



CIVIL AVIATION AUTHORITY OF NEPAL
FLIGHT SAFETY STANDARDS DEPARTMENT

AUDIT CHECKLIST
CONTINUING AIRWORTHINESS MANAGEMENT ORGANIZATION
(CAMO)

NCAR PART M SUBPART G

Organization Name		AOC No.	
Address		CAME Ref.	
Audit Date		Audit Ref	
CAAN Audit Team	Signature	Organization Representatives	

NOTE:

- 1 This checklist has been prepared in compliance with NCAR Part-M.
- 2 Please **Tick (v)** in side box if conformity with requirements is Satisfactory
- 3 Please **Cross (X)** in side box if conformity with requirements is Not Satisfactory
- 4 Please mention **Dash (-)** in side box if it is Not Applicable
- 5 Please mention the **Observation or Findings** in **Remarks/Findings** column

Organization Name:

MODULE 0 - CAME CONFORMITY					M.A.704				
Part 0		Part 1		Part 2		Part 3		Part 5	
Organization		CAM Procedure		Quality System		Maintenance Contracts		Appendixes	
0.1-Accountable Manager Commitment		1.1-Use of Aircraft Technical Log and Implementation of MEL/CDL		2.1-Continuing airworthiness quality policy, plan and audits procedure		3.1-Maintenance contractor selection procedure		5.1-Sample documents	
0.2-General Information		1.2-Aircraft Maintenance Program(AMP)-development and amendment		2.2-Monitoring of CAM activities		3.2-Quality audit of aircraft		5.2-List of Airwothiness Review Staffs	
0.3-Management Personnel		1.3-Time and continuing airworthiness records, responsibilities, retention, access		2.3-Monitoring of the effectiveness of maintenance program				5.3-List of subcontractors as per AMC M.A.201(h)(1) & NCAR M.A.711(a)(3)	
0.4-Management organization Chart		1.4-Accomplishment and control of airworthiness directives		2.4-Monitoring that all maintenance is carried out by a AMO		Part 4 Airworthiness Review		5.4-List of approved maintenance organization contracted	
0.5-Procedure of notification of change(activities, approval, location & staff)		1.5-Analysis of the effectiveness of Maintenance Program		2.5-Monitoring that contacted maintenance is performed in accordance with the contract including subcontract		4.1 Airworthiness review staff		5.5-Copy of contracts for subcontracted work (Appendix II of AMC M.A.201(h)(1)	
0.6-CAME amendment procedure		1.6-Non mandatory modification embodiment policy		2.6-Quality audit personnel		4.2-Review of aircraft records		5.6-Copy of contracts with approved maintenance organizations	
		1.7-Major modifications standards				4.3-Physical survey			
		1.8-Defect reports				4.4-Recommendation for import to CAA Nepal			
		1.9-Engineering activity				4.5-Recommendation for ARC issuance			
		1.10-Reliability Program				4.6-Issuance of ARC			
		1.11-Pre-flight inspections				4.7-Airworthiness review records, responsibilities, retention and access			
		1.12-Aircraft Weighing							
		1.13-Check flight procedure							
Remarks/Findings:									

Organization Name:

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR M) M.A.201, M.A.202, M.A.301, M.A.302, M.A.303, M.A.304				
Responsibilities	Occurrence Reporting	Continuing Airworthiness Tasks	Aircraft Maintenance Program	Airworthiness Directives
M.A.201	M.A.202	M.A.301	M.A.302	M.A.303
The operator is responsible of the aircraft airworthiness management	Occurrence report to the state of registration, the TC Holder or STC Holder and to the state of the operator	Pre-flight check implementation	Aircraft maintained in accordance with maintenance program approved by the CAA Nepal and consequently regularly revised and amended	All applicable airworthiness directives are carried out within the requirements of that airworthiness directive, unless otherwise specified by CAA Nepal.
The operator shall be approved in accordance with Sub-Part G of Part M	Occurrence report contents	Defects and damages are rectified in accordance with officially recognised standards taking into account MEL and CDL, if applicable.	Maintenance Program amendments approved by CAA Nepal	
The operators shall be approved Part 145 or shall subcontract to an organization approved Part 145	Report to the owner, the operator, the continuing airworthiness management organization	Analyse of maintenance program efficiency	Maintenance Program in conformity with all instruction for continuing airworthiness	
	Report established within 3 days after identification of the situation	Performance of all the maintenance in accordance with the approved maintenance program	The maintenance program shall include a reliability program when required	Data for Modifications and Repair M.A.304
		Compliance with all operational and/or airworthiness instruction, as well as all requirement from the state of design	The maintenance program shall detail all the maintenance tasks which have to be performed, including their frequency	All modifications and repairs performed in accordance with approved data
		Performance of modification and repairs in accordance with (approved) design organization data		
		Policy of implementation of non mandatory modification		
		Maintenance check flight		
Remarks/Findings:				

Organization Name:

