

	AUTORIZAREA ÎNȚĂLĂ, MODIFICAREA ȘI SUPRAVEGHEREA CONTINUĂ A AUTORIZĂRII PARTEA M, SUBPARTEA G DE CĂTRE AAC RM	AAC
		PI-AIR.MG
		40

Anexa 5

Lista de verificare a ÎMMN (Subpartea M_G)
 CAMO Audit check-list (Subpart M_G)

Tipul de audit: <i>Type of the audit:</i>	Inițial <input type="checkbox"/> <i>Initial:</i>	Supraveghere <input type="checkbox"/> <i>Surveillance:</i>	Modificare <input type="checkbox"/> <i>Change:</i>	Continuare <input type="checkbox"/> <i>Continuation:</i>
Denumirea organizației: <i>Name of organization:</i>			Nr. Certificat de autorizare: <i>Certificate of Approval number:</i>	
Adresa juridică: <i>Official address:</i>				
Linie/produs auditat: <i>Audited line/product:</i>				
Locul desfășurării auditului: <i>The venue of the audit:</i>			Număr/data audit: <i>Number/date of audit:</i>	

Referința <i>Reference</i>	Elementul verificat <i>Audited item</i>	Conformitatea <i>Compliance</i>			Notă <i>Remark</i>
		Da <i>Yes</i>	Nu <i>No</i>	N/A	
M.A.702 CERERE / APPLICATION					
	<i>Properly filled CAA Form 2.</i>				
M.A.703 DOMENIU / EXTENT OF APPROVAL					
(b)	<i>* The approval shall be part of the AOC issued by the CAA, for the aircraft operated.</i>				
(c)	<i>The scope of work deemed to constitute the approval shall be specified in the CAME in accordance with point M.A.704.</i>				
M.A.704 SPECIFICAȚIILE DE MANAGEMENT AL MENȚINERII NAVIGABILITĂȚII / CAME					
	Ref. FO-AIR-MG-CAME CAME revision: _____ Quality Manual revision: _____				
M.A.705 FACILITĂȚI / FACILITIES					
	<i>The CAMO shall provide suitable office accommodation at location appropriate for the personnel in charge of the CAM.</i>				
AMC M.A.705	<i>Office accommodation should be such that the incumbents, whether they be continuing airworthiness management, planning, technical records or quality staff, can carry out their designated tasks in a manner that contributes to good standards.</i>				
	<i>Suitable space for Technical Library.</i>				
	<i>Room for document consultation.</i>				
M.A.706 CERINȚE ÎN PRIVINȚA PERSONALULUI / PERSONNEL REQUIREMENTS					
(a)	<i>The Accountable Manager has the corporate authority on financial matter including continuing airworthiness</i>				
AMC M.A.706(a)	<i>When the accountable manager is not the CEO, CAA will need to be assured that such he has direct access to the CEO and has a sufficiency of continuing airworthiness funding allocation.</i>				
(b)	<i>* Accountable manager shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an AOC.</i>				



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		Da Yes	Nu No	N/A	
(c)	<i>Nomination of a person or a group of persons in charge of the conformity with Subpart M_G.</i>				
	<i>Such person(s) shall be ultimately responsible to the accountable manager.</i>				
(d)	<i>* Accountable manager designated a nominated post holder responsible for CAM.</i>				
(e)	<i>* Nominated person not employed by a contracted Part 145, except CAA RM agreement.</i>				
(f)	<i>Organisation has sufficient appropriately qualified staff for the expected work.</i>				
AMC M.A 706(f)	<i>Additional training in FTS / associated inspection standards / maintenance procedures for technical personnel, especially the staff involved with the management of CDCCL, Service Bulletin assessment, work planning and maintenance programme management. Guidance - in Appendix XII to AMC to M.A.706(f) and M.B.102(c).</i>				
(g)	<i>All point (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.</i>				
(h)	<i>The qualification of all personnel involved in CAM shall be recorded.</i>				
(i)	<i>For organisations extending ARC in accordance with p. M.A.711(a)4 and M.A.901(f) – are nominated persons authorised to do so, subject to approval by the CAA.</i>				
(j)	<i>The organisation defined and keeps updated in the CAME the title(s) and name(s) of person(s) referred to in points M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(i).</i>				
(k)	<i>*/** CAMO has established and controls the competence of personnel involved in CAM, airworthiness review and/or quality audits.</i>				
AMC M.A 706(k)	<i>Adequate initial and recurrent training should be provided and recorded to ensure continued competence.</i>				
AMC M.A 706 3.	<i>1. If a quality system is in place it should be independent from the other functions. 3. To enable the CAA to accept the number of persons and their qualifications, an organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of man/hours and the qualifications needed to perform the tasks. With significant changes, this analysis should be updated.</i>				
M.A.707 PERSONALUL DE EXAMINARE A NAVIGABILITĂȚII / AIRWORTHINESS REVIEW STAFF					
(a)	<i>To be approved to carry out airworthiness reviews and, if applicable, to issue permits to fly, CAMO shall have appropriate airworthiness review staff to issue airworthiness review certificates or recommendations and, if applicable, to issue a permit to fly.</i>				
(b)	<i>Airworthiness review staff nominated by the CAMO can only be</i>				



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	<p>issued an authorisation by the CAMO when formally accepted by CAA RM.</p> <p>Once the AR staff have been accepted by the CAA, the inclusion of their name in the CAME constitutes the formal authorisation by the organisation.</p>				
(c)	The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.				
AMC M.A. 707(c)	<p>In order to keep the validity of the authorisation, the airworthiness review staff should have either:</p> <ul style="list-style-type: none"> — been involved in CAM activities for at least six months in every two year period, or — conducted at least one airworthiness review in the last twelve month period. <p>In order to restore the validity of the authorisation, the AR staff should conduct at a satisfactory level an airworthiness review under the supervision of the CAA or, if accepted by the CAA, under the supervision of another currently valid authorised AR staff of the concerned CAMO in accordance with an approved procedure.</p>				
(d)	Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.				
(e)	<p>The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorisation.</p> <p>This record shall be retained until two years after the airworthiness review staff have left the organisation.</p>				
AMC M.A. 707(e)	<p>The minimum content of the AR staff record should be:</p> <ul style="list-style-type: none"> — Name, — Date of Birth, — Basic Education, — Experience, — Aeronautical Degree and/or Part-66 qualification and/or nationally-recognised maintenance personnel qualification, — Initial Training received, — Type of Training received, — Continuation Training received, — Experience in continuing airworthiness and within the CAMO, — Responsibilities of current role in the organisation, — Copy of the authorisation. 				
M.A.708 MANAGEMENTUL MENȚINERII NAVIGABILITĂȚII / CAM					
(a)	All continuing airworthiness management shall be carried out according to the prescriptions of M.A. Subpart C.				
(b)	For every aircraft managed, the approved continuing airworthiness management organisation shall:				



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(b)1	<i>develop and control a maintenance programme for the aircraft managed including any applicable reliability programme,</i>				
(b)2	<i>present the aircraft maintenance programme and its amendments to the competent authority for approval, unless covered by an indirect approval procedure,</i>				
(b)2	<i>for aircraft not used by licenced air carriers provide a copy of the programme to the owner or operator responsible in accordance with M.A.201,</i>				
(b)3	<i>manage the approval of modification and repairs,</i>				
(b)4	<i>ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with Section A, Subpart H of this Part-M,</i>				
(b)5	<i>ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact, are applied,</i>				
(b)6	<i>ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation,</i>				
(b)7	<i>ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary,</i>				
(b)8	<i>coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly,</i>				
(b)9	<i>manage and archive all continuing airworthiness records and/or operator's technical log.</i>				
(b)10	<i>ensure that the mass and balance statement reflects the current status of the aircraft.</i>				
(c)	<i>***when the CAMO is not appropriately approved to Part-145 or Part-MF, the organisation shall in consultation with the operator, establish a written maintenance contract with a Part-145 or Part-M.AF approved organisation or another operator, ensuring that all maintenance is ultimately carried out by a Part-145 or Part-MF AMO.</i>				
	<i>Contract shall detail the functions specified under M.A.301-2, M.A.301-3, M.A.301-5 and M.A.301-6, and define the support of the quality functions of M.A.712(b).</i>				
AMC M.A 708(b)3	<i>When managing the approval of modifications or repairs the organisation should ensure that CDCCL are taken into account.</i>				
AMC1 M.A. 708(c)	<i>Special attention should be paid to procedures and responsibilities to ensure that all maintenance work is performed, SBs are analysed and decisions are taken on their accomplishment, ADs are accomplished on time and that all work, including non-mandatory modifications, is carried out to approved data and to the latest standards.</i>				
	<i>Maintenance contracts should be i.a.w. Appendix XI to AMC M.A.708(c)</i>				



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M.A.709 DOCUMENTAȚIA / DOCUMENTATION					
(a)	<i>CAMO shall hold and use applicable current maintenance data in accordance with M.A.401 for the performance of continuing airworthiness tasks referred to in M.A.708. This data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the CAMO only needs to keep such data for the duration of the contract, except when required by point M.A.714.</i>				
	<i>- Applicable requirements, procedures, standards or information issued by CAA RM</i>				
	<i>- Applicable Airworthiness Directives</i>				
	<i>- Applicable instructions for continuing airworthiness issued by TC and STC Holder</i>				
AMC M.A.709	<i>When using maintenance data provided by the customer, the CAMO is responsible for ensuring that this data is current. As a consequence, it should establish appropriate procedures or provisions in the contract with the customer. The sentence ‘..., except when required by point M.A.714’, means, in particular, the need to keep a copy of the customer data which was used to perform continuing airworthiness activities during the contract period.</i>				
M.A.710 EXAMINAREA NAVIGABILITĂȚII / AIRWORTHINESS REVIEW					
M.A.710 (a)	<i>A full documented review of the aircraft records shall be carried out by the approved CAMO in order to be satisfied that:</i>				
(a)1	<i>airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;</i>				
(a)2	<i>the flight manual is applicable to the aircraft configuration and reflects the latest revision status;</i>				
(a)3	<i>all the maintenance due on the aircraft according to the approved MP has been carried out;</i>				
(a)4	<i>all known defects have been corrected or, when applicable, carried forward in a controlled manner;</i>				
(a)5	<i>all applicable airworthiness directives have been applied and properly registered;</i>				
(a)6	<i>all modifications and repairs applied to the aircraft have been registered and are in compliance with Part-21;</i>				
(a)7	<i>all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit;</i>				
(a)8	<i>all maintenance has been released in accordance with Part-M;</i>				
(a)9	<i>the current mass and balance statement reflects the configuration of the aircraft and is valid;</i>				
(a)10	<i>the aircraft complies with the latest revision of its type design;</i>				
(a)11	<i>if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Part-21.</i>				
AMC M.A.	<i>CAMO should develop procedures for the airworthiness review staff to produce a compliance report that confirms the above (AMC M.A.</i>				



