



# Ministry of Defence

Air Command Secretariat  
Spitfire Block  
Headquarters Air Command  
Royal Air Force  
High Wycombe  
Buckinghamshire  
HP14 4UE

Ref. 2016/07818

[REDACTED]

29 September 2016

Dear [REDACTED],

Thank you for your e-mail of 14 August asking for Corrective Action Plans. You requested the following information:

*“Under FOI2016/03303 the initial approval MAA Audit Report that was completed by the Military Aviation Authority on 26 January 2016 on HQ 2 FTS's CAMO was provided.*

*Could you please provide the follow-on Corrective Action Plans from the Mil CAM, which the original initial approval MAA Audit Report required to be provided to the MAA by 26 February 2016?”*

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA). We have now completed a search of our paper and electronic records for the information you requested and I can confirm that information within the scope of your request is held.

The MOD has now reviewed the document you requested and despite its classification of “Commercial in Confidence” we are content that it can be released and a copy is attached. You will note that the classification has been removed from the document.

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 2<sup>nd</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely



Secretariat 3a1  
Air Command



Audit Type: CAMO Initial Approval

Corrective Action Requirement (CAR)					
<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO		<b>2. Report Number:</b> MAA_15_CAMO_0051_1			
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051		<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15			
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_1		<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>			
<b>7. Non-Compliance</b>		<b>8. Category:</b> 2			
<b>9. Trending - CAR raised against RA 4943</b>					
<p><b>10. Audit Finding</b></p> <p>The CAME did not comply with RA 4943(1)a with respect to a signed statement from the DDH confirming the CAME and associated manuals defined the organization's compliance with MRP Part M.</p> <p>Evidenced by:                      The CAME Issue 1 dated Nov 2015 had been signed by the DDH on 05 Nov 15. Part 1 of this CAME contained several statements of known MRP non-compliance (highlighted in blue text and backed up by entries in the 22 (Trg) Gp CAM Assurance Tracker).</p>					
<b>11. Corrective Action Plan required by:</b> 26 Feb 16					
<b>12. Auditor</b>					
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b>	26 Jan 16

GUIDANCE	
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b>                      Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.                      Level 2 - Any non-compliance that is not judged to be Level 1.</p> <p><b>Non-conformity</b>                      Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.                      Level 2 - Any non-conformity that is judged not to be a Level 1.</p>	
<p><b>Timelines - CAP to be received by the MAA:</b>                      Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).                      Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</p> <p><b>CAR Closure:</b>                      Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).                      Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p>	

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>	26 Jan 16			
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>		
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to investigate and create an appropriate means of compliance to provide the DDH with a comprehensive CAME specifying how the Mil CAMO would ensure the continuing airworthiness management of the Glider Fleet and continual compliance with MRP Continuing Airworthiness regulations.</p>			
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b></p> <p><b>Corrective action:</b> A dedicated core Glider CAMO Team has now been established consisting of 1x Wg Cdr Mil CAM, 1x Sqn Ldr DCAM, 1x Flt Sgt (Starts 22 Feb 18) and 1x Chf Tech. This core team will concentrate on sustaining and improving the management and control of the key CAMO tasks and airworthiness reviews to sustain the continuing airworthiness of the flying fleet. However, additional temporary resource is being actively sort from CAMO SME experts within Industry and the MoD. The prime objective of this additional resource will be to review and revise the CAME and associated processes and procedures. This will involve the review and codification of the informal processes and procedures already in place and to advise and assist in developing new processes and procedures. A key element of this activity will be to review the interfaces between the AMOs and the PT and to assist them in incorporating relevant CAMO activities into their relevant processes and procedures. We expect to have a minimum of 2 additional personnel by the end of Feb 16 and anticipate at least 2 months of fulltime activity to establish an appropriate CAME and associated procedures. We would then require a minimum of at least 1 month to operate iaw the revised CAME before we would be able to assure the DDH that we had an effective and compliant CAME.</p> <p><b>Preventative action:</b> The revised CAME will include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations including the adequacy of the resource responsible for managing CAMO activities. Note: AMO extension contract (Mar 16 to Mar 17) includes reference to key AMO CAMO tasks and the follow-on contract (Mar 17 plus) comprehensively details what will be expected of the AMO from a CAMO perspective.</p>			
<b>18. Proposed completion date:</b>	1 Jun 16		
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b> 2FTS MIL CAM		<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>		<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>	
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

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Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_2	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA 4943</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate it was fully compliant with RA 4943(1); the CAME stated several areas of known non-compliance, did not fully or accurately detail how CAW activities were conducted, and did not appropriately detail CAME amendment procedures.</p> <p>Evidenced by:</p> <ul style="list-style-type: none"> <li>a. In multiple areas the CAME contained general organizational references (e.g. Serco AMO) but did not clearly detail who in the organization was responsible for delegated CAMO tasks. During interview with the Serco GMS Chf Eng it was apparent he was not fully comfortable with this approach and required clearer definition.</li> <li>b. The CAME did not accurately reflect the person responsible for amending the CAME and associated procedures/references; these duties sat with the DCAM. The CAMO QM was identified in the CAME Section 5.5 as responsible for incorporating amendments. During interview he confirmed his role was review, identifying commonality across other 22 (Trg) Gp platforms, staffing, coordinating and MAA interface only.</li> <li>c. Serco GMS MOE and UKMFTS procedures were referenced extensively throughout the CAME but no requirement was detailed to inform the Mil CAM on changes which may impact the CAME.</li> <li>d. Part 1 of the CAME contained several statements of known MRP non-compliance (highlighted in blue text and backed up by entries in the 22 (Trg) Gp CAM Tracker).</li> </ul>	
<b>11. Corrective Action Plan required by:</b> 26 Feb 16	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b>	26 Jan 16

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <ul style="list-style-type: none"> <li>Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.</li> <li>Level 2 - Any non-compliance that is not judged to be Level 1.</li> </ul> <p><b>Non-conformity</b></p> <ul style="list-style-type: none"> <li>Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</li> <li>Level 2 - Any non-conformity that is judged not to be a Level 1.</li> </ul>

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Handling Instruction: ~~Commercial in Confidence~~

**Timelines - CAP to be received by the MAA:**

- Level 1** – No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).
- Level 2** - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.

**CAR Closure:**

- Level 1** - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).
- Level 2** - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).



FOR MAA USE Dispatch			
<b>13. CAR dispatch from MAA:</b>	26 Jan 16		
<b>Name:</b>	<b>Signed:</b>	<b>Date:</b>	26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal	
<b>14. Action Owner:</b> 2FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i> Insufficient resource to develop and produce a comprehensive CAME specifying how the Glider CAMO would ensure the continuing airworthiness management of the Glider Fleet and continual compliance with MRP Continuing Airworthiness regulations.	
<b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i>  <b>Corrective Action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, additional resource is being sought to complement the dedicated core CAMO team to help develop and produce a comprehensive CAME, and associated processes and procedures, which addresses all of the MRP CAME requirements. A key element to achieving this objective will be the development of an accurate responsibility matrix clearly identifying which CAMO stakeholders are responsible, accountable, consulted or informed during the management of continuing airworthiness activity. This matrix will then be used to ensure that appropriate processes and procedures are put in place and, where necessary, ToRs revised to codify the identified requirements. The additional resource will be key in not only developing core CAMO processes and procedures but also in liaising with key PT and AMO personnel and assisting them to make appropriate changes to their respective processes and procedures.  <b>Preventative Action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established. Wider CAMO responsibilities have now been incorporated in the AMO extension and follow-on contract as well as the AMO recovery package contracts. PT resource has been increased and will be sustained to support Glider recovery and CAMO activity. The revised CAME will include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations.	
<b>18. Proposed completion date:</b>	1 Jun 16

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<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	Mil CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>		<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>	
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
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<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<i>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</i>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

**FOR MAA USE**  
**After Action**

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_3	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA- 4943.</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate it was fully compliant with RA 4943(1) AMC Para 2 with respect to some personnel not being familiar with the parts of the CAME that were relevant to their tasks.</p> <p>Evidenced by:</p> <ul style="list-style-type: none"> <li>a. During interviews it was confirmed that several personnel were not clear of what CAMO tasks they were responsible for and had not been involved in the CAME production and review process.</li> <li>b. Personnel thought the CAME had been written to reflect elements of their current job responsibilities, but there was no evidence to prove their current job responsibilities covered all of the MRP and Mil CAM's requirements.</li> <li>c. CAMO responsibilities had not been highlighted or confirmed in local procedures and TORs. For example, the Serco GMS Engineering Records Controller's TORs had not been amended for a considerable period (~2012) and did not accurately reflect his current AMO role.</li> <li>d. The DCAM's TORs were 22 (Trg) Gp TORs and did not fully reflect her current roles and responsibilities; the CAM CT did not have any TORs.</li> </ul>	
<b>11. Corrective Action Plan required by: 26 Feb 16</b>	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b>	26 Jan 16

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <ul style="list-style-type: none"> <li>Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.</li> <li>Level 2 - Any non-compliance that is not judged to be Level 1.</li> </ul> <p><b>Non-conformity</b></p> <ul style="list-style-type: none"> <li>Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</li> <li>Level 2 - Any non-conformity that is judged not to be a Level 1.</li> </ul>

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Handling Instruction: ~~Commercial in Confidence~~

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<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>		Y

