



CIVIL AVIATION AUTHORITY OF NEPAL AIRWORTHINESS INSPECTION DIVISION

Checklist for Approval of Continuing Airworthiness Management Exposition (CAME) (Part I)

The purpose of the Continuing Airworthiness Management Exposition (CAME) Checklist is to assist owners / operators with a view to ensure that CAME submitted to the CAA Nepal for approval are standardized and include all items that are required by NCAR Part M Subpart G. This checklist, when completed, should be submitted with the draft CAME (two copies) to CAA Nepal.

Please tick (✓) the box for YES (Satisfied with compliance) or NO (not Satisfied with compliance) and specify it in CAA Nepal Remark column; or N/A where an item is not applicable; Indicate N/R when applicable but not reviewed in CAA Remark Column.

AOC Number:

Owner/ Operators Name:

CAME Ref:

Amendment Status:

	CHECKLIST ITEMS	YES	NO	N/A	CAA NEPAL REMARK
	General				
	Check whether Title Page of the CAME contains following details: a) NCAR Part M Continuing Airworthiness Management Exposition b) The name of the organization c) The address, telephone, fax number and email address of the organization. d) The copy number from the distribution list e) The approval reference of the Organization				
	Check whether each page of the CAME contains following details: a) The name of the organization b) The issue /amendment/revision number of the CAME				

	<ul style="list-style-type: none"> c) The date of issue/amendment/revision d) The chapter of the CAME e) The page number f) The name of the document "Continuing Airworthiness Management Exposition" 				
	<p>Check whether the Accountable Manager has signed the Corporate Commitment Statement</p>				
	<p>Check whether the organization has submitted para-wise compliance report with the CAME ensuring compliance with NCAR Part M requirements.</p>				
	<p>Check whether the CAME has included following:</p> <ul style="list-style-type: none"> a) Table of Contents is as per M.A. 704 b) List of Effective Page c) List of Issue/Amendment/Revision d) Distribution List <p>(The document should include a distribution list to ensure proper distribution of the manual and to demonstrate to CAA Nepal that all personnel involved in continuing airworthiness has access to the relevant information. This does not mean that <u>all</u> personnel have to be in receipt of a manual but that a reasonable amount of manuals are distributed within the organisation(s) so that the concerned personnel may have quick and easy access to this manual.</p> <p>Accordingly, the continuing airworthiness management exposition should be distributed to:</p> <ul style="list-style-type: none"> - the operator's or the organisation's management personnel and any person at a lower level as necessary; and, - the NCAR Part-145 or M.A. Subpart F contracted maintenance organisation(s); and, - CAA Nepal) <ul style="list-style-type: none"> e) Abbreviations and Definitions f) CAME – Structure and Associated Manuals 				

	<p>Human Factor</p> <p>Check if the Continuing Airworthiness Management exposition observe Human factor Principles as per ICAO Doc 9683 Part-I Chapter 6 and ICAO Doc 9760 Part-III Chapter 7 Para 7.2.1. Some of the basic aspects requiring Human Factors Optimization include:</p> <ul style="list-style-type: none"> • Written language, which involves not only correct vocabulary and grammar, but also manner in which they are used; • Typography, include the form of letters and printings and the layout, which has a significant impact on the comprehension of the written material; • The use of photographs; diagrams; charts or tables replacing long descriptive text to help comprehension and maintain interest. The use of colour in illustrations reduce the discrimination workload and has a motivated effect; <p>Consideration of working environment in which the document is going to be used, when print and page size are determined.</p>				
PART 0	GENERAL ORGANISATION				
0.1	<p>Corporate commitment by the accountable manager</p> <p>(Ensure the accountable manager's exposition statement embraces the intent of the following paragraph and in fact this statement may be used by organization without any amendment. Any modification to the statement should not alter the intent).</p> <p>a) Verify the Corporate commitment by the Accountable Manager covers the intent, mention below.</p> <p>“This exposition defines the organisation and procedures upon which the M.A. Subpart G approval of [Organization Name] under NCAR Part-M is based.</p> <p>These procedures are approved by the undersigned and must be complied with, as applicable; in order to ensure that all the continuing airworthiness activities including maintenance for aircraft managed by [Organization Name] is carried out on time to an approved standard.</p> <p>It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by CAA Nepal from time to time where these new or amended regulations are in conflict with these procedures.</p> <p>CAA Nepal will approve this organisation whilst CAA Nepal is satisfied that the procedures are being followed. It is understood that CAA Nepal reserves the right to suspend, vary or revoke the M.A. Subpart G continuing airworthiness management approval of the organisation, as applicable, if CAA Nepal has evidence that the procedures are not followed and the standards not upheld.</p>				