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR M)			M.A.305, M.A.306, M.A.307		
Aircraft Continuing Airworthiness Record System		Operator's Technical Log System(TLP)		Transfer of Aircraft Continuing Airworthiness Records	
M.A.305		M.A.306		M.A.307	
The CRS shall be part of the maintenance records	System of records with regards to keep them safe, complete and not modified	Data of each flight to ensure continued flight safety		Records transferred in the aircraft transfer process, included the TLP	
Engines and propellers logbooks	Detailed records keeping for 36 months after it has come up to serviceable condition	Current maintenance release to service		Transfer of records to the subcontractor responsible of the CAM	
Type, registration, date, total flight time and/or flight cycles and/or landings on the aircraft logbook	Total time and cycles of aircraft and life limited parts for 1 year after withdraw from service	Current maintenance statement stating on the maintenance performed and deferred			
Status of AD, repairs, modifications, conformity/AMP, life limits, weighing report, deferred maintenance	Time and cycles since overhaul until a task equivalent in work scope and detail	List of all outstanding deferred defects that affect the operation of the aircraft			
What shall be recorded on engine logbook, propeller logbook, life limit log card	Compliance with regards to the operator approved maintenance program	All necessary guidance instruction on maintenance support arrangements			
Monitoring by the Post Holder and presentation of the records to the CAA Nepal	Modification and repairs on the aircraft, engines, propellers and critical part 1 year after withdraw from service	The TLP and any subsequent amendment shall be approved by the CAA Nepal			
Cleanliness of inscriptions- Corrections of an inscription	Status of AD applicable to the aircraft and its parts/components 1 year after withdraw from service	The TLP shall be kept 36 months after the last inscription			

Remarks/Findings:

Organization Name:

MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR M)				M.A.705, M.A.706, M.A.708, M.A.709			
Facilities		Personnel Requirements		Continuing Airworthiness Management (CAM)		Documentation	
M.A.705		M.A.706		M.A.708(Including Subpart D,E)		M.A.709	
Suitable office accommodation at appropriate for the personnel in charge of the CAM		The Accountable Manager has the corporate authority on financial matter including continuing airworthiness		Maintenance program development and monitoring, including the reliability		Co-ordination of Schedule maintenance, application of AD, life limited parts, inspection of parts/components	The operator have and use maintenance data complaint with M.A.401.
Suitable space for Technical Library		Nomination of a person or a group of person in charge of the conformity		Maintenace program and amendements submission to the CAA Nepal		Management and archiving of records and/or TLP	Applicable requirement, procedure, standard or information issued by CAA Nepal
		Nominated person for supervising the CAM		Managemrnt of approval of modifications to the CAA Nepal		Tracking of weighing reports (weight and balance)	Applicable Airworthiness Directives
		Nominated person not employed by a contracted Part 145, except CAA Nepal agreement		Conformity of the work preformed with regards to the maintenance program		Written contract (approved by the CAA Nepal) between the operator and a Part 145 organization	Applicable instruction for continuing airworthiness issued by TC and STC Holder
		Relevant staff for the scheduled work and Staff has the relevant knowledge and experience		Application of the AD and applicable operational directives with a continuing airworthiness impact		Maintenance performed using proper tools, equipments, material by qualified personnel using proper maintenance data	
		Qualification records of the staff involve in the CAM		Rectification of all defects by relevant approved organization including MEL application		Proper component has been installed and control of unserviceable components	
		For CAT operation, established the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or quality audits		Facilities			
Remarks/Findings:							

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MODULE 1 - CONFORMITY WITH REQUIREMENTS (NCAR M)					M.A.711, M.A.712, M.A.713, M.A.714, M.A.715		
Privilege of the Organization		Quality System	Changes to Approved CA Organization		Record Keeping	Continued Validity of Approval	
M.A.711		M.A.712	M.A.713		M.A.714	M.A.715	
Continuing airworthiness management (CAM) of non-CAT aircraft		Implementation of a quality system, Quality manager and feedback system to accountable manager	Preliminary report to CAA Nepal in case of changes in below:		Records of maintenance performed	Conformity with Part M-CAA Nepal access to organization	
CAM of aircraft in AOC fleet list		Conformity monitoring of sub-part G activities with the approved procedures	Name of organization		Keeping of ARC and recommendations issued (if suitable sub-part I privilege)		
CAM with a sub-contractor working under owner/ operator/ lessor quality system		Conformity monitoring of sub-contracted maintenance with appropriate contract	Location & Additional Location		Keeping of ARC and recommendations 2 years after withdraw from service		
Approval for ARC issuance		Conformity monitoring with regards to Part M	Accountable Manager & Nominated person		Records keeping in a safe and secured location		
Approval for issuance of recommendation for Airworthiness review to CAA Nepal		Records of quality activities for 2 years	Facilities		Computer back-up in a different locaiton than containing working data		
Privilege to issue permit to fly		The quality system can be associated to another approval by the organization(e.g Part 145)	Procedures		Records transfer to another CAM organization		
		The quality system is integrated part of the operator's quality system	Work Scope & Staff that could affect the approval		Records transfer to the owner in case of bankrupt or cessation of activity		

Remarks/Findings: