Cover Page

**{ANYBODY’S}**

**CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)**

**[*Guidance Template*]**

**[*(Insert Organization logo here)*]**

**Approval No: UK.MAA.CAMO.**[**XXXX**]

**Address:** [*Enter the address of the originating organization*]

**Telephone Number:** [*Enter the contact details for the originating organization*]

**Email Address:**  [*Enter the e-mail contact address for the originating organization*]

**Document Ref Number:** [*Enter originating organization’s reference*]

**Note: It should be noted by the user, that the sole use of this template does not ensure that compliance will be met in its entirety. The responsibility of ensuring compliance lies with the Organization. This template is for guidance only.**

[*How to Use this Template:*]

1. [***Template Format****: This template is laid out and formatted in a style considered acceptable as a Continuing Airworthiness Management Exposition (CAME) in accordance with (iaw) RA4943 - Continuing Airworthiness Management Exposition - MRP Part M Sub Part G. The format / style is a guide only and Military Continuing Airworthiness Manager (Mil CAMs) are free to choose their own format (ie corporate standard) or adopt / amend the provided format. The text in the template has been colour coded:*]
	1. [*Green text – guidance material (applicable only to the template, delete in use)*]
	2. *{Blue text – example text (an example of the style and scope to be covered - replace or amend as appropriate)}*
	3. *Black text – provides the recommended document structure (retain, add to, delete or replace as appropriate but use the basic structure).*
2. [***Purpose.*** *There is a right way and a wrong way to tackle the production of a CAME:*]
	1. [***The Right-Way.*** *Treating the CAME as a document explaining how the CAMO is (or is going to be) organized and how it is going to achieve its objectives. The process of producing the CAME is as important as publishing the finished article. Use the opportunity to understand how an output (eg the Aircraft Maintenance Programme (AMP)) is delivered, who is involved, what procedure is being followed, what inputs are required, what format is required, when, how much, how often and what does good look like; critically question what is in place, or proposed, from the standpoint of compliance, efficiency and effectiveness. When these questions have been answered, the CAME becomes the vehicle to capture what has been decided.]*
	2. [***The Wrong-Way****. Treating the CAME as a necessity for approval / compliance and then writing it for the benefit of the MAA (we see this all too often). This approach results in:*]
		1. [***Statements that attempt to demonstrate compliance without ever explaining how an activity is achieved.*** *Statements such as ‘the CAMO will inform the MAA of any significant changes in accordance with RA4943’ –only tells the reader ‘what’ needs to be done not ‘how’ it will be done (eg internal change procedure), ‘who’ will do it (ie who is responsible), ‘when’ it will be done / reviewed (ie annually in line with XX meeting), ‘where’ (eg where are documents filed, archived, published), and assured (ie checked for implementation and sustainment). RA 4943(1) AMC para 8 refers: “To ensure CAMO tasks are undertaken in a consistent manner. The Mil CAM should ensure the CAME procedures are written in a format that provides sufficient detail for individuals to undertake the task.”]*
		2. [***CAMEs written to endure without change****. The operating environment changes, organizations change - a CAME written to avoid the need for any future amendment will result in bland generic statements that lack the requisite information to aid understanding. A CAME that does not keep up with the current or future state will lose credibility and lapse into ‘shelf ware’. Clearly, there is a balance to be struck, and an exposition that constantly changes will be hard to maintain and hard to implement. It is realistic to think of a CAME as being supported by a change / development programme and annual review (or more frequently to support significant change).]*
		3. [***Contracted-out exposition writing that does not match reality****. Relying on a contractor to produce a CAME remotely will result in a CAME that matches how the contractor has seen it done before not how it best fits the needs of the applicant / approved organization. Contractors can provide much needed capacity but the CAME should still be produced in liaison with those who are delivering, or going to deliver, the Mil CAM’s output.*]
3. [***Target audience.*** *Consider who the CAME is being written for. Typically, it is suggested that the target audience is a new employee, recruited based on a core understanding of aircraft Maintenance requirements / procedures but unfamiliar with the specifics of the organization / platform. The audiences will likely include:*]
	1. [***Duty Holder / Accountable Manager (Military Flying) (AM(MF))****. Those with an accountable responsibility and an interest in any gaps or areas of risk.*]
	2. [***Mil CAM / Chief Air Engineer (CAE).*** *Those with an ensure / assure responsibility and an interest in what provision is in place.*]
	3. [***Core Continuing Airworthiness Management Organization (CAMO)****. Those who are employed full time on CAMO (Part M) activity in a delivery or coordinating role. The CAME will serve as a learning guide on arrival, a reference, a signpost to significant assumptions / constraints, a means to inform others, a standard against which to check performance / compliance and a baseline from which to manage change.*]
	4. [***CAMO sub-contractors****. Those who are engaged with the CAMO process but only interact with a specific element. The CAME provides detail on the specific activity in which they are engaged and an understanding of the end-to-end Continuing Airworthiness (CAw) context.*]
	5. [***DE&S (Type Airworthiness Authority (TAA) & Support Manager).*** *DE&S is likely to have two interests in the CAME. First from an engineering perspective to understand how the Type Airworthiness (TAw) arrangements interface with CAw. Second, DE&S acting as the contracting agency - setting, negotiating, monitoring and regulating contractual performance with suppliers on behalf of the Mil CAM. Thus, DE&S is interested in the CAw requirements and the coherence of the CAME (and supporting Interface Control Documents (ICDs)) with contracts, procedures and performance dashboards.*]
	6. [***Military Maintenance Organization (MMO) and Approved Maintenance Organization (AMO).*** *The output of CAw management is to direct and control the output of the supporting Maintenance Organizations. The Maintenance Organizations have a requirement to understand what to expect from the CAMO, how to engage with the CAMO and when and how the activities that they undertake support CAw assurance.*]
	7. [***MAA****. The MAA use the CAME to assess compliance against the MRP. The CAME should explain the set-up, provide an understanding of how CAw is delivered and signpost to the detail and supporting artefacts.*]
4. [***Scope of Information.*** *The exposition must provide a complete description of the activities of the CAMO. However, it is clearly impractical to describe all of the activities conducted by the Mil CAMO and other organizations on behalf of the Mil CAM; clear and robust links and references will need to be made throughout the document. The CAME will need to link out to three principal references, this might be achieved using hyperlinks in the main document or via the Compliance Matrix at Annex A:*]
	1. [***ICD****. ICDs should be used to define all sub-contract relationships (RA 4956* *- Military Continuing Airworthiness Management Organization Tasks Performed by Other Organizations - MRP Part M Sub Part G), irrespective of the nature of the sub-contracted organization.*]
	2. [***Core obligations of other organizations****. Where the Mil CAM has a dependency on another organization but is not responsible for compelling that organization to undertake the activity then it may be appropriate to highlight the requirement. For example, the Mil CAM will be dependent on an up to date and complete Air System Document Set (ADS) in order to conduct its activities, but the Mil CAM does not need to sub-contract the TAA to produce the ADS since they are compelled to do so by regulation (RA 1015 - Type Airworthiness Authority - Roles and Responsibilities).*]
	3. [***Core CAMO processes****. Where inclusion of the detailed Core CAMO process for a particular subject would prove cumbersome and add little value to the CAME it will be necessary to refer out to Core CAMO Process. Care should be taken to ensure that sufficient information remains in the CAME to ensure the approach taken is clear to the reader.*]

***Note: A reference procedure is part of the CAME, ie the approval will include the CAME and all listed supporting procedures of which these should all be independently verified and validated.***

1. [***References.*** *In order to achieve a robust CAME submission users may wish to include reference to regulation and other policy. Candidate references[[1]](#footnote-2) to regulation are included, cross-referenced to paragraph numbers, in the draft compliance matrix in Section 5. Where references are added to the CAME text these should be as footnotes.*]
2. [***Guidance on formatting (paragraph numbering).*** *The paragraph numbering used in the template uses styles ‘head1’ or ‘Heading 2’ – use of styles allows the contents table to be auto-populated (right click on the table and update). Paragraphs can be added or deleted as necessary for your exposition. Not every block of text needs to be individually numbered but it is recommended that the numbering allows easy referencing.*]
3. [***Change Marks and Track Changes.*** *In order to achieve an overall view of additions and inclusions within the CAME, users may consider the use of change marks / track changes throughout the document.*]

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Amendment Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AMENDMENT No:** | **DATE** | **AMENDMENT DETAILS** | **AMENDED BY** | **DATE OF INCLUSION** |
| Ver 0.1 | XX XX 20 |  |  |  |

Mil CAM Periodic Review Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Review No:** | **DATE** | **REVIEW DETAILS** | **REVIEWED BY** | **REVIEW ACTIONS DATE** |
| 1 | XX XX 21 |  |  |  |
| 2 | XX XX 21 |  |  |  |

Distribution List

[*This document should include a distribution list to ensure proper distribution of the CAME and to demonstrate to the MAA that all personnel involved in the CAw of the Air System(s) have access to the relevant information. This does not mean that all personnel have to be in receipt of the CAME but that a reasonable number of copies are distributed within the organization(s) so that all personnel may have quick and easy access to it. Reference should also be made to the location of any e-copies of the CAME.*]

|  |  |
| --- | --- |
| **SER** | **RECIPIENT** |
| 01 | {*Delivery Duty Holder / AM(MF)*} |
|  | {*Mil CAM*} |
|  | {*CAE(ODH)*} |
|  | {*DE&S TAA*} |
|  | {*DE&S Delivery Manager*} |
|  | {*MMO / AMO s (Accountable Manager / Maintenance manager)*} |
|  | {*MAA*} |

Abbreviations Used

{ACAM Aircraft Continuing Airworthiness Monitoring}

{AD Airworthiness Directive}

{ADF Acceptable Deferred Fault}

{AEA Aircrew Equipment Assemblies}

{AMM Aircraft Maintenance Manual}

{AM(MF) Accountable Manager (Military Flying)}

{AMO Approved Maintenance Organization}

{AMP Aircraft Maintenance Programme}

{AOG Aircraft on Ground}

{AOR……………..Area of Responsibility}

{ADS Air System Document Set}

{ASIMS Aviation Safety Information Management System}

{Aw Airworthiness}

{BMAR Baseline Military Airworthiness Review}

{BMARC Baseline Military Airworthiness Review Certificate}

{CAA Civil Aviation Authority}

{CAE Chief Air Engineer}

{CAM Continuing Airworthiness Manager}

{CAME Continuing Airworthiness Management Exposition}

{CAMM Continuing Airworthiness Management Monthly (Meeting)}

{CAMO Continuing Airworthiness Management Organization}

{CASP Command Acquisition Support Plan}

{CAw Continuing Airworthiness}

{CofG……………Centre of Gravity}

{CIWG Capability Integration Working Group}

{CLE Clearance with Limited Evidence}

{DASOR Defence Air Safety Occurrence Report}

{DDH Delivery Duty Holder}

{DE&S Defence Equipment and Support}

{Def Stan Defence Standard}

{DH Duty Holder}

{DO Design Organization}

{DT Delivery Team}

{DTL Delivery Team Leader}

{EASA European Aviation Safety Agency}

{E&AM Engineering and Asset Management}

{ELW Engineering and Logistics Wing}

{FLC Front Line Command}

{FRC Flight Reference Card}

{FTS Flight Test Schedule}

{GFE Government Furnished Equipment}

{HF Human Factors}

{iaw In Accordance With}

{ICD………………Interface Control Document}

{IQA Internal Quality Audit }

{ITE Independent Technical Evaluation}

{IWG Integrity Working Group}

{JSP Joint Service Publication}

{MAA Military Aviation Authority}

{MAR Military Airworthiness Review}

{MARC Military Airworthiness Review Certificate}

{Mil Military}

{MO Maintenance Organization}

{MOB Main Operating Base}

{MOD Ministry of Defence}

{MOE Maintenance Organization Exposition}

{MOR Mandatory Occurrence Reports}

{MRP Military Aviation Authority Regulatory Publications}

{MWO Maintenance Work Order}

{NDT Non-Destructive Testing}

{NPA Notice of Proposed Amendment}

{ODH Operational Duty Holder}

{ODM Operating Data Manual}

{OEM Original Equipment Manufacturer}

{ORG Occurrence Review Group}

{OSI Occurrence Safety Investigation}

{PSIWG Propulsion System Integrity Working Group}

{PSP Platform Safety Panel}

{QM Quality Manager}

{QMS Quality Management System}

{RA Regulatory Article}

{RAF Royal Air Force}

{RtL……………….Risk to Life}

{RTS Release to Service}

{RTSA Release to Service Authority}

{SB Service Bulletin}

{SDH Senior Duty Holder}

{SI Service Inquiry}

{SI(T) Special Instruction (Technical)}

{SIWG Structural Integrity Working Group}

{SLA……………...Service Level Agreement}

{SMP Safety Management Plan}

{SMS Safety Management System}

{SOIU Statement of Operating Intent and Usage}

{SPS Support Policy Statement}

{SQEP Suitably Qualified and Experience Person}

{SRM Structural Repair Manual}

{SysIWG System Integrity Working Group}

{TAA Type Airworthiness Authority}

{TC Type Certificate}

{TCH Type Certificate Holder}

{TDE Technical Data Exploitation}

{TOR Terms of Reference}

{UFCM Uncommanded Flying Control Movement}

{UK United Kingdom}

{V&V……………...Verification and Validation}

# PART 0 GENERAL ORGANIZATION

References:

RA 1011 – Military Continuing Airworthiness Manager Responsibilities.