	<p>In the case of commercial air transport, suspension or revocation of the approval of the NCAR Part M Subpart G continuing airworthiness management approval would invalidate the AOC.”</p> <p>b) Is it signed and dated?</p> <p>c) if the accountable manager is not the highest level responsible of the organization, then check whether latter must has countersign the statement.</p>				
<p>0.2</p>	<p>General information</p> <p>a) Check whether the organization has included “Brief description of the organization” (Ensure this paragraph describes broadly how the whole organisation [i.e. including the whole operator in the case of commercial air transport or the whole organisation when other approvals are held] is organised under the management of the accountable manager, and should refer to the organisation charts of paragraph 0.4.)</p> <p>b) Check whether the organization has included “Relationship with other organizations” (This paragraph may not be applicable to every organization)</p> <p>(1) Subsidiaries / mother company (For clarity purpose, where the organisation belongs to a group, ensure this paragraph explains the specific relationship the organisation may have with other members of that group - e.g. links between [Organization Name] Airlines, [Organization Name] Finance, [Organization Name] Leasing, [Organization Name] Maintenance, etc...)</p> <p>(2) Consortiums (Where the organisation belongs to a consortium, it should be indicated here. The other members of the consortium should be specified, as well as the scope of organisation of the consortium [e.g. operations, maintenance, design (modifications and repairs), production etc...]. The reason for specifying this is that consortium maintenance may be controlled through specific contracts and through consortium's policy and/or procedures manuals that might unintentionally override the maintenance contracts. In addition, in respect of international consortiums, the respective competent authorities should be consulted and their agreement to the arrangement clearly stated. This paragraph should then make reference to any consortium's continuing airworthiness related manual or procedure and to any CAA Nepal agreement that would apply.)</p> <p>c) Check whether the organization has included “Aircraft managed – Fleet composition”</p>				

	<p>(Ensure this paragraph quotes the aircraft types and the number of aircraft of each type. For commercial air transport, the fleet composition reference with the aircraft registrations is given by [Organization Name] Airlines' current AOC (or elsewhere e.g. in the Operation Manual, by agreement of CAA Nepal)</p> <p>(Depending on the number of aircraft, ensure this paragraph is updated as follows: 1) the paragraph is revised each time an aircraft is removed from or added in the list. 2) the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list. In that case the paragraph should explain where the current list of aircraft managed is available for consultation.)</p> <p>d) Check whether the organization has included "Type of operation" (Ensure this paragraph gives broad information on the type of operations such as: commercial, aerial work, non-commercial, long haul/short haul/regional, scheduled/charter, regions/countries/continents flown, etc)</p>				
<p>0.3</p>	<p>Management personnel Check whether the organization has included following Management Personnel as a minimum: a) Accountable manager (Ensure this paragraph addresses the duties and responsibilities of the accountable manager as far as Part M.A. subpart G is concerned and demonstrate that he has corporate authority for ensuring that all continuing airworthiness activities can be financed and carried out to the required standard.)</p> <p>b) Nominated post holder for continuing airworthiness (for commercial air transport) (Ensure this paragraph: - Emphasise that the nominated post holder for continuing airworthiness is responsible to ensure that all maintenance is carried out on time to an approved standard. - Describe the extent of his authority as regards his NCAR Part M responsibility for continuing airworthiness. (Note: This paragraph is not necessary for organisations not holding an AOC)</p> <p>c) Continuing airworthiness coordination (Ensure this paragraph lists the job functions that constitute the "group of persons" as</p>				

