|  |
| --- |
| **CCL “CAME Part 2 Management System Procedures”** |

Uppdaterad enligt:

|  |
| --- |
| NPA 2013-01(B) |
| Y |

|  |  |
| --- | --- |
| Konsoliderad AMC upp till 2013/025/R | 2013/034/R |
| Y | NA |

|  |  |
| --- | --- |
| 965/2012 | 800/2013 |
| Y | NA |

Denna CCL är avsedd för att underlätta implementering av ”Management System” för ”AOC/CAT-CAMO” i väntan på ”eget” regelverk.

* En ”AOC/CAT-CAMO” ska dock ha samma Quality System/Management System som tillhörande AOC. Ref M.A.712(e).

**Baserad på:**

* **NPA 2013-01 (B) Appendix V to AMC1 M.A.704 Continuing airworthiness management exposition**
	+ Ändringarna markerat i gult eller ~~överstruket~~.
* **M.A.712 Quality system**
	+ (e) In case of commercial air transport the M.A. Subpart G quality system shall be an integrated part of the operator's quality system.
* **ORO.GEN.200 Management system**
	+ (a) The operator shall establish, implement and maintain a management system that includes:

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

Uppdaterad enligt:

|  |
| --- |
| Konsolidated AMC & GMPart-ORO (Amdt 2) |
| Y |

**AMC2 ORO.GEN.200(a)(5) Management system**

**COMPLEX OPERATORS – SAFETY MANAGEMENT MANUAL**

(a) The safety management manual (SMM) should be the key instrument for communicating the approach to safety **for the whole of the operator**. The SMM should document all aspects of safety management, including the safety policy, objectives, procedures and individual safety responsibilities.

(b) The contents of the safety management manual should include all of the following:

(1) scope of the safety management system;

(2) safety policy and objectives;

(3) safety accountability of the accountable manager;

(4) safety responsibilities of key safety personnel;

(5) documentation control procedures;

(6) hazard identification and risk management schemes;

(7) safety action planning;

(8) safety performance monitoring;

(9) incident investigation and reporting;

(10) emergency response planning;

(11) management of change (including organisational changes with regard to safety responsibilities);

(12) safety promotion.

(c) The SMM may be contained in (one of) the manual(s) of the operator.

*Markerade rader (SMM kapitel) motsvarar de kapitel som föreslås i CAME enligt NPA 2013-01 (B) (och MOE enligt NPA 2013-01 (C)).*

| **Subject** | **CAME ref.** | **Remarks, Comments, OK or N/A** |
| --- | --- | --- |
| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** | **-** | **-** |
| Tillägg:Tips/vägledning:* **Kapitel 2.1 till 2.6** är ”***Compliance Monitoring***” uppgifter som CMM (Compliance Monitoring Manager) är ansvarig för.
* **Kapitel 2.7 till 2.14** är “*Safety Management*” uppgifter som SM (Safety Manager) är ansvarig för.
 |  |  |
| [**2.1 Continuing airworthiness safety ~~quality~~ policy, compliance monitoring plan and audits procedure**](#abc193)**a) Continuing airworthiness ~~quality~~ safety policy****b) ~~Quality~~ Compliance monitoring plan****c) ~~Quality~~ Audit procedure****d) ~~Quality Audit remedial~~ Corrective action procedure** |  |  |
| [**2.2 Monitoring of continuing airworthiness management activities**](#abc195) |  |  |
| [**2.3 Monitoring of the effectiveness of the maintenance programme(s)**](#abc197) |  |  |
| [**2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation**](#abc199) |  |  |
| [**2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract,including sub-contractors used by the maintenance contractor**](#abc201) |  |  |
| [**2.6 Compliance Monitoring ~~Quality audit~~ personnel**](#abc203) |  |  |
| **[2.7 Hazard identification and safety risk management schemes](#abc204)**  |  |  |
| **[2.8 Safety action planning](#abc206)**  |  |  |
| **[2.9 Safety performance monitoring](#abc208)**  |  |  |
| **[2.10 Incident investigation and safety reporting](#abc210)**  |  |  |
| **[2.11 Emergency response planning](#abc212)**  |  |  |
| **[2.12 Management of change (including organisational changes with regard to safety responsibilities)](#abc214)**  |  |  |
| **[2.13 Safety promotion](#abc216)**  |  |  |
| **[2.14 Management system record keeping](#abc218)**  |  |  |

| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** |  |
| --- | --- |
| [**2.1 Continuing airworthiness quality policy, plan and audits procedure**](#abc192) |  |
| **a) Continuing airworthiness ~~quality~~ safety policy***(This paragraph should include a formal ~~Quality~~ Safety Policy statement;* * *that is a commitment on what the ~~Quality~~ Management System is intended to achieve.*
* *It should include at the minimum ~~monitoring compliance with Part M and any additional standards specified by the organisation~~ the elements defined in AMC1 M.A.712(a)(2)).*
 |  |
| Korsreferens till EASA-OPS 965/2012:* ORO.GEN.200(a)(2)
* AMC1 ORO.GEN.200(a)(1);(2);(3);(5) (för non-complex operators)
* AMC2 ORO.GEN.200(a)(2)
 |  |

|  |  |
| --- | --- |
| [**2.1 Continuing airworthiness quality policy, plan and audits procedure**](#abc192) |  |
| **b) ~~Quality~~ Compliance monitoring plan***(This paragraph should show how the ~~quality~~ audit plan is established.* * *The ~~quality~~ audit plan will consist of an*
	+ *~~quality~~ audit and*
	+ *sampling schedule*

*that should cover all the areas specific to Part M in a definite period of time.* * *However, the scheduling process should also be dynamic and*
	+ *consider the results of the hazard identification and*
	+ *safety risk assessment processes ~~allow for special evaluations when trends or concerns are identified~~.*
* *In case of subcontracting, this paragraph should also address the planning of the auditing of subcontractors at the same frequency as the rest of the organisation.)*
 |  |
| Korsreferens till EASA-OPS 965/2012:* ORO.GEN.200(a)(6)
* AMC1 ORO.GEN.200(a)(6)
* GM1 ORO.GEN.200(a)(6) - (the compliance monitoring function should reflect the size of the operator and the nature and complexity of its activities)
* GM2 ORO.GEN.200(a)(6)
* GM3 ORO.GEN.200(a)(6)
 |  |

|  |  |
| --- | --- |
| [**2.1 Continuing airworthiness quality policy, plan and audits procedure**](#abc192) |  |
| **c) ~~Quality~~ Audit procedure***(The ~~quality~~ audit is a key element of the ~~quality~~ management system.* *Therefore, the quality audit procedure should be sufficiently detailed to address all the steps of an audit,** *from the preparation to*
* *the conclusion,*
* *show the audit report format [e.g. by ref. to paragraph 5.1 "sample of document"],*
* *and explain the rules for the distribution of audits reports in the organisation [e.g.: involvement of*
	+ *the ~~Quality~~ Compliance monitoring Manager,*
	+ *Accountable Manager,*
	+ *Nominated Postholder, etc.].)*
 |  |
| Korsreferens till EASA-OPS 965/2012:* ORO.GEN.200(a)(6)
* AMC1 ORO.GEN.200(a)(6)
* GM2 ORO.GEN.200(a)(6)
* GM3 ORO.GEN.200(a)(6)
* GM4 ORO.GEN.200(a)(6)
 |  |

|  |  |
| --- | --- |
| [**2.1 Continuing airworthiness quality policy, plan and audits procedure**](#abc192) |  |
| **d) ~~Quality Audit remedial~~ Corrective action procedure***(This paragraph should explain what system is put in place in order to ensure* * *that the corrective actions are implemented on time and*
* *that the result of the corrective action meets the intended purpose.*
* *For instance, where this system consists in*
	+ *periodical corrective actions review,*
		- *instructions should be given how such reviews should be conducted and*
		- *what should be evaluated.)*
 |  |
| Korsreferens till EASA-OPS 965/2012:* GM1 ORO.GEN.200(a)(6)
* GM2 ORO.GEN.200(a)(6)
* GM1 ORO.GEN.150
 |  |

| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** |  |
| --- | --- |
| [**2.2 Monitoring of continuing airworthiness management activities**](#abc194) |  |
| *(This paragraph should set out a procedureto periodically review the activities of the* * *maintenance management continuing airworthiness management personnel and*
* *how they fulfil their responsibilities, as defined in Part 0.)*
 |  |
| Korsreferens till EASA-OPS 965/2012:* AMC 1 ORO.GEN.200(a)(6) mom (c)(1) och GM2 ORO.GEN.200(a)(6) mom (b)
 |  |
| [**2.3 Monitoring of the effectiveness of the maintenance programme(s)**](#abc196) |  |
| *(This paragraph should set out a procedure to periodically review that the** *effectiveness of the maintenance programme*
	+ *is actually analysed as defined in Part 1.)*
 |  |
| Korsreferens till EASA-OPS 965/2012:* -
 |  |
| [**2.4 Monitoring that all maintenance is carried out by an appropriate maintenance organisation**](#abc198) |  |
| *(This paragraph should set out a procedure to periodically review that the* * *approval of the contracted maintenance organisations*
	+ *are relevant for the maintenance being performed on the operator's fleet.*
* *This may include*
	+ *feed back information from any contracted organisation on any actual or contemplated amendment,*
	+ *in order to ensure that the maintenance system remains valid and*
	+ *to anticipate any necessary change in the maintenance agreements.*

*If necessary, the procedure may be subdivided as follows:***a) Aircraft maintenance****b) Engines****c) Components)** |  |
| Korsreferens till EASA-OPS 965/2012:* -
 |  |

| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** |  |
| --- | --- |
| [**2.5 Monitoring that all contracted maintenance is carried out in accordance with the contract, including sub-contractors used by the maintenance contractor**](#abc200) |  |
| *(This paragraph should set out a procedure to periodically review that the* * *continuing airworthiness management personnel are satisfied that*
	+ *all contracted maintenance is carried out in accordance with the contract.*
* *This may include a procedure to*
	+ *ensure that the system allows*
		- *all the personnel involved in the contract [including the contractors and his subcontractors] to be acquainted with its terms and that,*
		- *for any contract amendment,*
			* *relevant information is dispatched in the organisation and*
				+ *at the contractor.)*
 |  |
| Korsreferens till EASA-OPS 965/2012:* -
 |  |
| [**2.6 Compliance monitoring ~~Quality audit~~ personnel**](#abc202) |  |
| *(This paragraph should establish the* * *required training and*
* *qualification standards of ~~auditors~~ compliance monitoring personnel.*

*Where persons act as a part time auditor,* * *it should be emphasized that this person must not be directly involved in the activity he/she audits.)*
 |  |
| Korsreferens till EASA-OPS 965/2012:* AMC1 ORO.GEN.200(a)(6) mom (c)(6)

Ytterligare referens:* [Kompetenskrav för olika personalkategorier i CAMO, M.A.706(k)](http://www.transportstyrelsen.se/Global/Luftfart/Tillverkning_och_underhall/tillampning_av_regel_MA706k_Rev1_20110427_web.pdf)
 |  |

| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** |  |
| --- | --- |
| [**2.7 Hazard identification and safety risk management schemes**](#abc205)*Orsaken till två förklaringar (varianter) här, beror på editoriella oklarheter i NPA 2013-01 (B).* |  |
| *(This paragraph should establish the means to** *identify safety hazards and*
* *describe the responsibilities,*
* *methods,*
* *tools and*
* *procedures used*

*for the purpose of* * *safety risk assessment,*
* *evaluation and*
* *mitigation.*