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal	
<b>14. Action Owner:</b> 2FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i> Insufficient resource to develop, produce and implement a comprehensive CAME throughout the CAMO.	
<b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i>  <b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a core CAMO team is now in place and additional resource is being sought to assist in developing and implementing a revised CAME. This additional resource will also assist the AMO and PT in developing processes and procedures to appropriately manage their respective CAMO tasks. This activity will also identify what additional training is required to ensure that key stakeholders understand their respective roles within the CAMO construct.  <b>Preventative action:</b> Internal process and procedures, including ToRs where appropriate, will be amended to reflect the requirements detailed within the CAME. The CAME amendment action process will detail the need to ensure that, where appropriate, changes to the CAME are reflected in internal processes and procedures. Conversely, internal process and procedure changes will also need to be notified to the CAME amendment custodian to determine the potential impact to the CAME and associated continuing airworthiness tasks. CAMO meetings will monitor the effectiveness of the continuing airworthiness arrangements and reinforce the requirements of key stakeholders, which will be verified by the CAMO QMS.	
<b>18. Proposed completion date:</b>	1 Jun 16

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Handling Instruction: ~~Commercial in Confidence~~

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS MIL CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>		<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>	
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

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<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
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<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<i>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</i>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

**FOR MAA USE**  
**After Action**

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	





Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_4	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA 4943.</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate that it was fully compliant with RA 4943(2) with respect to the CAME not detailing the requirement to seek approval for changes to key named personnel.</p> <p>Evidenced by:</p> <p>Part 0 of the CAME detailed a number of circumstances that constituted major or minor changes and the corresponding amendment procedures to be followed. However, the DCAM was not included in Para 0.8.3. It was also noted that CAME signatories/key stakeholders (Serco GMS Chf Eng and Gliders TAA) were not mentioned in any of the CAME change criteria.</p>	
<b>11. Corrective Action Plan required by: 26 Feb 16</b>	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b> 26 Jan 16	

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - A failure to meet regulation that could lead to a major risk to Air Safety.</p> <p style="margin-left: 20px;"><b>Level 2</b> - Any non-compliance that is not judged to be Level 1.</p> <p><b>Non-conformity</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</p> <p style="margin-left: 20px;"><b>Level 2</b> - Any non-conformity that is judged not to be a Level 1.</p>
<p><b>Timelines - CAP to be received by the MAA:</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</p> <p style="margin-left: 20px;"><b>Level 2</b> - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</p>
<p><b>CAR Closure:</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p> <p style="margin-left: 20px;"><b>Level 2</b> - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p>

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>		UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b> Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>		<b>15. Ref No:</b> <i>For organization</i>	
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i>                      Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed what would constitute a significant amendment.</p>			
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b>  <i>Corrective action – to rectify the specific issue that was found.</i>  <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>                      The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.                      Note, can be supported by separate documents e.g. spread sheet as required.</p> <p><b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a core CAMO team is now in place and additional resource is being sought to assist in developing and implementing a revised CAME. The revised CAME will clearly detail which significant amendments would require the CAMO to seek approval for prior to enacting the change.</p> <p><b>Preventative action:</b> A dedicated core CAMO team has now been established and will be responsible for sustaining the revised CAME once it has been approved. The monthly CAMO Review Meeting will have an agenda item to review whether any significant amendment action was imminent and to seek approval where necessary.</p>			
<b>18. Proposed completion date:</b>		<i>(Justification is required to exceed 'expected closure date' set at Sect 9; early dialogue with MAA is encouraged.)</i>	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b> 2FTS Mil CAM		<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

<b>FOR MAA USE Closure Deadline</b>
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<b>19. CAR closure deadline date:</b>		<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>	
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

**FOR SUBJECT ORGANISATION USE**  
**Closure Proposal**

**20. Organization CAR closure proposal**  
*Organization actions implemented / undertaken to effect closure of the CAR.*

  
  
  
  
  
  
  
  
  
  
  

**21. Supporting Evidence attached to this CAR**  
*Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.*

1. ....  
 2. ....

<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

**FOR MAA USE**  
**Closure Recommendation**

**22. MAA Recommendation(s) for CAR Closure**  
*MAA staff confirms and comments on actions and verifies that they are complete.  
 Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.*

  
  
  
  
  
  
  
  
  
  
  

Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.

**23. MAA CAR Closure**

<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

**FOR MAA USE**  
**After Action**

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**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T Mk1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_5	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA- 4945</b>	
<b>10. Audit Finding</b> The Organization was unable to demonstrate that it was fully compliant with RA 4945(1) with regard to formalised Type Training Courses for Viking and Vigilant not being in place and therefore resulting in training deficiencies for the Mil CAM, DCAM and CAM CT.  Evidenced by: <ul style="list-style-type: none"> <li>a. The CAME Paras 0.3.2.1 and 0.3.4.1 stated that Viking and Vigilant type familiarisation courses did not exist.</li> <li>b. The 22 (Trg) Gp SQEP matrix detailed type familiarisation course requirements against the Mil CAM, DCAM and CAM CT positions, but had been annotated "none available at this time".</li> </ul>	
<b>11. Corrective Action Plan required by:</b> 26 Feb 16	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b> 26 Jan 16	

GUIDANCE
<b>Categorisation of CAR</b> <b>Non-compliance</b> Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety. Level 2 - Any non-compliance that is not judged to be Level 1. <b>Non-conformity</b> Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk. Level 2 - Any non-conformity that is judged not to be a Level 1.
<b>Timelines - CAP to be received by the MAA:</b> Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible). Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.
<b>CAR Closure:</b> Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification). Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>	26 Jan 16			
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>		
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i>  Insufficient resource to develop, produce and implement a formalised Type Training Course.			
<b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i>  <b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a core CAMO team is now in place and additional resource is being sought to assist in developing and implementing a revised CAME. The CAME review will identify which CAMO members will require a formalised Type Training Course. As there is currently no formalised Type Training Course in place, in the short-term (until the AMO follow-on contract is in place) the training requirement will be specified in the CAME and consist of Glider Flight Servicing Training and SME (Team Leader) briefs as well as reference to key elements of the Glider ADS. Precise details of the topics to be covered will be detailed in the CAME and successful completion of each element of the training will be recorded as satisfying the requirement of RA45945(1). In the longer-term the AMO training cell will have the responsibility for developing a formalised Type Training Course and once in place the CAME will be amended to ensure all new key CAMO stakeholders requiring such training attend this course.  <b>Preventative action:</b> In the short-term (Until Mar 17) the CAMO is assisting the AMO training cell to set up courses to enable the VGS's to operate away from RAF Syerston. Relevant CAMO members will undergo this training along with other training modules as detailed within the CAME. In the longer-term, the AMO follow-on contract we include the requirement for the AMO to develop and deliver a formalised Type Training Course.			
<b>18. Proposed completion date:</b>	1 Jun 16		
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b> 2 FTS Mil CAM		<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			



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Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	





Audit Type: CAMO Initial Approval

**Corrective Action Requirement (CAR)**

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_6	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Conformity</b>	<b>8. Category:</b> 2
<b>9. Trending – N/A</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate it fully conformed to the 22 (Trg) Gp DFT HQ Engineering and Logistics Quality Manual Order 1-001 in that the SQEP Matrix contained multiple missing or incomplete entries.</p> <p>Evidenced by:</p> <ul style="list-style-type: none"> <li>a. The required ARC inspectors course had not been completed by the Mil CAM and was blank.</li> <li>b. DCAM requirements for DHASMC and Airworthiness of Military Aircraft were annotated as pending.</li> <li>c. Other boxes requiring comments and overall SQEP Yes/No assessments were blank.</li> <li>d. The Glider Airworthiness Review Team were not included on the relevant tab in this matrix alongside AR staff from other 22 (Trg) Gp platforms.</li> </ul>	
<b>11. Corrective Action Plan required by:</b> 26 Feb 16	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b>	26 Jan 16

**GUIDANCE**

**Categorisation of CAR**

**Non-compliance**

- Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.
- Level 2 - Any non-compliance that is not judged to be Level 1.

**Non-conformity**

- Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.
- Level 2 - Any non-conformity that is judged not to be a Level 1.

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Handling Instruction: ~~Commercial in Confidence~~

**Timelines - CAP to be received by the MAA:**

**Level 1** – No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).  
**Level 2** - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.