	<p>required by M.A.706(c) in enough detail so as to show that all the continuing airworthiness responsibilities as described in NCAR Part-M are covered by the persons that constitute that group. In the case of small operators, where the "Nominated Post holder for continuing airworthiness constitutes himself the "group of persons", this paragraph may be merged with the previous one.)</p> <p>d) Duties and responsibilities (Ensure this paragraph further develops the duties and responsibilities of: -the personnel listed in paragraphs c): "Continuing airworthiness coordination", -the quality manager, as regards the quality monitoring of the maintenance system [which includes the approved maintenance organisation(s)]</p> <p>e) Manpower resources and training policy</p> <p>(1) Manpower resources (Ensure this paragraph gives broad figures to show that the number of people dedicated to the performance of the approved continuing airworthiness activity is adequate. It is not necessary to give the detailed number of employees of the whole company but only the number of those involved in continuing airworthiness) Guidance for this is found in Appendix V to AMC M.A.704 Continuing Airworthiness Management Exposition.</p> <p>(2) Training policy (Ensure this paragraph shows that the training and qualification standards for the personnel quoted above are consistent with the size and complexity of the organisation. It should also explain how the need for recurrent training is assessed and how the training recording and follow-up is performed).</p>				
0.4	<p>Management organisation chart</p> <p>a) Check whether the organization chart shows the associated chains of responsibility of the nominated post holders in 0.3.</p> <p>b) Check whether the Form 4 holders are identified in the organization chart</p> <p>c) Check whether the Form 4 holders report ultimately to the Accountable Manager</p> <p>d) Check whether Quality Manager directly report to the Accountable Manager</p>				
0.5	<p>Notification procedure to the CAA Nepal regarding changes to the organisation's activities / approval/ location/personnel</p>				

	<p>(Ensure this paragraph explains in which occasion the company should inform CAA Nepal prior to incorporating proposed changes; for instance: The accountable manager (or any delegated person such as the engineering director or the quality manager) will notify to CAA Nepal any change concerning:</p> <ol style="list-style-type: none"> (1) the company's name and location(s) (2) the group of person as specified in paragraph 0.3.c (3) operations, procedures and technical arrangements, as far as they may affect the approval. <p>Ensure the organization does not incorporate such change until the change have been assessed and approved by CAA Nepal.)</p>				
<p>0.6</p>	<p>Exposition amendment procedures</p> <p>Verify the organization has included Exposition Amendment Procedures (including, delegated procedures) in CAME.</p> <ul style="list-style-type: none"> • Person responsible for amending the Exposition. <ul style="list-style-type: none"> • Normally the Quality Manager is responsible for the monitoring and amendment of the Exposition, including associated procedures manuals, and the submission of proposed amendments to the CAA Nepal. • Sources of proposed amendments within the organisation • Internal approval process <ul style="list-style-type: none"> • Verifying and validation of amended procedures before use • Approval process with CAA Nepal. • Revision acknowledges receipt process. • Definition of minor amendments to the Exposition that can be amended without the prior approval of the CAA Nepal, if applicable and agreed. <ul style="list-style-type: none"> • In case of minor amendment the Quality Manager may be delegated for indirect approval provided the appropriate procedure within this paragraph of the MTOE is approved by CAA Nepal. Such a delegation is to be based upon the ability of the Quality System to deal adequately with the NCAR Part-M requirements. This ability cannot be therefore demonstrated at the time of the initial approval. Therefore an indirect approval procedure cannot be detailed in the CAME before the first 2 year period has been completed. In any case the CAA Nepal must continue to receive a copy and acknowledge receipt of all such minor changes when “indirectly” approved. 				