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710(a)	<i>710(a)1 have been reviewed and found in compliance with Part-M.</i>				
(b)	<i>The airworthiness review staff shall carry out a physical survey of the aircraft. For this survey, AR staff not appropriately qualified to Part-66 shall be assisted by such qualified personnel.</i>				
(c)	<i>Physical survey of the aircraft – minimum to verify: 1. all required markings and placards are properly installed; 2. the aircraft complies with its approved flight manual; 3. the aircraft configuration complies with the approved documentation; 4. no evident defect can be found that has not been addressed according to point M.A.403; 5. no inconsistencies can be found between the aircraft and the point (a) documented review of records.</i>				
(d)	<i>By derogation , the AR can be anticipated by a maximum period of 90 days.</i>				
(e)	<i>The ARC or the recommendation for the issue of the ARC (CAA Form 15a) can only be issued: 1. by airworthiness review staff appropriately authorised in accordance with point M.A.707 on behalf of the approved CAMO or by certifying staff in cases provided for in point M.A.901(g); and 2. when satisfied that the airworthiness review has been completely carried out and that there is no noncompliance which is known to endanger flight safety.</i>				
(f)	<i>A copy of any ARC issued or extended for an aircraft shall be sent to the CAA RM of that aircraft within 10 days.</i>				
(g)	<i>Airworthiness review tasks shall not be sub-contracted.</i>				
(h)	<i>Should the outcome of the AR be inconclusive or should the review under point M.A.710(ga) show discrepancies on the aircraft linked to deficiencies in the content of the AMP, CAA RM shall be informed by the CAMO as soon as practicable but in any case within 72 hours from the moment the organisation identifies the condition to which the review relates. The ARC shall not be issued until all findings have been closed.</i>				
AMC M.A.710 (b) and (c)	<i>1. The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.). In this case, after the AR a release to service should be issued in accordance with Part-M.</i>				
	<i>3. AR staff who are going to sign the ARC or the recommendation should be the one performing both the documented review and the physical survey of the aircraft.</i>				
	<i>5. The CAMO should develop procedures for the AR staff to produce a compliance report that confirms the physical survey has been carried out and found satisfactory.</i>				
AMC M.A 710(e)	<i>A copy of both physical survey and document review compliance reports stated above should be sent to CAA together with any recommendation issued.</i>				



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M.A.201 RĂSPUNDEREA/ RESPONSIBILITIES					
(e)	<i>*The operator is responsible for the continuing airworthiness of the aircraft it operates</i>				
(a), (e)1	<i>*The operator shall ensure that no flight takes place unless the following conditions are met: 1. the aircraft is maintained in an airworthy condition, and; 2. any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable, and; 3. the airworthiness certificate remains valid, and; 4. the maintenance of aircraft is performed in accordance with the maintenance programme as specified in point M.A.302.</i>				
(e)2	<i>*The operator shall be approved in accordance with Part M_G</i>				
(e)3	<i>The operators shall be approved Part 145 or shall establish a contract in accordance with M.A.708(c) with such organisation.</i>				
M.A.202 RAPORTAREA EVENIMENTELOR / OCCURRENCE REPORTING					
(a)	<i>Any organisation responsible in accordance with M.A.201 shall report to the CAA RM, the organisation responsible for the type design or supplemental type design and, if applicable, the State of operator, any identified condition of an aircraft or component which endangers flight safety.</i>				
(b)	<i>Reports shall be made in a manner established by CAA and contain all pertinent information about the condition known to the organisation.</i>				
(c)	<i>Where the organisation maintaining the aircraft is contracted by an operator to carry out maintenance, the organisation maintaining the aircraft shall also report to the operator or the CAMO any such condition affecting the operator's aircraft or component.</i>				
(d)	<i>Reports shall be made as soon as practicable, but in any case within 72 hours of the organisation identifying the condition to which the report relates.</i>				
AMC M.A. 202(a)	<i>CAMO should ensure that the type certificate (TC) holder receives adequate reports of occurrences for that aircraft type, to enable it to issue appropriate service instructions and recommendations to all owners or operators. CAMO should assign responsibility for co-ordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity to a suitably qualified person with clearly defined authority and status. In respect of maintenance, reporting a condition which endangers flight safety is normally limited to: — serious cracks, permanent deformation, burning or serious corrosion of structure found during scheduled maintenance of the aircraft or component. — failure of any emergency system during scheduled testing.</i>				
AMC M.A.	<i>Each report should contain at least the following information: — reporter or organisation's name and approval reference,</i>				



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202(b)	<ul style="list-style-type: none"> — information necessary to identify the subject aircraft and/or component, — date and time relative to any life or overhaul limitation in terms of flying hours/cycles/landings etc., as appropriate, — details of the occurrence. 				
M.A. 301 SARCINI AFERENTE MENȚINERII NAVIGABILITĂȚII / CONTINUING AIRWORTHINESS TASKS					
	<i>The aircraft continuing airworthiness and the serviceability of both operational and emergency equipment shall be ensured by:</i>				
1.	<i>the accomplishment of pre-flight inspections;</i>				
AMC M.A. 301(1)	<i>* 3. CAMO should publish guidance to maintenance and flight personnel and any other personnel performing pre-flight inspection tasks, as appropriate, defining responsibilities for these actions and, where tasks are contracted to other organisations, how their accomplishment is subject to the quality system of M.A.712. It should be demonstrated to the CAA that pre-flight inspection personnel have received appropriate training for the relevant pre-flight inspection tasks. The training standard for personnel performing the pre-flight inspection should be described in the continuing airworthiness management exposition.</i>				
2.	<i>the rectification in accordance with data specified in M.A.304 and/or M.A.401, as applicable, of any defect and damage affecting safe operation, taking into account the MEL and CDL, when applicable;</i>				
AMC M.A. 301(2)	<p><i>1. The operator should have a system to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved minimum equipment list (MEL), configuration deviation list (CDL) or maintenance data, as appropriate. Also that such defect rectification cannot be postponed unless agreed by the operator and in accordance with a procedure approved by the CAA.</i></p> <p><i>2. When deferring or carrying forward a defect rectification, the cumulative effect of a number of deferred or carried forward defects on a given aircraft and any restrictions contained in the MEL should be considered. Whenever possible, deferred defect rectification should be made known to the pilot/flight crew prior to their arrival at the aircraft.</i></p> <p><i>*/** 3. A system of assessment should be in operation to support the continuing airworthiness of an aircraft and to provide a continuous analysis of the effectiveness of the CAMO defect control system in use.</i></p> <p><i>The system should provide for:</i></p> <p><i>(a) significant incidents and defects: monitor incidents and defects that have occurred in flight and defects found during maintenance and overhaul, highlighting any that appear significant in their own right.</i></p> <p><i>(b) repetitive incidents and defects: monitor on a continuous basis defects occurring in flight and defects found during maintenance</i></p>				