*A reference to 2.10 should be made.)* |  |
| *(This paragraph should explain what system and procedures are put in place in order to ensure that safety risk management is implemented.* * *This should address reactive and proactive hazard identification, and*
* *describe the risk assessment,*
* *evaluation, and*
* *management procedures of the organisation.*
* *The internal safety reporting scheme should also be described.*
 |  |
| Korsreferens till EASA-OPS 965/2012:* ORO.GEN.200(a)(3)
* AMC1 ORO.GEN.200(a)(1)
* AMC1 ORO.GEN.200(a)(3)
 |  |

| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** |  |
| --- | --- |
| [**2.8 Safety action planning**](#abc207)*Orsaken till två förklaringar (varianter) här, beror på editoriella oklarheter i NPA 2013-01 (B).* |  |
| *(This paragraph should describe how the organisation derives safety actions from its* * *hazard identification,*
* *safety reporting, and*
* *safety risk management processes and*
* *establish responsibilities for establishment and*
* *follow-up of the safety action plan).*
 |  |
| *(This paragraph should explain what system is put in place in order to ensure that actions determined in the context of safety risk management are properly planned and implemented.)*  |  |
| Korsreferens till EASA-OPS 965/2012:* AMC1 ORO.GEN.200(a)(1) mom (b)
* AMC2 ORO.GEN.200(a)(5)
* GM2 ORO.GEN.200(a)(1)
 |  |
| **[2.9 Safety performance monitoring](#abc209)** *Orsaken till två förklaringar (varianter) här, beror på editoriella oklarheter i NPA 2013-01 (B).* |  |
| *(This paragraph should describe how the organization** *monitors and*
* *measures*
* *its safety performance against*
* *the safety policy and*
* *objectives, as detailed in AMC1 M.A.712(a)() point (d).)*
 |  |
| *(This paragraph should explain what system and procedures are put in place in order to monitor the organisation’s safety performance.)*  |  |
| Korsreferens till EASA-OPS 965/2012:* ORO.GEN.200(a)(3)
* AMC1 ORO.GEN.200(a)(3) mom (d)
 |  |

| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** |  |
| --- | --- |
| [**2.10 Incident investigation and safety reporting**](#abc211)*Orsaken till två förklaringar (varianter) här, beror på editoriella oklarheter i NPA 2013-01 (B).* |  |
| *(This paragraph should describe the* * *responsibilities and*
* *procedures*

*for the performance of internal investigations following incidents.* *It should also describe the organisation’s* * *internal safety reporting scheme and*
* *explain how information gathered through these processes feeds into*
	+ *hazard identification,*
	+ *safety risk management,*
	+ *and safety action planning.)*
 |  |
|  *(This paragraph should explain the* * *responsibilities and*
* *procedures applicable to*
* *all investigations following on from*
	+ *internal and*
	+ *external occurrence reports.*
 |  |
| Korsreferens till EASA-OPS 965/2012:* AMC1 ORO.GEN.200(a)(1) mom (a)
* GM1 ORO.GEN.200(a)(3)
* AMC1 ORO.GEN.200(a)(3) mom (c)
* AMC2 ORO.GEN.200(a)(5)
 |  |

| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** |  |
| --- | --- |
| [**2.11 Emergency response planning**](#abc213)*Orsaken till två förklaringar (varianter) här, beror på editoriella oklarheter i NPA 2013-01 (B).* |  |
| *(This paragraph should describe how the organisation plans for* * *emergencies and*
* *establish responsibilities for*
	+ *preparing,*
	+ *implementing and*
	+ *maintaining*

*the organisation’s ERP.* *Where relevant, it should also describe the links between the* * *organisation’s ERP and*
	+ *the ERP of its customers,*
	+ *partners and*
	+ *contractors.)*
 |  |
| *(This paragraph should describe how the organisation plans for emergencies and include a reference to the organisation’s current ERP.)*  |  |
| Korsreferens till EASA-OPS 965/2012:* AMC1 ORO.GEN.200(a)(3) mom (g)
* AMC2 ORO.GEN.200(a)(5) mom b) (10)
 |  |

| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** |  |
| --- | --- |
| [**2.12 Management of change (including organisational changes with regard to safety responsibilities)**](#abc215)*Orsaken till två förklaringar (varianter) här, beror på editoriella oklarheter i NPA 2013-01 (B).* |  |
| *(This paragraph should describe how the organisation identifies* * *hazards and*
* *manages risks*