**CAR Closure:**

**Level 1** - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).  
**Level 2** - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>		Y

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>		<b>15. Ref No:</b> <i>For organization</i>	
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to challenge and populate the SQEP Matrix.</p>			
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b>  <i>Corrective action – to rectify the specific issue that was found.</i>  <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>  <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>  <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a core CAMO team is now in place and additional resource is being sought to assist in developing and implementing a revised CAME. The CAME review will identify and detail the SQEP requirements of the CAMO and ensure conformance with 22(Trg)Gp Orders. Where SQEP deficiencies are identified, individuals will detail what arrangements have been made to address them and by when. Progress will be monitored at the monthly CAMO Review Meeting. Where necessary, SQEP deficiencies will be managed by limiting authorisations or ensuring oversight by appropriately SQEP CAMO members.</p> <p><b>Preventative action:</b> The CAME will detail the SQEP requirements of each CAMO member and ToRs will be amended to ensure that each member has the necessary experience and training. CAMO SQEP'ness will be a monthly CAMO Review Meeting agenda item to enable progress and deficiencies to be appropriately managed.</p>			
<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS MilCAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

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Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_7	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA 4945</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate it was fully compliant with RA4945(2)a; the Mil CAM had not assured and recorded the competence of Serco GMS and UKMFTS personnel assigned with CAMO responsibilities.</p> <p>Evidenced by:</p> <p>The Mil CAM relied upon the Deputy TAA and Serco GMS Chf Eng to set training/qualification/competency standards and ensure they were correctly assessed, achieved and recorded. During interview it was apparent the Mil CAM did not have any involvement in these activities and no oversight or assurance had been conducted on his behalf.</p>	
<b>11. Corrective Action Plan required by: 26 Feb 16</b>	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b> 26 Jan 16	

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - A failure to meet regulation that could lead to a major risk to Air Safety.</p> <p style="margin-left: 20px;"><b>Level 2</b> - Any non-compliance that is not judged to be Level 1.</p> <p><b>Non-conformity</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</p> <p style="margin-left: 20px;"><b>Level 2</b> - Any non-conformity that is judged not to be a Level 1.</p>
<p><b>Timelines - CAP to be received by the MAA:</b></p> <p style="margin-left: 20px;"><b>Level 1</b> – No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</p> <p style="margin-left: 20px;"><b>Level 2</b> - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</p> <p><b>CAR Closure:</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p> <p style="margin-left: 20px;"><b>Level 2</b> - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p>

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>		UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal				
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>			<b>15. Ref No:</b> <i>For organization</i>	
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the CAMO SQEP requirements.</p>				
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b>  <i>Corrective action – to rectify the specific issue that was found.</i>  <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>  <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>  <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_6, the CAME will be revised to provide a comprehensive SQEP Matrix for each member of the CAMO. The CAME will detail where the competence of each member will be recorded, monitored and, where necessary, managed to ensure the impact of any deficiencies are minimised.</p> <p><b>Preventative action:</b> A dedicated core CAMO team has now been established and will be responsible for sustaining the revised CAME. The CAME will detail the SQEP requirements of each CAMO member and ToRs will be amended to ensure that each member has the necessary experience and training and populates the CAMO SQEP Matrix.</p>				
<b>18. Proposed completion date:</b>		1 Jul 16		
<b>Name:</b>		<b>Signed:</b>		
<b>Position:</b>	2FTS Mil CAM	<b>Date:</b>	11 Feb 16	
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>				

FOR MAA USE Closure Deadline
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OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_8	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA 4945</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate it was fully compliant with RA4945(2)b; the Mil CAM had not established and controlled the continued competence of Serco GMS and UKMFTS PT personnel involved in CAMO activities.</p> <p>Evidenced by:</p> <p>The Mil CAM relied upon the Deputy TAA and Serco GMS Chf Eng to set training/qualification/competency standards and ensure they were correctly assessed and achieved. During interview it was apparent the Mil CAM did not have any involvement with these activities.</p>	
<b>11. Corrective Action Plan required by: 26 Feb 16</b>	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b> 26 Jan 16	

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <p style="margin-left: 20px;">Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.</p> <p style="margin-left: 20px;">Level 2 - Any non-compliance that is not judged to be Level 1.</p> <p><b>Non-conformity</b></p> <p style="margin-left: 20px;">Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</p> <p style="margin-left: 20px;">Level 2 - Any non-conformity that is judged not to be a Level 1.</p>
<p><b>Timelines - CAP to be received by the MAA:</b></p> <p style="margin-left: 20px;">Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</p> <p style="margin-left: 20px;">Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</p> <p><b>CAR Closure:</b></p> <p style="margin-left: 20px;">Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p> <p style="margin-left: 20px;">Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p>

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>	26 Jan 16			
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal				
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>			
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the CAMO SQEP requirements.</p>				
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b>  <i>Corrective action – to rectify the specific issue that was found.</i>  <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>  <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>  <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_6, the CAME will be revised to provide a comprehensive SQEP Matrix for each member of the CAMO. The CAME will detail what and where the competence of each member will be recorded, monitored and, where necessary, managed to ensure the impact of any deficiencies are minimised.</p> <p><b>Preventative action:</b> A dedicated core CAMO team has now been established and will be responsible for sustaining the revised CAME. The CAME will detail the SQEP requirements of each CAMO member and ToRs will be amended to ensure that each member has the necessary experience and training and populates the CAMO SQEP Matrix.</p>				
<b>18. Proposed completion date:</b>	1 Jun 16			
<b>Name:</b>		<b>Signed:</b>		
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16	
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>				

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_9	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA 4945</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate that it was fully compliant with RA 4945(2) AMC Para 2 with regard to analysis of the CAMO tasks to be performed, how these tasks were divided/combined and how they were assigned.</p> <p>Evidenced by:</p> <p>The CAME Resource Matrix at Part 5.4 highlighted a number of posts involved in CAMO tasks but the proportion of CAMO tasks and time dedicated was reflected as "TBD". It was confirmed during interviews that a Task Resource Analysis had not been completed. It was therefore not possible to confirm that sufficient SQEP manpower resource had been established.</p>	
<b>11. Corrective Action Plan required by:</b> 26 Feb 16	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b> 26 Jan 16	

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - A failure to meet regulation that could lead to a major risk to Air Safety.</p> <p style="margin-left: 20px;"><b>Level 2</b> - Any non-compliance that is not judged to be Level 1.</p> <p><b>Non-conformity</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</p> <p style="margin-left: 20px;"><b>Level 2</b> - Any non-conformity that is judged not to be a Level 1.</p>
<p><b>Timelines - CAP to be received by the MAA:</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</p> <p style="margin-left: 20px;"><b>Level 2</b> - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</p>
<p><b>CAR Closure:</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p> <p style="margin-left: 20px;"><b>Level 2</b> - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p>

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>		UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b> Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>		<b>15. Ref No:</b> <i>For organization</i>	
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the division of CAMO responsibilities.</p>			
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b>  <i>Corrective action – to rectify the specific issue that was found.</i>  <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>  <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>  <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, additional resource is being sought to complement the dedicated core CAMO team to help develop and produce a comprehensive CAME, and associated processes and procedures, which addresses all of the MRP CAME requirements. A key element to achieving this objective will be the development of an accurate responsibility matrix clearly identifying which CAMO stakeholders are responsible, accountable, consulted or informed during the management of continuing airworthiness activity. This matrix will then be used to ensure that appropriate processes and procedures are put in place and, where necessary, ToRs revised to codify the identified CAMO responsibilities and associated SQEP requirements.</p> <p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. Wider CAMO responsibilities have now been incorporated in the AMO extension and follow-on contract as well as the AMO recovery package contracts. PT resource has been increased and will be sustained to support Glider recovery and CAMO activity. The revised CAME will include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations.</p>			
<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16





**FOR MAA USE**  
**After Action**

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

Corrective Action Requirement (CAR)			
<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1		
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15		
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_10	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>		
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2		
<b>9. Trending - CAR raised against RA 4945</b>			
<b>10. Audit Finding</b> The Organization was unable to demonstrate that it was fully compliant with RA 4945(2) AMC Para 3 with regard to the initial and recurrent training for personnel with delegated CAMO responsibilities.  Evidenced by: Interviews confirmed that CAMO training had not been formalised, recorded, delivered to all staff or delivered on a recurring basis.			
<b>11. Corrective Action Plan required by:</b> 26 Feb 16			
<b>12. Auditor</b>			
<b>Name:</b>		<b>Signed:</b>	<b>Date:</b> 26 Jan 16

GUIDANCE
<b>Categorisation of CAR</b> <b>Non-compliance</b> <b>Level 1</b> - A failure to meet regulation that could lead to a major risk to Air Safety. <b>Level 2</b> - Any non-compliance that is not judged to be Level 1. <b>Non-conformity</b> <b>Level 1</b> - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk. <b>Level 2</b> - Any non-conformity that is judged not to be a Level 1.
<b>Timelines - CAP to be received by the MAA:</b> <b>Level 1</b> – No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible). <b>Level 2</b> - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.
<b>CAR Closure:</b> <b>Level 1</b> - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification). <b>Level 2</b> - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>		UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b> Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>		<b>15. Ref No:</b> <i>For organization</i>	
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i>			
<p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the initial and recurrent training requirements of CAMO personnel.</p>			
<b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i>			
<p><b>Corrective action:</b> As detailed in the CAPs to MAA_15_CAMO_CAR_0051_1, 5 and 9, additional resource is being sought to revise the CAME that will include the development and implementation of a comprehensive responsibility matrix, which will detail the initial and recurrent training requirements of CAMO members. These requirements will be monitored at the monthly CAMO review meeting.</p> <p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. Wider CAMO responsibilities have now been incorporated in the AMO extension and follow-on contract as well as the AMO recovery package contracts. PT resource has been increased and will be sustained to support Glider recovery and CAMO activity. The revised CAME will include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations.</p>			
<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

Corrective Action Requirement (CAR)			
<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1		
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15		
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_11	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>		
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2		
<b>9. Trending - CAR raised against RA 4947</b>			
<b>10. Audit Finding</b> The Organization was unable to demonstrate that it was fully compliant with RA 4947(1)a with regard to trending and analysis of maintenance data not being undertaken.  Evidenced by: No processes existed for capturing, trending and analysing maintenance data; this was an area of self-declared non-compliance as detailed in the CAME Para 1.1.1.			
<b>11. Corrective Action Plan required by:</b> 26 Feb 16			
<b>12. Auditor</b>			
<b>Name:</b>		<b>Signed:</b>	<b>Date:</b> 26 Jan 16

