Findings				
(a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers the safety standard and hazards seriously the flight safety.				
(b) A level 2 finding is any non-compliance with the Part- M requirements which could lower the safety standard and possibly hazard the flight safety.				
(c) After receipt of notification of findings according to M.B.705, the holder of the continuing airworthiness management organisation 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.				
END				