



Контролна карта за съответствие с част CAO

Организация:				КОНТРОЛНА КАРТА ЗА ОДИТ ЗА СЪОТВЕТСТВИЕ НА CAO ПО ЧАСТ-CAO			
Референтен №:							
Дата:		Инспектор:		CAE	съответствие		Бележки, документ № и т.н.
					ДА	НЕ	
описание			изискване				
1	Application Application in a form and manner established by ACG (FORM2)		CAO.A.015 AMC1 CAO.A.015				
2	Means of compliance If an alternate to an AMC wishes to be used: provide ACG with a full description of the alternative means of compliance (AltMoC)		CAO.A.017(b)				
3	Terms of approval Scope of work shall be specified in the CAE		CAO.A.020(a)				
	Scope of work for aeroplanes of more than 2730 kg MTOM and helicopters of more than 1200 kg MTOM or certified for more than 4 occupants; changes		CAO.A.020(a)(1) GM1 CAO.A.020 GM1 CAO.A.020(a)				
	For complete turbine engines, the scope of work shall indicate the engine manufacturer or group or series or type or the maintenance task(s); changes		CAO.A.020(a)(2)				
	Planning and carrying out maintenance by a CAO which employs only one person		CAO.A.020(a)(3)				
	Scope of work controlled by the CAO according to a procedure; component classification		CAO.A.020(a)(4)				
	Fabrication in conformity with maintenance data		CAO.A.020(c) AMC1 CAO.A.020(c)				
4	Combined airworthiness exposition (CAE) Layout of an acceptable CAE according AMC		CAO.A.025 AMC1 CAO.A.025 AMC2 CAO.A.025				
	Statement signed by the accountable manager		CAO.A.025(a)(1)				
	Scope of work		CAO.A.025(a)(2)				
	Title(s) and name(s) of the person(s)		CAO.A.025(a)(3)				
	Organisation chart		CAO.A.025(a)(4)				
	List of certifying staff with their scope of approval		CAO.A.025(a)(5)				
	List of staff responsible for the development and approval of aircraft maintenance programmes		CAO.A.025(a)(6)				
	List of airworthiness review staff with their scope of approval		CAO.A.025(a)(7)				
	List of staff responsible for issuance of permits to fly		CAO.A.025(a)(8)				
	General description and location of the facilities		CAO.A.025(a)(9)				
	Procedures specifying how the CAO shall ensure compliance		CAO.A.025(a)(10)				
	CAE amendment procedure		CAO.A.025(a)(11)				
	Approval of CAE		CAO.A.025(b)				
	CAE amendments according CAO.A.105		CAO.A.025(c)				
5	Facilities Facilities, including adequate office accommodation		CAO.A.030 AMC1 CAO.A.030				
	Specialised workshops, hangars and bays		CAO.A.30(a)				
	Secure storage facilities are provided for components, equipment, tools and material; segregation		CAO.A.030(b)				
6	Personnel requirements Accountable manager		CAO.A.035(a)				
	Nominate a person or group of persons with the responsibility of ensuring that the organisation always complies with requirements		CAO.A.035(b)				
	Knowledge, background and experience related to continuing airworthiness management or maintenance, as appropriate		CAO.A.35(c) AMC1 CAO.A.035(c)				
	Sufficient appropriately qualified staff to be able to carry out the planned work		CAO.A.035(d)				
	Assess and record the qualification of all personnel		CAO.A.35(e) AMC1 CAO.A.035(e)				
	Specialised task, such as welding or NDT		CAO.A.35(f)				