GUIDANCE
<b>Categorisation of CAR</b> <b>Non-compliance</b> Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety. Level 2 - Any non-compliance that is not judged to be Level 1. <b>Non-conformity</b> Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk. Level 2 - Any non-conformity that is judged not to be a Level 1.
<b>Timelines - CAP to be received by the MAA:</b> Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible). Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.
<b>CAR Closure:</b> Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification). Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>	26 Jan 16			
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>		
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i>  Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the process for trending and the analysis of maintenance data.			
<b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i>  <b>Corrective action:</b> In the short-term (up to Mar 17) the AMO has agreed to trial an Excel based process for gathering the fault data of the flying fleet. This process will be matured as part of the extension contract and the SOR for aircraft undergoing the recovery package will include the need for AMO's to populate the glider spreadsheet with the arisings identified as part of the recovery package. All findings will be reviewed at the monthly CAMO review meeting to identify potential trends and issues of concern to proactively manage the AMP. In the longer-term, the AMO follow-on contract (post Mar 17) includes the requirement for the AMO to develop an effective electronic system for recording maintenance faults.  <b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. Wider CAMO responsibilities have now been incorporated in the AMO extension and follow-on contract as well as the AMO recovery package contracts. PT resource has been increased and will be sustained to support Glider recovery and CAMO activity. The revised CAME will include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations.			
<b>18. Proposed completion date:</b>	1 Jun 16		
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16

OFFICIAL  
 Handling Instruction: ~~Commercial in Confidence~~

**MAA confirms receipt of CAP:** *MAA to confirm as soon as CAP(s) received (does not approve CAP content)*

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>		<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>	
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	



**FOR MAA USE**  
**After Action**

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

<b>Corrective Action Requirement (CAR)</b>			
<b>1. Organization: Viking T MK1 and Vigilant T Mk1 Gliders CAMO</b>	<b>2. Report Number: MAA_15_CAMO_0051_1</b>		
<b>3. Approval Ref: UK.MAA.CAMO.0051</b>	<b>4. Audit Date: 02 Dec 15 and 07-10 Dec 15</b>		
<b>5. CAR Number: MAA_15_CAMO_CAR_0051_12</b>	<b>6. CAR Title: <i>Optional short descriptor of CAR</i></b>		
<b>7. Non-Compliance</b>	<b>8. Category: 2</b>		
<b>9. Trending - CAR raised against RA 4947</b>			
<b>10. Audit Finding</b> The Organization was unable to demonstrate that it was fully compliant with RA 4947(1)b AMC Para 3b regarding the oversight and monitoring of modification configuration control.  Evidenced by: <ul style="list-style-type: none"> <li>a. Modification Configuration Control was self-declared as an area of known non-compliance (CAME Para 1.2.1.8 referred) with increased Mil CAM oversight and monitoring required through dedicated configuration monitoring meetings.</li> <li>b. Modification Kits were purchased and supplied by the PT directly to Soaring Oxford, for storage and issue. No evidence was provided to demonstrate Mil CAM oversight of this process or confirm/assure the correct configuration status of piece-parts and overall mod kit composition against the Modification Leaflet. It was expected that Serco GMS staff would check the modification kits immediately prior to embodiment.</li> </ul>			
<b>11. Corrective Action Plan required by: 26 Feb 16</b>			
<b>12. Auditor</b>			
<b>Name:</b>		<b>Signed:</b>	<b>Date:</b> 26 Jan 16

<b>GUIDANCE</b>
<b>Categorisation of CAR</b> <b>Non-compliance</b> <b>Level 1</b> - A failure to meet regulation that could lead to a major risk to Air Safety. <b>Level 2</b> - Any non-compliance that is not judged to be Level 1. <b>Non-conformity</b> <b>Level 1</b> - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk. <b>Level 2</b> - Any non-conformity that is judged not to be a Level 1.
<b>Timelines - CAP to be received by the MAA:</b> <b>Level 1</b> - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible). <b>Level 2</b> - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.
<b>CAR Closure:</b> <b>Level 1</b> - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification). <b>Level 2</b> - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>	26 Jan 16			
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>		
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i>			
<p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the process for managing the embodiment of modifications.</p>			
<b>17. Corrective Action Plan (CAP) or Summary thereof</b>			
<i>Corrective action – to rectify the specific issue that was found.</i>			
<i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>			
<i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>			
<i>Note, can be supported by separate documents e.g. spread sheet as required.</i>			
<p><b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, additional resource is being sought to revise the CAME that will include the development and implementation of a process for managing the embodiment of modifications by core CAMO members. This will be achieved by reviewing and drafting amendments to extant PT modification processes and procedures for developing modifications (LTC and CCBs) and, where necessary, producing new procedures to ensure that the CAMO schedules the subsequent modification plan and then manages the embodiment of the modifications.</p>			
<p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. PT resource has been increased and will be sustained to support Glider recovery and CAMO activity. As modifications were previously managed by the PT, the revised CAME will now clearly define the role of the PT and CAMO in the development and embodiment of the modifications. The revised CAME will include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations.</p>			
<b>18. Proposed completion date:</b>	1 Jun 16		
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b> 2 FTS Mil CAM		<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

Corrective Action Requirement (CAR)			
<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1		
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15		
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_13	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>		
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2		
<b>9. Trending - CAR raised against RA 4947</b>			
<b>10. Audit Finding</b> The Organization was unable to demonstrate that it was fully compliant with RA 4947(1)b regarding the monitoring, oversight and use of repair schemes and concessions.  Evidenced by: Requests for Repair Schemes or Concessions were made using the TQ process directly between the PT and AMO (Serco GMS or Southern Sailplanes for TVARP work). PT Desk Officers were responsible for evaluating TQs and deciding what action(s) were required, including if/when to inform the Mil CAM. CAM personnel had evolved a number of informal oversight and monitoring mechanisms (including the DCAM being copied into TQ requests) but these were reliant on personality interactions and corporate knowledge. No evidence was provided to ensure the Mil CAM/DCAM would be made aware of all issues and could provide proactive, timely, positive control and oversight of individual and wider fleet issues with escalation to the DDH where required.			
<b>11. Corrective Action Plan required by:</b> 26 Feb 16			
<b>12. Auditor</b>			
<b>Name:</b>		<b>Signed:</b>	<b>Date:</b> 26 Jan 16

GUIDANCE
<b>Categorisation of CAR</b> <b>Non-compliance</b> Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety. Level 2 - Any non-compliance that is not judged to be Level 1. <b>Non-conformity</b> Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk. Level 2 - Any non-conformity that is judged not to be a Level 1.
<b>Timelines - CAP to be received by the MAA:</b> Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible). Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA. <b>CAR Closure:</b> Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification). Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch			
<b>13. CAR dispatch from MAA:</b>	26 Jan 16		
<b>Name:</b>		<b>Signed:</b>	<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal	
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i>  Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the process for managing the embodiment of repairs.	
<b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i>  <b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, additional resource is being sought to revise the CAME that will include the development and implementation of a process for managing the embodiment of repairs and concessions by the CAMO. This will be achieved by reviewing and drafting amendments to extant PT processes and procedures for the development of repairs/concessions (Technical Query Process) and, where necessary, produce new procedures to ensure that the CAMO schedules the subsequent repair/concession plan and manages the embodiment of the repairs/concessions. The revised processes and procedures will ensure that the AMO will use the CAMO as the official conduit between them and the PT.  <b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. PT resource has been increased and will be sustained to support Glider recovery and CAMO activity. As repairs/concessions were previously managed by the PT, the revised CAME will now clearly define the role of the PT and CAMO in the development and embodiment of the repairs/concessions. The revised CAME will include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations.	

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Handling Instruction: ~~Commercial in Confidence~~

<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS MII CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>		<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>	
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<i>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</i>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>



<b>Position:</b>		<b>Date:</b>	
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**FOR MAA USE  
After Action**

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_14	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA 4947</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate that it was fully compliant with RA 4947(1)b AMC Para 4c with respect to the monitoring of multiple repairs to enable the identification of common or cumulative airworthiness issues.</p> <p><b>Evidenced by:</b></p> <p>All repair records were compiled by Serco GMS and archived in MOSS. To facilitate this for aircraft in TVARP, Southern Sailplanes provided repair requests and records to Serco GMS on completion of each aircraft package. Several interviewees highlighted concerns that this was a disjointed process with no tool to record, trend and track cumulative aircraft repairs or similar repairs across the fleet. This was highlighted as a self-declared area of known non-compliance in the CAME and recorded as an issue on the CAM Assurance Tracker.</p>	
<b>11. Corrective Action Plan required by:</b> 26 Feb 16	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b> 26 Jan 16	

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <p style="margin-left: 20px;">Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.</p> <p style="margin-left: 20px;">Level 2 - Any non-compliance that is not judged to be Level 1.</p> <p><b>Non-conformity</b></p> <p style="margin-left: 20px;">Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</p> <p style="margin-left: 20px;">Level 2 - Any non-conformity that is judged not to be a Level 1.</p>
<p><b>Timelines - CAP to be received by the MAA:</b></p> <p style="margin-left: 20px;">Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</p> <p style="margin-left: 20px;">Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</p>
<p><b>CAR Closure:</b></p> <p style="margin-left: 20px;">Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p> <p style="margin-left: 20px;">Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p>

