



Airworthiness Standards Department
CAMO Approval Process Form

S/N	Activity	Started	Completed	Initial	Remarks*
I	Initial Enquiry				
(a)	letter of intent				
(b)	Liaise with the applicant and seek additional information or clarification as may be required				
(c)	Applicant orientation to review the applicable regulations, AMC, GM and Procedures may be conducted during an initial meeting with the applicant				
(d)	Acceptance of Initial Enquiry; when the letter/applicant initial submittal is accepted by AWSD, the applicant will be entitled to proceed to Phase I of the certification process				
(e)	Informal Meeting; If necessary, the applicant is invited to an Informal Meeting by CARC				
	<i>Note-1: In case of an applicant for an AOC, activities in “I-(a)-(e)” are closely coordinated with Flight Operations Standards Department (FOSD).</i>	*****	*****		*****
II	Certification Team (CT) (below prints may be omitted as appropriate)				
(a)	Team Leader: (Name and Initial): (The focal point in case of an AOC)	*****	*****		*****
(b)	CT Member: (Name and Initial):	*****	*****		*****
(c)	CT Member: (Name and Initial):	*****	*****		*****
		*****	*****		*****
	<i>Note-2: Add member as appropriate to the extent of activities</i>				
III	Applicant Information				
(a)	The Name of Organization:	*****	*****		*****
(b)	Location of Organization/Address:	*****	*****		*****
(c)	Additional locations of Organization:	*****	*****		*****
(d)	Accountable Manger Name and Signature:	*****	*****		*****
(e)	Proposed Post holders Names/Persons specified in M.706:	*****	*****		*****
(f)	Planned work scope attachment:	*****	*****		*****
(g)	Planned staff (e.g. initial Man power plan attachment):	*****	*****		*****
(h)	Focal Point Name and Signature:	*****	*****		*****
(i)	Contact details:	*****	*****		*****
(j)					

Initial: Signature of the inspector.

(*): The sequential number is specified in this column, the remark itself is listed in a separate sheet and when the remark needs a follow up, it may be reported on form 18-0261.

(**): A note shall be included of whether the requirement is fulfilled/completed and where is documented, if not a remark shall be recorded for follow up.

Symbols ***** and (**) maybe discarded as appropriate.



Airworthiness Standards Department
CAMO Approval Process Form

S/N	Activity	Started	Completed	Initial	Remarks*
IV	Phase –I Pre-application				
(a)	Informal meeting				
1.	General presentation by the applicant , outlining the proposed activity, details of aircraft types, maintenance arrangements, subcontracted maintenance arrangements etc;				
2.	Description by AWSD representatives of the investigation process, which will be followed in assessing the applicant for approval				
3.	Providing the applicant with				
i.	<ul style="list-style-type: none"> • CARC Form 18-0135 “Pre-application Statement of Intent (PASI)”, or • In case of an applicant for AOC, CARC Form 28-1003 “Prospective Operator’s Pre-Assessment Statement (POPS)” 				
ii.	<ul style="list-style-type: none"> • CARC Form 18-0299 “Application for an Approval in accordance with JCAR Part M Subpart G”, 				
iii.	<ul style="list-style-type: none"> • A copy of JCAR Part M “Continuing Airworthiness Management”, 				
iv.	<ul style="list-style-type: none"> • CARC Form 18-0305 “Recommendation Report for Continuing Airworthiness Management Organization Approval”, 				
v.	<ul style="list-style-type: none"> • Compliance Checklist template for Part M, Subpart G, 				
vi.	<ul style="list-style-type: none"> • CARC Form 18- 0285 “Management Personnel Qualification”. 				
(b)	Minutes of meeting is concluded and kept on file in AWSD.				
	<i>Note-3: In case of an applicant for AOC, activities in “IV (a)& (b)” is closely coordinated with FOSD and as practical, mutually conducted during the “Pre-application Meeting”.</i>	*****	*****		*****
(c)	The applicant is given 30 days to prepare and submit the application,				
(d)	When the PASI or, as applicable, POPS is submitted and found satisfactory, the applicant will be entitled to proceed to Phase II of the certification process				
	<i>Note-4: In case of an applicant for AOC, POPS acceptance shall be coordinated with FOSD.</i>	*****	*****		*****
V	Phase –II Formal Application				
(a)	Application attachments				

Initial: Signature of the inspector.