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	<i>and overhaul, highlighting any that are repetitive. (c) deferred and carried forward defects: Monitor on a continuous basis deferred and carried forward defects. Deferred defects are defined as those defects reported in operational service which are deferred for later rectification. Carried forward defects are defined as those defects arising during maintenance which are carried forward for rectification at a later maintenance input. (d) unscheduled removals and system performance: analyse unscheduled component removals and the performance of aircraft systems for use as part of the maintenance programme efficiency.</i>				
3.	<i>the accomplishment of all maintenance, in accordance with the M.A.302 aircraft maintenance programme;</i>				
AMC M.A. 301(3)	<i>The CAMO should have a system to ensure that all aircraft maintenance checks are performed within the limits prescribed by the approved AMP and that, whenever a maintenance check cannot be performed within the required time limit, its postponement is allowed in accordance with a procedure agreed by the CAA.</i>				
4.	<i>*/** the analysis of the effectiveness of the M.A.302 approved MP;</i>				
AMC M.A. 301(4)	<i>The CAMO managing the continuing airworthiness of the aircraft should have a system to analyse the effectiveness of the MP, with regard to spares, established defects, malfunctions and damage, and to amend the MP accordingly.</i>				
5.	<i>the accomplishment of any applicable: (i) airworthiness directive; (ii) operational directive with a continuing airworthiness impact; (iii) continued airworthiness requirement established by CAA; (iv) measures mandated by the CAA in immediate reaction to a safety problem;</i>				
AMC M.A. 301(5)	<i>Operational directives with a continuing airworthiness impact include operating rules such as ETOPS / LROPS, RVSM, MNPS, all weather operations (AWOPS), RNAV, etc. Any other continued airworthiness requirement made mandatory by the CAA includes TC related requirements such as: certification maintenance requirements (CMR), certification life limited parts, airworthiness limitations contained in CS-25 Book 1, Appendix H, paragraph H25.4, fuel tank system airworthiness limitations including CDCCL etc.</i>				
6.	<i>the accomplishment of modifications and repairs in accordance with point M.A.304;</i>				
7.	<i>*/**for non-mandatory modifications and/or inspections, the establishment of an embodiment policy;</i>				
AMC M.A. 301(7)	<i>The CAMO managing the continuing airworthiness of the aircraft should establish and work according to a policy, which assesses non mandatory information related to the airworthiness of the aircraft. Non mandatory information such as service bulletins, service letters and other information that is produced for the</i>				



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	<i>aircraft and its components by an approved design organisation, the manufacturer, the CAA or the EASA.</i>				
8.	<i>maintenance check flights when necessary.</i>				
M.A.302 PROGRAMUL DE ÎNȚĂINERE A AERONAVEI / AIRCRAFT MAINTENANCE PROGRAM					
(a), (b)	<i>Maintenance of each aircraft shall be organised in accordance with an AMP. The AMP and any subsequent amendments shall be approved by the CAA.</i>				
(c)	<i>The AMP and its amendments may be approved through an indirect approval procedure. (i) In that case, the indirect approval procedure shall be established by the CAMO as part of the CAME and shall be approved by the CAA. (ii) The CAMO shall not use the indirect approval procedure when this organisation is not under the oversight of the CAA RM, unless an agreement exists in accordance with point M.1, paragraph 4(ii), transferring the responsibility for the approval of the AMP to the CAA RM.</i>				
(d)	<i>The AMP must establish compliance with: (i) instructions issued by the CAA; (ii) instructions for continuing airworthiness: — issued by the holders of the TC, restricted TC, STC, major repair design approval, ETSO authorisation or any other relevant approval issued under Part-21, and — included in the certification specifications referred to in point 21A.90B or 21A.431B of Part-21, if applicable; (iii) additional or alternative instructions proposed by the CAMO once approved in accordance with point M.A.302, except for intervals of safety related tasks referred in point (e), which may be escalated, subject to sufficient reviews carried out iaw point (g) and only when subject to direct approval in accordance with point M.A.302(b).</i>				
(e)	<i>The AMP shall contain details, including frequency, of all maintenance to be carried out, including any specific tasks linked to the type and the specificity of operations.</i>				
(f)	<i>*When the MP is based on MSG logic or on condition monitoring, the AMP shall include a reliability programme.</i>				
(g)	<i>The AMP shall be subject to periodic reviews and amended accordingly when necessary. These reviews shall ensure that the programme continues to be valid in light of the operating experience and instructions from the CAA whilst taking into account new and/or modified maintenance instructions promulgated by the TC and STC holders and any other organisation that publishes such data in accordance with Part-21.</i>				
AMC M.A. 302	<i>1. The term 'maintenance programme' is intended to include scheduled maintenance tasks, the associated procedures and standard maintenance practices. The term 'maintenance schedule' is intended to embrace the scheduled maintenance tasks alone.</i>				