RA 1016 – Military Continuing Airworthiness Management.

[*Part 0 of the exposition should describe the general organization of the Mil CAMO and how it works in support of the DDH / AM(MF) in the discharge of their legal accountability for the safe operation of Air System(s) in their Area of Responsibility and for ensuring that the Risk to Life (RtL) is reduced to As Low As Reasonably Practicable (ALARP) and Tolerable. Care should be taken not to repeat the description of the organization given in section 0.2.*]

## Corporate Commitment by the {Delivery Duty Holder (DDH) / Accountable Manager (Military Flying)}

Reference:

RA 4943(1) - Provision of the Continuing Airworthiness Management Exposition.

[*This introductory paragraph should demonstrate that this exposition, and any associated manuals and documented procedures, define the organization(s) compliance with MRP Part M and will always be complied with. A formal statement from the DDH / AM(MF) should be included to this effect.*]

[*The DDH / AM(MF) exposition statement should embrace the intent of the following paragraph, which may be used without amendment; any modification to the statement should not alter the intent.*]

**{XXXX} CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)**

This exposition defines the organization and procedures upon which the Sub Part G {and Sub Part I} approvals are based. These procedures are approved by the undersigned and should be complied with, as applicable, in order to ensure that all the CAw tasks of the {XXXX} fleet of Aircraft are carried out on time and to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the MAA will approve this organization whilst the MAA is satisfied that the procedures are being followed and the work standard is maintained. It is understood that the MAA reserves the right to suspend, vary or revoke the Sub Part G {and Sub Part I} Mil CAMO approvals of the organization if the MAA has evidence that procedures are not followed and that standards are not upheld.

Signed: {XXXX}

Dated: {XX XXX XX}

xxxx DDH [quote position]

[*Note: whenever the DDH / AM(MF) has changed, the new DDH / AM(MF) should sign the CAME statement at the earliest opportunity as part of the continuing approval of the Mil CAMO. Failure to carry out this action within a time period not exceeding 30 calendar days from changeover invalidates the Mil CAMO approval; in addition, the MAA* ***should*** *be sent a copy of the updated CAME with the relevant amended details within 30 calendar days of the change taking place' RA 4943 para 10*]

* + 1. Corporate Commitment by additional signatories if appropriate

Reference:

RA 4943(1) - Provision of the Continuing Airworthiness Management Exposition.

[*Where authors believe that specific organizations have a significant influence on the delivery of the CAME then it may be helpful to illustrate a unified approach if those parties make their own commitment to the document.*]

**Note: A Corporate Commitment signatory does not replace the need for a valid interface agreement.**

0.1.2 CAME Verification and Validation

|  |
| --- |
| **Validation** |
| This includes the correct scope of regulatory requirements as they relate to the {*Air System*} Mil CAM. |
| The regulatory requirements that are identified are up to date. |
|  **Name** | **Signature** | **Date** |
|  |  |  |

|  |
| --- |
| **Verification** |
| The exposition provides sufficient detail to understand what, how, who, where and when Mil CAMO Procedures are to be completed. |
| The exposition references out to Mil CAMO procedures that contain sufficient detail for individuals to undertake the tasks. |
| The exposition reflects the {*current / intended*} practice. |
| A management system is in place to support and assure the activity. |
|  **Name** | **Signature** | **Date** |
|  |  |  |

[*Note:*]

* [*Evidence of V and V activities to be provided, including robust detail of the entire process.*]
* [*V and V activities should be undertaken by 2 different individuals independent from the author and process owner(s) of each CAME section. These activities should be appropriately annotated and explained.*]

## General Organization Information

Reference:

RA 1016 - Military Continuing Airworthiness Management.

[*This introductory paragraph should succinctly describe the primary objectives of the Mil CAMO. It may include a vision and mission if appropriate.*]

**0.2.1 Description of the Organization**

[*The description of the organization is broken down into two sub paragraphs: The wider CAw activities (ie the relationship between the Mil CAMO and supported / sub-contracted organizations) and a more detailed description of the Core CAMO (the relationship between the Mil CAM and supported / supporting individuals).*]

0.2.1.1 Description of the Organization – Wider CAw Activities

Reference:

RA 4956 - Military Continuing Airworthiness Management Organization Tasks Performed by Other Organizations - MRP Part M Sub Part G.

[*This paragraph should identify those organization(s) involved in the operation, management and support of the Air System. The emphasis is on organizations involved in the delivery and ensurance of ‘safe to operate’ rather than ‘operated safely’ although the scope of this section will need to be tailored to the specific circumstance. This section should describe the relationship between organizations cross referring to formal agreements (ie ICD and contracts, taskings agreements, Service Level Agreements (SLA) or Command Acquisition Support Plan (CASP)) with details expanded in Part 3 or 5.*]

[*In most cases this section will require a diagram and / or table*.]

0.2.1.2 Description of the Organization – Core CAMO

[*This paragraph should define the associated chains of responsibility within the Core CAMO and linkage to the DDH / AM(MF), AM(M), Mil CAM, Mil CAMO Quality Manager, Deputy Continuing Airworthiness Manager (DCAM) (if applicable) and Support staff. For Military Registered Civil Owned Air Systems (MRCOA), this must clearly demonstrate the links between the DDH / AM(MF), Mil CAM and Mil CAMO Quality Manager and their civilian equivalents. It should also reflect all elements conducting CAw Management (Part M) activity on behalf of the Mil CAM.*]

[*In most cases this section will require a diagram and/or table*.]

0.2.1.3 Transfers of Mil CAMO responsibilities

[*This paragraph should articulate the formal process if applicable, with respect to standing transfers of Mil CAMO responsibilities between different CAMO’s. The formal process, and specifics of how this arrangement is executed should be addressed within this paragraph.*]

**0.2.2 Air Systems and Equipment Subject to CAw Management**

[*The description of the Air Systems and Equipment Subject to CAw Management is broken down into two sub paragraphs:*]

* [*The Air Systems registered on the Military Register (including ground-based systems vital to the safe operation of the Aircraft).*]
* [*Equipment that is controlled by the Mil CAMO to ensure configuration control and fitness to fulfil a contribution to Airworthiness.*]

**0.2.2.1 Air Systems Subject to CAw Management**

[*This paragraph should describe the Air System(s)[[2]](#footnote-3) that the Mil CAM has CAw responsibility for. The list of applicable Aircraft must be updated as Aircraft are added to or removed from the military register either through disposal or sale. It must also be updated whenever the Mil CAM relinquishes or assumes responsibility for a specific serial number of Aircraft eg transfer between DDH / AM(MF) or Aircraft placed in storage*]

[*To support regulatory compliance the procedure should consider:*]

* [*Amending the Aircraft from the list.*]
* [*Receiving and despatching aircraft from the Mil CAM controlled environment.*]

[*If the Mil CAM has responsibilities for Aircraft listed in this exposition, but for which there may be different DDH / AM(MF) responsible, then the relevant DDH / AM(MF) must be stipulated against each tail number. The responsibilities of the relevant DDH / AM(MF) must be reflected throughout this exposition.*]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ser**  | **Air System**  | **Mark** | **Serial number**  | **Remarks** |
| **1** |  |  |  |  |
|  |  |  |  |  |

**0.2.2.2 Equipment Subject to CAw Management**

[*This paragraph should describe the Equipment (ie equipment other than the Air System) that is controlled by the Mil CAM to ensure configuration control and fitness to fulfil a contribution to Airworthiness that the Mil CAM has CAw responsibility for.*]

[*In most cases this section will require a diagram and / or table*.]

**0.2.3 Type of Operation**

[*This paragraph should give broad information on the type of operation of the Air System(s) and what it is being used for – noting the document security classification. Detailed information is not required but it should provide enough description to understand the context driving CAw management. Consideration should be given to operational imperatives / changes that will require changes to CAw activity (ie, operational environments including extremes of heat, salt or sand contamination, types of cargo / passengers etc).*]

**0.2.4 Scope of Work**

[*This paragraph should describe the scope of work undertaken by the Mil CAM. It should reference relevant orders, procedures or manuals which define how the CAw of the Air System(s) is achieved, ie compliance with the Topic 2(N/A/R)1, higher organization / corporate publications, critical contracts etc.*]

[*This paragraph may also include a list of any constraints, limitations, exclusions or assumptions for which a change would likely involve a change of CAw arrangements (ie planned Out of Service Date, Ageing Aircraft issues, mid-life updates, contract changes, etc)**.*]

## 0.3 Management Personnel

[*This introductory paragraph should list those personnel [a tabulated list is preferable] with nominated CAw management responsibilities for the Air System(s).*]

**0.3.1 Delivery Duty Holder / Accountable Manager (Military Flying)**

References:

RA 1016 - Military Continuing Airworthiness Management.

RA 1020 - Aviation Duty Holder and Aviation Duty Holder-Facing Organizations - Roles and Responsibilities. [*(if applicable)*]

RA 1024 - Accountable Manager (Military Flying). [*(if applicable)*]

RA 4945(1) - Requirements for the Military Continuing Airworthiness Manager.

[*This* *paragraph should list the name, title, roles and responsibilities of the DDH / AM(MF).*]

Iaw RA 1020 the DDH / or RA 1024 the AM(MF) [(enter name and title of DDH / AM(MF)] has CAw responsibility for [insert here]. The roles and responsibilities associated with the post of [insert here] are defined in RA 1020.

[*If the delivery DDH / AM(MF) is not able to fulfil any of their responsibilities or there are any caveats to these responsibilities, then they should be stipulated, with reference to any associated MAA waiver, exemption or AAMC and / or higher authority acceptance.*]

**0.3.2 Military Continuing Airworthiness Manager**

References:

RA 1011 - Military Continuing Airworthiness Manager Responsibilities.

RA 4945(1) - Requirements for the Military Continuing Airworthiness Manager.

RA 4947(1) - Continuing Airworthiness Management Organization Responsibilities.

[*This paragraph should list the name, title, roles and responsibilities of the Mil CAM with a link or reference to applicable TORs. Consideration of other roles and responsibilities held by the Mil CAM and how capacity is managed / monitored as well as separation of interests should also be stipulated here.*]

The duties and responsibilities associated with the post of Mil CAM are currently assumed by [enter name and title of post holder], in support of the DDH / AM(MF).

[*A clear statement should be inserted that the Mil CAM has been assessed as being Competent [together with details of the assessment process, including who conducted the assessment] and will ensure that all Maintenance on the Air System(s) is carried out by suitably approved MRP Part 145 AMO or a MMO iaw the relevant maintenance Programme and to an approved standard. Include a link to issued Terms of Reference (TORs) for the Mil CAM that should also be included as an Appendix to the CAME [Part 5].*]

[*If the Mil CAM is not able to fulfil any of their responsibilities or there are any caveats to these responsibilities, then they should also be detailed here, with reference to any associated MAA waiver, exemption or AAMC and / or higher authority acceptance.*]

**0.3.3 Quality Manager**

Reference:

RA 4945 - Personnel Requirements – MRP Part M Sub Part G.

RA 4951(1) - Establishing a Quality System.