7 Certifying staff	Requirements of Part-66 for aircraft certifying staff; national requirements for component certifying staff	CAO.A.040(a)(1)		
	Adequate understanding of the relevant aircraft or aircraft component(s) and procedures	CAO.A.40(a)(2)		
	One-off certification authorisation; report to ACG	CAO.A.40(b)		
	Maintenance support to operators involved in commercial operations	CAO.A.40(c)		
	For a repetitive preflight AD limited certifying-staff authorisation to the pilot-in-command	CAO.A.40(c)(1)		
	In the case of aircraft operating away from a supported location limited certifying-staff authorisation to the pilot-in-command	CAO.A.40(c)(2)		
	Record of details concerning certifying staff and up-to-date list	CAO.A.40(d)		
8 Airworthiness review staff (ARS)	ARS already authorised; experience; validity of authorisation	CAO.A.045 AMC1 CAO.A.045(a)		
	CAO shall have appropriate ARS as applicable	CAO.A.045(a)		
	Experience in continuing airworthiness	CAO.A.045(a)(1)		
	Appropriate licence or aeronautical degree or additional experience	CAO.A.045(a)(2)		
	Appropriate aeronautical-maintenance training	CAO.A.045(a)(3)		
	Airworthiness review under supervision	CAO.A.045(b)		
	Demonstration of appropriate recent continuing airworthiness experience	CAO.A.045(c)		
	ARS identified in the CAE	CAO.A.045(d)		
	Record of details of any appropriate qualification, experience and training	CAO.A.045(e)		
9 Components, equipment and tools	Equipment and tools specified in the maintenance data or equivalents listed in CAE	CAO.A.050(a)(1) AMC1 CAO.A.050(a)		
	Procedure to ensure access to other equipment and tools used only on an occasional basis	CAO.A.050(a)(2) AMC1 CAO.A.050(a)		
	Tools and equipment are controlled and calibrated to an officially recognised standard; records	CAO.A.050(b)		
	Inspection, classification and appropriate segregation of all incoming components	CAO.A.050(c)		
10 Maintenance data and work orders	Current maintenance data	CAO.A.055(a) AMC1 CAO.A.055		
	Written work order between CAO and person or organisation requesting maintenance	CAO.A.055(b)		
11 Maintenance standards	Any person performing maintenance is qualified	CAO.A.060(a)		
	Maintenance carried out is well organised and clean	CAO.A.060(b)		
	Methods, techniques, standards and instructions specified in maintenance data	CAO.A.060(c)		
	Tools, equipment and material	CAO.A.060(d)		
	Maintenance performed in accordance with environmental limitations	CAO.A.060(e)		
	Proper facilities	CAO.A.060(f)		
	Risk of multiple errors during maintenance	CAO.A.060(g) AMC1 CAO.A.060(g)		
	General verification after completion of maintenance	CAO.A.060(i)		
	All maintenance performed is properly recorded and documented	CAO.A.060(j)		
12 Aircraft certificate of release to service	At the completion of any aircraft maintenance carried out, an aircraft CRS shall be issued	CAO.A.065		
13 Component certificate of release to service	At the completion of all component maintenance carried out, a component CRS shall be issued	CAO.A.070(a) GM1 CAO.A.070 AMC1 CAO.A.070(a)		
	EASA Form 1 generated from computer database	CAO.A.070(b)		

14 Continuing-airworthiness management	Continuing airworthiness management shall be carried out in accordance with Part-M or Part-ML, as applicable	CAO.A.075 AMC1 CAO.A.075 CAO.A.075(a)		
	Develop and control maintenance programme	CAO.A.075(b)(1)		
	Approval of maintenance programme for aircraft complying with Part-ML	CAO.A.075(b)(1)(I)		
	Approval of maintenance programme for aircraft complying with Part-M	CAO.A.075(b)(1)(II)		
	Copy of AMP to the owner	CAO.A.075(b)(2)		
	Data used for any modification and repairs	CAO.A.075(b)(3)		
	All maintenance is performed in accordance with the AMP and released properly	CAO.A.075(b)(4)		
	All applicable ADs and all operational directives with a continuing airworthiness impact are implemented	CAO.A.075(b)(5)		
	All defects discovered during maintenance or reported are corrected	CAO.A.075(b)(6)		
	Aircraft is brought for maintenance to an appropriately approved organisation or to independent certifying staff	CAO.A.075(b)(7)		
	Coordination of scheduled maintenance, application of ADs, replacement of service-life-limited parts and component inspection	CAO.A.075(b)(8)		
	Manage and archive all continuing-airworthiness records and, if applicable, the aircraft technical log	CAO.A.075(b)(9)		
	Mass-and-balance statement reflects the current status of the aircraft	CAO.A.075(b)(10)		
15 Continuing-airworthiness management data	Applicable current maintenance data for the performance of the continuing airworthiness management tasks	CAO.A.080 AMC1 CAO.A.080		
16 Airworthiness review	Airworthiness review in accordance with Part-M or Part-ML as applicable	CAO.A.085		
17 Record-keeping	Maintenance records	CAO.A.090(a)(1)		
	Continuing airworthiness management records	CAO.A.090(a)(2)		
	Copy of each ARC and recommendation issued	CAO.A.090(a)(3)		
	Copy of each permit to fly issued	CAO.A.090(a)(4)		
	Retain a copy of maintenance records for a period of 3 years	CAO.A.090(b)		
	Retain a copy of continuing airworthiness management records, ARC, recommendations and permit to fly	CAO.A.090(c)		
	Protection from damage, alteration and theft	CAO.A.090(d)		
	Storage of computer hardware used for backup of the maintenance records	CAO.A.090(e)		
	Transfer of records to another organisation or person	CAO.A.090(f)		
	Transfer of records to another organisation or person	CAO.A.090(g)		
18 Privileges of the organisation (maintenance)	Maintenance of aircraft or component	CAO.A.095(a)(1)		
	Specialised services at another organisation appropriately qualified under the control of the CAO	CAO.A.095(a)(2)		
	Maintenance of aircraft or component for which it is approved at any location, where the need of such maintenance arises	CAO.A.095(a)(3)		
	Issuing of CRS	CAO.A.095(a)(4)		
19 Privileges of the organisation (continuing airworthiness management)	Maintenance of continuing airworthiness	CAO.A.095(b)(1)		
	Approve maintenance programme (for Part-ML)	CAO.A.095(b)(2)		
	Carry out limited continuing airworthiness tasks with any contracted organisation listed on certificate	CAO.A.095(b)(3) AMC1 CAO.A.095(b)3		
	Extend an ARC that has been issued by the competent authority, another CAO or a CAMO	CAO.A.095(b)(4)		
20 Privileges of the organisation (airworthiness review)	Issuance of the related ARC or recommendation for the issuance	CAO.A.095(c)(1)(I)		
	Extention of the validity of an existing ARC	CAO.A.095(c)(1)(II)		
	Airworthiness reviews with maintenance privileges only	CAO.A.095(c)(2)		

