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| **Guide “CAME Del-T Expanded”** |

Uppdaterad enligt:

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| AMC 2015/029/R | AMC 2016/011/R | AMC  2020/002/R |
| NA | Y | Y |

Denna guide är baserad på "Appendix I to AMC T.A.704 Continuing airworthiness management exposition (CAME) och är avsedd att underlätta implementering av Del-T för luftvärdighetsorganisation som har luftfartyg från tredje land.

Guide CAME Del-T Expanded" kompletterar guide CAME MG alt CAMO som är baserad på Appendix V to AMC M.A.704 alternativt AMC1 CAMO.A.300

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| **Företag:** |  |
| **Tillstånds ref:** | SE. |
| **CAME rev/utgåva:** |  |
| **Ärendenummer:** |  |
| **Granskad av:** |  |
| **Datum:** |  |

Transportstyrelsen fråntar sig ansvar för att samtliga regler är omhändertagna och att text helt överstämmer med gällande regler.

Kontroll av att gällande regelkrav är beaktade, utförd:  Kommentar:

| **PART 0 GENERAL ORGANISATION** |  |
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| **0.1 Safety policy, objectives and accountable manager statement** |  |
| *(The accountable manager's exposition statement should embrace the intent of the following paragraph and in fact this statement may be used without amendment. Any modification to the statement should not alter the intent.)*  *‘This exposition and any associated referenced manuals define the organisation and procedures upon which the competent authority’s approval of the continuing airworthiness management organisation is based.*  *These procedures are endorsed by the undersigned and must be complied with, as applicable, in order to ensure that all continuing airworthiness activities, including maintenance of the aircraft managed, are carried out on time to an approved standard.*  *These procedures do not override the necessity of complying with any new or amended regulation published from time to time where these new or amended regulations are in conflict with these procedures.*  *It is understood that the approval of the organisation is based on the continuous compliance of the organisation with Part-CAMO, Part-M and Part-T and with the organisation’s procedures described in this exposition. The competent authority is entitled to limit, suspend, or revoke the approval certificate if the organisation fails to fulfil the obligations imposed by Part-CAMO, Part-M and Part-T or any conditions according to which the approval was issued.*  *Suspension or revocation of the CAMO certificate will invalidate the AOC.’* |  |

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| **PART 0 GENERAL ORGANISATION** |  |
| **0.2 General Information and scope of work** |  |
| *c) Scope of work - aircraft managed*  *This paragraph should specify the scope of work for which the CAMO is approved.*  *This includes:*   * *aircraft type/series,* * *aircraft registrations,* * *owner/operator,* * *contract references,* * *State of Registry for CAMOs approved under Part-T, etc.*   *The following is given as an example:*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | *Aircraft type/series* | *Date included in the scope of work* | *Aircraft maintenance programme or ‘generic’/baseline’ maintenance programme* | *Aircraft registration(s)* | *Owner/ operator* | *CAMO contract reference* | *Part-T*  *State of Registry* | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |   *Reference can be made in this paragraph to the operations specifications or operations manual where the aircraft registration(s) is (are) listed.*  *Depending on the number of aircraft, this paragraph may be updated as follows:*   1. *the paragraph is revised each time an aircraft is removed from or added to the list.* 2. *the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list.  In that case, it should be stated in the paragraph where the current list of aircraft managed is available for consultation.* |  |