[*This paragraph should list the name, title, roles and responsibilities of the Mil CAMO Quality Manager (QM) with a link or reference to applicable TORs. Consideration of other roles and responsibilities held by the Mil CAMO QM and how capacity is managed / monitored as well as separation of interests should also be stipulated here.*]

[*Links between the Mil CAM and the DDH / AM(MF) and specifically how independent verification of the continuing compliance with all CAw of the MRP and any sub-contracted tasks should be included. The effective relationships between the QM, Mil CAM and DDH / AM(MF) should ensure that the QM remains sufficiently independent to effectively carry out the role. The CAME should explain, in practical terms, how the QM achieves independent and unrestricted access to the DDH.*]

[*A clear statement that the QM has been assessed as being competent should be included, with a link or reference to any issued Letter of Delegation (LoD), details of the assessment process and qualifications obtained as required by RA 4945.*]

[*If the Mil CAMO QM is not able to fulfil any of their responsibilities or there are any caveats to these responsibilities, then they should also be detailed here, with reference to any associated MAA waiver, exemption or AAMC and / or higher authority acceptance.*]

**0.3.4 Deputy Continuing Airworthiness Manager (DCAM)**

Reference:

RA 4945(2) - Qualification of Personnel.

[*This paragraph should list the name, title, roles and responsibilities of the DCAM where applicable in support of the Mil CAM with a link or reference to applicable TORs. Consideration of other roles and responsibilities held by the DCAM and how capacity is managed / monitored as well as separation of interests should also be stipulated here.*]

[*A clear statement that the DCAM has been assessed as being competent should be included, with a link or reference to any issued Letter of Delegation (LoD), details of the assessment process and qualifications obtained as required by RA 4945.*]

[*If the DCAM post has been established, but the individual is not able to fulfil any of the roles responsibilities or there are any caveats to these responsibilities [for example, whether or not they are permitted to sign Military Airworthiness Review Certificates (MARC)] then they should be detailed here, with a link or reference to any associated MAA waiver, exemption, derogation or AAMC and / or higher authority acceptance.*]

**0.3.5 Other Key CAMO Personnel**

[*This paragraph should list the name, title, roles and responsibilities of other key Mil CAMO personnel applicable in support of the Mil CAM with a link or reference to applicable TORs.*]

[*Consideration of other roles and responsibilities held by key Mil CAMO personnel, ie Airworthiness Review Surveyors etc, and how capacity is managed/monitored as well as separation of interests should also be stipulated here.*]

[*A clear statement that the individual has been assessed as being competent should be included, with a link or reference to any issued Letter of Delegation (LoD), details of the assessment process and qualifications obtained as required by RA 4945.*]

[*Note: The above list may be referenced out to another paragraph or area*.]

## 0.4 Personnel Resources

[*This paragraph should describe the resource analysis that has been conducted to determine the personnel requirements for the Mil CAMO. It should give broad figures to show that the number of people dedicated to the performance of the approved CAw activities including sub-contracted or delegated tasks is adequate.*]

[*The organization(s) should make an analysis of the tasks to be performed, the way in which it intends to divide and / or combine these tasks, indicate how it intends to assign responsibilities and establish the manning and the qualifications needed to perform the tasks. Good examples start with the breakdown of work detailed in the CAME as a basis (including regulatory and non-regulatory activity) with the maths kept simple and supported with reasoning; bad examples ignore the CAME and get tied up in the numbers – creating the illusion of accuracy whilst providing meaningless output that does not stand scrutiny and is not acted upon. It may be helpful to consider use of the Continuing Airworthiness Process Alignment and Coherence Tool (CAwPACT) as a framework.*]

[*It may be appropriate to include a copy of Task Resource Analysis as an annex to the CAME. However, if the analysis is a significant document then a judgement will need to be made to determine if it is more appropriate to reference out to a separate document.*]

[*The organization(s) should also be able to demonstrate on an ongoing basis that the actual level of CAw management and review work they have committed themselves to do does not exceed their identified available resource. Specific CAwPACT tools are available to assist in this task.*]

[***All*** *posts and / or organization(s) conducting any Mil CAMO activity on behalf of the Mil CAM, including details of the activity being carried out by them, including sub-contracted or delegated activity, should be detailed. This may take the form of a matrix, which may be included in A3 Landscape using a Section Break or as an appendix in Part 5 of the CAME, with a cross reference to it included here.*]

[*An example Resource Matrix is provided below. Consideration should be given to whether this should be integrated with the ICD and / or attached as an Annex:*]

{Example Resource Matrix:}

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | {Cumulative} |
| {Aw Resp/Category{ | {Task [[3]](#footnote-4)} | {Who} | {Hours}  | {Days} | {Frequency (year)} | {Annual Hours} | {People} | {Etc} | {CAME Ref} |
| {Post (a)} | {Post (b)} | {Post (c)} | {Post (d)} | {Post (e)} | {Post (Etc)} |  |  |  |  |  | {Etc} |  |
| {Develop AMP} | {Task 1.1} | {X} | {X} | {X} |  |  |  |  |  |  |  | {3} |  | {1.1.1} |
| {Hours} |  |  |  |  |  |  |  |  |  |  |  |  |  |
| {Task 1.2} | {X} |  | {X} | {X} |  | {X} |  |  |  |  | {4} |  | {1.1.2} |
| {Hours} |  |  |  |  |  |  |  |  |  |  |  |  |  |
| {Etc} |  | {X} | {X} | {X} | {X} |  |  |  |  |  | {4} |  | {Etc} |
| {Total % time of role} |  |  |  |  |  |  |  |  |  |  |  |  |  |
| {Mods & Repairs}  | {Task 2.1} |  |  |  |  |  |  |  |  |  |  | {0} |  | {1.2.1.1} |
| {Hours} |  |  |  |  |  |  |  |  |  |  |  |  |  |
| {Task 2.2} |  | {X} |  | {X} |  |  |  |  |  |  | {2} |  | {1.2.1.2} |
| {Hours} |  |  |  |  |  |  |  |  |  |  |  |  |  |
| {Etc} |  |  | {X} | {X} |  | {X} |  |  |  |  | {3} |  | {Etc} |
| {Total % time of role} |  |  |  |  |  |  |  |  |  |  |  |  |  |

## 0.5 Training and Competency Policy

Reference:

RA 1002 - Airworthiness Competent Persons.

RA 1440 - Air Safety Training.

RA 4945(2) - Qualification of Personnel.

0.5.1 Mil CAMO Training and Competency

[*This paragraph should show that the training, qualification and experience standards for the personnel quoted above are consistent with the size and complexity of the organization. It should also explain how the need for recurrent training is assessed and how the training recording and follow-up is performed.*]

[*Note: The MilCAM needs to agree and is involved in the dictation of any training requirements. This also encompasses any relevant agreement with respect to training in the relevant ICD where appropriate.*]

0.5.2 Competence Requirements

[*This paragraph should describe how the competence requirements (consisting of training, qualification standards and experience) for* ***all*** *personnel conducting Mil CAMO activity, including any Sub-contracted Part M activity provider, have been derived.*]

[*It should include an explanation of how the requirements are reviewed in order to ensure that the requirements react appropriately to any changes to the organization(s), its procedures or Air System(s) operated.*]

[*Where applicable, this should include ensuring that appropriate training needs have been identified for personnel working in a CAw environment that has CAA oversight.*]

0.5.3 Training, Qualification and Experience Assessment, Review and Record

[*This paragraph should describe how the Mil CAMO records and maintains all competence assessments and authorizations issued for Mil CAMO personnel. To support regulatory requirement consideration should be given to how competence assessments and authorizations for Mil CAMO personnel are appropriately managed including where they are recorded and who has responsibility for doing so. This may take the form of a matrix or table, as an appendix in Part 5 of the CAME with a link or reference included.*]

## 0.6 Continuing Airworthiness Organization Locations and Communication

**Reference**:

RA 1016 - Military Continuing Airworthiness Management.

RA 4943(1) - Provision of the Continuing Airworthiness Management Exposition.

[*This introductory paragraph should describe the office accommodation of the Mil CAMO that should be co-located with the DDH / AM(MF) where possible. If geographically separated, this section should also describe how the Mil CAMO maintains rigorous and unambiguous standards of communication across all stakeholders.*]

[*Mil CAMO facilities should be appropriate to undertake the full remit of Mil CAMO tasks such that staff can carry out their designated tasks in a manner that contributes to good standards. Mil CAMO office accommodation should also include an adequate technical library and room for document consultation. As a minimum, the Mil CAMO should consider:*]

* [*Specifying the layout of premises [floor plan or general description]. Include a link or reference to heating, lighting and ventilation conditions together with desk, computer and telephone facilities*.]
* [*Detailing the office accommodation for: planning, technical records, quality, technical reference area and storage.*]
* [*Making a definitive statement that the facilities provided meet the Mil CAMO requirements ie the accommodation is appropriate for the purposes of CAw management, planning, quality records and technical staff such that they can carry out their designated tasks in a manner that contributes towards good standards. If facilities are deemed not to be suitable, then relevant mitigation action and proposed corrective actions must be detailed*.]
* [*Detailing how individuals highlight deficiencies or defects within the facility(s)*.]
* [*The process the Mil CAMO has in place for the continuation of CAw activity should a Business Continuity Plan be invoked and remote working necessary*.]

[*If Mil CAMO activity is conducted at several sites, then details of the facilities available for the completion of Mil CAMO activity at each site must also be included. This includes the Delivery Team (DT), squadron, contractor / subcontractor sites and office space utilized.*]

[*As much of Continuing Airworthiness is a function of information management and communication, thought should be given to:*]

* [*Information system access and interoperability at required locations.*]
* [*Available communication channels.*]
* [*Information security and secure transmission.*]
* [*Information distribution.*]

## 0.7 Mil CAMO Governance

[*The description of the organization governance is broken down into three sub paragraphs:*]

* [*Mil CAMO meetings.*]
* [*Mil CAMO performance measurement.*]
* [*Mil CAMO interaction with the Air System Safety Case.*]

**0.7.1 Mil CAMO Meetings**

[*This paragraph should describe/outline the various meetings that have been established or are attended by the Mil CAM, or their empowered deputy. The frequency and purpose of each meeting should be included, together with the meeting agenda and any specific TORs for these meetings. This may take the form of a matrix or table, which may be included in A3 Landscape using a Section Break or as an appendix in Part 5 of the CAME, with a link or reference included. The output of these meetings should allow the Mil CAM to form a holistic view of the CAw of the Air System(s) and raise, if necessary, any CAw issues for consideration by the DDH / AM(MF). For those meetings that are chaired by the Mil CAM, a clear explanation of how each meeting is classified as quorum should be included and procedures to be followed when quorum is not possible.*]

[*Example Mil CAMO meetings table:*]

|  |  |  |  |
| --- | --- | --- | --- |
| [*Meeting*] |  |  |  |
| [*Purpose*] |  |  |  |
| [*Frequency*] |  |  |  |
| [*Terms of Reference*] |  |  |  |
| [*Chair*] |  |  |  |
| [*Attendees*] |  |  |  |
| [*Minutes*] |  |  |  |
| [*Feeds From*] |  |  |  |
| [*Feeds**Into*] |  |  |  |

**0.7.2 Mil CAMO Performance Measurement**

[*This paragraph describes the metrics used to monitor CAw performance. It should identify the metrics that are used, identify the meetings and review events that the metrics contribute to. It should also identify any dependencies on other organizations to supply information that enables the metrics to be reviewed by the Mil CAM and clearly state how these dependencies have been agreed in relevant ICDs.*]

**0.7.3 Mil CAMO Interaction with the Air Safety Management System**

[*This paragraph describes the Mil CAM interaction with Air Safety Management Systems (ASMS). It should focus on the Aviation Duty Holder (ADH) ASMS, but it will also be necessary to highlight the contributions to, or dependencies on, related SMS eg DE&S DTs. As a minimum, it should make it clear how the Mil CAM contributes CAw aspects to the ASSC.*]

## 0.8 Exposition Review

Reference:

RA 4943(2) - Continuining Airworthiness Management Exposition Approval.