	<ul style="list-style-type: none"> • Summary of documents, including "lower order" documents, constituting the total Exposition, if applicable • Effective date of the amendment • CAME Review <p>After CAA Nepal has approved the amendment the date when the amendment will take effect need to be determine, sometime to allow time to train personnel, print forms and/or distribute the revision so all personnel needed at different locations have received the revision at the date it is effective.</p>				
PART 1	CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES				
1.1	<p>Aircraft technical log utilisation and MEL application (commercial air transport) or Aircraft continuing airworthiness record system utilisation (non-commercial air transport)</p> <p>a) Aircraft technical log and/or continuing airworthiness record system</p> <p>(1) General (ensure the organization in this introduction paragraph, explains the purpose of the aircraft technical log system and/or continuing airworthiness record system, with special care to the options of M.A.305 and M.A.306 For that purpose, paragraphs of M.A.305 and M.A.306 shall be quoted and further explained)</p> <p>(2) Instructions for use (Ensure this paragraph provides instructions for using the aircraft technical log and/or continuing airworthiness record system. It should insist on the respective responsibilities of the maintenance personnel and operating crew. Samples of the technical log and/or continuing airworthiness record system should be included in Part 5 "Appendices" in order to provide enough detailed instructions)</p> <p>(3) Aircraft technical log approval (For commercial air transport) (Ensure this paragraph explains who is responsible for submitting the aircraft technical log any subsequent amendment to CAA Nepal for approval and what is the procedure to be followed)</p> <p>b) M.E.L. application (Although the MEL is a document that is normally not controlled by the continuing airworthiness management system, and that the decision of whether accepting or not a</p>				

	<p>MEL tolerance normally remains the responsibility of the operating crew, Ensure this paragraph explains in sufficient detail the MEL application procedure, because the MEL is a tool that the personnel involved in maintenance have to be familiar with in order to ensure proper and efficient communication with the crew in case of a defect rectification to be deferred) (Ensure this paragraph does not apply to those types of aircraft that do not have an MEL or are not used for commercial air transport and that are not required to have one)</p> <p>(1) General (Ensure this paragraph explains broadly what a MEL document is. The information could be extracted from the aircraft flight manual)</p> <p>(2) MEL categories (Where an owner/operator uses a classification system placing a time constraint on the rectification of such defect, it should be explained here what are the general principles of such a system. It is essential for the personnel involved in maintenance to be familiar with it for the management of MEL's deferred defect rectification)</p> <p>(3) Application (Ensure this paragraph explains how the maintenance personnel identify a MEL limitation to the crew. This should refer to the technical log procedures)</p> <p>(4) Acceptance by the crew (For commercial air transport) (Ensure this paragraph should explain how the crew notifies his acceptance or non-acceptance of the MEL deferment in the technical log)</p> <p>(5) Management of the MEL time limits (After a technical limitation is accepted by the crew, the defect must be rectified within the time limit specified in the MEL. There should be a system to ensure that the defect will actually be corrected before that limit. This system could be the aircraft technical log for those [small] operators that use it as a planning document, or a specific follow-up system, in other cases, where control of the maintenance time limit is ensured by another means such as data processed planning systems)</p> <p>(6) MEL Time Limitation Overrun</p>				
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	(CAA Nepal may grant the owner/operator to overrun MEL time limitation under specified conditions. Where applicable this paragraph should describe the specific duties and responsibilities for controlling these extensions)				
1.2	<p>Aircraft maintenance programmes – development amendment and approval</p> <p>a) General (Ensure this introductory paragraph reminds that the purpose of a maintenance programme is to provide maintenance planning instructions necessary for the safe operation of the aircraft)</p> <p>b) Content (Ensure this paragraph explains what is [are] the format[s] of the company's aircraft maintenance programme[s]. Appendix I to AMC M.A.302 (a) and M.B.301 (d) should be used as a guideline to develop this paragraph)</p> <p>c) Development</p> <p>(1) Sources (Ensure this paragraph explains what the sources are [MRB, MPD, Maintenance Manual, etc...] used for the development of an aircraft maintenance programme)</p> <p>(2) Responsibilities (Ensure this paragraph explains who is responsible for the development of an aircraft maintenance programme)</p> <p>(3) Manual amendments (Ensure this paragraph demonstrates that there is a system for ensuring the continuing validity of the aircraft maintenance programme. Particularly, it should show how any relevant information is used to update the aircraft maintenance programme. This should include, as applicable, MRB report revisions, consequences of modifications, manufacturers and CAA Nepal recommendations, in service experience, and reliability reports)</p> <p>(4) Acceptance by the authority (Ensure this paragraph explains who is responsible for the submission of the maintenance programme to CAA Nepal and what the procedure to follow is. This should in particular address the issue of CAA Nepal approval for variation to maintenance periods. This may include, if agreed by CAA Nepal the possibility for the approved organisation to approve internally certain changes. The paragraph should then specify what types of changes are</p>				