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>		UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b> Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>		<b>15. Ref No:</b> <i>For organization</i>	
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the process for requesting an appropriate repair scheme or concession for damage outside approved data.</p>			
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b>  <i>Corrective action – to rectify the specific issue that was found.</i>  <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>  <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>  <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> The revised CAME will clearly articulate the process the CAMO will use for requesting an appropriate repair scheme or concession for damage outside approved data. This process will draw upon extant procedures but will be developed to ensure that the CAMO is controlling the requests between the AMO and PT. The process will include the requirement for ensuring that all embodied repairs and concessions are appropriately recorded to enable the PT, DO and CAMO to take into consideration the impact of adjacent and cumulative repairs and the effectiveness of the AMP respectively.</p> <p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. The core CAMO Team should be sufficiently resourced to monitor the impact of repairs/concessions on the effectiveness of the AMP at monthly CAMO review Meetings once the new processes and procedures have been established. The revised CAME will include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations.</p>			
<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_15	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA 4947</b>	
<b>10. Audit Finding</b> The Organization was unable to demonstrate that it was fully compliant with RA 4947(1)d AMC Para 9d regarding a lack of follow up action post SI(T) issue and embodiment.  Evidenced by: Personnel interviewed felt the SI(T) process was working up to aircraft embodiment, but highlighted a follow up mechanism/meeting was required to consider further actions including incorporation into the maintenance programme or modification action. This was therefore identified as a self-declared area of known non-compliance (CAME Para 1.4.5 referred).	
<b>11. Corrective Action Plan required by: 26 Feb 16</b>	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b> 26 Jan 16	

GUIDANCE
<b>Categorisation of CAR</b> <b>Non-compliance</b> Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety. Level 2 - Any non-compliance that is not judged to be Level 1. <b>Non-conformity</b> Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk. Level 2 - Any non-conformity that is judged not to be a Level 1.
<b>Timelines - CAP to be received by the MAA:</b> Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible). Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.
<b>CAR Closure:</b> Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification). Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>		<b>15. Ref No:</b> <i>For organization</i>	
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the process for considering any SI(T) follow-up action.</p>			
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b>  <i>Corrective action – to rectify the specific issue that was found.</i>  <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>  <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>  <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> The revised CAME will clearly articulate the process the CAMO will use for managing the compliance of SI(T)s, which will include a process for considering whether any follow-up action maybe required post SI(T) issue and embodiment. This process will draw upon extant PT procedures but will be developed to ensure that the CAMO has a regular opportunity to consider any potential follow-up action that may be required.</p> <p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. The core CAMO Team should be sufficiently resourced to consider any potential SI(T) follow-up action that may be required at monthly CAMO review Meetings once the new processes and procedures have been established. The revised CAME will also include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with the CAME and MRP Continuing Airworthiness regulations.</p>			
<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			



OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

<b>Corrective Action Requirement (CAR)</b>				
<b>1. Organization:</b> Viking T Mk1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1			
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15			
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_16	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>			
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2			
<b>9. Trending - CAR raised against RA 4947</b>				
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate that it was fully compliant with RA 4947(1)e AMC Para 14 regarding the requirement to maintain a register and trend reported UFCMs, control restrictions and other abnormal flying characteristics.</p> <p>Evidenced by:</p> <p>Asor\2 FTS-RAF\Central Gliding School\Vigilant\15\9461 and asor\2FTS-RAF\Central Gliding School\Vigilant\15\10485 were reviewed (related to two occurrences where Vigilant ZH206 had insufficient trim to maintain pitch attitude). At the time of audit both DASORs were still open. Alongside other DASORs, these occurrences were captured in the Glider DASOR Tracker, which contained details of investigation actions required by the AMO and PT. However no register or trending mechanism existed for occurrences of this nature.</p>				
<b>11. Corrective Action Plan required by: 26 Feb 16</b>				
<b>12. Auditor</b>				
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16

<b>GUIDANCE</b>	
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - A failure to meet regulation that could lead to a major risk to Air Safety.</p> <p style="margin-left: 20px;"><b>Level 2</b> - Any non-compliance that is not judged to be Level 1.</p> <p><b>Non-conformity</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</p> <p style="margin-left: 20px;"><b>Level 2</b> - Any non-conformity that is judged not to be a Level 1.</p>	
<p><b>Timelines - CAP to be received by the MAA:</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</p> <p style="margin-left: 20px;"><b>Level 2</b> - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</p> <p><b>CAR Closure:</b></p> <p style="margin-left: 20px;"><b>Level 1</b> - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p> <p style="margin-left: 20px;"><b>Level 2</b> - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p>	

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>	26 Jan 16			
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal				
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>			
<p><b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the process for registering and reviewing abnormal flying characteristics.</p>				
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> The revised CAME will clearly articulate the process the CAMO will use for registering and reviewing instances of aircraft displaying Uncommanded Flying Control Movements, Control Restrictions or other abnormal flying characteristics, which will include the requirement to thoroughly investigate any detected trends. This process will draw upon extant procedures for the management of DASORs but will be developed to ensure that all abnormal flying characteristics are recorded to enable the CAMO to regularly review the register to determine if any trends can be identified.</p> <p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. The core CAMO Team should be sufficiently resourced to review any abnormal flying characteristics at monthly CAMO review Meetings once the new processes and procedures have been established. The revised CAME will also include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with the CAME and MRP Continuing Airworthiness regulations.</p>				
<b>18. Proposed completion date:</b>	1 Jun 16			
<b>Name:</b>		<b>Signed:</b>		
<b>Position:</b> 2FTS Mil CAM		<b>Date:</b>	11 Feb 16	
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>				

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization: Viking T MK1 and Vigilant T Mk1 Gliders CAMO</b>	<b>2. Report Number: MAA_15_CAMO_0051_1</b>
<b>3. Approval Ref: UK.MAA.CAMO.0051</b>	<b>4. Audit Date: 02 Dec 15 and 07-10 Dec 15</b>
<b>5. CAR Number: MAA_15_CAMO_CAR_0051_17</b>	<b>6. CAR Title: <i>Optional short descriptor of CAR</i></b>
<b>7. Non-Compliance</b>	<b>8. Category: 2</b>
<b>9. Trending - CAR raised against RA 4947</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate that it was fully compliant with RA 4947(1)g AMC Para 19 requiring the CAMO to develop and issue procedures for lost aircraft maintenance forms.</p> <p>Evidenced by:</p> <p>To support the specified MAP-01 policy for lost aircraft maintenance documentation, CAM Work Procedure 12 was detailed as the reference for lost documentation with safety implications. This procedure was viewed and contained a placeholder title for missing airworthiness documentation. Further process details were missing and specified as "to be completed". During interview, the Serco GMS Eng Records Controller referenced the MAP-01 policy and local recovery procedures but confirmed there were no parameters or formal monitoring measures in place to trigger the lost form procedure.</p>	
<b>11. Corrective Action Plan required by: 26 Feb 16</b>	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b>	26 Jan 16

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <p style="margin-left: 20px;">Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.</p> <p style="margin-left: 20px;">Level 2 - Any non-compliance that is not judged to be Level 1.</p> <p><b>Non-conformity</b></p> <p style="margin-left: 20px;">Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</p> <p style="margin-left: 20px;">Level 2 - Any non-conformity that is judged not to be a Level 1.</p>
<p><b>Timelines - CAP to be received by the MAA:</b></p> <p style="margin-left: 20px;">Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</p> <p style="margin-left: 20px;">Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</p> <p><b>CAR Closure:</b></p> <p style="margin-left: 20px;">Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p> <p style="margin-left: 20px;">Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p>

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>	26 Jan 16			
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>		Y

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>		
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i>  Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the procedures for lost aircraft maintenance forms.			
<b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i>  <b>Corrective action:</b> The revised CAME will clearly articulate the procedure to be followed once lost aircraft maintenance forms have been identified. The procedure will be integrated in key AMO and PT expositions and airworthiness strategies and the Glider ADS to ensure that it will be activated whenever lost aircraft maintenance forms have been identified. The procedure will detail search and investigation requirements and the policy pertaining to the use of duplicate documents.  <b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. Wider CAMO responsibilities have now been incorporated in the AMO extension and follow-on contract as well as the AMO recovery package contracts. PT resource has been increased and will be sustained to support Glider recovery and CAMO activity. The revised CAME will include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations.			
<b>18. Proposed completion date:</b>	1 Jun 16		
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

<b>FOR MAA USE</b>			
<b>Closure Deadline</b>			
<b>19. CAR closure deadline date:</b>		<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>	
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

<b>FOR SUBJECT ORGANISATION USE</b>			
<b>Closure Proposal</b>			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i> 1. .... 2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

<b>FOR MAA USE</b>			
<b>Closure Recommendation</b>			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

<b>FOR MAA USE</b>			
<b>After Action</b>			



OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01 (Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

Corrective Action Requirement (CAR)			
<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1		
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15		
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_18	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>		
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2		
<b>9. Trending - CAR raised against RA 4947</b>			
<b>10. Audit Finding</b> The Organization was unable to demonstrate that it was fully compliant with RA 4947(1)g AMC Para 21 requiring the CAMO to have a procedure for data locking of CAW records.  Evidenced by: The process for locking down all CAW records was specified in CAMO Work Procedure 12 as "to be completed".			
<b>11. Corrective Action Plan required by:</b> 26 Feb 16			
<b>12. Auditor</b>			
<b>Name:</b>		<b>Signed:</b>	<b>Date:</b> 26 Jan 16

GUIDANCE
<b>Categorisation of CAR</b> <b>Non-compliance</b> Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety. Level 2 - Any non-compliance that is not judged to be Level 1. <b>Non-conformity</b> Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk. Level 2 - Any non-conformity that is judged not to be a Level 1.
<b>Timelines - CAP to be received by the MAA:</b> Level 1 – No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible). Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.
<b>CAR Closure:</b> Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification). Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>		
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the procedures for data locking continuing airworthiness records.</p>			
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b>  <i>Corrective action – to rectify the specific issue that was found.</i>  <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>  <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>  <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, additional resource is being sought to complement the dedicated core CAMO team to help develop and produce a comprehensive CAME, and associated processes and procedures, which addresses all of the MRP CAME requirements. A key element to achieving this objective will be the development of a procedure to data lock continuing airworthiness records in support of Service Inquiries and as directed by the MAA. The procedure will be developed in line with the requirements for the retention of continuing airworthiness records as detailed in RA4953 (Record Keeping) and RA4951 (Quality Systems).</p> <p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. The core CAMO Team should be sufficiently resourced to sustain this requirement once the new processes and procedures have been established. The revised CAME will also include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with the CAME and MRP Continuing Airworthiness regulations.</p>			
<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

Corrective Action Requirement (CAR)			
<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1		
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15		
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_19	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>		
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2		
<b>9. Trending - CAR raised against RA 4947</b>			
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate that it was fully compliant with RA 4947(1)i with regard to the satisfactory completion, coordination and follow up of maintenance occurrences for aircraft in Southern Sailplanes.</p> <p>Evidenced by:</p> <p>During the CAME review and DCAM interview, it was confirmed there was no requirement placed on Southern Sailplanes to raise DASORs or highlight issues of this nature to CAMO/Serco GMS. As a consequence there was no mechanism in place for capturing maintenance occurrences or Haz-obs related to aircraft in the TVARP.</p>			
<b>11. Corrective Action Plan required by: 26 Feb 16</b>			
<b>12. Auditor</b>			
<b>Name:</b>		<b>Signed:</b>	<b>Date:</b> 26 Jan 16

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <p style="padding-left: 20px;"><b>Level 1</b> - A failure to meet regulation that could lead to a major risk to Air Safety.</p> <p style="padding-left: 20px;"><b>Level 2</b> - Any non-compliance that is not judged to be Level 1.</p> <p><b>Non-conformity</b></p> <p style="padding-left: 20px;"><b>Level 1</b> - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</p> <p style="padding-left: 20px;"><b>Level 2</b> - Any non-conformity that is judged not to be a Level 1.</p>
<p><b>Timelines - CAP to be received by the MAA:</b></p> <p style="padding-left: 20px;"><b>Level 1</b> – No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</p> <p style="padding-left: 20px;"><b>Level 2</b> - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</p>
<p><b>CAR Closure:</b></p> <p style="padding-left: 20px;"><b>Level 1</b> - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p> <p style="padding-left: 20px;"><b>Level 2</b> - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p>

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>	26 Jan 16			
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>		Y

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal	
<b>14. Action Owner: 2 FTS Mil CAM</b> <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i>  Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the procedures for the co-ordination of maintenance occurrences from Southern Sailplanes.	
<b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i>  <b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, additional resource is being sought to complement the dedicated core CAMO team to help develop and produce a comprehensive CAME, and associated processes and procedures, which addresses all of the MRP CAME requirements. A key element to achieving this objective will be the development of procedures to ensure the CAMO has adequate oversight of all occurrence reports raised (this includes, but is not limited to, D-ASORs, MF760s, Serious Fault Reports), pertinent to 2 FTS Gliders, to take appropriate action to sustain the airworthiness of the aircraft affected or, where appropriate, the continuing airworthiness of the fleet. This requirement will align with Southern Sailplanes imminent MOE, in preparation for obtaining MAOS accreditation. All DASORs will then be reviewed at the CAMO Engineering Occurrence Meeting with other maintenance occurrence being reviewed at the monthly CAMO review meeting.  <b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established. Wider CAMO responsibilities have now been incorporated in the AMO extension and follow-on contract as well as the AMO recovery package contracts. The aircraft input SOR for the recovery activity also captures the need for the AMO to detail any maintenance occurrences in the SOW as part of the output meeting. The core CAMO Team should be sufficiently resourced to sustain this requirement once the new processes and procedures have been established. The revised CAME will also include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations.	
<b>18. Proposed completion date:</b>	1 Jun 16
<b>Name:</b>	<b>Signed:</b>

OFFICIAL  
 Handling Instruction: ~~Commercial in Confidence~~

<b>Position:</b> 2 FTS Mil CAM	<b>Date:</b> 11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>	

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>		<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>	
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	



**FOR MAA USE**  
**After Action**

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization: Viking T MK1 and Vigilant T Mk1 Gliders CAMO</b>	<b>2. Report Number: MAA_15_CAMO_0051_1</b>
<b>3. Approval Ref: UK.MAA.CAMO.0051</b>	<b>4. Audit Date: 02 Dec 15 and 07-10 Dec 15</b>
<b>5. CAR Number: MAA_15_CAMO_CAR_0051_20</b>	<b>6. CAR Title: <i>Optional short descriptor of CAR</i></b>
<b>7. Non-Compliance</b>	<b>8. Category: 2</b>
<b>9. Trending - CAR raised against RA 4951</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate that it was fully compliant with RA 4951(2) regarding the function of the Quality System to assure compliance of all Mil CAM activities, including sub-contracted activities with the RA 4900 series.</p> <p>Evidenced by:</p> <ul style="list-style-type: none"> <li>a. During interviews with CAM Team personnel it became apparent that it was assumed that assurance of delegated CAMO tasks was carried out by the delegated organization and therefore not explicitly covered under the SA regime. However, interviews with Serco GMS staff confirmed their assurance regime was limited to MRP Part 145 compliance and related processes only.</li> <li>b. Similarly, the UKMFTS PT QMS was still immature and focused on compliance with TAA activities and internal processes.</li> <li>c. Assurance of all delegated CAMO tasks could not be confirmed and was considered more difficult by a lack of clear definition of responsibilities in the CAME and associated lower tier procedures/TORs.</li> </ul>	
<b>11. Corrective Action Plan required by: 26 Feb 16</b>	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b>	26 Jan 16

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <ul style="list-style-type: none"> <li>Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.</li> <li>Level 2 - Any non-compliance that is not judged to be Level 1.</li> </ul> <p><b>Non-conformity</b></p> <ul style="list-style-type: none"> <li>Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</li> <li>Level 2 - Any non-conformity that is judged not to be a Level 1.</li> </ul>
<p><b>Timelines - CAP to be received by the MAA:</b></p> <ul style="list-style-type: none"> <li>Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</li> <li>Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</li> </ul>
<p><b>CAR Closure:</b></p> <ul style="list-style-type: none"> <li>Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</li> <li>Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</li> </ul>

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>	26 Jan 16			
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>		
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i>  Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the procedures for fulfilling the Mil CAMO Quality System requirements.			
<b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i>  <b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, additional resource is being sought to complement the dedicated core CAMO team to help develop and produce a comprehensive CAME, and associated processes and procedures, which addresses all of the MRP CAME requirements. A key element to achieving this objective will be the development a quality system to monitor all CAMO activities (irrespective of which organisation conducts the task on behalf of the Mil CAM) including assuring that all contracted maintenance is carried out in accordance with the contract. The Quality System will review extant arrangements for contract monitoring and quality assurance and, where appropriate, reinstate them as an additional layer of the CAMO Quality System.  <b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. The core CAMO Team should be sufficiently resourced to sustain the SA element of the CAMO Quality System once the new processes and procedures have been established. 22(Trg)Gp will continue to perform the CAMO QM role in accordance with 22(Trg)Gp Quality Manual and extant resource and contract monitoring and quality assurance systems will, where appropriate, be utilised to enhance the CAMO Quality System to ensure continual compliance with the CAME and MRP Continuing Airworthiness regulations.			
<b>18. Proposed completion date:</b>	1 Jun 16		
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b> 2 FTS Mil CAM		<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_21	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Conformity</b>	<b>8. Category:</b> 2
<b>9. Trending – N/A</b>	
<b>10. Audit Finding</b> The Organization was unable to demonstrate that it fully conformed to the 22 (Trg) Gp DFH HQ Engineering & Logistics Quality Manual regarding the management of IQA and SA findings.  Evidenced by: Findings from IQA and SA did not always appear to be positively managed and completion dates were routinely amended without approval of the finding originator. This conflicted with the processes and flowcharts detailed in the 22 (Trg) Gp DFH HQ Engineering & Logistics Quality Manual Order 1-007.	
<b>11. Corrective Action Plan required by: 26 Feb 16</b>	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b> 26 Jan 16	

GUIDANCE
<b>Categorisation of CAR</b> <b>Non-compliance</b> Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety. Level 2 - Any non-compliance that is not judged to be Level 1. <b>Non-conformity</b> Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk. Level 2 - Any non-conformity that is judged not to be a Level 1.
<b>Timelines - CAP to be received by the MAA:</b> Level 1 – No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible). Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.
<b>CAR Closure:</b> Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification). Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>		Y