| **PART 6 CONTINUING AIRWORTHINESS PROCEDURES FOR AIRCRAFT REFERRED TO IN T.A.101** |  |
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| **6.1 CONTINUING AIRWORTHINESS MANAGEMENT** |  |
| **6.1.1 Aircraft continuing airworthiness records system** |  |
| **a) Aircraft continuing airworthiness records system and aircraft technical log**  *This section should describe the system used by the CAMO to manage the aircraft’s continuing airworthiness records.* |  |
| **b) Minimum equipment list (MEL) procedures**  *This section should describe the specific responsibilities of the CAMO with regard to the issue, update, use and management of the MEL, if applicable to the aircraft.* |  |
| **6.1.2 Aircraft maintenance programme** |  |
| *This paragraph should identify the State of Registry requirements for the maintenance programme, and should describe how the procedure established by the CAMO satisfies those requirements. This procedure should address the specific responsibilities of the CAMO with regard to the development, update, approval or acceptance and management of the maintenance programme. The sources for the maintenance programme and the mandatory tasks should be clearly identified.* |  |
| **6.1.3 Time and continuing airworthiness records, responsibilities, retention and access** |  |
| **a) Recording of hours and cycles**  *The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should describe how the CAMO has access to the current flight hours and cycles information and how this information is processed in the organisation.* |  |
| **b) Records**  *This paragraph should describe in detail the type of documents that are required to be recorded and the recording-period requirements for each document. This can be provided by a table or series of tables that should include the following:*  *— family of document (if necessary),*  *— name of document,*  *— retention period,*  *— responsible person for retention,*  *— place of retention.* |  |
| **c) Preservation of records**  *This paragraph should set out the means to protect the records from fire, floods, etc., as well as the specific procedures in place to guarantee that the records will not be altered during the retention period [especially for the computer records].* |  |
| **d) Transfer of continuing airworthiness records**  Transfer-in:  *This paragraph should describe the procedure for the acquisition of the necessary continuing airworthiness records by the CAMO before leasing the aircraft and who is responsible for its implementation. The records should include the applicable status of compliance, release to service, approval and substantiating data for modifications and repairs, compliance with mandatory information, etc.*  Transfer-out*:*  *This paragraph should describe the procedure for the transfer of records in case of transfer of the aircraft to another organisation. In particular, it should specify which records have to be transferred and who is responsible for the coordination [if necessary] of the transfer.* |  |
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| **6.1.4 Accomplishment and control of mandatory safety information (MSI) issued by the State of Registry and the Agency** |  |
| *This paragraph should identify the MSI requirements issued by the State of Registry and the Agency. Additionally, it should demonstrate that the CAMO has a comprehensive system for the management of MSI including airworthiness directives (ADs) issued by the State of Registry and the Agency. It may, for instance, include the following subparagraphs:* |  |
| **a) MSI acquisition**  *This paragraph should specify the sources for the MSI (State of Registry, manufacturer, type certificate holder, the Agency).* |  |
| **b) MSI decision**  *This paragraph should describe how and by whom the MSI is analysed. It should also describe the decision-making process in case the MSI of the State of Registry conflicts with the MSI issued by the Agency or any EU airworthiness or operational requirement. This paragraph should also describe what kind of information is provided to the contracted maintenance organisations in order to plan and perform the MSI. This should include, as necessary, a specific procedure for emergency MSI management.* |  |
| **c) MSI control**  *This paragraph should specify how the organisation manages to ensure that all the applicable MSI is performed and that they are performed on time. This should include a closed-loop system that allows verifying that for each new or revised MSI and for each aircraft:*   1. **MSI is not applicable** 2. **MSI is applicable**   *— the MSI is not yet performed but the time limit is not overdue,*  *— the MSI is performed, and any repetitive inspection is identified and performed.*  *This may be a continuous process or may be based on scheduled reviews.* |  |
| **6.1.5 Modifications and repairs** |  |
| *This paragraph should describe the State of Registry requirements for modifications and repairs. In particular, the process for the issue and approval of design data for repairs and modifications, the classification of repairs and modifications, and the specific responsibilities of the CAMO with regard to the management and approval of any modification and repair before embodiment.* |  |
| **6.1.6 Defect reports** |  |
| 1. **Analysis**   This paragraph should describe how the defect reports provided by the contracted maintenance organisations are processed by the CAMO. The analysis of these reports should be taken into account for the maintenance programme evolution and non-mandatory modification policy.     1. **Liaison with type certificate holders and regulatory authorities**   Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the type certificate holder and the authority that has issued the type certificate so that they may take all the necessary actions.   1. **Deferred defect policy**   This paragraph should describe the State of Registry requirements for deferred defects. Defects such as cracks and structural defects are not addressed by the MEL and the configuration deviation list (CDL). However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph should establish the procedure to be followed in order to ensure that the deferment of any defect rectification will not lead to any safety concern. This will include appropriate liaison with the manufacturer and with the State of Registry. |  |