[*This introductory paragraph should describe the process for:*]

* [*Monitoring CAME validity.*]
* [*Notify / requesting approval of change to the CAME.*]
* [*Amending the CAME.*]

**0.8.1 CAME Review**

[*The process should explain how a proactive approach is taken to the identification and sentencing of changes that may necessitate the CAME to be amended. Supporting text should explain the monitoring approach; ‘CAME Review’, and the process for categorising and conducting change; ‘Changes to the CAME’.*]

[*The CAME should clearly identify the artefacts that are considered necessary to keep under review in order to understand if change is required to the CAME. These are likely to include, but not be limited to:*]

* [*Relevant RAs.*]
* [*Operating and usage of the Air System.*]
* [*Change in key personnel.*]
* [*Change to processes in sub-contracted organizations.*]
* [*Continuous improvement to process.*]

[*Identify the individuals charged with conducting routine reviews of documentation and processes that have been identified as likely to drive change in the CAME. Consider; when are these reviews conducted, how are they triggered and what process is used to carry them out?*]

[*If a potential need for change is identified how is this handled such that the need for change is monitored and tracked to closure.*]

[*This paragraph should define and explain the Verification and Validation (V&V) of CAME revisions, including who is responsible for the process, the techniques used to complete the V&V process and the rationale for acceptance of revisions iaw the scope of the V&V exercise.*]

**0.8.2 Ensuring Continued Validation of Approval**

Reference:

RA 4954 - Continued Validity of Approval – MRP Part M Sub Part G.

[*This paragraph should define the process and procedures to be adhered to by the Mil CAMO; ensuring that the organization writes to the MAA at least every 3 years and prior to any formal MAA continuation audit, informing them that the contents of their approval certificate and Exposition remain valid, iaw RA 4954.*]

**0.8.3 Notifying the MAA of Changes to the CAME**

References:

RA 4941 - Application – MRP Part M Sub Part G.

RA 4943(2) - Continuing Airworthiness Management Exposition Approval.

[*Once it has been decided that an external change has an impact on the CAME it will be necessary to explain how that change is categorized. This section should explain the categorization system being applied by the Mil CAM and the rationale for that system. Changes should be categorized as Major and Minor. Major changes will require a submission to the MAA, minor changes will not.*]

[*The process of assessing changes may include an internal process that the Mil CAMO uses to ensure that the change will comply with the requirements of the relevant RAs (not limited to 4900 series) including the role of the QM in the V&V process.*]

[*This may also include an assessment of their impact on the Organization’s procedures / lists and where applicable the revision of such to minimize any impact on CAw.*]

**0.8.4 Major Changes**

[*Give an explanation of changes that fall into the ‘Major’ category and will therefore require consultation with the MAA.*]

{*Changes classed as Major include:*}

* {*The Mil CAMO being permanently responsible for additional Air Systems or marks.*}
* {*Changes to Mil CAMO location or Air System support arrangements*.}
* {*Changes prompted by revisions to or issue of new MRP RA*.}
* {*Other changes considered to be of significance by the Mil CAM*.}

**0.8.5 Minor Changes**

[*Give an explanation of changes that fall into the ‘Minor’ category.*]

{*The following amendments can be incorporated into the CAME without prior consultation with the MAA due to their approval of the CAME amendment procedure (indirect approval).*}

{*Examples of Mil CAM authorized changes are:*}

* {*Change to specific named individuals (ie DDH, Mil CAM, Mil DCAM, Mil CAMO QM).*}
* {*Typographical errors.*}
* {*Re-numbering of local procedures stipulated within the CAME (assuming that the intent of the local procedure has not changed).*}
* {*Editorial changes to procedures ie change of the words within the procedure without changing the intent of the procedure or the process.*}
* {*Changes of named individuals within lower level procedures.*}

**Note: Whilst the above amendments can be incorporated into the CAME without prior consultation with the MAA, the MAA should still be notified of changed within 30 days**

**0.8.6 Exposition Amendment Procedure**

[*This section should describe the process for promulgating amendments to the CAME once changes have been approved. It should describe the approach to highlighting revisions to the document and how/when the revised document will be highlighted to stakeholders.*]

[*Any changes to the Exposition that do not need ratification by the MAA [indirect approval by the Mil CAMO] should be reflected in a change to the Exposition secondary version number, ie Ver 1.0 to Ver 1.1. The primary version number for the Exposition however, will only be updated once the Exposition amendment has been ratified by the MAA, eg Ver 1.0 to Ver 2.0.*]

# PART 1 CONTINUING AIRWORTHINESS PROCEDURES

References:

RA 1016 - Military Continuing Airworthiness Management.

RA 4810(3) - Requirement to Inform Technical Information Author of Errors.

RA 4947 - Continuing Airworthiness Management – MRP Part M Sub Part G.

RA 4961 - Aircraft Maintenance Programme and Military Continuing Airworthiness Management Organization Responsibilities for Air System Release - MRP Part M Sub Part C.

RA 4962 - Special Instructions (Technical) - MRP Part M Sub Part C.

RA 4963 - Modifications and Repairs - MRP Part M Sub Part C.

RA 4964 - Continuing Airworthiness Management Records - MRP Part M Sub Part C.

## 1.0 Continuing Airworthiness Procedures

[*Part 1 of the exposition should describe the CAw management procedures which the Mil CAM uses to ensure compliance with the requirements of MRP Part M Sub Parts C and G and when approved (if appropriate). Where aspects of these functions are sub-contracted, then this should be clearly defined within the text.*]

## Develop and Control an Aircraft Maintenance Programme

Reference:

RA 4947(1) - Military Continuing Airworthiness Management Organization Responsibilities.

RA 4961(1) - Aircraft Maintenance Programme.

[*This paragraph should broadly outline that the purpose of an AMP is to provide maintenance planning instructions necessary to ensure that the Air System(s) Maintenance requirements published by the TAA in the Air System Technical Information are met. It should explain what is / are the format of the AMP(s) used.* *To support regulatory compliance consideration should be given to:*]

* [*The format and structure of the AMP, including a clear statement of the artefacts that constitute the AMP.*]
* [*Scope of the AMP.*]
* [*Platform environmental issues affecting the AMP.*]

[*Where the development of the AMP is sub-contracted it is particularly important that the information provided gives a clear explanation of the practical means by which the Mil CAM exercises appropriate control over the AMP.*]

[*The Mil CAM responsibility is to translate the Maintenance schedules, determined by the type design (the responsibility of the TAA, RA 5320 -* *Air System Maintenance Schedule – Design and Validation), to the Maintenance required by a specific tail number - with every tail number timetabled to suitable Maintenance interventions (often depicted in graduated levels of detail - near to long term). Confusion occurs as a result of language; ‘schedules’ (a list of Maintenance requirements and when they need to be applied by) vs a ‘schedule’ (a timetable of when Aircraft are scheduled to enter a Maintenance activity) This confusion is evident when Mil CAMOs describe the development of a preventative Maintenance programme but not the fleet plan or the role of the Maintenance Data Systems (MDS) that is used to manage Maintenance by tail number. The Mil CAMO does have a part to play in the review of the TAA delivered Maintenance schedules but this can be considered part of data exploitation rather than the development and control of the AMP.*]

**1.1.1 Producing the Aircraft Maintenance Programme (AMP)**

[*This paragraph should describe how the Mil CAM produces the AMP. The AMP as a whole needs to be of sufficient detail to ensure an Air System(s) does not fly without completing or formally deferring each serial of Maintenance that is due. To support regulatory compliance consideration should be given to:*]

* [*What planning processes are utilized by the Mil CAM to produce the AMP. This should include [as applicable]:*]
	+ [*Operational level fleet planning and any Master Fleet Plan [eg the delivery of an Air System(s) to operations].*]
	+ [*Strategic level fleet planning [eg management of the overall fleet, Maintenance and upgrade planning].*]
	+ [*Tactical level fleet planning including Special Instructions (Technical) (SI(T)), deviations, deferrals and extensions.*]
	+ [*Key management tools used in the production of the AMP (GOLDesp / LITs etc) and how the accuracy of the data is assured.*]
	+ [*Exploitation of an Air System(s) data (HUMS etc).*]
	+ [*Management of any unplanned, emergent work.*]
	+ [*Ageing Air System(s) Audits.*]
	+ [*Specific through-life Integrity Management programmes [eg Structural / Systems / Propulsion].*]
	+ [*Any other planning actions required by the Mil CAM or as directed by the TAA.*]
* [*How the Mil CAM has oversight / control of these functions including the ratification of key decisions with supporting evidence.*]

**1.1.2 Reviewing and updating the Aircraft Maintenance Programme (AMP)**

[*This paragraph should demonstrate that there is a system for ensuring the accuracy and continuing validity of the AMP. Particularly, it should show how any relevant information is captured and used to update the AMP and how the CAMO demonstrate their responsibility of reviewing the AMP. To support regulatory compliance consideration should be given to:*]

* [*How information that may impact the AMP is captured and actioned, including:*]
	+ [*Condition of individual Air System(s).*]
	+ [*Product sampling and sample checks.*]
	+ [*Condition of the fleet as a whole including any environmental issues.*]
	+ [*Updates to Technical Information.*]
* [*How assurance of the AMP is achieved.*]
* [*How the responsibility of reviewing the AMP is appropriately delegated (if applicable).*]

**1.1.3 Responsibilities prior to the release of an Air System**

[*This paragraph should describe how the Mil CAM confirms that no Maintenance or Airworthiness tasks are outstanding prior to the next flight or will become due during the next flight prior to certifying the Certification of the Air System(s) release. To support regulatory compliance, consideration should be given to:*]

* [*The coordination of paper [MOD Form 700 Series paperwork] and Air System(s) Technical Log or electronic system for the Certification of the Air System(s) release and how this is met.*]
* [*How any Airworthiness risk is considered that may be inadvertently introduced when anticipating Maintenance.*]
* [*The competency of individuals deferring preventative Maintenance and the assessment of the applied latitude.*]

**1.1.4 Reliability Programme**

[*This paragraph should describe how the Mil CAM captures and analyses Maintenance information. How does the Mil CAM identify where the Technical Instruction (TI) is not optimal, and how does the Mil CAM propose amendments and additions to the existing Maintenance programme to the TAA? Once the Mil CAM has proposed changes, how does the Mil CAM ensure that changes are made to their satisfaction? To support regulatory compliance, consideration should be given to:*]

* [*How trending and analysis of Maintenance data, faults and arising rates, deferred faults, unscheduled arisings and fault issues / trends to highlight concerns, issues or adverse trends that should be addressed are carried out proactively.*]
* [*What analytical techniques are used to recover, sustain or improve product performance and therefore reduce repeat arisings through detailed investigation and corrective action.*]
* [*How efficiency savings are implemented to reduce the periodicity of preventative Maintenance and how this information is shared with the TAA.*]
* [*How the DDH / AM(MF) and the TAA are informed of Airworthiness risks due to the application of the preventative Maintenance periodicity in the TI.*]

**1.1.5 Mil CAMO Contribution to Data Exploitation**

[*This paragraph describes the Mil CAM’s contribution to the ADH Air Safety Data Exploitation Strategy. It should clearly articulate the requirements that have been placed on the Mil CAM for the provision of data and / or analysis and the manner in which the Mil CAM will meet these requirements.*]

## 1.2 Modification and Repairs

Reference:

RA 4947(1) - Military Continuing Airworthiness Management Organization Responsibilities.

RA 4963(1) - Modifications and Repairs.