(*): The sequential number is specified in this column, the remark itself is listed in a separate sheet and when the remark needs a follow up, it may be reported on form 18-0261.

(**): A note shall be included of whether the requirement is fulfilled/completed and where is documented, if not a remark shall be recorded for follow up.

Symbols ***** and (**) maybe discarded as appropriate.



Airworthiness Standards Department
CAMO Approval Process Form

S/N	Activity	Started	Completed	Initial	Remarks*
1.	Completed application form CARC Form 18-0299,				
2.	Completed CARC Form 18-0285 attached with CV's of key Management Positions,				
3.	The Continuing Airworthiness Management Exposition (CAME),				
4.	Completed Compliance Checklist with Part M, Subpart G,				
	<p><i>Note-5: The aircraft registration and certification shall be processed in accordance with:</i></p> <ul style="list-style-type: none"> • <i>the applicable JCAR,</i> • <i>the applicable procedures in CARC Order 18-9015 Airworthiness Inspector Handbook (AIH,</i> • <i>GP AWS 01 "Acceptance of an imported Aircraft, Related Products, Parts and Appliances and Data for Changes and Repairs"</i> <p><i>The requirements for registration and airworthiness certificates are shortlisted in CARC Form 18-0208-1 through 18-0208-4. The Inspector shall use the applicable parts of the form.</i></p>	XXXXXX	XXXXXX		**
5.	The operator's aircraft maintenance program(s),				
6.	The aircraft technical log,				
7.	Identification where base and scheduled line maintenance is to take place	XXXXXX	XXXXXX		**
8.	Where appropriate, the technical specification of the maintenance contracts between the operator and Part-145 approved maintenance organization;	XXXXXX	XXXXXX		**
	Arrangements for all base and scheduled line maintenance				
	Details of any contracted maintenance including arrangements for engine and component support,				
(b)	Cursory Review				
1.	Review the attachments for general acceptance and liaise with the applicant as deemed necessary				
2.	Formal application meeting with the applicant is arranged and conducted for general review and general acceptance of the attachments.				
(c)	The outcome of this phase is general acceptance of the Formal application and its attachments.				

Initial: Signature of the inspector.

(*): The sequential number is specified in this column, the remark itself is listed in a separate sheet and when the remark needs a follow up, it may be reported on form 18-0261.

(**): A note shall be included of whether the requirement is fulfilled/completed and where is documented, if not a remark shall be recorded for follow up.

Symbols XXXXXX and (**) maybe discarded as appropriate.



Airworthiness Standards Department
CAMO Approval Process Form

S/N	Activity	Started	Completed	Initial	Remarks*
	<i>Note-6: In case of an applicant for AOC, activities in “(V)(b)-2 & (c)” are closely coordinated with FOSD and as practical, mutually conducted during the formal Meeting.</i>	XXXXXX	XXXXXX		XXXXXX
(d)	Applicable fees settlement	XXXXXX	XXXXXX		**
VI	Phase –III Detailed Review of Documentations				
(a)	Review in detail the content of the CAME for compliance with the requirements of JCAR Part M Subpart G including in particular:				
1.	The Management Organization Structure, including the Accountable Manager and senior Management Personnel;	XXXXXX	XXXXXX		**
2.	Verification that the Accountable Manager has signed the Corporate Commitment Statement in the CAME;	XXXXXX	XXXXXX		**
3.	The proposed work scope and capability of the organization	XXXXXX	XXXXXX		**
4.	The availability of the required technical staff with qualifications relevant to the planned work scope	XXXXXX	XXXXXX		**
5.	The facilities available for the planned management activity;	XXXXXX	XXXXXX		**
6.	The procedures for the provision of the required technical publications, including regulatory and type certificate holder documentation etc.	XXXXXX	XXXXXX		**
7.	The procedures for the provision and control of technical documentation	XXXXXX	XXXXXX		**
8.	Subcontracted arrangements, if applicable	XXXXXX	XXXXXX		**
9.	The Quality System	XXXXXX	XXXXXX		**
(b)	Review in detail the operator's maintenance program(s) for compliance with the requirements specified in M.302, the associated AMC and GM				
(c)	Review the operator’s technical log system for compliance with M.306, the associated AMC and GM.				
(d)	Review the maintenance arrangement(s) for identification where base and scheduled line maintenance are to take place, and arrangements for engine and component support. Contract(s) shall be established in accordance with Part-M and the associated AMC and GM.				
(e)	Review in detail the ‘ Compliance Checklist with Part M, Subpart G ’ for complete				