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>		<b>15. Ref No:</b> <i>For organization</i>	
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the procedures for fulfilling the 22(Trg)Gp Quality Manual requirements.</p>			
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b>  <i>Corrective action – to rectify the specific issue that was found.</i>  <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>  <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>  <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_20, the CAME and its associated Quality System will be revised to clearly articulate how all of the CAMO activities will be monitored. The revised Quality System will also ensure that processes for managing IQA and SA findings conform with 22 (Trg) Gp Orders.</p> <p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. The core CAMO Team should be sufficiently resourced to sustain the SA element of the CAMO Quality System, including the management of SA and IQA findings in accordance with 22(Trg)Gp Orders, once the new processes and procedures have been established.</p>			
<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
 <b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<i>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</i>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			
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OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

Corrective Action Requirement (CAR)			
1. Organization: Viking T Mk1 and Vigilant T Mk1 Gliders CAMO		2. Report Number: MAA_15_CAMO_0051_1	
3. Approval Ref: UK.MAA.CAMO.0051		4. Audit Date: 02 Dec 15 and 07-10 Dec 15	
5. CAR Number: MAA_15_CAMO_CAR_0051_22		6. CAR Title: <i>Optional short descriptor of CAR</i>	
7. Non-Compliance		8. Category: 2	
9. Trending - CAR raised against RA 4951			
<p>10. <b>Audit Finding</b></p> <p>The Organization was unable to demonstrate it was fully compliant with RA 4951(2) regarding monitoring and assurance that contracted maintenance is carried out in accordance with the contract.</p> <p>Evidenced by:</p> <p>The CAME highlighted that review meetings with the 2 FTS Contract Monitoring Team had been postponed due to maintenance contract extensions, aircraft recovery programme work and the generation of new requirements for future glider support arrangements. This was confirmed during interview with the Mil CAM and self-declared within the CAME (Para 2.3) as an area of known MRP non-compliance.</p>			
11. Corrective Action Plan required by: 26 Feb 16			
12. Auditor			
Name:		Signed:	Date: 26 Jan 16

GUIDANCE	
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <p>Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.</p> <p>Level 2 - Any non-compliance that is not judged to be Level 1.</p> <p><b>Non-conformity</b></p> <p>Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</p> <p>Level 2 - Any non-conformity that is judged not to be a Level 1.</p>	
<p><b>Timelines - CAP to be received by the MAA:</b></p> <p>Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</p> <p>Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</p>	
<p><b>CAR Closure:</b></p> <p>Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p> <p>Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</p>	

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>	26 Jan 16			
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>	UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>		Y

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>	<b>15. Ref No:</b> <i>For organization</i>		
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i>  Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the procedures for fulfilling the Mil CAMO Quality System requirements.			
<b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i>  <b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_20, the CAME and its associated Quality System will be revised to monitor all CAMO activities including assuring that all contracted maintenance is carried out in accordance with the contract. Current procedures for capturing the SOR for Glider recovery activity during input meetings and compared against the SOW at output meetings will be codified within the CAME. The activities of the 2FTS Contract Monitoring Team will reviewed to ensure the all contracted maintenance is appropriately monitored to ensure compliance with the contract. All activities will be regularly reviewed at CAMO Quality meetings.  <b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. The core CAMO Team should be sufficiently resourced to sustain the SA and regular Quality Review requirements of the CAMO Quality System once the new processes and procedures have been established. 22(Trg)Gp will continue to perform the CAMO QM role in accordance with 22(Trg)Gp Quality Manual and extant resource and contract monitoring and quality assurance systems will, where appropriate, be utilised to enhance the CAMO Quality System to ensure continual compliance with the CAME and MRP Continuing Airworthiness regulations.			
<b>18. Proposed completion date:</b>	1 Jun 16		
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b> 2 FTS Mil CAM		<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

<b>FOR MAA USE Closure Deadline</b>			
<b>19. CAR closure deadline date:</b>		<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>	
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

<b>FOR SUBJECT ORGANISATION USE Closure Proposal</b>			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
 <b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i> 1. .... 2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

<b>FOR MAA USE Closure Recommendation</b>			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<i>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</i>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

<b>FOR MAA USE After Action</b>			
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Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01 (Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T MK1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_23	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA 4953</b>	
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate it was fully compliant with RA 4953(2) regarding the storage of CAw records in a manner that ensured protection from alteration and that they remained permanently accessible.</p> <p>Evidenced by:</p> <p>Items that constituted CAw records were detailed in the CAME Section 1.7 and included items detailed in RA 4947(1)g Paras 17 a and b. The CAME also included "minutes of all airworthiness related meetings" (CAME Part 0 and Para 5.2 listed a series of meetings but did not identify which ones fell into this category), Mil CAMO Self Assurance, IQA reports and BMAR/AR reports within this CAw record definition. Records of CAMO meetings and assurance activities were retained within MOSS but some were not stored with limited access or locked down/archived as records. The procedures for the retention of documentation to support BMAR/MARC activities was detailed in the CAME with documents converted to PDF but not archived on Meridio. When reviewing the CAME referenced SI(T) register, TQ register and MF765 registers on MOSS, it was found they were not restricted/read only access and could be amended via the document check out process. Furthermore the SI(T) register contained working links to superseded SI(T)s.</p>	
<b>11. Corrective Action Plan required by:</b> 26 Feb 16	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b> 26 Jan 16	

GUIDANCE
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <ul style="list-style-type: none"> <li>Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.</li> <li>Level 2 - Any non-compliance that is not judged to be Level 1.</li> </ul> <p><b>Non-conformity</b></p> <ul style="list-style-type: none"> <li>Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</li> <li>Level 2 - Any non-conformity that is judged not to be a Level 1.</li> </ul>

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Handling Instruction: ~~Commercial in Confidence~~

**Timelines - CAP to be received by the MAA:**

**Level 1** – No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).  
**Level 2** - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.

**CAR Closure:**

**Level 1** - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

**Level 2** - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>		UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b>	Y

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>		<b>15. Ref No:</b> <i>For organization</i>	
<b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i>			
<p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the procedures for the storage and protection of continuing airworthiness records.</p>			
<b>17. Corrective Action Plan (CAP) or Summary thereof</b>			
<i>Corrective action – to rectify the specific issue that was found.</i>			
<i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>			
<i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>			
<i>Note, can be supported by separate documents e.g. spread sheet as required.</i>			
<p><b>Corrective action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, additional resource is being sought to complement the dedicated core CAMO team to help develop and produce a comprehensive CAME, and associated processes and procedures, which addresses all of the MRP CAME requirements. A key element to achieving this objective will be a review of what constitutes a continuing airworthiness record and what procedures will be put in place to protect them from theft, alteration and damage. The procedure will also consider storage requirements to ensure that they remain permanently accessible. The intention will be transfer as much of the paper based records to an electronic format as part of the AMO follow-on contract from Mar 17.</p>			
<p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. The core CAMO Team should be sufficiently resourced to comply with the relevant procedures for the storage and protection of continuing airworthiness records it is responsible for once the new processes and procedures have been established. Self-assurance audits will check the robustness of other continuing airworthiness records as part the CAMO Quality System to ensure continual compliance with the CAME and MRP Continuing Airworthiness regulations.</p>			
<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			



FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

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Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01 (Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

<b>Corrective Action Requirement (CAR)</b>					
<b>1. Organization: Viking T MK1 and Vigilant T Mk1 Gliders CAMO</b>		<b>2. Report Number: MAA_15_CAMO_0051_1</b>			
<b>3. Approval Ref: UK.MAA.CAMO.0051</b>		<b>4. Audit Date: 02 Dec 15 and 07-10 Dec 15</b>			
<b>5. CAR Number: MAA_15_CAMO_CAR_0051_24</b>		<b>6. CAR Title: <i>Optional short descriptor of CAR</i></b>			
<b>7. Non-Compliance</b>		<b>8. Category: 2</b>			
<b>9. Trending - CAR raised against RA 4956</b>					
<p><b>10. Audit Finding</b></p> <p>The Organization was unable to demonstrate that it was fully compliant with RA 4956 regarding the definition, acceptance and control of sub-contracted CAMO Tasks.</p> <p>Evidenced by:</p> <ul style="list-style-type: none"> <li>a. The CAME Part 3 did not breakdown exactly which CAW management tasks had been sub-contracted, but contained brief high level support statements in supporting PT CASP 15 and ACT/03098 contracts.</li> <li>b. The Mil CAM deemed that the Gliders TAA and Serco GMS Chf Eng signatures in the CAME signified acceptance of tasks detailed in the CAME. However, the CAME did not give a sufficient breakdown of these delegated responsibilities; this was confirmed during interview with the Serco GMS Chf Eng.</li> <li>c. The Mil CAM had very limited oversight and control of many of these tasks.</li> </ul>					
<b>11. Corrective Action Plan required by: 26 Feb 16</b>					
<b>12. Auditor</b>					
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b>	26 Jan 16

<b>GUIDANCE</b>	
<p><b>Categorisation of CAR</b></p> <p><b>Non-compliance</b></p> <ul style="list-style-type: none"> <li>Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety.</li> <li>Level 2 - Any non-compliance that is not judged to be Level 1.</li> </ul> <p><b>Non-conformity</b></p> <ul style="list-style-type: none"> <li>Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk.</li> <li>Level 2 - Any non-conformity that is judged not to be a Level 1.</li> </ul>	
<p><b>Timelines - CAP to be received by the MAA:</b></p> <ul style="list-style-type: none"> <li>Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible).</li> <li>Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.</li> </ul>	
<p><b>CAR Closure:</b></p> <ul style="list-style-type: none"> <li>Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</li> <li>Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).</li> </ul>	