1.2.1 Modifications

1.2.1.1 Modification Management

[*This paragraph should describe how the Mil CAM schedules modifications and then manages their embodiment to the Air System(s). To support regulatory compliance consideration should be given to:*]

* [*How and when the Mil CAM contributes to the development of high-level modification embodiment plans with the TAA.*]
* [*How the embodiment of modifications to the Air System(s) within the AMP are to meet any TAA mandated timescales.*]
* [*What impact the scheduling of modifications to the Air System(s) may have on the AMP and how this impact will be communicated to the DDH / AM(MF).*]
* [*Availability of any Contracted Field Teams or contractors / sub-contractors to carry out the modification embodiment where applicable.*]

**1.2.1.2 Monitoring Progress throughout the Modification Process**

[*This paragraph should describe how the Mil CAM monitors the progress of modification embodiment on the Air System(s). To support regulatory compliance consideration should be given to:*]

* [*What process is utilized to inform the Mil CAM when a modification has been fully embodied on the Air System(s), recorded and records retained.*]
* [*What process is utilized to inform the Mil CAM when a modification has only been partially embodied on the Air System(s) together with any risk sentencing process before Air System(s) release.*]
* [*How the TAA is informed when modification embodiment is complete or partially completed on the Air System(s) and any subsequent actions to be carried out.*]

**1.2.1.3 Modification Configuration Control**

[*This paragraph should describe how the Mil CAM ensures configuration control of the modification embodiment and that the overall modification state and Airworthiness condition of the Air System(s) is correctly documented. To support regulatory compliance consideration should be given to:*]

* [*How an up to date configuration control record is maintained for all TAA approved modifications as part of wider Technical Information and how this will be accessible to the Mil CAM and any contracted or sub-contracted organization(s) responsible for modification embodiment.*]
* [*What checks have been carried out to confirm that embodied modifications have been approved by the TAA and that the Air System(s) remain in an approved condition.*]

**1.2.1.4 Modification Kits**

[*This paragraph should describe how the Mil CAM procures, assembles, stores and issues modification kits. It is likely that this function will be performed on behalf of the Mil CAM by another organization eg DE&S DT, but clear auditable direction must be given by the Mil CAM. To support regulatory compliance consideration should be given to:*]

* [*How the disposition of modification embodiment kits is managed and prioritized by the Mil CAM including any modifications with:*]
	+ [*CAw implications.*]
	+ [*Capability implications including operational and training commitments and any unplanned changes and how this is communicated to the DDH / AM(MF).*]
	+ [*Kits that are misplaced, lost or incomplete and how this is communicated to the supplying organization, together with any re-prioritization of modification embodiment timescales as necessary.*]

1.2.2 Aircraft Repairs

**1.2.2.1 Requests for Approved Data/Repair Schemes or Concessions**

[*This paragraph should describe how the Mil CAM manages requests for approved repair schemes to the TAA. To support regulatory compliance consideration should be given to:*]

* [*The documented process for requesting assistance if no relevant repair scheme is published in the Technical Information.*]
* [*The management and monitoring of the effectiveness of Air System(s) repair schemes and any requests for concessions or repairs to the Air System(s).*]
* [*How issues are reported to the DDH / AM(MF) and informing the TAA of any additional compliances.*]

**1.2.2.2 Scheduling of the Approved Data / Repair Scheme**

[*This paragraph should describe how the Mil CAM schedules, prioritizes and manages all repairs. It should detail the organization(s) consulted to ensure Air System(s) availability and describe how the appropriate authorization of any contracted personnel is managed. To support regulatory compliance consideration should be given to:*]

* [*Who has responsibility for ensuring the Air System(s) is correctly prepared and available to meet the requirements of the repair plan including deciding where the repair will be carried out and the necessary Air System(s) transfer process between Maintenance organization(s)? An explanation is needed of how this activity interfaces with the AMP.*]
* [*The management of a repair register by tail number that includes the tracking of components to ensure configuration control is maintained and any impact on fleet management is minimized.*]
* [*The correct authorizations of personnel to allow the repair to be conducted including any necessary supervisory requirements.*]
* [*Consulting with the Maintenance organization(s) conducting the repair to determine repair priorities and reschedule where appropriate to meet agreed timescales.*]

[*How CAw is assured from the Mil CAM’s attendance at review meetings and supported from output of the Military Airworthiness Review (MAR) process.*]

**1.2.2.3 Monitoring the use of Repair Schemes**

[*This paragraph should describe how the Mil CAM ensures that all the repair schemes and concessions are managed and controlled. Consideration should be given to:*]

* [*How an appropriate repair scheme or concession for damage outside Approved Data from the TAA or appropriately approved Design Organization.*]
* [*How monitoring is undertaken for the use of repair schemes and concessions, and how issues are reported to the DDH or AM(MF) as well as how the TAA is informed of any additional requirements.*]

**1.2.3 Cannibalization Policy**

[*This paragraph should describe how the Mil CAM co-ordinates and controls the cannibalization of component parts from installed or uninstalled Air Systems. To support regulatory compliance consideration should be given to:*]

* [*How the cannibalization process is controlled by individual units within their Fleet and how the Mil CAM is informed of any cannibalization activity.*]
* [*The procedural responsibilities for carrying out cannibalization and the specific criteria to be met before the cannibalization activity is allowed to take place.*]
* [*Specific reference to the process for Mil CAM approval of cannibalization of Cat 3 or Cat 4 Air Systems.*]
* [*The reporting responsibilities of individual units. This should include:*]
	+ [*Documentation and the authorization of individuals undertaking or supervising cannibalization activities across Maintenance Organization(s).*]
	+ [*Any impact on the AMP to reflect the cannibalization activity and any restriction placed upon the unit eg those items classed as being in short supply.*]

## 1.3 Maintenance

Reference:

RA 4947(1) - Military Continuing Airworthiness Management Organization Responsibilities.

[*Authors should note that this section has a close relationship with Section 1.6. Within RA 4947 the requirements of (1)c and (1)f currently overlap. It is suggested that this section of the CAME describes the processes for control of* ***all*** *Maintenance activity and section 1.6 focusses on any specific requirements relating to* ***scheduled*** *Maintenance activity.*]

1.3.1 Work Package Content

[*This paragraph should describe how the Mil CAM agrees the work package content with the Maintenance organization(s) conducting the work and assure its satisfactory conclusion. This should include a description of how the development of a work package is integrated with the AMP and includes consultation with the Maintenance organization.*]

1.3.2 Access to Applicable Current Approved Data including Modifications and Repairs

[*This paragraph should describe how the Mil CAM will ensure the Maintenance organization(s) has access to the applicable Approved Data, including that related to modifications and repairs**. To support regulatory compliance consideration should be given to:*]

* [*Use of hard copy publications at the correct amendment state.*]
* [*Use of digital publications at the correct amendment state.*]
* [*Use of pre-printed Maintenance work orders [where applicable] at the correct amendment state. Pre-printed Maintenance work orders should be reviewed at least annually to ensure they remain compliant and appropriate for their intended purpose [include a link or reference to a Mil CAM local procedure].*]
* [*The process if no approved data exists and how the data received is authorized and approved by the TAA [include a link or reference to any Mil CAM Technical Query process and how this is tracked and reviewed].*]
* [*The process and required authority when necessary to deviate from approved Maintenance procedures.*]

1.3.3 Promulgation of Mil CAM Orders and / or Procedures

[*This paragraph should describe how the Mil CAM ensures information is promulgated in relation to specific Maintenance activities required by the MRP. To support regulatory compliance consideration should be given to promulgating instructions for the following activities (where applicable):*]

* [*Airborne checks (RA 4051)*]
* [*Royal Flights and Flights for Nominated Very Important Persons (RA 4053)*]
* [*Ground Handling Operations (RA 4054)*]
* [*Air Systems Displaying Abnormal Flying Characteristics (RA 4061)*]
* [*Rogue Aircraft (RA 4061(2))*]
* [*Removal of Body Fluid Contamination from Aircraft (RA 4103)*]
* [*Control of Air System Components used in Ground Test Facilities (RA 4213)*]
* [*Loose Articles – Recovery Procedures (RA 4253)*]
* [*Ground Running of Aero-Engines and Auxiliary Power Units (RA 4510)*]
* [*Aircraft Assisted Escape Systems – Safety and Maintenance Procedures (RA 4600)*]
* [*Weapon Loading and Armed Aircraft Maintenance (RA 4657)*]

1.3.4 Management and Oversight of Maintenance Issues Including Delivery and Acceptance Process

[*This paragraph should describe how the Mil CAM is responsible for the management and oversight of any issues arising from Maintenance on the Air System(s). To support regulatory compliance consideration should be given to:*]

* [*The delivery and acceptance process of the Air System(s) to gain assurance that the work tasked was carried out as required prior to acceptance of the Air System(s) and how any identified issues are satisfied.*]
* [*The management and coordination of any emergent work during maintenance on the Air System(s) and how this is addressed, including any agreed amendment of the Statement of Work.*]

1.3.5 Deviation from Approved Data

[*This paragraph should describe how the Mil CAM is notified at the earliest opportunity when a Maintenance Organization(s) has deviated from Approved Data. To support regulatory compliance consideration should be given to:*]

* [*The implications on deviating from Approved Data and the process to provide comment on the deviation with a view to requesting appropriate remedial action and any authorization(s) for a period of deferral. This should include what risk assessment was carried out as part of the deviation process.*]
* [*How deviations will be recorded, reviewed and tracked to completion.*]
* [*The identification and record of those tasks where deviation is not permitted.*]

1.3.6 Assurance of the Standard of Output from a Maintenance Organization(s)

[*This paragraph should describe how the Mil CAM ensures that all Maintenance is carried out to the required quality and iaw the AMP, and correctly released. To support regulatory compliance consideration should be given to:*]

* [*The DDH / AM(MF) assurance system for standards and practices and the internal Quality Assurance process.*]
* [*Maintenance that is only carried out by an MMO or approved AMO; this should also include any approved contractor or sub-contracted organization(s).*]
* [*Daily engineering briefs and Mil CAM meetings as appropriate.*]
* [*The level of checks / sampling the Mil CAM are to conduct online and base MOs.*]
* [1st Party Assurance (*1PA), 2nd Party Assurance (2PA), 3rd Party Assurance (3PA) formal audits.*]

## 1.4 Application of Special Instructions (Technical)

Reference:

RA 4962 - Special Instructions (Technical) - MRP Part M Sub Part C.

RA 4947(1) - Military Continuing Airworthiness Management Organization Responsibilities.

[*This introductory paragraph should describe how the Mil CAM demonstrates a comprehensive system for the management of SI(T)s, Airworthiness Directives and Service Bulletins with a CAw impact and are correctly satisfied as required by the TAA or Commodity DT. To support regulatory compliance consideration should be given to:*]

* [*Consultation with the TAA to ensure the Maintenance Organization(s) are able to fulfil the requirements of the Instruction and implications to applying the Instruction to any stored equipment. This should include how the Mil CAM supports the development of SI(T)s by assessing the engineering and / or verifying technical content.*]
* [*Analysing the impact of the SI(T) on availability, capability and sustainability of the Air System(s) and engagement with the DDH / AM(MF), TAA or Commodity DT as appropriate.*]
* [*How SI(T)s are satisfied in the mandated timescales.*]
* [*Actions to be carried out if the Mil CAM cannot meet the mandated timescale and how any deferment is obtained from the TAA or Commodity DT issuing the SI(T) and how this is communicated to the DDH / AM(MF).*]

**1.4.1 Receipt and Distribution of SI(T)s**

[*This paragraph should describe how the Mil CAM manages receipt and distribution of SI(T)s. To support regulatory compliance consideration should be given to:*]

* [*Analysing the engineering content of the SI(T) and any subsequent requirement for rework prior to its formal issue / release.*]
* [*Arrangements for distribution of the SI(T) in a timely manner [including its unique registration with the Mil CAM] to the appropriate Maintenance Organization(s) and informing the receipt of the SI(T) to the TAA or Commodity DT as appropriate.*]

**1.4.2 Incorporation of SI(T) into the Aircraft Maintenance Programme**

[*This paragraph should describe how the Mil CAM incorporates the SI(T) into the AMP. To support regulatory compliance consideration should be given to:*]

* [*What information is provided to the appropriate Maintenance organization(s) in order to plan and perform the SI(T).*]
* [*The inclusion of the SI(T) in the Aircraft Maintenance Programme and how this information is communicated for inclusion in work packages.*]
* [*State explicitly if the tasking of SI(T)s to Maintenance Organizations differs in any way to the tasking process for other elements of the work package.*]

**1.4.3 Record of Applicability and Completion of Embodiment**

[*This paragraph should describe how the Mil CAM records SI(T) applicability and completion of embodiment for each individual Air System(s) on time. To support regulatory compliance consideration should be given to:*]

* [*How the Mil CAM is informed that SI(T)s have been correctly completed and recorded. This should include any occasion where the SI(T) is not yet performed but is not yet overdue.*]
* [*The arrangements for informing the Mil CAM if there is any reason that a SI(T) cannot be complied with in the prescribed timescales.*]
* [*How the DDH / AM(MF), TAA or Commodity DT are informed of satisfactory completion of the requirement.*]
* [*Any requirement for follow-up action post SI(T) implementation.*]
* [*How all approved and extant SI(T)s are recorded and tracked.*]

**1.4.4 Recurrent SI(T) Management**

[*This paragraph should describe how the Mil CAM ensures any recurrent SI(T)s are carried out at the prescribed intervals and prevent the Air System(s) from flying if they have not had an applicable SI(T) satisfied. It should also describe the process the Mil CAM follows to ensure that SI(T) actions no longer required by the TAA or Commodity DT are correctly removed from the Aircraft Maintenance Programme. To support regulatory compliance consideration should be given to:*]

* [*How any repetitive SI(T)s are identified and carried out at the prescribed intervals.*]
* [*How the Air System(s) are prevented from flying if an applicable SI(T) has not been satisfied and how the Mil CAM is informed.*]
* [*How SI(T)s no longer required are removed from the AMP and how Fleet Planning activity is updated accordingly.*]

## 1.5 Management of Faults Reported

Reference:

RA 4947(1) - Military Continuing Airworthiness Management Organization Responsibilities.