Initial: Signature of the inspector.

(*): The sequential number is specified in this column, the remark itself is listed in a separate sheet and when the remark needs a follow up, it may be reported on form 18-0261.

(**): A note shall be included of whether the requirement is fulfilled/completed and where is documented, if not a remark shall be recorded for follow up.

Symbols XXXXX and (**) maybe discarded as appropriate.



Airworthiness Standards Department
CAMO Approval Process Form

S/N	Activity	Started	Completed	Initial	Remarks*
	contents and means of compliance established by the organization to comply with the applicable regulatory requirements.				
(f)	Liaise with the applicant and seek clarification, amendment to the CAME and or other relevant documentation so as to fully comply with JCAR Part M Subpart G requirements				
(g)	The outcome of this phase is the acceptance of the CAME for initial physical audit of the organization	XXXXXX	XXXXXX		**
(h)	Advise the applicant in writing of the CAME Acceptance, the CAME contents and structure shall comply with CARC Form 18-0305/Part-3.	XXXXXX	XXXXXX		**
(i)	Arrangements to conduct a physical audit of the organization				
	<i>Note-7: In case of an applicant for AOC, the documentation acceptance and the arrangement for physical audit are coordinated with FOSD.</i>	XXXXXX	XXXXXX		XXXXXX
VII	Phase -IV Audit of the Organization				
	<i>Note-8: The guidelines provided in the AIH for determination on:</i> <ul style="list-style-type: none"> • <i>the extent and the scope of the audit,</i> • <i>the particular product to be audited and thereafter the required sample, and</i> • <i>the conducting of the audit and meeting with the accountable manager,</i> <i>Shall be followed by the audit team.</i>	XXXXXX	XXXXXX		XXXXXX
(a)	The physical inspection and audit of the organization is carried out using CARC Form 18-0305:				
1.	Ensure the requirements of JCAR Part M are satisfied	XXXXXX	XXXXXX		**
2.	Ensure the procedures reflected in the CAME are actually being followed	XXXXXX	XXXXXX		**
(b)	Compile all documentation relating to the audit and ensure that:				
1.	Findings are recorded on the form (CARC Form 18-0305 “PART-M SUBPART G APPROVAL RECOMMENDATION REPORT”) with a provisional categorization as a Level 1 or Level 2;	XXXXXX	XXXXXX		**
2.	Provisional finding levels are reviewed with the Chief and Team members, adjusted if necessary and changed from provisional to confirmed				
3.	If the result of the review finds that the organization is in compliance, a verbal confirmation	XXXXXX	XXXXXX		**

Initial: Signature of the inspector.

(*): The sequential number is specified in this column, the remark itself is listed in a separate sheet and when the remark needs a follow up, it may be reported on form 18-0261.

(**): A note shall be included of whether the requirement is fulfilled/completed and where is documented, if not a remark shall be recorded for follow up.

Symbols XXXXX and (**) maybe discarded as appropriate.