	concerned and what the approval procedures are)				
1.3	<p>Time and continuing airworthiness records, responsibilities, retention, access</p> <p>a) Hours and cycles recording (The recording of flight hours and cycles is essential for the planning of maintenance tasks. Ensure this paragraph explains how the continuing airworthiness management organisation has access to the current flight hours and cycle information and how it is processed through the organisation)</p> <p>b) Records (Ensure this paragraph should give in detail the type of company documents that are required to be recorded and what are the recording period requirements for each of them. This can be provided by a table or series of tables that would include the following: -Family of document [if necessary], -Name of document, -Retention period, -Responsible person for retention, -Place of retention)</p> <p>c) Preservation of records (Ensure this paragraph sets out the means provided to protect the records from fire, floods, etc. as well as the specific procedures in place to guarantee that the records will not be altered during the retention period [especially for the computer record])</p> <p>d) Transfer of continuing airworthiness records (Ensure this paragraph sets out the procedure for the transfer of records, in case of purchase/lease-in, sale/lease-out and transfer to another organisation of an aircraft. In particular, it should specify which records have to be transferred and who is responsible for the coordination [if necessary] of the transfer)</p>				
1.4	<p>Accomplishment and control of airworthiness directives</p> <p>(Ensure this paragraph demonstrates that there is a comprehensive system for the management of airworthiness directives. This paragraph may for instance include the following Sub-paragraphs)</p> <p>a) Airworthiness directive information (Ensure this paragraph explains what the AD information sources are and who receives</p>				

	<p>them in the company. Where available, redundant sources [e.g. CAA Nepal + manufacturer or association] may be useful)</p> <p>b) Airworthiness directive decision (Ensure this paragraph explains how and by whom the AD information is analysed and what kind of information is provided to the contracted maintenance organisations in order to plan and to perform the airworthiness directive. This should as necessary include a specific procedure for emergency airworthiness directive management)</p> <p>c) Airworthiness directive control (Ensure this paragraph specifies how the organisation manages to ensure that all the applicable airworthiness directives are performed and that they are performed on time. This should include a close loop system that allows verifying that for each new or revised airworthiness directive and for each aircraft:</p> <ul style="list-style-type: none"> - the AD is not applicable or, - if the AD is applicable: <ul style="list-style-type: none"> - the Airworthiness Directive is not yet performed but the time limit is not overdue, - the Airworthiness Directive is performed, and any repetitive inspection are identified and performed. <p>This may be a continuous process or may be based on scheduled reviews)</p>				
<p>1.5</p>	<p>Analysis of the effectiveness of the maintenance programme(s) (Ensure this paragraph shows what tools are used in order to analyse the efficiency of the maintenance programme, such as:</p> <ul style="list-style-type: none"> -PIREPS, -air turn-backs -spare consumption, -repetitive technical occurrence and defect, -technical delays analysis [through statistics if relevant], -technical incidents analysis [through statistics if relevant], -etc.) <p>(Ensure the paragraph also indicates by whom and how these data are analysed, what is the decision process to take action and what kind of action could be taken. This may include:</p> <ul style="list-style-type: none"> -amendment of the maintenance programme, -amendment of maintenance or operational procedures, 				