**1.5.1 Maintenance Organization(s)**

[*This paragraph should describe how the Mil CAM ensures the use of an MMO or AMO to conduct corrective Maintenance on the Air System. To support regulatory compliance, consideration should be given to:*]

* [*Only using MRP Part 145 AMOs [including contracted or sub-contracted Maintenance Organization(s)] to conduct Maintenance on the Air System(s). Should the AMO or contracted or sub-contracted Maintenance Organization(s) not hold the relevant approvals, what equivalency has been demonstrated to allow Maintenance to be conducted on the Air System(s) and whether this is time-bounded.*]
* [*How AMO / MMOs conduct and record all Maintenance and fault recording on the Air System(s) iaw the appropriate Approved Data.*]
* [*How new faults or incomplete Maintenance work orders identified during Air System Maintenance are reported to the Mil CAM.*]
* [*How MMO / AMO staff are appropriately authorized to defer the rectification of faults.*]
	+ [*If applicable the para should include the procedure for the management of the MEL and CDL including the actions to be taken in order to be sure that the deferment of any defect will not lead to any safety concern. This should include appropriate liaison with the TAA.*]

**1.5.2 Review of Limitations and Acceptable Deferred Faults**

[*This paragraph should describe how the Mil CAM trends and carries out analysis of Limitations and Acceptable Deferred Faults (ADF) to provide assurance that the cumulative risk to the Air System(s) by tail number is being correctly managed. To support regulatory compliance consideration should be given to:*]

* [*The appropriateness of any authorized deferral, including the deferral period and the competency of the individual authorizing the deferral.*]
* [*Any Type Airworthiness implications.*]
* [*Any out-of-limit faults and damage including where no limits are provided and appropriate reference to approved data.*]
* [*The assessment of the cumulative risk to the Air System by tail number / Fleet and record of any risk assessment carried out.*]
* [*The consideration and reporting of any adverse trends.*]

**1.5.3 Review Of Uncommanded Flying Control Movement (UFCM), Control Restrictions or Other Abnormal Flying Characteristics**

[*This paragraph should describe how the Mil CAM trends and has oversight of UFCM, control restrictions or other abnormal flying characteristics for the relevant Air System operating under the MRP.* *To support regulatory compliance consideration should be given to:*]

* [*How any UFCM, control restrictions or other abnormal flying characteristic trends are highlighted to the Mil CAM.*]
* [*How any UFCM, control restrictions or other abnormal flying characteristic trends that will result in a degradation of CAw to the Air System(s) are mitigated and managed.*]
* [*How any associated cumulative risk to the Air System(s) by tail number is identified and recorded.*]
* [*How TAA advice is sourced where appropriate.*]
* [*How appropriate remedial action is implemented to mitigate any CAw risk(s) to the Air System(s) to a level deemed ALARP and Tolerable.*]

[*Include the consultation process to allow an Air System(s) to be released for flight post the resolution of any UFCM, control restriction or other abnormal flying characteristic.*]

## 1.6 Co-ordination of Scheduled Maintenance

Reference:

RA 4947(1) - Military Continuing Airworthiness Management Organization Responsibilities.

[*Authors should note that this section has a close relationship with Section 1.3. Within RA 4947 the requirements of (1)c and (1)f currently overlap. It is suggested that this section of the CAME describes specific requirements relating to* ***scheduled*** *Maintenance activity, the processes for control of* ***all*** *Maintenance activity are described in section 1.3.*]

**1.6.1 Planning and Control of Maintenance Activity**

[*This paragraph should describe how the Mil CAM plans and controls all scheduled Maintenance activity to ensure that all scheduled Maintenance and lifed component changes are completed or correctly deferred or subject to concession. To support regulatory compliance consideration should be given to:*]

* [*Who has responsibility for ensuring any Maintenance latitudes permitted, extensions to scheduled Maintenance granted, SI(T)s released, or component lives extended are in compliance with the MRP.*]
* [*How the definition and co-ordination of scheduled Maintenance activity flows from the AMP, including, but not limited to:*]
* [*Modifications or repairs.*]
* [*Lifed item replacements.*]
* [*Rectification of existing faults.*]
* [*Application of SI(T)s.*]
* [*The production of agreed Statements of Work (SoW) to define the work package content with the Maintenance Organization(s) and how this is tasked / communicated.*]
* [*Pre-input and post output review meetings whenever contracted Maintenance is planned with approved Maintenance Organization(s) and the production and distribution of minutes.*]

**1.6.2 Use of Latitudes, Deferments or Concessions**

[*This paragraph should describe how the Mil CAM plans and controls the use of latitudes, deferments or concessions as part of the scheduled Maintenance activity with a link or reference to any Mil CAM procedure. To support regulatory compliance consideration should be given to:*]

* [*The system the Mil CAM employs to ensure latitudes, deferments and concessions utilized in the forward fleet are being correctly documented and applied [this could be through Aircraft MARs and ADF trending and analysis].*]
* [*How cumulative risk management is demonstrated whenever a Maintenance latitude is applied by authorized individuals [this could be through individual competency checks]. Consideration should also be made of the cumulative impact of extant Limitations or ADFs against the subject airframe and any other latitudes currently in force before a latitude is applied.*]
* [*The use of concessions, who grants them, how they are managed and appropriately promulgated and recorded.*]

**1.6.3 Informing the DDH / AM(MF) of Incomplete Maintenance**

[*This paragraph should describe how the Mil CAM informs the DDH / AM(MF) if there are significant aspects of Maintenance that cannot be carried out and advise of the implications. To support regulatory compliance consideration should be given to:*]

* [*The escalation process and associated implications to the DDH / AM(MF). This should also include the identification of any shortfalls in funding or contracted Maintenance [where applicable] and liaison with the contracting agent to ascertain any underlying causes and possible courses of action.*]

**1.6.4 Unknown Service Life of Life Limited Parts**

[*This paragraph should describe how the Mil CAM ensures that where the life of a service life limited part cannot be ascertained, it is not used until such life can be determined, recovered or the part disposed of. This should include component lifing on electronic systems and / or paper engineering record log cards. To support regulatory compliance consideration should be given to:*]

* [*How the Mil CAM is informed of any lifed component with missing or suspect lifing data and what action the Mil CAM carries out on receipt.*]
* [*The advice to be sought from the TAA / EA on encountering any lifed component with missing or suspect lifing data and the process to be followed.*]
* [*What process is utilized where the component with missing or suspect lifing data is currently fitted to an Air System(s) and actions to be taken including when the Air System(s) is airborne at the time of identification.*]

[*How does the Mil CAM inform the Maintenance Organization(s) of actions required following advice from the TAA / EA?*]

## 1.7 Continuing Airworthiness Records

References:

RA 4947(1) - Military Continuing Airworthiness Management Organization Responsibilities.

RA 4964 - Continuing Airworthiness Management Records - MRP Part M Sub Part C.

Note: Mil CAMO records are regarded as CAw records, therefore consideration should be given to the rationale that these records be managed as such.

**1.7.1 Scope of Continuing Airworthiness Records**

[*This paragraph should give in detail the type of CAw documents that are required to be recorded by the Mil CAM and what are the recording period requirements for each of them. This can be provided by a table or series of tables [included as a link in Part 5 of the CAME] that would include the following:*]

* [*What is deemed to be a CAw record. (IT system and hardcopy).*]
* [*Type / class of document [if necessary] including any Protectively Marked material.*]
* [*Name of document.*]
* [*Record system [electronic / CD / USB Drive / MOD Form / spreadsheet etc].*]
* [*Responsible person for retention, periodicity and place of retention.*]

**1.7.2 Continuing Airworthiness Record Keeping**

[*This paragraph should describe how the Mil CAM ensures that all CAw activity is recorded. To support regulatory compliance consideration should be given to:*]

* [*An explanation of the aircraft MF700 / technical log system and how the Aircraft Continuing Airworthiness record system is configured.*]
* [*Instructions for using the Aircraft MF700 / technical log and the Aircraft Continuing Airworthiness record system. It should identify the respective responsibilities of the Maintenance personnel and aircrew and include a process for updating the documents and ensuring it remains regulatory compliant.*]
* [*Aircraft technical log approval [this paragraph should identify who is responsible for producing the document and its approval].*

**1.7.3 Configuration Control of CAw Records**

[*This paragraph should describe how the Mil CAM ensures the configuration of CAw Records is correct. To support regulatory compliance consideration should be given to:*]

* [*As an extension of section 1.7.1 explaining those records that require version and amendment control.*]
* [*Describing the process used for ensuring that records are retained under configuration control.*]
* [*Describing who will perform the activity and how it is assured.*]

**1.7.4 Retention and Archiving of CAw Records**

[*This paragraph should describe how the Mil CAM ensures the retention and archiving of CAw records of the Air System(s) across their organization(s) and how these records are made available for audit purposes. To support regulatory compliance consideration should be given to:*]

* [*How CAw records are appropriately archived and the process for recovery [including any hard copy or electronic data], their categorization and retention periodicity [as defined by the TAA] including records classified as ‘significant Air Safety documentation’ such as MARCs and any Mil CAM oversight activity.*]
* [*How CAw records are stored [including hard copy and electronic data and any protective marking] to ensure protection from damage, alteration and theft; records should remain readable and accessible throughout their retention period and made available for any audit purposes.*]
* [*How CAw records are quarantined [including hard copy and electronic data] as required in the event of an Air System(s) accident or serious incident up to the point of the accident or serious incident occurring and made available to Accident Investigators upon request without prejudice to any investigation.*]

**1.7.5 Lost, Corrupt or Inaccurate Records**

[*This paragraph should describe how the Mil CAM manages actions to be taken in the event that any CAw records are lost, corrupted or inaccurate to mitigate the impact on Air Safety. To support regulatory compliance consideration should be given to:*]

* [*How the Mil CAM is informed of any lost, corrupted or inaccurate CAw records of the Air System(s) and the process to be followed upon notification.*]
* [*How the DDH / AM(MF) are informed and any wider impact upon Air Safety.*]

**1.7.6 Transfer of CAw Records**

[*This paragraph should describe how the Mil CAM sets out the procedure for the transfer of CAw records to another Mil CAM on termination of a Maintenance Organization(s) operation or on transfer of an Air System for any reason. To support regulatory compliance consideration should be given to:*]

* [*Identifying the responsibilities and process for identifying which CAw records have to be transferred to another Mil CAM and how the records transfer will take place.*]

**1.7.7 CAw Records Disposal**

[*This paragraph should describe how the Mil CAM disposes of CAw records when necessary with a link or reference included to any local Mil CAM procedure. To support regulatory compliance consideration should be given to:*]

* [*How the Mil CAM is notified of CAw records approaching the end of their mandated retention period.*]
* [*How any disposal activity is carried out noting the requirements in JSP 440, Defence Manual of Security and Resilience with respect to any Protectively Marked Material.*]

**1.7.8 Local Manufacture Assurance**

Reference:

RA 4965(1): Military Continuing Airworthiness Maintenance Organization Responsibilities for Local Manufacture.

[*This paragraph should describe how the Mil CAM promulgates orders and / or procedures to ensure that the local manufacture of parts fitted to the Air System(s) are of an appropriate quality and are traceable.*]

[*This paragraph should divulge on how the Mil CAM ensures adequate traceability of locally manufactured parts by developing orders and procedures to maintain a centralised record of the locally manufactured parts in use, on the Air System(s), across the organization. To support regulatory compliance consideration should be given to:*]

* [*Authorizations required and competency of individuals.*]
* [*Quality control checks.*]
* [*Component(s) identification.*]
* [*Date of manufacture and fit including location.*]
* [*Description and part / drawing number.*]
* [*Serial No of work.*]
* [*Source Technical Information reference.*]

## 1.8 Weight and Moment

Reference:

RA 4947(1) - Military Continuing Airworthiness Management Organization Responsibilities.