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| **6.1.7 Reliability programmes** |  |
| If a reliability programme is required, this paragraph should describe appropriately the management of a reliability programme. It should at least address the following:    — extent and scope of the reliability programme,  — specific organisational structure, duties and responsibilities,  — establishment of reliability data,  — analysis of the reliability data,  — corrective action system (maintenance programme amendment),  — scheduled reviews (reliability meetings with the participation of the competent authority).  This paragraph may, where necessary, be subdivided as follows:  a) airframe,  b) propulsion,  c) component. |  |
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| **6.1.8 Pre-flight inspections** |  |
| This paragraph should show how the scope and definition of pre-flight inspection, that is usually performed by the operating crew, is kept consistent with the scope of the maintenance performed by the contracted maintenance organisation. It should show how the evolution of the pre-flight inspection content and of the maintenance programme is concurrent.    The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, they have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.    a) Preparation of aircraft for flight,  b) Subcontracted ground-handling function,  c) Security of cargo and baggage loading,  d) Control of refuelling, quantity/quality,  e) Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard. |  |
| **6.1.9 Aircraft weighing** |  |
| This paragraph should state in which occasion an aircraft has to be weighed taking into account the EU operational requirements and the State of Registry requirements. Weighing may also be required after a major modification. This paragraph should describe who performs the weighing, according to which procedure, who calculates the new weight and balance, and how the result is processed in the organisation. |  |
| **6.1.10 Check flight procedures** |  |
| This paragraph should describe the criteria for performing a check flight, taking into account the State of Registry requirements and the applicable instructions for continued airworthiness (ICA).  This paragraph should describe how the check flight procedure is established in order to meet its intended purpose, for instance after a heavy maintenance check, after engine or flight control removal installation, etc., and the release procedures to authorise such a check flight. |  |
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| **6.2 CONTRACTED MAINTENANCE** |  |
| **6.2.1 Procedures for contracted maintenance** |  |
| **a) Procedures for the development of maintenance contracts**  This paragraph should describe the procedures that the organisation follows to develop maintenance contracts. The CAMO processes to implement the different elements described in Appendix IV to AMC1 CAMO.A.315(c) should be described. In particular, it should cover the responsibilities, tasks and interaction with the contracted maintenance organisation.  This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance. The organisation may develop a work order template to ensure that the applicable elements of Appendix IV to AMC1 CAMO.A.315(c) are considered. Such a template should be included in Part 5.1.  **b) Maintenance contractor selection procedure**  This paragraph should describe how a maintenance contractor is selected by the CAMO. The selection procedure should describe the verification that the maintenance organisation complies with Subpart E and also that the contractor has the industrial capacity to undertake the required maintenance. The selection procedure should preferably include a contract review process in order to ensure that:  — the contract is comprehensive and it contains no gaps or unclear areas,  — everyone involved in the contract [both at the CAMO and at the maintenance contractor] agrees with the terms of the contract and fully understands their responsibilities,  — the functional responsibilities of all parties are clearly identified. |  |
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| **6.2.2 Audit of aircraft** |  |
| This paragraph should set out the procedures to perform an audit of an aircraft. It should describe the audit of aircraft before lease and the quality audit of aircraft during the lease period.   1. **Audit of aircraft before lease**   This audit should include an inspection of the aircraft and its records to ensure that the aircraft is airworthy and it complies with the State of Registry requirements, Part-T and any EU requirement applicable for the intended operation. This should include checking that all emergency and operational equipment as required by EU operational and airspace rules is available, that all required maintenance and MSI has been performed, that all modifications and repairs comply with the State of Registry requirements and they are recorded, etc.     1. **Audit of aircraft during lease**   This paragraph should set out the procedure to perform a quality audit of the aircraft during the lease period. This procedure may include:  — compliance with approved procedures,  — contracted maintenance is carried out in accordance with the contract,  — continued compliance with Part-T. |  |