	-etc.)				
1.6	<p>Non mandatory modification embodiment policy (Ensure this paragraph specifies how the non-mandatory modification information are processed through the organisation, who is responsible for their assessment against the operator's/owner's own need and operational experience, what are the main criteria for decision and who takes the decision of implementing [or not] a non-mandatory modification)</p>				
1.7	<p>Major modification standards (Ensure this paragraph sets out a procedure for the assessment of the approval status of any major modification before embodiment. This will include the assessment of the need of a CAA Nepal or design organisation approval. It should also identify the type of approval required, and the procedure to follow to have a modification approved by CAA Nepal or design organisation)"</p>				
1.8	<p>Defect reports</p> <p>a) Analysis (Ensure this paragraph explains how the defect reports provided by the contracted maintenance organisations are processed by the continuing airworthiness management organisation. Analysis should be conducted in order to give elements to activities such as maintenance programme evolution and non-mandatory modification policy)</p> <p>b) Liaison with manufacturers and regulatory authorities (Where a defect report shows that such defect is likely to occur to other aircraft, ensure a liaison is established with the manufacturer and the certification CAA Nepal, so that they may take all the necessary action)</p> <p>c) Deferred defect policy (Defects such as cracks and structural defect are not addressed in the MEL and CDL. However, it may be necessary in certain cases to defer the rectification of a defect. Ensure this paragraph establishes the procedure to be followed in order to be sure that the deferment of any defect will not lead to any safety concern. This will include appropriate liaison with the manufacturer)</p>				
1.9	<p>Engineering activity (Where applicable, ensure this paragraph exposes the scope of the organisation's engineering activity in terms of approval of modification and repairs. It should set out a</p>				

	<p>procedure for developing and submitting a modification/repair design for approval to CAA Nepal and include reference to the supporting documentation and forms used. It should identify the person in charge of accepting the design before submission to CAA Nepal. Where the organisation has a DOA capability under EASA Part 21, it should be indicated here and the related manuals should be referred to)</p>				
1.10	<p>Reliability programmes (Ensure this paragraph explains appropriately the management of a reliability programme. It should at least address the following: -extent and scope of the operator's reliability programmes, -specific organisational structure, duties and responsibilities, -establishment of reliability data, -analysis of the reliability data, -corrective action system (maintenance programme amendment), -scheduled reviews (reliability meetings, the participation of CAA Nepal) (ensure this paragraph may be, where necessary, subdivided as follows) a) Airframe b) Propulsion c) Component</p>				
1.11	<p>Pre-flight inspections (Ensure this paragraph shows how the scope and definition of pre-flight inspection that are usually performed by the operating crew, is kept consistent with the scope of the maintenance performed by the contracted maintenance organisations. It should show how the evolution of the pre-flight inspection content and the maintenance programme are concurrent, each time necessary) (The following paragraphs are self explanatory. Although these activities are normally not performed by continuing airworthiness personnel, these paragraphs have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures) a) Preparation of aircraft for flight b) Sub-contracted ground handling function c) Security of Cargo and Baggage Loading d) Control of refueling, Quantity/Quality e) Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard</p>				

1.12	<p>Aircraft weighing (Ensure this paragraph states in which occasion an aircraft has to be weighed [for instance after a major modification because of weight and balance operational requirements, etc.] who performs it, according to which procedure, who calculates the new weight and balance and how the result is processed into the organisation)</p>				
1.13	<p>Check flight procedures (The criteria for performing a check flight are normally included in the aircraft maintenance programme. Ensure this paragraph explains how the check flight procedure is established in order to meet its intended purpose [for instance after a heavy maintenance check, after engine or flight control removal installation, etc...], and the release procedures to authorise such a check flight)</p>				
PART 2	QUALITY SYSTEM				
2.1	<p>Continuing airworthiness quality policy, plan and audits procedure</p> <p>a) Continuing airworthiness quality policy (Ensure this paragraph includes a formal Quality Policy statement; that is a commitment on what the Quality System is intended to achieve. It should include at the minimum monitoring compliance with NCAR Part-M and any additional standards specified by the organisation)</p> <p>b) Quality plan (Ensure this paragraph shows how the quality plan is established. The quality plan will consist of a quality audit and sampling schedule that should cover all the areas specific to NCAR Part-M in a definite period of time. However, the scheduling process should also be dynamic and allow for special evaluations when trends or concerns are identified. In case of sub-contracting, ensure this paragraph also addresses the planning of the auditing of subcontractors at the same frequency as the rest of the organisation)</p> <p>c) Quality audit procedure (As the quality audit is a key element of the quality system, Therefore, ensure the organization quality audit procedure has been 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 Manager, Accountable Manager, Nominated Post holder, etc...])</p>				