[*This paragraph should describe how the Mil CAM assures that the weight and moment statement accurately reflects the current status of the Air System. This paragraph should give consideration to the Military Airworthiness Review process that the Mil CAMO carries out with a documented review of the Air System(s) records and a documented physical review of the Air System(s), which can ensure the current weight and moment statement reflects the configuration of the Aircraft and is valid.*]

[*To further support regulatory compliance consideration should be given to:*]

* [*The outlining of procedures used by the Mil CAMO to ensure adequate configuration and Airworthiness reviews with respect to weight and moment data.*]
* [*The process used by the Mil CAM to confirm that the weight and moment statement reflects the current status of the Air System. This should include reference to the Aircraft Basic Weight and Moment Record Card [MOD F751] or equivalent recording system.*]
* [*How the scheduled weighing process assures that the weight and balance records accurately show the cumulative effect of structural repairs, modifications, repainting, replacement of major components and role changes [as applicable] to the Aircraft weight and / or Centre of Gravity (CofG) position. This should include reference to:*]
	+ [*Audit process to ensure the depth of check is appropriate and any associated local Mil CAM procedures / tasks employed.*]
	+ [*Documentation and the authorization of individuals undertaking or supervising Aircraft weighing activities including any approved sub-contracted organization(s) or personnel.*]
	+ [*What process the Mil CAM employs when, on completion of an Aircraft weigh, the calculated weight or CofG lies outside the specified tolerances.*]

## 1.9 Occurrence Reports

Reference:

RA 4947(1) - Military Continuing Airworthiness Management Organization Responsibilities.

RA 1410 - Occurrence Reporting and Management.

**1.9.1 Mandatory Occurrence Reporting**

[*This introductory paragraph should describe how the Mil CAM maintains oversight of Occurrence Reports (OR), the initiation and coordination of necessary actions and follow-up activity for any identified condition of an Aircraft, component or Maintenance procedure that compromises the CAw of an Aircraft including but not limited to DASORs, narrative Fault reports, Serious Fault Reports and any subsequent action. To support regulatory compliance consideration should be given to:*]

* [*How any condition of the Air System(s), component or Maintenance procedure that may have an impact on Risk to Life are reported to the ADH, TAA or any other interested party.*]
* [*That any investigation and subsequent recovery of an Air System OR [including any associated components] is robust and comprehensive.*]
* [*Where an OR has a CAw implication, that appropriate remedial action is taken to minimize any re-occurrence. This could include:*]
	+ [*Changes to the AMP.*]
	+ [*Changes to process.*]
	+ [*Addressing any identified Human Factor issues.*]
	+ [*Interaction between AMO SMS and the DDH SMS detailing the process to be followed to ensure coherence.*]

**1.9.2 Occurrence Report Investigation**

[*This paragraph should describe how appropriate OR investigation(s) are initiated in a timely manner including any local or Occurrence Safety Investigations (OSI) are raised, and any competent resource allocated as necessary. To support regulatory compliance consideration should be given to:*]

* [*How an OR is correctly sentenced, with further activity conducted if required to identify the specific root cause(s) and any subsequent follow-up activity to minimize further recurrence.*]

**1.9.3 Remedial Action and Follow-Up Activity to An Occurrence Report**

[*This paragraph should describe how appropriate remedial action is implemented to mitigate any CAw risk(s) to a level deemed ALARP and Tolerable by the appropriate DDH / AM(MF) and that recommended actions are fit for purpose. To support regulatory compliance consideration should be given to:*]

* [*How ORs that relate to an equipment or component hazard(s) are correctly sentenced by the appropriate Aircraft DT.*]

**1.9.4 Informing Other Organization(S) Of Air Safety Issues Raised by Occurrence Reports**

[*This paragraph should describe how the Mil CAM is informed by the TAA if the TAA determines an OR has a wider applicability to other platforms / equipment / components managed by other DTs and how TAA endorsement is used to inform the user community using the Significant Equipment Safety Occurrence Report process.*]

## 1.10 Military Continuing Airworthiness Management Organization Instructions

Reference:

RA 4966 - Military Continuing Airworthiness Management Organization Instructions – MRP Part M Sub Part C.

**1.10.1 Use of Mil CAMO Instructions**

[*This paragraph should describe the circumstances under which the Mil CAM would use instructions and responsibilities for their development. To support regulatory compliance consideration should be given to:*]

* [*The process that is to be used when developing instructions.*]
* [*Mandatory considerations prior to release of an instruction.*]
* [*Responsibilities for the authorization.*]

**1.10.2 Management of Mil CAMO Instructions**

[*This paragraph should describe how Mil CAM instructions are managed. To support regulatory compliance consideration should be given to:*]

* [*Requirements for any specific individuals who must be consulted / informed before the issue of an instruction.*]
* [*Explaining how follow up action is initiated in order to ensure that the instruction is only a temporary measure.*]
* [*How follow up action is tracked and hastened in order to allow the removal of the instruction at the earliest opportunity.*]

## 1.11 Airworthiness Information Management (AIM)

Reference:

RA 1223 - Airworthiness Information Management.

**1.11.1 Procedures for Effective AIM**

[*This paragraph should describe the procedures and orders that the Mil CAM has put in place in order to meet the TAA’s requirements for the effective management of Airworthiness information. Authors should focus on describing the specific requirements laid out by the TAA and the practical actions taken in order to ensure that these requirements are met on a day to day basis. To support regulatory compliance consideration should be given to:*]

* [*Configuration management of AIM.*]
* [*Availability of AIM.*]
* [*Ensuring sufficient quantities of IT equipment is available where digital publications are employed.*]
* [*Training and competence of individuals to use Airworthiness Information and undertake AIM.*]
* [*Ensure pre-printed maintenance work orders reflect the requirements of the AMP.*]

**1.11.2 Validating Airworthiness Information**

[*This paragraph should explain how the Mil CAM ensures that personnel in the CAw environment validate airworthiness information and feedback any identified inadequacies to the TAA.*]

# PART 2 QUALITY SYSTEM

Reference:

RA 4951 - Quality System – MRP Part M Sub Part G

RA 4955 - Findings – MRP Part M Sub Part G

**Introduction**

## 2.1 General

Part 2 describes the assurance processes the Mil CAM uses to assure the CAw of the Air Systems that are subject of the exposition. It describes the specific activities undertaken in order to establish and sustain an independent Quality System and designate a Quality Manager. The actions taken by competent individuals within the Quality System to monitor compliance with, and adequacy of, procedures required to ensure Airworthy Air Systems are clearly described.

## 2.2 Establishing the Quality System

[*This section of the document should focus on ‘how’ the Quality System has been constructed, how it is designed to operate and who the key individuals are within its operation.*]

**2.2.1 Scope of the Quality System**

[*This paragraph should describe the* *scope of the Quality System. It should pay particular attention to any interfaces with other quality management systems involved in delivering CAw and how these interfaces are managed. Include any activity being carried out by sub-contracted organizations, Crown Servant 3rd party quality organizations or other approved organization(s). Use a tabular format to illustrate the scope and boundaries / information flows of these relationships.*]

**2.2.2 Responsibilities**

[*This paragraph should detail the key individuals who hold specific responsibility within the Quality System. The individuals identified should be coherent with the scope of the Quality System identified above. To support regulatory compliance consideration should be given to:*]

* [*Who is responsible for developing and maintaining the Mil CAMO assurance plan and where it is kept / maintained?*]
* [*Who is responsible for approving the Mil CAMO assurance plan?*]
* [*Who is responsible for conducting audits?*]
* [*How have responsibilities held by individuals outside the Core CAMO been identified within an ICD.*]

**2.2.3 Qualification and Independence of Auditors**

[*This paragraph should describe the required training and qualification standards of quality auditors conducting activities within the scope of this exposition. Auditors are to be demonstrably impartial and independent. To support regulatory compliance consideration should be given to:*]

* [*The fact that Mil CAMO audits must only be led, undertaken or supervised by individuals who are appropriately trained and qualified and assessed as competent. The exposition should articulate the Mil CAM is assured that individuals have:*]
	+ [*A comprehensive knowledge of the CAME including underpinning procedures.*]
	+ [*Knowledge of the regulations and standards applicable to the CAw of the Air System.*]
	+ [*Personnel carrying out or leading audits on behalf of the Mil CAMO should be competent iaw the Mil CAM’s criteria, as defined in the CAME.*]
* [*The scope of the auditor’s authorization that must be clearly understood [product / system / compliance etc.]. It should include quality authorizations issue, extension [if applicable], renewal or withdrawal procedures.*]

**2.2.4 The Quality System**

[*This paragraph should describe how the Mil CAM’s independent quality assurance system monitors and assures compliance of CAw activities and how this is managed. It should explain how audit information is utilized in order to ensure the Mil CAM’s compliance with RAs including any sub-contracted Part M activities detailed in ICDs. It should include key mechanisms and levers used to support the audit process and how the outcome of audits is managed in order to resolve issues identified in a timely manner.*]

**2.2.5 Reporting**

[*This paragraph should describe how the overall findings will be presented on completion of the audit at the closing meetings. A summary of the scope and objectives of the audit should be repeated for reference, together with confirmation of any areas or processes not audited as originally planned. Reporting should:*]

* [*Be detailed and unambiguous.*]
* [*Provide preliminary conclusions to the person(s) in charge of the areas subject to audit.*]
* [*Consider the following persons:*]
	+ [*The person responsible for the audited areas / department.*]
	+ [*The organization(s) DDH / AM(MF).*]
	+ [*The Mil CAM.*]
	+ [*The contracted Maintenance Organization(s) (if applicable).*]
	+ [*The relevant delegated task owner, eg TAA.*]

**2.2.6 Nonconformity and Corrective Action**

[*This paragraph should describe what system(s) are put in place to address identified nonconformity(s) and that the result of the corrective action(s) meets its intended purpose. Where this system consists of a periodical corrective action(s) review, instructions should be given on how such reviews should be conducted, what should be evaluated and by what means. Actions should include:*]

* [*Ownership for the implementation of corrective and preventative action(s) for any identified nonconformity(s).*]
* [*Determining the root cause of the nonconformity(s).*]
* [*Reviewing and analysing the nonconformity(s).*]
* [*Implementation of actions required to address the nonconformity(s) and timescale for completion, including actions when corrective action timescales are postponed or exceeded.*]
* [*Review the effectiveness of the corrective action taken.*]
* [*Update any risks and opportunities identified.*]
* [*Make changes to the Quality Management System if necessar*y.]

**2.2.7 MAA Findings**

[*This section should describe the process for investigating and resolving MAA findings, providing assurance that the Mil CAM has, or has access to,* Suitably Qualified and Experience Persons *in Root Cause Analysis in order to allow timely resolution including initial containment and longer-term preventative actions. This process should be overseen by a single point of contact to manage MAA findings, generally the CAMO QM[[4]](#footnote-5).*]

**2.2.8 Trending and Analysis of Findings**

[*This paragraph should describe how audit findings are trended and analysed, with the results and conclusions used to risk-base the Assurance Plan accordingly. The simplest method is likely to consist of:*]

* [*A plan detailing what data to trend. Findings could be categorized by:*]
	+ [*Relevant foundation topic.*]
	+ [*Severity.*]
	+ [*Specific issues eg tool control.*]
* [*A database / spreadsheet.*]
* [*A method of presenting trending results for analysis / discussion.*]

## 2.3 Functions of the Quality System

[*This section of the document should focus on ‘what’ the Quality System is required to examine in order to achieve the requirements of RA4951(1).*]

**2.3.1 Assurance Plan**

[*This paragraph should describe how the Assurance Plan is developed and the factors that are taken into account in order to ensure that the Assurance Plan meets the minimum requirements of RA 4951(2) and additional requirements as a result of the scope outlined above. It should consist of a one-off or annual audit or progressive series of audits to ensure the Mil CAM’s compliance with RAs including any sub-contracted Part M activities detailed in ICDs. To support regulatory compliance consideration should be given to:*]

* [*Describing how the Assurance Plan:*]
	+ [*Meets RA 4951(2) requirements. It may be necessary to illustrate the application of these minimum requirements to the specific Quality System.*]
	+ [*Uses Product Sampling and Sample Checks.*]
	+ [*Manages and Assures Alternative Acceptable Means of Compliance, Waivers and Exemption (AWE) submissions and subsequent AWE management.*]
	+ [*Reaches across all organizations in scope.*]
	+ [*Achieves an annual check of all aspects.*]
	+ [*Utilizes shadow audits of organization(s) conducting sub-contracted activity.*]
	+ [*Integrates 3rd party audit information into the plan.*]
	+ [*Allows for the capacity for rechecking as a result of non-conformity.*]

**2.3.2 Conduct of Audits**

[*The primary purpose of the audit(s) is to objectively observe a specific event / action / document etc. to verify whether established CAw procedures and requirements are followed during the accomplishment of the event. For the benefit of all parties subject to the CAME, consideration should be given to describing:*]

* [*The systematic, independent and documented process for obtaining and evaluating evidence objectively to determine the extent to which defined audit criteria are fulfilled.*]
* [*Clearly defined processes (desktop / task audit) and include as a minimum:*]
	+ [*Entry / opening meeting (in-brief).*]
	+ [*Evidence gathering.*]
	+ [*Evaluation and verification.*]
	+ [*Routine internal communication.*]
	+ [*Exit meeting (out-brief).*]

**2.4** **Retention of Quality System Records**

[*This paragraph should describe how records of quality assurance activities are stored and for how long.*]

PART 3 CONTRACTED MAINTENANCE

Reference:

RA 1005 - Contracting with Competent Organizations.

[*Part 3 of the exposition should describe the contracted Maintenance arrangements the Mil CAM will employ in order to meet their required outputs. This introductory paragraph should describe the contracted Maintenance arrangements for the Air System(s), together with any division of responsibilities and how these are demonstrated and recorded. Consideration should be given to the inclusion of information relating to AMOs and MMOs where either or both fall within the scope of the exposition.*]

[*Authors should note that this section is specific to Contracted* ***Maintenance*** *iaw RA 4943.* ***The arrangements for any sub-contracting of Part M tasks under RA 4956 should be described in the appropriate section of Part 0 or Part 1[[5]](#footnote-6).***]

**3.1** **Organization Selection**

**3.1.1 Competency Requirements**

[*This paragraph should describe the criteria that the Mil CAM has specified in order to determine the competency of organizations that could conduct Maintenance on Air Systems or equipment within the scope of the exposition. The sufficiency of the criteria set should be clearly justified through reference to recognized standards, principally the MRP.*]

**3.1.2 Capacity Requirements**

[*This paragraph should describe how the Mil CAM ensures that the Maintenance capacity requirements resulting from the AMP are articulated such as to ensure that Maintenance Organizations have access to sufficient capacity in order to conduct the required Maintenance activities.*]

**3.1.3 Contracted Maintenance Organization(s) Selection**

[*This paragraph should describe the process that the Mil CAM has followed, or intends to follow, in order to ensure that contracted Maintenance Organizations meet the competency and capacity requirements they have articulated. To support regulatory compliance consideration should be given to:*]

* [*How the Mil CAM exercises adequate control over other organizations in order to ensure their requirements are met eg contracting agents, MMOs.*]
* [*Where an active selection process is required eg commercial competition, how is the Mil CAM involved in this activity such that they are able to exert sufficient influence to meet their requirements.*]

## 3.2 Contracted Maintenance Organization(s)

[*This paragraph should identify the current contractors and / or delegated Maintenance Organization(s). A tabulated format should be used and amended to suit the requirements of the Mil CAMO. It should reflect the organization(s) [MMO or AMO] involved in any aspect of the delivery of Maintenance. Supporting references should also be included as appropriate.*]

[*Insert table as appropriate*]

**3.2.1 Military Maintenance Organizations**

[*This paragraph should give specific information relating to MMOs, ensuring that sufficient information is included to allow clear understanding of:*]

* [*Any accountable managers in scope.*]
* [*Where the organization(s) are based.*]
* [*How the sub-contracted relationship is defined eg ICD.*]

**3.2.2 Approved Maintenance Organizations**

[*This paragraph should give specific information relating to AMOs, ensuring that sufficient information is included to allow clear understanding of:*]

* [*How the relationship with the contracting agent is defined and managed.*]
* [*Any accountable managers in scope.*]
* [*Where the organization(s) are based.*]
* [*How the sub-contracted relationship is defined eg ICD.*]

## 3.3 Amendment of Maintenance Contracts

[*This paragraph should describe how the Mil CAM is made aware of issues with contracted Maintenance that may require the contracted arrangements to be updated. Once aware of any issues that require updates, the exposition should describe who is responsible for any proposed new Maintenance contracts for the Air System(s), or changes to any existing contracts, to ensure the Mil CAM’s outputs can be delivered and requirements of the MRP are met.*]

# PART 4 AIRWORTHINESS REVIEW PROCEDURES

**Introduction**

## 4.1 Military Airworthiness Review (Mil AR) - General

Part 4 of the exposition describes the processes and procedures that the Mil CAMO uses to re-validate the configuration and Airworthiness of the Air System.

## 4.2 Baseline Military Airworthiness Review (BMAR)

Reference:

RA 4970 - Baseline Military Airworthiness Review – MRP Part M Sub Part I.

**4.2.1 Mil CAMO Responsibilities**

[*This paragraph should describe how and where the justification for the level of review activity to be conducted in each area will be recorded. Details for the justification for the BMAR should also be included. The Mil CAMO should also demonstrate how the results of the BMAR have been incorporated into the Air System(s) Safety Case.*]

**4.2.2 Duty Holder Responsibilities**

[*This paragraph should describe the depth and scope of the BMAR, as agreed by the DDH / AM(MF).*]

**4.2.3 Delivery Team Responsibilities**

[*This paragraph should describe how the DT review / sentence Airworthiness Review (AR) findings and trends reported by the Mil CAMO.*]

**4.2.4 Statement of Acceptance**

[*This paragraph should describe how the Statement of Acceptance will be endorsed by the DDH / AM(MF). A link or reference to whether TAA acceptance is required endorsing the configuration level of the BMAR should also be included.*]

## 4.3 Airworthiness Review and Certification

Reference:

RA4971 - Military Airworthiness Review and Certification – MRP Part M Sub Part I.

**4.3.1 Mil CAMO Responsibilities**

[*This paragraph should describe the procedures to be followed for the issue of a MARC by the Mil CAM, following satisfactory completion of an AR. If appropriate, details of who may sign the MARC in the absence of the Mil CAM, with a link or reference to any issued LoD and assessment process should also be included. The Mil CAM should also consider the need to instigate an AR whenever it is considered appropriate as a result of modifications, repair programmes, storage or when the Mil CAM has not had adequate visibility of CAw activity.*]

**4.3.2 Airworthiness Records**

[*This paragraph should describe how CAw records, including the MOD Form 710, will be managed and archived by the Mil CAMO.*]

**4.3.3 MARC Extensions and Revocation**

[*This paragraph should describe the procedures the Mil CAMO has in place for MARC extensions or revocation. All extensions to the MARC due date should be justified by the Mil CAMO on the appropriate MOD Form 710.*]

## 4.4 Airworthiness Review Staff

Reference:

RA 4972 - Military Airworthiness Review Surveyors – MRP Part M Sub Part I.

**4.4.1 Mil CAMO Responsibilities**

[*This paragraph should describe how BMARs and ARs will be conducted and by whom. It should include a link or reference to documents that list the designated AR staff by name, their authorization and the position they hold within the organization(s).*]

**4.4.2 Airworthiness Review Staff Authorization**

[*This paragraph should describe how the Mil CAM assesses the competence, qualification and experience of AR staff, confirms that the appropriate training has been carried out and grants their authorization to conduct Airworthiness Reviews and make MARC recommendations. Details of how this information is managed and recorded should also be included.*]

**4.4.3 Airworthiness Review Staff Currency**

[*This paragraph should describe how the Mil CAM is personally satisfied that AR staff competence and currency is maintained and recorded.*]

**4.4.4 Contracted Airworthiness Review Staff**

[*This paragraph should describe [where applicable] how Mil CAMs personally satisfies themselves that individual contracted personnel used as AR staff are suitable, competent and appropriately authorized. Detail of how this information is managed and recorded should also be included.*]

**4.4.5 Other Mil CAMO Airworthiness Review Staff**

[*This paragraph should describe [where applicable] how the Mil CAM assesses the suitability of another Mil CAM’s AR staff to conduct ARs on the Mil CAM’s Air System. Details of how this information is managed and recorded should also be included.*]

## 4.5 Airworthiness Review Process

Reference:

RA 4973 - Military Airworthiness Review Process – MRP Part M Sub Part I.

**4.5.1 Mil CAMO Responsibilities**

[*This paragraph should describe how the Mil CAMO follows a structured approach to ensure consistency and completeness in the AR process. A link or reference to document templates for the AR process should also be included.*]

**4.5.2 Review of Aircraft Records**

[*This paragraph should describe the procedures to be followed for the review of the Air System records by the AR surveyor. Details of how the Mil CAM will stipulate the sample checks to be conducted in each category of specified documents where applicable should also be included.*]

**4.5.3 Physical Review of the Air System**

[*This paragraph should describe the procedures to be followed for the physical review of the Air System by the AR surveyor. Details of how the Mil CAM will stipulate the sample checks to be conducted in order to confirm that the Air System records accurately describe the Air System configuration and condition should also be included.*]

**4.5.4 Airworthiness Review Report**

[*This paragraph should describe how the AR report will be compiled, how satisfactory completion of identified issues or deficiencies will be recorded and how these will subsequently be reported to and accreted / investigated by the Mil CAM. Record keeping and distribution of MARC copies should also be included.*]

## 4.6 Civil Oversight

**4.6.1 Mil CAMO Responsibilities**

[*This paragraph should specify where applicable how the Mil CAM will demonstrate to the TAA that civil procedures are sufficient to meet the requirements of MRP Part M Sub Part I. The identification of any military deltas and how ‘shadow’ AR activity will be recorded, reported and approved by the Mil CAM should also be included.*]

## 4.7 Invalidation of Military Airworthiness Review Certificate (MARC)

**4.7.1 Mil CAMO Responsibilities**

Reference: RA 4974(1): Circumstances when Military Airworthiness Review Certificates Become Invalid.

[*This paragraph should describe how the Mil CAM will manage the validity of the MARC and how the appropriate authorities will be informed when a MARC becomes invalid. Details of how the Mil CAM will implement appropriate recovery action and the process to be followed to confirm the Airworthiness of the Air System(s) should also be included.*]

A MARC **shall** become invalid if:

* Revoked by the Mil CAM.
* The Air System is registered as inactive on the UK Military Aircraft Register.
* Its validity date is exceeded.
* The Air System is not under the management of a Mil CAM.
* The Type Certificate becomes invalid or is revoked.

**4.7.2 Circumstances when Military Airworthiness Review Certificates should be revoked**

[*This paragraph should describe how the Mil CAM will manage the revoking of the MARC and how the appropriate authorities will be informed when a MARC has been revoked. Details of how the Mil CAM will implement appropriate recovery action and the process to be followed to confirm the Airworthiness of the Air System(s), and how the MARC will be re-established, should also be included.*]

A MARC **should** be revoked if:

1. The Air System does not remain in conformity with the approved design, unless otherwise approved iaw MAA Regulatory Publications.
2. The Air System has been operated beyond the limitations of the Air System Documentation Set (ADS), without appropriate action being taken.
3. The Air System has been involved in an accident or incident that affects the Airworthiness of the Aircraft, without subsequent appropriate action to restore Airworthiness.
4. A modification or repair has not been approved according to Design Approved Organization Scheme requirements, Service Modification procedures, or procedures detailed within the ADS provided by the TAA.
5. The Air System has gone through a Mark conversion programme with a corresponding new Type Certificate being issued.

# PART 5 ANNEXES

[*Authors should consider, as a minimum, adding the following material as Annexes to the CAME:*]

* [*A copy of a compliance matrix illustrating the completeness of the main exposition with respect to the requirements within the MRP*]
	+ [*In order to assist with this task a standardized compliance matrix has been supplied as a starting point for Mil CAMs to update for use as an Annex within a specific CAME.*]
* [*A copy of each of the ICDs that define the relationship of the Mil CAM with other organizations*]
1. [*The suggested references in this template are not a complete list of the obligations placed on a Mil CAM.*] [↑](#footnote-ref-2)
2. An Air System is defined as Fixed or Rotary Wing Aircraft, piloted or remotely piloted, and the ground-based systems vital to their safe operation. [↑](#footnote-ref-3)
3. All CAMO tasks need to be included within the Resource Matrix. [↑](#footnote-ref-4)
4. The CAMO QM in this instance is expected to act as a Single Point of Contact and oversee the management of the finding(s), however is not expected to be solely responsible for the conducting individual elements of rectifying the finding (ie Root Cause Analysis, Rectification). [↑](#footnote-ref-5)
5. Where RA 4956 is contained within this Chapter there should be a clear delineation between Contracted Maintenance and Sub-contracted CAMO Tasks to avoid ambiguity or confusion. [↑](#footnote-ref-6)