*stemming from a change.* * *This may be based on the organisation’s existing processes for*
	+ *hazard identification,*
	+ *safety risk management and*
	+ *safety action planning.)*
 |  |
| *(This paragraph should describe the organisation’s procedures for the management of changes, cf. GM 3 M.A.712(a)(3).*  |  |
| Korsreferens till EASA-OPS 965/2012:* ORO.GEN.200(a)(3)
* AMC1 ORO.GEN.200(a)(3) mom (e)
* AMC2 ORO.GEN.200(a)(5) mom (b) (11)
 |  |

| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** |  |
| --- | --- |
| [**2.13 Safety promotion**](#abc217)*Orsaken till två förklaringar (varianter) här, beror på editoriella oklarheter i NPA 2013-01 (B).* |  |
| *(This paragraph should describe how the organisation ensures* * *safety promotion,*
	+ *through training and*
	+ *communication on safety matters,*

*in order to foster a positive safety culture.)* |  |
| *(This paragraph should describe the provisions of the organisation to ensure safety promotion* * *(methods and*
* *responsibilities,*
* *feedback mechanisms,*
* *etc.)).*
 |  |
| Korsreferens till EASA-OPS 965/2012:* ORO.GEN.200(a)(5)
* AMC1 ORO.GEN.200(a)(4)
* AMC2 ORO.GEN.200(a)(5) mom (b) (12)
* GM2 ORO.GEN.200 (a)(1) mom (e)
* AMC1 ORO.GEN.200(a)(2)
 |  |

| **PART 2 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** |  |
| --- | --- |
| [**2.14 Management system record keeping**](#abc219)*Orsaken till två förklaringar (varianter) här, beror på editoriella oklarheter i NPA 2013-01 (B).* |  |
| *(This paragraph should define* * *responsibilities and*
* *procedures*

*for keeping records of all management system key processes,** *including location where the records are being stored and*
* *access to such records.*
* *This is required not only to provide evidence of their correct functioning,*
	+ *but also to effectively support*
		- *hazard identification and*
		- *risk management processes.)*
 |  |
| *(This paragraph should describe how the organisation ensures adequate records are kept for all management system key processes.* |  |
| Korsreferens till EASA-OPS 965/2012:* ORO.GEN.200(a)(5)
* ORO.GEN.220
* AMC1 ORO.GEN.220(b)
* GM1 ORO.GEN.220(b)
 |  |

|  |
| --- |
| **CCL “MOE Part 3 Management System Procedures”** |

Uppdaterad enligt:

|  |
| --- |
| NPA 2013-01(B) |
| Y |

**Baserad på:**

* + **NPA 2013-01 (C) AMC1 145.A.70(a) Maintenance organisation exposition**
		- Ändringarna markerat i gult eller ~~överstruket~~.

| **Subject** | **MOE ref.** | **Remarks, Comments, OK or N/A** |
| --- | --- | --- |
| **PART 3 ~~QUALITY~~ MANAGEMENT SYSTEM PROCEDURES** | **-** | **-** |
| **3.1 Compliance monitoring ~~Quality audit~~ of organisation procedures**  |  |  |
| **3.2 Product audit (~~Quality audit of~~ aircraft)** |  |  |
| **3.3 Audit findings –corrective ~~Quality audit remedial~~ action procedure** |  |  |
| **3.6 Compliance monitoring ~~Quality audit~~ personnel** |  |  |
| **3.17 Hazard identification and safety risk management schemes (including FRMS where relevant)**  |  |  |
| **3.18 Safety action planning**  |  |  |
| **3.19 Safety performance monitoring**  |  |  |
| **3.20 Incident investigation and safety reporting**  |  |  |
| **3.21 Emergency response planning** |  |  |
| **3.22 Management of change (including organisational changes with regard to safety responsibilities)** |  |  |
| **3.23 Safety promotion**  |  |  |
| **3.24 Management system record keeping** |  |  |

**Ett sätt att visualisera fördelning av CMM och SM uppgifter:**



Tillägg:

Tips/vägledning:

* **CAME Kapitel 2.1 till 2.6** är ”***Compliance Monitoring***” uppgifter som CMM (Compliance Monitoring Manager) är ansvarig för.
* **CAME Kapitel 2.7 till 2.14** är “***Safety Management***” uppgifter som SM (Safety Manager) är ansvarig för.