Airworthiness Standards Department
CAMO Approval Process Form

S/N	Activity	Started	Completed	Initial	Remarks*
	is given to the organization				
4.	All findings of confirmed non-compliance is confirmed in writing to the organization within two weeks of the audit visit				
5.	Liaison is maintained with the organization on the required corrective action to address the findings				
6.	Detailed records of all correspondence, reports, meetings, etc in relation to the approval are compiled	XXXXXX	XXXXXX		**
	<i>Note-9: All findings are corrected before the approval can be issued</i>	XXXXXX	XXXXXX		**
(c)	A final report is prepared using CARC Form Form 18-0305 “PART-M SUBPART G APPROVAL RECOMMENDATION REPORT” together with minutes of meetings, correspondence, and related documents. The report includes the date each finding was cleared together with a reference to the correspondence received from the organization regarding clearance of the finding.				
(d)	All applicable fees have been paid	XXXXXX	XXXXXX		**
(e)	Quality review of all the documentation, If satisfactory, the Chief signs the recommendation				
	<i>Note-10: In case of an applicant for AOC, the conducting of the audit and the outcome of the audit shall be closely coordinated with FOSD.</i>	XXXXXX	XXXXXX		**
VII	Phase -V Issue of Approval				
(a)	Applicable fees settlement				
(b)	Formal acceptance in writing (approval) of the CAME	XXXXXX	XXXXXX		**
(c)	Formal acceptance in writing of the Management Personnel (CARC Form 18-0285)	XXXXXX	XXXXXX		**
(d)	Three copies of the approval certificate, CARC Form 18-014. The next numeric sequential number will be allocated to the approval certificate.	XXXXXX	XXXXXX		**
(e)	Updating the register of Approved Continuing Airworthiness Management Organizations	XXXXXX	XXXXXX		**
(f)	Forwarding the approval certificate to the applicant	XXXXXX	XXXXXX		**
(g)	Presentation of all documents for filing in the technical library	XXXXXX	XXXXXX		**
	<i>Note-11: In case of an AOC, the continuing airworthiness management organization approval is indicated by means of a statement containing the following information:</i>	XXXXXX	XXXXXX		**

Initial: Signature of the inspector.

(*): The sequential number is specified in this column, the remark itself is listed in a separate sheet and when the remark needs a follow up, it may be reported on form 18-0261.

(**): A note shall be included of whether the requirement is fulfilled/completed and where is documented, if not a remark shall be recorded for follow up.

Symbols XXXXX and (**) maybe discarded as appropriate.



Airworthiness Standards Department
CAMO Approval Process Form

S/N	Activity	Started	Completed	Initial	Remarks*
	• <i>Air Operator Certificate number</i>	XXXXXX	XXXXXX		**
	• <i>Name of the operator</i>	XXXXXX	XXXXXX		**
	• <i>Type(s) of aircraft for which the continuing airworthiness management organization has been approved</i>	XXXXXX	XXXXXX		**
	• <i>Reference identification of the operator's approved maintenance program(s)</i>	XXXXXX	XXXXXX		**
	• <i>Reference identification of the operator's approved continuing airworthiness management exposition</i>	XXXXXX	XXXXXX		**
	• <i>Any limitations imposed by CARC on the approval</i>	XXXXXX	XXXXXX		**
	• <i>Any subcontractors working under the operator's quality system</i>	XXXXXX	XXXXXX		**

CARC/AWSD Recommendation:				
Issue Airworthiness Approval		Yes	No	
CT Names	Signature	Date		Remarks*
<i>TL name</i>				
<i>Members</i>				
List of remarks related specifically to AWSD recommendation (<i>if applicable</i>)				

Initial: Signature of the inspector.

(*): The sequential number is specified in this column, the remark itself is listed in a separate sheet and when the remark needs a follow up, it may be reported on form 18-0261.

(**): A note shall be included of whether the requirement is fulfilled/completed and where is documented, if not a remark shall be recorded for follow up.

Symbols XXXXXX and (**) maybe discarded as appropriate.



Airworthiness Standards Department
CAMO Approval Process Form

S/N	Activity	Started	Completed	Initial	Remarks*

Initial: Signature of the inspector.

(*): The sequential number is specified in this column, the remark itself is listed in a separate sheet and when the remark needs a follow up, it may be reported on form 18-0261.

():** A note shall be included of whether the requirement is fulfilled/completed and where is documented, if not a remark shall be recorded for follow up.

Symbols ~~XXXXXX~~ and **(**)** maybe discarded as appropriate.