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	<p>2. The aircraft should only be maintained to one approved MP at a given point in time. Where an owner or operator wishes to change from one approved MP to other, a transfer check or inspection may need to be performed in order to implement the change.</p> <p>3. The MP details should be reviewed at least annually. As a minimum revisions of documents affecting the MP basis need to be considered by the owner or operator for inclusion in the MP during the annual review. Applicable mandatory requirements for compliance with Part-21 should be incorporated into the AMP as soon as possible.</p> <p>4. The AMP should contain a preface which will define the MP contents, the inspection standards to be applied, permitted variations to task frequencies and, where applicable, any procedure to manage the evolution of established check or inspection intervals.</p> <p>5. Repetitive maintenance tasks derived from modifications and repairs should be incorporated into the approved MP.</p>				
M.A.303 DIRECTIVE DE NAVIGABILITATE / AIRWORTHINESS DIRECTIVES					
	<p>Any applicable AD must be carried out within the requirements of that AD, unless otherwise specified by CAA RM.</p>				
M.A.304 DATE NECESARE PENTRU MODIFICĂRI ȘI REPARAȚII / DATA FOR MODIFICATIONS AND REPAIRS					
	<p>Damage shall be assessed and modifications and repairs carried out using as appropriate:</p> <p>(a) data approved by the CAA; or</p> <p>(b) data approved by a Part-21 design organisation; or</p> <p>(c) data contained in the certification specifications referred to in point 21A.90B or 21A.431B of Part-21.</p>				
AMC M.A. 304	<p>A person or organisation repairing an aircraft or component should assess the damage against published approved repair data and the action to be taken if the damage is beyond the limits or outside the scope of such data. This could involve any one or more of the following options: repair by replacement of damaged parts, requesting technical support from the TC holder or from an organisation approved in accordance with Part-21 and finally CAA approval of the particular repair data.</p>				
M.A.305 SISTEMUL DE ÎNREGISTRARE A MENȚINERII NAVIGABILITĂȚII AERONAVELOR / AIRCRAFT CONTINUING AIRWORTHINESS RECORD SYSTEM					
(a)	<p>At the completion of any maintenance, the CRS shall be entered in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable but in no case more than 30 days after the day of the maintenance action.</p>				
(b)	<p>The aircraft continuing airworthiness records shall consist of:</p> <p>1. an aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards for any service life limited component as appropriate, and,</p> <p>2. the operator's technical log.</p>				
(c)	<p>The aircraft type and registration mark, the date, together with</p>				



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		Da Yes	Nu No	N/A	
	<i>total flight time and/or flight cycles and/or landings, as appropriate, shall be entered in the aircraft logbooks.</i>				
(d)	<i>The aircraft continuing airworthiness records shall contain the current: 1. status of ADs and measures mandated by the CAA in immediate reaction to a safety problem; 2. status of modifications and repairs; 3. status of compliance with maintenance programme; 4. status of service life limited components; 5. mass and balance report; 6. list of deferred maintenance.</i>				
AMC M.A. 305(d)	<p><i>The current status of AD should identify the applicable AD including revision or amendment numbers. Where an AD is generally applicable to the aircraft or component type but is not applicable to the particular aircraft or component, then this should be identified. The AD status includes the date when the AD was accomplished, and where the AD is controlled by flight hours or flight cycles it should include the aircraft or engine or component total flight hours or cycles, as appropriate. For repetitive ADs, only the last application should be recorded in the AD status. The status should also specify which part of a multi-part directive has been accomplished and the method, where a choice is available in the AD.</i></p> <p><i>The status of current modification and repairs means a list of embodied modification and repairs together with the substantiating data supporting compliance with the airworthiness requirements. This can be in the form of a Supplemental Type Certificate (STC), SB, Structural Repair Manual (SRM) or similar approved document.</i></p> <p><i>The substantiating data may include:</i></p> <ul style="list-style-type: none"><i>(a) compliance programme; and</i><i>(b) master drawing or drawing list, production drawings, and installation instructions; and</i><i>(c) engineering reports (static strength, fatigue, damage tolerance, fault analysis, etc.); and</i><i>(d) ground and flight test programme and results; and</i><i>(e) mass and balance change data; and</i><i>(f) maintenance and repair manual supplements; and</i><i>(g) maintenance programme changes and instructions for continuing airworthiness; and</i><i>(h) aircraft flight manual supplement.</i><p><i>Some gas turbine engines are assembled from modules and a true total time in service for a total engine is not kept. When owners and operators wish to take advantage of the modular design, then total time in service and maintenance records for each module is to be maintained. The continuing airworthiness records as specified are to be kept with the module and should show compliance with</i></p>				