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>		UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b> Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2FTS Mil CAM <i>Within organization</i>		<b>15. Ref No:</b> <i>For organization</i>	
<p><b>16. Root Cause Analysis</b> <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the procedures for ensuring that the Mil CAM retained responsibility for all continuing airworthiness tasks carried out on behalf of the Mil CAMO by other parties..</p>			
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b> <i>Corrective action – to rectify the specific issue that was found.</i> <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i> <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i> <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> As detailed in the CAPs to MAA_15_CAMO_CAR_0051_1 and 2, additional resource is being sought to complement the dedicated core CAMO team to help develop and produce a comprehensive CAME, and associated processes and procedures, which addresses all of the MRP CAME requirements. A key element to achieving this objective will be the development of an accurate responsibility matrix clearly identifying which CAMO stakeholders are responsible, accountable, consulted or informed during the management of continuing airworthiness activity. This matrix will clearly identify that the Mil CAM shall retain responsibility for all continuing airworthiness tasks carried out on behalf of the Mil CAMO by other parties. However, all sub-contracted CAMO tasks will be managed by ensuring that appropriate processes and procedures are put in place and, where necessary, ToRs revised to codify the identified requirements. The additional resource will be key in not only developing core CAMO processes and procedures but also in liaising with key PT and AMO personnel and assisting them to make appropriate changes to their respective processes and procedures.</p> <p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established. Wider CAMO responsibilities have now been incorporated in the AMO extension and follow-on contract as well as the AMO recovery package contracts. PT resource has been increased and will be sustained to support Glider recovery and CAMO activity. The revised CAME will include comprehensive details of the CAMO QMS, which will be used to ensure continual compliance with MRP Continuing Airworthiness regulations.</p>			
<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			

FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>		<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>	
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<p><b>20. Organization CAR closure proposal</b>  <i>Organization actions implemented / undertaken to effect closure of the CAR.</i></p>			
<p><b>21. Supporting Evidence attached to this CAR</b>  <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i></p> <p>1. ....                  2. ....</p>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<p><b>22. MAA Recommendation(s) for CAR Closure</b>  <i>MAA staff confirms and comments on actions and verifies that they are complete.                      Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i></p>			
Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.			
<p><b>23. MAA CAR Closure</b></p>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			
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Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	



Audit Type: CAMO Initial Approval

## Corrective Action Requirement (CAR)

<b>1. Organization:</b> Viking T Mk1 and Vigilant T Mk1 Gliders CAMO	<b>2. Report Number:</b> MAA_15_CAMO_0051_1
<b>3. Approval Ref:</b> UK.MAA.CAMO.0051	<b>4. Audit Date:</b> 02 Dec 15 and 07-10 Dec 15
<b>5. CAR Number:</b> MAA_15_CAMO_CAR_0051_25	<b>6. CAR Title:</b> <i>Optional short descriptor of CAR</i>
<b>7. Non-Compliance</b>	<b>8. Category:</b> 2
<b>9. Trending - CAR raised against RA 4972</b>	
<b>10. Audit Finding</b> The Organization was unable to demonstrate that it was fully compliant with RA 4972 regarding the qualification and experience requirements for Mil AR surveyors.  Evidenced by: One of the AR Surveyors held MAA/AAMC/2014/058 which had been approved based on his BGA Ordinary Glider Inspector Licence. During the audit it was discovered this BGA licence had expired on 30/09/2010.	
<b>11. Corrective Action Plan required by: 26 Feb 16</b>	
<b>12. Auditor</b>	
<b>Name:</b>	<b>Signed:</b>
<b>Date:</b> 26 Jan 16	

GUIDANCE
<b>Categorisation of CAR</b> <b>Non-compliance</b> Level 1 - A failure to meet regulation that could lead to a major risk to Air Safety. Level 2 - Any non-compliance that is not judged to be Level 1. <b>Non-conformity</b> Level 1 - A deviation from or omission of a system requirement that may contribute to an Air Safety Risk. Level 2 - Any non-conformity that is judged not to be a Level 1.
<b>Timelines - CAP to be received by the MAA:</b> Level 1 - No later than 10 working days from notification (measured from dispatch of CAR from MAA); assuming that continued operation is considered to remain within extant tolerable and ALARP limitations (nb - CAR to be verbally reported as soon as possible). Level 2 - No later than 1 calendar month/20 working days (whichever is later) from date of CAR dispatch from MAA.
<b>CAR Closure:</b> Level 1 - Nominal closure period 1 month/20 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification). Level 2 - Nominal closure period of 6 months/120 working days (whichever is later) as specified within the CAR (extension beyond will require auditable justification).

FOR MAA USE Dispatch				
<b>13. CAR dispatch from MAA:</b>		26 Jan 16		
<b>Name:</b>		<b>Signed:</b>		<b>Date:</b> 26 Jan 16
<b>Covering letter reference (if included)</b>		UK.MAA.CAMO.00 51 dated 26 Jan 16	<b>Audit Report included</b> Y	

FOR SUBJECT ORGANISATION USE Analysis and Corrective Action Plan proposal			
<b>14. Action Owner:</b> 2 FTS Mil CAM <i>Within organization</i>		<b>15. Ref No:</b> <i>For organization</i>	
<p><b>16. Root Cause Analysis</b>  <i>Detail on what has caused the non-compliance or non-conformity.</i></p> <p>Insufficient resource to develop, produce and implement a comprehensive CAME that clearly detailed the procedures for appropriately managing changes to the MRP (Amendment to the MRP now invalidates original AAMC for Mil AR surveyor SQEP-ness).</p>			
<p><b>17. Corrective Action Plan (CAP) or Summary thereof</b>  <i>Corrective action – to rectify the specific issue that was found.</i>  <i>Preventive action – to rectify the root cause, to ensure the issue does not reoccur.</i>  <i>The organization should provide sufficient detail regarding the proposed recovery action, including reference to any supporting documentation (giving due regard to security classification) and key milestones to provide adequate confidence and subsequent evidence that the plan will address the safety concerns.</i>  <i>Note, can be supported by separate documents e.g. spread sheet as required.</i></p> <p><b>Corrective action:</b> Submit revised AAMC for the revised MRP requirement for the SQEP requirements of a Glider Mil AR surveyor and ensure that the revised CAME and associated processes and procedures adequately covers for need for the CAMO to review the impact of amendments to continuing airworthiness regulations.</p> <p><b>Preventative action:</b> As detailed in the CAP to MAA_15_CAMO_CAR_0051_1, a dedicated core CAMO Team has now been established and additional resource is being sought to revise the CAME and its associated processes and procedures. The core CAMO Team should be sufficiently resourced to sustain the monitor the impact of changes to continuing airworthiness regulations, once the new processes and procedures have been established.</p>			
<b>18. Proposed completion date:</b>		1 Jun 16	
<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>	2 FTS Mil CAM	<b>Date:</b>	11 Feb 16
<b>MAA confirms receipt of CAP:</b> <i>MAA to confirm as soon as CAP(s) received (does not approve CAP content)</i>			



FOR MAA USE Closure Deadline			
<b>19. CAR closure deadline date:</b>	<i>(MAA sets CAR closure deadline date; a missed deadline may result in enforcement action.)</i>		
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA Lead Auditor, who is responsible for overseeing CAR to completion and after dialogue with subject organisation to set CAR closure deadline. If date differs from proposed date at Sect 18, written justification by MAA to subject organisation is required.</i>
<b>Position:</b>	MAA ('owner' of CAR resolution)	<b>Date:</b>	

FOR SUBJECT ORGANISATION USE Closure Proposal			
<b>20. Organization CAR closure proposal</b> <i>Organization actions implemented / undertaken to effect closure of the CAR.</i>			
<b>21. Supporting Evidence attached to this CAR</b> <i>Organization to list and provide copies of the supporting evidence as attachments to this CAR to support closure.</i>			
1. ....			
2. ....			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by organization to confirm ready for CAR closure.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE Closure Recommendation			
<b>22. MAA Recommendation(s) for CAR Closure</b> <i>MAA staff confirms and comments on actions and verifies that they are complete. Also can comment on whether they believe actions will prevent the non-compliance or non-conformity from recurrence.</i>			
<small>Used by the Military Aviation Authority (or its agents where requested to do so) in order to close the CAR. Where there is a need for any follow-up action at future surveillance, this should be identified in the comment field.</small>			
<b>23. MAA CAR Closure</b>			
<b>Name:</b>		<b>Signed:</b>	<i>Signed by MAA staff with closure authority.</i>
<b>Position:</b>		<b>Date:</b>	

FOR MAA USE After Action			

OFFICIAL

Handling Instruction: ~~Commercial in Confidence~~

**24. Deadline missed - MAA action taken:**

*Referenced summary of action taken in event CAR closure deadline missed.*

*If the subject organisation is unable to provide sufficient evidence of correction action by the agreed deadline then within 20 working days the MAA will take after action that will, at the least, be a reissue/extension of the original CAR to include a relook by the Subject Organisation at their original root cause analysis and CAP. The MAA may also take Enforcement Action i.a.w. MAA01(Issue 4 ) para 22-26.*

<b>Name:</b>		<b>Signed:</b>	
<b>Position:</b>		<b>Date:</b>	