	<p>d) Quality audit remedial action procedure (Ensure this paragraph explains 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)</p>				
2.2	<p>Monitoring of continuing airworthiness management activities (Ensure this paragraph sets out a procedure to periodically review the activities of the maintenance management personnel and how they fulfil their responsibilities, as defined in Part 0)</p>				
2.3	<p>Monitoring of the effectiveness of the maintenance programme(s) (Ensure this paragraph sets out a procedure to periodically review that the effectiveness of the maintenance programme is actually analysed as defined in Part 1)</p>				
2.4	<p>Monitoring that all maintenance is carried out by an appropriate maintenance organization (Ensure this paragraph sets 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 feedback 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)</p>				
2.5	<p>Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor (Ensure this paragraph sets 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)</p>				

2.6	<p>Quality audit personnel (Ensure this paragraph establishes the required training and qualification standards of auditors. 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)</p>				
2.7	<p>Safety Management System The Continuing Airworthiness Management Exposition should include a reference to the Safety Management Manual. As the CAA Nepal issue specific approvals for each Safety Management System, the Safety Management Manual should be issued as a specific manual and not be integrated within the Continuing Airworthiness Management Exposition.</p>				
PART 3	CONTRACTED MAINTENANCE				
3.1	<p>Maintenance contractor selection procedure (Ensure this paragraph explains how a maintenance contractor is selected by the continuing airworthiness management organisation. Selection should not be limited to the verification that the contractor is appropriately approved for the type of aircraft, but also that the contractor has the industrial capacity to undertake the required maintenance. This selection procedure should preferably include a contract review process in order to insure that:</p> <ul style="list-style-type: none"> - the contract is comprehensive and that no gap or unclear area remains, - everyone involved in the contract [both at the continuing airworthiness management organisation and at the maintenance contractor] agrees with the terms of the contract and fully understand his responsibility. - that functional responsibilities of all parties are clearly identified. - is signed by the owner/lessee of the aircraft in the case of non-commercial air transport. <p>In the case of non-commercial air transport, this activity should be carried in agreement with the owner)</p>				
3.2	<p>Quality audit of aircraft (Ensure this paragraph sets out the procedure when performing a quality audit of an aircraft. It should set out the differences between an airworthiness review and quality audit. This procedure may include following:</p> <ul style="list-style-type: none"> - compliance with approved procedures; - contracted maintenance is carried out in accordance with the contract; - continued compliance with NCAR Part M) 				

PART 4	AIRWORTHINESS REVIEW PROCEDURES				
4.1	Airworthiness review staff (Ensure this paragraph establishes the working procedures for the assessment of the airworthiness review staff. The assessment addresses experience, qualification, training etc. A description should also be given regarding the issuance of authorisations for the airworthiness review staff and how records are kept and maintained)				
4.2	Review of aircraft records (Ensure this paragraph describes in detail the aircraft records that are required to be reviewed during the airworthiness review. The level of detail that needs to be reviewed should be described and the number of records that need to be reviewed during a sample check)”				
4.3	Physical survey (Ensure this paragraph describes how the physical survey needs to be performed. It should list the topics that need to be reviewed, the physical areas of the aircraft to be inspected, which documents onboard the aircraft that need to be reviewed etc)				
4.4	Additional procedures for recommendations to CAA Nepal for the import of aircraft (Ensure this paragraph describes the additional tasks regarding the recommendation for the issuance of an airworthiness review certificate in the case of an import of an aircraft. This should include: communication with CAA Nepal, additional items to be reviewed during the airworthiness review of the aircraft, specification of maintenance required to be carried out, etc.)”				
4.5	Recommendations to CAA Nepal for the issue of airworthiness review certificates (Ensure this paragraph stipulates the communication procedures with CAA Nepal in case of a recommendation for the issuance of an airworthiness review certificate. In addition the content of the recommendation should be described)				
4.6	Issuance of airworthiness review certificates (Ensure this paragraph sets out the procedures for the issuance of the ARC. It should address record keeping, distribution of the ARC copies etc. This procedure should ensure that only after an airworthiness review that has been properly carried out, an ARC will be issued)				
4.7	Airworthiness review records, responsibilities, retention and access (Ensure this paragraph describes how records are kept, the periods of record keeping, location where the records are being stored, access to the records and responsibilities)				
PART 4B	PERMIT TO FLY PROCEDURES				