Referința Reference	Elementul verificat Audited item	Conformitatea Compliance			Notă Remark
		Da Yes	Nu No	N/A	
	<i>any mandatory requirements pertaining to that module.</i>				
AMC M.A.305(d)(4) and M.A.305(h)	<p><i>The term 'service life-limited components' embraces:</i></p> <p><i>(i) components subject to a certified life limit after which the components should be retired, and</i></p> <p><i>(ii) components subject to a service life limit after which the components should undergo maintenance to restore their serviceability.</i></p> <p><i>The current status of service life-limited aircraft components should indicate:</i></p> <p><i>(i) for components subject to a certified life limit: the component life limitation, total number of hours, accumulated cycles or calendar time and the number of hours/cycles/time remaining before the required retirement time of the component is reached;</i></p> <p><i>(ii) for components subject to a service life limit: the component service life limit, the hours, cycles or calendar time since the component has been restored back to their service life and the remaining service (hours, cycles, calendar time) life before the components need to undergo maintenance.</i></p> <p><i>Any action that alters the components' life limit (certified or service) or changes the parameter of the life limit (certified or service) should be recorded.</i></p> <p><i>When the determination of the remaining life requires knowledge of the different types of aircraft/engine on which the component has previously been installed, the status of all service-life limited aircraft components should additionally include a full installation history indicating the number of hours, cycles or calendar time relevant to each installation on these different types of aircraft/engine. The indication of the type of aircraft/engine should be sufficiently detailed with regard to the required determination of remaining life.</i></p> <p><i>Recommendations from the TC holder on the procedures to record the remaining life may be considered.</i></p>				
(e)	<p><i>In addition to the authorised release document, CAA Form 1 or equivalent, the following information relevant to any component installed (engine, propeller, engine module or service life-limited component) shall be entered in the appropriate engine or propeller logbook, engine module or service life limited component log card:</i></p> <ol style="list-style-type: none"><i>1. identification of the component; and</i><i>2. the type, serial number and registration, as appropriate, of the aircraft, engine, propeller, engine module or service life-limited component to which the particular component has been fitted, along with the reference to the installation and removal of the component; and</i><i>3. the date together with the component's accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate; and</i><i>4. the current point (d) information applicable to the component.</i>				



Referința Reference	Elementul verificat Audited item	Conformitatea Compliance			Notă Remark
		Da Yes	Nu No	N/A	
(f)	<i>The person responsible for the management of continuing airworthiness tasks pursuant Part-M, shall control the records as detailed in this point and present the records to the CAA upon request.</i>				
(g)	<i>All entries made in the aircraft continuing airworthiness records shall be clear and accurate. When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.</i>				
(h)	<i>An operator shall ensure that a system has been established to keep the following records for the periods specified:</i>				
	<i>1. all detailed maintenance records in respect of the aircraft and any service life-limited component fitted thereto, until such time as the information contained therein is superseded by new information equivalent in scope and detail but not less than 36 months after the aircraft or component has been released to service;</i>				
	<i>2. the total time in service (hours, calendar time, cycles and landings) of the aircraft and all service life-limited components, at least 12 months after the aircraft or component has been permanently withdrawn from service;</i>				
	<i>3. the time in service (hours, calendar time, cycles and landings) as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail;</i>				
	<i>4. the current status of compliance with MP such that compliance with the approved AMP can be established, at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail;</i>				
	<i>5. the current status of ADs applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service;</i>				
	<i>6. details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service. A 'component vital to flight safety' means a component that includes certified life limited parts or is subject to airworthiness limitations or a major component such as, undercarriage or flight controls.</i>				
M.A.306 SISTEMUL DE JURNAL TEHNIC AL AERONAVEI / AIRCRAFT TECHNICAL LOG SYSTEM					
(a)	<i>For CAT, commercial specialised operations and commercial ATO operations, in addition to the requirements of M.A.305, the operator shall use a technical log system containing the following information for each aircraft:</i>				
	<i>1. information about each flight, necessary to ensure continued</i>				



Referința Reference	Elementul verificat Audited item	Conformitatea Compliance			Notă Remark
		Da Yes	Nu No	N/A	
	<i>flight safety, and;</i>				
	<i>2. the current aircraft certificate of release to service, and;</i>				
	<i>3. the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due except that the CAA may agree to the maintenance statement being kept elsewhere, and;</i>				
	<i>4. all outstanding deferred defects rectifications that affect the operation of the aircraft, and;</i>				
	<i>5. any necessary guidance instructions on maintenance support arrangements.</i>				
(b)	<i>The aircraft technical log system and any subsequent amendment shall be approved by the CAA.</i>				
AMC M.A. 306(b)	<i>The ATL system can be either a paper or computer system or any combination of both methods acceptable to the CAA. In case of a computer system, it should contain programme safeguards against the ability of unauthorised personnel to alter the database.</i>				
(c)	<i>An operator shall ensure that the aircraft technical log is retained for 36 months after the date of the last entry.</i>				
M.A.307 TRANSFERUL ÎNREGISTRĂRIILOR REFERITOARE LA MENȚINEREA NAVIGABILITĂȚII AERONAVEI / TRANSFER OF AIRCRAFT CONTINUING AIRWORTHINESS RECORDS					
(a)	<i>The owner or operator shall ensure when an aircraft is permanently transferred from one owner or operator to another that the M.A.305 continuing airworthiness records and, if applicable, M.A.306 operator's technical log are also transferred.</i>				
(b)	<i>The owner shall ensure, when he contracts the CAM tasks to a CAMO, that the M.A.305 continuing airworthiness records are transferred to the organisation.</i>				
(c)	<i>The time periods prescribed for the retention of records shall continue to apply to the new owner, operator or CAMO.</i>				
M.A.711 PREROGATIVE ALE ÎNȚREPRINDERII / PRIVILEGES OF THE ORGANIZATION					
(a)	<i>1. For stand-alone CAMO – only Continuing airworthiness management (CAM) of non-CAT aircraft</i>				
	<i>2. For CAMO+AOC - CAM of aircraft in AOC fleet list</i>				
	<i>3. CAM tasks provided by a sub-contractor working under its quality system – as listed on the approval certificate.</i>				
	<i>Approval for ARC issuance</i>				
	<i>4. Extend, under conditions of M.A.901(f), an ARC issued by CAA or by another CAMO</i>				
AMC M.A. 711(a)(3))	<i>1. The subcontracted person or organisation performs the CAM tasks as an integral part of the CAMO's CAM system. 2. The CAMO remains accountable for the satisfactory completion of the CAM tasks irrespective of any contract that may be established. 3. In order to fulfil this responsibility, the CAMO should be satisfied that the actions taken by the subcontracted person or organisation meet the standards required by Subpart G. Therefore, the CAMO</i>				



Referința Reference	Elementul verificat Audited item	Conformitatea Compliance			Notă Remark
		Da Yes	Nu No	N/A	
	<p>management of such activities should be accomplished: (a) by active control through direct involvement, and/or (b) by endorsing the recommendations made by the subcontracted person or organisation.</p> <p>4. In order to retain ultimate responsibility, the CAMO should limit subcontracted tasks to the activities specified below: (a) airworthiness directive analysis and planning; (b) service bulletin analysis; (c) planning of maintenance; (d) reliability monitoring, engine health monitoring; (e) maintenance programme development and amendments; (f) any other activities, which do not limit the CAMO responsibilities, as agreed by CAA.</p> <p>5. The CAMO's controls associated with subcontracted CAM tasks should be reflected in the associated contract and be in accordance with the CAMO policy and procedures defined in the CAME. When such tasks are subcontracted, the CAM system is considered to be extended to the subcontracted persons or organisations.</p> <p>6. With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the activities described in Appendix II. Where contracts are made with more than one organisation, the CAMO should demonstrate that adequate coordination controls are in place and that the individuals' responsibilities are clearly defined in the related contracts.</p> <p>7. Contracts should not authorise the subcontracted organisation to subcontract to other organisations elements of the continuing airworthiness management tasks.</p> <p>8. The CAMO should only subcontract to organisations which are specified by the CAA on CAA Form 14.</p>				
(b)	<p>A CAMO may, additionally, be approved to carry out airworthiness reviews referred to in point M.A.710 and: 1. issue the related ARC and extend it in due time under the conditions of points M.A.901(c)2 or M.A.901(e)2; 2. issue a recommendation for the airworthiness review to the CAA.</p>				
(c)	<p>A CAMO whose approval includes the privileges referred to in point M.A.711(b) may additionally be approved to issue a permit to fly in accordance with p. 21.A.711(d) of Part-21 for the particular aircraft for which the CAMO is approved to issue the ARC, when the CAMO is attesting conformity with approved flight conditions, subject to an adequate approved procedure in the CAME referred to in p. M.A.704.</p>				
M.A.712 SISTEMUL DE CONTROL AL CALITĂȚII / QUALITY SYSTEM					
(a)	<p>To ensure that the approved CAMO continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft.</p>				



Referința Reference	Elementul verificat Audited item	Conformitatea Compliance			Notă Remark
		Da Yes	Nu No	N/A	
	<i>Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.</i>				
AMC M.A. 712(a)	<i>1. Procedures should be held current such that they reflect best practice within the organisation. It is the responsibility of all employees to report any difficulties with the procedures via their organisation's internal occurrence reporting mechanisms.</i>				
	<i>2. All procedures, and changes to the procedures, should be verified and validated before use where practicable.</i>				
	<i>3. The feedback part of the system should address who is required to rectify any non-compliance in each particular case and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should lead to the accountable manager</i>				
	<i>4. The independent quality audit reports referenced in AMC M.A.712(b) should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated quality auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the quality auditor of such rectification.</i>				
	<i>5. The accountable manager should hold regular meetings with staff to check progress on rectification except that in the large organisations such meetings may be delegated on a day to day basis to the quality manager subject to the accountable manager meeting at least twice per year with the senior staff involved to review the overall performance and receiving at least a half yearly summary report on findings of non-compliance.</i>				
(b)	<i>The quality system shall monitor activities carried out under Part-M. It shall at least include the following functions:</i>				
	<i>1. monitoring that all activities carried out under Part-M are being performed in accordance with the approved procedures, and;</i>				
	<i>2. monitoring that all contracted maintenance is carried out in accordance with the contract, and;</i>				
	<i>3. monitoring the continued compliance with the requirements of Part M.</i>				
AMC M.A. 712(b)	<i>4. The independent audit represents an objective overview of the complete continuing airworthiness management related activities. It is intended to complement the M.A.902 requirement for an airworthiness review to be satisfied that all aircraft managed by the organisation remain airworthy.</i>				
	<i>5. The independent audit should ensure that all aspects of M.A. Subpart G compliance are checked annually, including all the sub-contracted activities, and may be carried out as a complete single exercise or subdivided over the annual period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be</i>				



Referința Reference	Elementul verificat Audited item	Conformitatea Compliance			Notă Remark
		Da Yes	Nu No	N/A	
	<i>shown that the particular procedure is common to more than one product line and the procedure has been checked every year without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to the annual interval for the particular procedure. Provided that there are no safety related findings, the audit time periods may be increased by up to 100% subject to agreement by the CAA.</i>				
	<i>6. Where the organisation has more than one location approved the quality system should describe how these are integrated into the system and include a plan to audit each location every year.</i>				
	<i>7. A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.</i>				
	<i>8. The independence of the audit should be established by always ensuring that audits are carried out by personnel not responsible for the function, procedure or products being checked.</i>				
	<i>9. An organisation should establish a quality plan acceptable to the CAA to show when and how often the activities as required by Part M_G will be audited.</i>				
(c)	<i>The records of these activities shall be stored for at least two years.</i>				
(d)	<i>Where the approved CAMO is approved in accordance with another Part, the quality system may be combined with that required by the other Part.</i>				
(e)	<i>For licenced air carriers the M.A. Subpart G quality system shall be an integrated part of the operator's quality system.</i>				
(f)	<i>In the case of a small organisation not managing the continuing airworthiness of aircraft used by licenced air carriers, the quality system may be replaced by regular organisational reviews subject to the approval of the CAA, except when the organisation issues ARCs for aircraft above 2730 kg MTOM other than balloons. In the case where there is no quality system, the organisation shall not contract CAM tasks to other parties.</i>				
AMC M.A. 706 1.	<i>Quality system should be independent from the other functions.</i>				
M.A.713 MODIFICĂRI ADUSE ÎMMN AUTORIZATE / CHANGES TO APPROVED CAMO					
	<i>In order to enable the CAA to determine continued compliance with Part M, the CAMO shall notify it of any proposal to carry out any of the following changes, before such changes take place: 1. the name of the organisation. 2. the location of the organisation. 3. additional locations of the organisation. 4. the accountable manager. 5. any of the persons specified in M.A.706(c). 6. the facilities, procedures, work scope and staff that could affect the approval.</i>				



Referința Reference	Elementul verificat Audited item	Conformitatea Compliance			Notă Remark
		Da Yes	Nu No	N/A	
	<i>In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.</i>				
M.A.714 SISTEMUL DE ȚINERE A EVIDENȚEI / RECORD KEEPING					
(a)	<i>The CAMO shall record all details of work carried out. The records required by M.A.305 and if applicable M.A.306 shall be retained.</i>				
(b)	<i>If the CAMO has the privilege referred to in point M.A.711(b), it shall retain a copy of each ARC and recommendation issued or extended, together with all supporting documents. In addition, the organisation shall retain a copy of any ARC that it has extended under the privilege referred to in point M.A.711(a)4.</i>				
(c)	<i>If the CAMO has the privilege referred to in point M.A.711(c), it shall retain a copy of each permit to fly issued in accordance with Part-21.</i>				
(d)	<i>The CAMO shall retain a copy of all records referred to in points (b) and (c) until two years after the aircraft has been permanently withdrawn from service.</i>				
(e)	<i>The records shall be stored in a manner that ensures protection from damage, alteration and theft.</i>				
(f)	<i>All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.</i>				
(g)	<i>Where CAM of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person.</i>				
(h)	<i>Where a CAMO terminates its operation, all retained records shall be transferred to the owner of the aircraft.</i>				
AMC M.A. 714	<i>1. The CAMO should ensure that it always receives a complete CRS from the approved AMO, M.A.801(b)(2) certifying staff and/or from the Pilot-owner such that the required records can be retained. The system to keep the continuing airworthiness records should be described in the CAME.</i>				
AMC M.A. 305(h)	<i>3. Keeping continuing airworthiness records in a form acceptable to the competent authority means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also acceptable. The records should remain legible throughout the required retention period.</i>				
	<i>4. Paper systems should use robust material which can withstand normal handling and filing.</i>				
	<i>5. Computer systems should have at least one backup system which should be updated within 24 hours of any new entry. Each terminal is required to contain programme safeguards against the ability of unauthorised personnel to alter the database.</i>				
	<i>Microfilming or optical storage of continuing airworthiness records may be carried out at any time. The records should be as legible as</i>				



Referința Reference	Elementul verificat Audited item	Conformitatea Compliance			Notă Remark
		Da Yes	Nu No	N/A	
	<i>the original record and remain so for the required retention period.</i>				
	<i>Continuing airworthiness records should be stored in a safe way with regard to damage, alteration and theft. Computer backup discs, tapes etc., should be stored in a different location from that containing the current working discs, tapes, etc., and in a safe environment. Reconstruction of lost or destroyed records can be done by reference to other records which reflect the time in service, research of records maintained by repair facilities and reference to records maintained by individual mechanics, etc. When these things have been done and the record is still incomplete, the owner/operator may make a statement in the new record describing the loss and establishing the time in service based on the research and the best estimate of time in service. The reconstructed records should be submitted to the CAA for acceptance. The CAA may require the performance of additional maintenance if not satisfied with the reconstructed records.</i>				
M.A.715 MENȚINEREA VALABILITĂȚII AUTORIZAȚIEI / CONTINUED VALIDITY OF APPROVAL					
(a)	<i>CAMO approval shall be issued for an unlimited duration. It shall remain valid subject to: 1. the organisation remaining in compliance with Part M, in accordance with the provisions related to the handling of findings as specified under point M.B.705 and; 2. the CAA being granted access to the organisation to determine continued compliance with Part M, and; 3. the approval not being surrendered or revoked.</i>				
(b)	<i>Upon surrender or revocation, the approval certificate shall be returned to the CAA.</i>				
M.A.716 CONSTATĂRI / FINDINGS					
(c)	<i>After receipt of notification of findings, the holder of the CAMO approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the CAA within a period agreed with CAA.</i>				

* - pentru transportatorii aerieni autorizați în conformitate cu Codul aerian al Republicii Moldova nr. 301/2017 pentru operațiuni aeriene comerciale internațional / *For licensed air carriers in accordance with Aviation Code of the RM no. 301/2017.*

** - Pentru aeronave motorizate complexe / *For complex motorized aircraft*

Inspectori AAC/ CAA inspectors:

Funcția / Position	Numele Prenumele / Name	Semnătura/ Signature	Data/ Date

Formular FO-AIR.MG.03