21	Privileges of the organisation (permit to fly)	CAO.A.095(d)		
	Issuance of permits to fly			
	CAO may be approved for one or more privileges	CAO.A.095(e)		
22	Quality system and organisational review	CAO.A.100(a)		
	Quality system and quality manager	GM1 CAO.A.100(a)		
	QUALITY SYSTEM - FEEDBACK	AMC1 CAO.A.100(a)		
	(a) The quality system should include a feedback system: it should ensure that all findings resulting from the independent audits are properly investigated and corrected in a timely manner. It should address who is required to rectify each non-compliance and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should enable the accountable manager to be kept informed of any safety issues and the extent of compliance with Part-CAO.			
	(b) The audit reports referenced in AMC1 CAO.A.100(b) should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the auditor of such rectification.			
	(c) The accountable manager should hold regular meetings with staff to check the progress of any corrective actions. If these meetings are delegated to the quality manager on a day-to-day basis, then the accountable manager should:			
	(1) meet the senior staff involved at least twice per year to review the overall performance of the compliance monitoring function; and			
	(2) receive at least a half-yearly summary report on non-compliance findings.			
	QUALITY SYSTEM - INDEPENDENT AUDIT			
	(a) An essential element of the quality system is the independent audit.			
	(b) The independent audit should be an objective process of routine sample checks of all aspects of the organisation's ability to carry out continuing airworthiness management and/or maintenance to the standards required by Regulation (EU) No 1321/2014. It should include some product sampling (e.g. product audit) as this is the end result of the process.			
	(c) The independent audit should provide an objective overview of the complete set of continuing-airworthiness-management and/or maintenance-related activities.			
	(d) The organisation should establish an audit plan to show when and how often the activities as required by Part-M, Part-ML and Part-CAO will be audited.			
	(e) The audit plan should ensure that all aspects of Part-CAO compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a complete single exercise or (sub)divided over the annual period. The independent audit should not require each procedure to be verified against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been verified every year without resultant findings. Where findings have been identified, the particular procedure should be verified against other product lines until the findings have been rectified, after which the independent audit procedure may revert to a 1-year interval for the particular procedure.			
	(f) Provided that there are no safety-related findings, the audit planning cycle specified in this AMC may be increased by up to 100 %, subject to agreement by the competent authority.			
	(g) Where the organisation has more than one location approved, the quality system should include a description of how these locations are integrated into the system, and include a plan to audit each location at a frequency consistent with the extent of activity at the particular location, not exceeding 2 years.			

22	Quality system and organisational review	CAO.A.100(b)(1) AMC1 CAO.A.100(b)		
	Activities are performed in accordance with the approved procedures			
	Contracted maintenance tasks are carried out in accordance with the contract	CAO.A.100(b)(2)		
	Organisation continues to comply with the requirements	CAO.A.100(b)(3)		
	Records of that monitoring shall be retained for at least the previous 2 years	CAO.A.100(c)		
	Combined quality system	CAO.A.100(d)		
	Small CAO conditions	CAO.A.100(e) GM1 CAO.A.100(e)		
	- the scope of the CAO does only contain aircraft covered by Part-ML.			
	- the CAO does not exceed 10 full-time equivalent staff involved in maintenance.			
	- the CAO does not exceed 5 full-time equivalent staff involved in continuing airworthiness management.			
	- the CAO is not contract continuing airworthiness management tasks to subcontractors (except:			
	- (1) Subscription to a technical publisher that provides maintenance data (aircraft maintenance manuals, illustrated parts catalogues, service bulletins, etc.).			
	- (2) Contracting the use of a software tool for the management of CAO.A.080 continuing airworthiness data and CAO.A.090 records, provided that:			
	- (i) if the tool is used by several organisations, each organisation has access to its own data only;			
	- (ii) introduction of data can only be performed by personnel of the CAO; and			
	- (iii) the data can be retrieved at any time.)			
	For small CAO: quality system may be replaced by regular organisational reviews	CAO.A.100(f) GM1 CAO.A.100(f)		
	(1) person responsible for the organisational review;			
	(2) frequency of the reviews;			
	(3) scope and content of the reviews;			
	(4) persons accomplishing the reviews;			
	(5) procedure for planning, performing and processing review findings; and			
	(6) procedure for ensuring corrective actions are carried out in the appropriate time frame.			
	Justification of Organisational review system	Appendix II to AMC1 CAO.A.100(f)		
	number and type of aircraft, number of different fleets, privilege to perform airworthiness review			
	Minimum features of Organisational review:			
	(a) Identification of the person responsible for the organisational review programme			
	(b) Identification and qualification criteria for the person(s) responsible for performing the organisational reviews			
	(c) Elaboration of the organisational review programme: (1) Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the CAE should be addressed.(2) A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews. (d) Performance of organisational reviews:Each checklist item should be answered using an appropriate combination of: - review of records, documentation, etc.; - sample check of aircraft under contract or being maintained under a work order; - interview of personnel involved; - review of discrepancies and internal reports (e.g. notified difficulties when using current procedures and tools, systematic deviations from procedures, etc.); - review of complaints filed by customers.			

	<p>(e) Management of findings and occurrence reports: All findings should be recorded and notified to the affected persons.</p> <p>(1) All findings that lower the safety standard and seriously hazard flight safety should be immediately notified to the competent authority and all necessary actions on aircraft in service should be immediately taken.</p> <p>(2) All occurrence reports should be reviewed with the aim of continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g. notified difficulties when using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.</p> <p>(3) Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.</p> <p>(4) Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, the closure of the finding should be recorded along with a summary of the corrective action.</p> <p>(5) The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme</p> <p>Simplified Organisational Review Check List is used in compliance with Appendix II to AMC1 CAO.A.100(f)</p>	Appendix II to AMC1 CAO.A.100(f)		
23	Changes to the organisation	CAO.A.105(a)(1)		
	Changes affecting the information contained in the approval certificate			
	Changes of the persons referred to in points CAO.A.035(a) and (b)	CAO.A.105(a)(2)		
	Changes in the aircraft types	CAO.A.105(a)(3)		
	Changes in the scope of work in case of complete turbine engines	CAO.A.105(a)(4)		
	Changes in the control procedure	CAO.A.105(a)(5)		
	Other changes in locations, facilities, equipment, tools, material, procedures, scope of work;	CAO.A.105(b)		
24	Continued validity	CAO.A.110(a)(1)		
	Compliance with regulation			
	Access of competent authority members to organisation	CAO.A.110(a)(2)		
	Certificate not being surrendered or revoked	CAO.A.110(a)(3)		
	Revocation or surrender: certificate shall be returned to ACG	CAO.A.110(b)		
25	Findings	CAO.A.115(a)		
	Level 1 finding			
	Level 2 finding	CAO.A.115(b)		
	Corrective action plan	CAO.A.115(c)		