4B.1	Conformity with approved flight conditions				
4B.2	Issue of permit to fly under the CAMO privilege				
4B.3	Permit to fly authorised signatories				
4B.4	Interface with the local authority for the flight				
4B.5	Permit to fly records, responsibilities, retention and access				
PART 5	APPENDICES				
5.1	Sample Documents (Ensure this paragraph includes copy of all sample documents)				
5.2	List of airworthiness review staff (Ensure this paragraph includes the list of airworthiness review staff)				
5.3	List of subcontractors as per M.A.711 (a) 3 and AMC M.A.201 (h) 1 (Ensure this paragraph includes list of Subcontractors, in addition it should set out that the list should be periodically reviewed)				
5.4	List of approved maintenance organisations contracted (Ensure this paragraph includes list of approved maintenance organizations contracted, in addition it should set out that the list should be periodically reviewed)				
5.5	Copy of contracts for subcontracted work (appendix 2 to AMC M.A.201 (h) 1				
5.6	Copy of contracts with Approved Maintenance Organisations- (Note: Refer AOCI Manual Volume-III Chapter 5 for review procedure of contract between Air Operator and Approved Maintenance Organization during initial issuance of AOC. After Issuance of AOC to Air Operator, subsequent review of maintenance contract is done as per this checklist and CAME approval process included in this Airworthiness Inspector Handbook Part-II and AOCI Manual Volume-III Chapter 2.)				
Comment on CAME					

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Completed By:

Signed:

Date:

Verified By (*for CAA Nepal*):

Signed:

Date:



**CIVIL AVIATION AUTHORITY OF NEPAL
AIRWORTHINESS INSPECTION DIVISION**

Checklist for Revision of Continuing Airworthiness Management Exposition (CAME) (Part II)

The purpose of the Continuing Airworthiness Management Exposition (CAME) Checklist is to assist owners / operators with a view to ensure that CAME submitted to the CAA Nepal for approval are standardized and include all items that are required by NCAR Part M Subpart G. This checklist, when completed, should be submitted with the draft CAME (two copies) to CAA Nepal.

Please tick (√) the box for YES (Satisfied with compliance) or NO (not Satisfied with compliance) and specify it in CAA Nepal Remark column; or N/A where an item is not applicable; Indicate N/R when applicable but not reviewed in CAA Remark Column.

AOC Number:

Owner/ Operators Name:

CAME Ref:

Amendment Status:

This Part of the checklist has to be filled by organization while submitting Amendment/ Revision of CAME detailing highlight of all the changes of each page/section/part of CAME. The Airworthiness Inspector has to ensure all the requirements of the particular section detailed in Part I has been met by completing particular section of checklist Part I. The format below is sample document (to be submitted by organization).

S/N	ITEM	Action to be taken	Justification/ Reason for amendment /revision	CAA Nepal Remark
1.	Introduction Page A	Replace with new page dated.....	Introduction of new Aircraft	

2.	Introduction Page B	Replace with new page dated.....	Introduction of New Procedure	
3.	Page 45- Item E12	Replace with new page dated.....	Revision of forms	

Signed: Position: Date:

Organization: On behalf of:

The above requested amendments/revisions are approved, with the exception of (if any):

.....
.....
.....

Signed on behalf of CAA Nepal:

Name:

Date: