

EXAMENSARBETE I
FLYGTEKNIK
15 HP, GRUNDNIVÅ 300

Continuing Airworthiness Management Exposition

For Priority Aero Maintenance

PRIORITY
AERO MAINTENANCE

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Rapportkod: MDH.IDT.FLYG. .2012.GN300.15HP.

SAMMANFATTNING

Den ekonomiska krisen har påverkat flygbranschen lika mycket som den har påverkat alla andra branscher i världen. Små flygföretag och underhållsverkstäder måste därför hitta nya möjligheter och alternativ för att kunna överleva den tuffa krisen. Priority Aero Maintenance är idag en godkänd underhållsverkstad som utför underhåll av luftfartyg, motorer och komponenter. Företaget ser ekonomiska vinster i framtiden genom att bli en godkänd organisation som följer den Europiska byrån för luftfartssäkerhets riktlinjer (EASA) och uppfyller kraven som beskrivs i regelverket Part-M.

För att företaget ska kunna bli en godkänd organisation som svarar för fortsatt luftvärdighet för luftfartyg måste en handbok presenteras för den lokala myndigheten. Handboken beskriver företaget som svarar för den fortsatta luftvärdigheten för att myndigheterna ska få en insikt i företaget och dess arbete.

Examensarbetet resulterade i ett förslag på handboken CAME (Continuing Airworthiness Management Exposition) och detta förslag har godkänts av Priority Aero Maintenance.

Handboken CAME kommer i framtiden att användas av företaget som underlag för att ta fram en mer detaljerad handbok som ska presenteras för och godkännas av Transportstyrelsen.

ABSTRACT

The economic crisis has affected the airline industry as much as it has affected all other industries in the world. The small airlines and maintenance organisations must find new opportunities and options in order to survive the harsh crisis. Priority Aero Maintenance is now an approved maintenance organisation performing maintenance on aircrafts, engines and components. The company sees economic gains in the future by becoming an approved organisation that follows the European Aviation Safety Agency guidelines (EASA) and meets the requirements outlined in the rules of Part-M.

In order for the company to become an approved organization, responsible for continuing airworthiness of aircraft, a handbook should be presented to the local authority. This handbook describes the company's responsibility for the continuing airworthiness in order for the authorities to get an insight into the company and its work.

This thesis resulted in a draft of CAME (Continuing Airworthiness Management Exposition) and this draft has been approved by Priority Aero Maintenance.

The CAME will in the future be used by the company as a basis for developing a more detailed manual to be presented to and approved by the Swedish Aviation Authority (Transportstyrelsen).

Date: 2012-08-16

Utfört vid: Priority Aero Maintenance

Handledare vid MDH: Tommy Nygren

Handledare vid Priority: Rickard Nilsson och Dan Åkerman

Examinator: Mirko Senkovski Karlsson

FÖRORD

Detta examensarbete gjordes som en avslutande del av flygingenjörsprogrammet vid Mälardalens Högskola i Västerås.

Vi har utfört vårt examensarbete på uppdrag av Priority Aero Maintenance på Arlanda flygplats. Vi har skrivit ett förslag på en handbok som beskriver arbetet för den fortsatta luftvärdigheten, CAME (Continuing Airworthiness Management Exposition). Handboken kommer i framtiden att användas av företaget som en mall.

Vi har båda studerat Flygingenjörsprogrammet vid Mälardalens högskola i Västerås. Våra inriktningar var Drift och Underhåll samt kvalitetsutveckling respektive Avionik. Eftersom vi båda hade samma typ av vision och mål med examensarbetet valde vi att göra detta arbete tillsammans.

Västerås, Augusti 2012

Mustafa Ahmad, Tarék Boukli.

NOMENKLATUR

Förkortning	Förklaring
AC	Aircraft
AD	Airworthiness Directive
AMC	Applicable Means of Compliance
AMM	Aircraft Maintenance Manual
AMP	Aircraft Maintenance Program
ARC	Airworthiness Review Staff
ARS	Airworthiness Review Certificate
ARN	Arlanda
CAME	Continuing Airworthiness Management Exposition
CAMO	Continuing Airworthiness Management Organisation
CDCCL	Critical Design Configuration Control Limitations
CMM	Component Maintenance Manual
CRS	Certificate of Release to Service
DIL	Deferred Maintenance Item List
DOA	Design Organisation Approval
ESD	Electrostatic Discharge
EASA	European Aviation Safety Agency
FAA	Federal Aviation Administration (USA)
FAR	Federal Aviation Regulations
GM	Guidance Material
JAA	Joint Aviation Authorities
JAR	Joint Aviation Requirements
MDF	Maintenance Data Form
MDH	Mälardalens Högskola
MEL	Minimum Equipment List
MOE	Maintenance Organisation Exposition
MP	Maintenance Program
MPD	Maintenance Planning Document
MRB	Maintenance Review board
N/A	Not Applicable
NAA	National Aviation Authority
NDT	Non Destructive Testing
NRC	Non Routine Cards
OCR	Occurrence Report
OEM	Original Equipment Manufacturer
PAM	Priority Aero Maintenance
Part-145	Underhållsverkstadens ansvar och åtaganden
Part-M	Operatörens ansvar och åtaganden
QM	Quality Manager
S-CAA	Swedish Civil Aviation Authority
SB	Service Bulletin
SN	Serial Number
SRM	Structure Repair Manual
TC	Task Card

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Kapitel 1

INLEDNING

1.1 Bakgrund

Priority Aero Maintenance (PAM) startades 1998 och har sin huvudverksamhet på Arlanda flygplats sedan 2002. Företaget är en godkänd underhållsorganisation som följer PART-145/JAR-145, ett regelverk som beskriver underhållsverkstad samt vilka krav en sådan organisation måste uppfylla för att bli en godkänd underhållsverkstad. För att myndigheter ska få en insikt i hur varje underhållsorganisation ser ut och fungerar så måste dessa organisationer presentera en MOE (Maintenance Organisation Exposition). Denna MOE måste i Sverige godkännas av Transportstyrelsen.

PAM utför idag line-, base-, komponent- och motorunderhåll på kommersiella passagerarflygplans på Arlanda och ett antal andra säten i Sverige samt utomlands. I nuläget har PAM certifieringar på en rad olika flygplanstyper som bland andra MD80/90, Boeing 737/757/767 och Airbus 318-321.

För att få bedriva en verksamhet och bli en godkänd CAMO (Continuing Airworthiness Management Organisation) som svarar för den fortsatta luftvärdigheten inom flygbranschen för kommersiell luftfart måste organisationen uppfylla kraven från EU:s luftsäkerhetsmyndighet EASA. Dessa krav beskrivs under EASA Part-M.

Part-M är regelverk som beskriver en operatör (flygföretag) och vilka krav som denne ska uppfyllas för att svara för luftfartygens fortsatta luftvärdighet. Part M är uppdelad i två sektioner. Sektion-A, som är reglerna för flygbolaget/operatören, och Sektion-B som är reglerna för den lokala myndigheten som övervakar flygbolaget.

Sektion-A är uppdelad i olika sektioner från A-I. Sektionerna behandlar olika aspekter och moment.

För att myndigheter ska få en insikt i hur en CAMO- organisation ser ut och fungerar så måste organisationen presentera en handbok som beskriver arbetet för den fortsatta luftvärdigheten, CAME (Continuing Airworthiness Management Exposition). Den ska vara godkänd av den lokala myndigheten för att organisationen ska kunna bli en CAMO-organisation.

Det finns olika typer av CAMO-organisationer, där en av typerna är att en fristående CAMO-organisation som får arbeta med alla åtaganden som regleras i Part-M Subpart G. Organisationen behöver inte ha egna flygplan och inte heller någon egen operation. Företaget blir då kontrakterat av ägaren till flygplanet för att utföra och ansvara för dess uppgifter. PAM äger i dagsläget inte några flygplan men planerar bli en CAMO-organisation i framtiden. Företaget kommer därför att bli en fristående CAMO-organisation.

1.2 Syfte

PAM följer idag EASA Part-145 och har som mål att bli en verksamhet som är godkänd efter Part-M. Detta för att kunna erbjuda sina kunder ett fullservicekoncept med både Part-M samt Part-145 tjänster. PAM ser därför en affärsmöjlighet i att bli en CAMO-organisation. På så sätt kan företaget erbjuda sina kunder fler tjänster som att skriva ARC (Airworthiness Review Certificate) och MP (Maintenance Program) samt andra tjänster. I och med att PAM blir en verksamhet som följer PART-M kan företaget expandera.

Syftet med detta examensarbete är att strukturera ett förslag på en CAME, enligt EASAs krav och riktlinjer, som också anpassas till PAMs verksamhet och deras krav och riktlinjer. Förslaget skall sedan fungera som en mall och användas som underlag i framtiden när det blir aktuellt för PAM.

Syftet med rapporten är att presentera arbetet med CAMEn och tillvägagångssättet från början till slut samt diskutera problemen som stöttes på under arbetets gång och lösning av dessa problem.

1.3 Problemställning

För att undvika förvirring bland den omfattande mängden av fakta formulerades frågor i målriktande syfte. Dessa frågor uppkom under researchfasen och genomgående under arbetets gång.

Frågorna beskrivs nedan:

- Vilket underlag ska användas?
- Hur ska upplägget av CAME se ut?
- Vilket innehåll måste finnas med?
- Uppfyller PAM kraven för att kunna bli en fristående CAMO-organisation som kan erbjuda tjänster till andra företag? Följdfråga; Upprättning av procedurer.
- Hur ska all nödvändig information identifieras? (internet, källor)
- Hur detaljerade ska vi vara vid skrivandet av CAME?
- Vilka resurser finns, och vilka tidsbegränsningar måste tas hänsyn till?
- Hur ska planeringen prioriteras? (med hänsyn till tid, resurser osv.)
- Har PAM framtida planer att använda CAMEn? Följdfråga; På vilket sätt?

1.4 Avgränsningar

Förutom att passa en tidsram på tio veckors heltidsstudier så blev rekommendationerna från handledarna på PAM att inte skriva en Part 3 (Contracted Maintenance) i CAMEn som handlar om kontrakterat underhållsarbete. Part 3 beskriver en CAMO-organisation som saknar egen godkänd Part-145 underhållsverkstad vilket medför att organisationen måste kontraktera en underhållsverkstad för att sköta om underhållet av flygplan.

Eftersom PAM redan är en godkänd underhållsverkstad och följer Part-145 behöver företaget inte anlita en utomstående verkstad för underhåll av luftfartyg. Därför kunde Part 3 utelämnas.

För att CAME ska bli godkänd måste EASAs befintliga mall för speciella strukturupplägg till CAME, med förutbestämda rubriker och underrubriker till de kapitel som ingår, följas.

Kapitel 2

METOD

Till en början var erbjudandet från PAM att från grunden upprätta en fullständig CAME men efter diskussion med handledare på PAM och Mälardalens Högskola fastställdes det att arbetet var för omfattande för tidsramen på 10 veckor samt att mer kompetens och erfarenhet behövdes för att upprätta ett sådant viktigt dokument.

Därför blev det överenskommet att studenterna skulle arbeta för att ta fram ett förslag på en CAME åt PAM, i samråd med deras engineering manager Dan Åkerman, för att detta förslag sedan skulle användas som grund för att skriva en slutgiltig CAME när det blir aktuellt.

Underlag

Det tog tid att förstå hur omfattande arbetet var. Problematiken med att PAM inte var en Part M godkänd organisation innebar att en CAMO verksamhet saknades vilket medförde att relevant och nödvändigt underlag för att skriva en CAME inte existerade. Därför ägnades inledningen av projektet till att samla material och studera EASA Part-M Subpart C, som handlar om fortsatt luftvärdighet, Subpart G som handlar om organisationen som svarar för den fortsatta luftvärdigheten (CAMO) och Subpart I som handlar om granskningsbevis avseende luftvärdighet (ARC), samt tillhörande AMC för varje kapitel. Vidare undersöktes hur riktlinjerna tillämpas i verklighet genom att studera en CAME mottagen av handledare Dan Åkerman som beskriver flygföretaget Hello AG och andra företags CAME, och på så sätt få en djupare förståelse för arbetet och identifiera all nödvändig information som behövdes för att skriva CAMEn.

För att kunna hålla projektet inom den tidsramen som arbetet skulle ta (10 veckors heltids arbete) så delades Projektet i två faser, där fas ett bestod av samling av all information från tidigare nämnda källor i samråd med handledaren på PAM.

Fas två bestod av skrivandet av CAME samt rapporten. CAMEn delades i mindre kapitel där Tarék och Mustafa ansvarade för skrivandet av respektive kapitel. Kontinuerlig kontakt och möten hölls mellan Tarék och Mustafa för att kunna sätta ihop de färdig skrivna kapitel och diskutera och planera hur nästa kapitel skulle skrivas.

Upplägg och innehåll

När skrifvarfasen av själva CAME påbörjades flöt det på ganska bra. Enighet rådde om att följa Part-M, Subpart G kapitelbenämning och indelning. Detta var ett krav från PAM men som också underlättade arbetet och planeringen ganska mycket. Dokumentet skall innehålla samtliga 6 obligatoriska kapitel (part 0,1,2,3,4,5) med del kapitel. Alla sex parts skrevs på engelska på ett sätt som tar hänsyn till PAM och följer de krav och rekommendationer enligt EASA om hur en CAME utformas innehållsmässigt.

Uppfyllande av krav och upprättande av procedurer

Enligt PAMs framtida planer arbetar de för att uppfylla myndighetskraven för att kunna bli en fristående CAMO-organisation. En lång process som tar lång tid och som kräver ett stort arbete med att upprätta procedurer för bland annat arbetet med fortsatt luftvärdighet, utbildning och träning av personal och upprättning av ARCs.

Eftersom CAMEn började skrivas i ett relativt tidigt skede hade PAM inte riktigt tänkt sig för hur de vill ha det gällande vissa aspekter och procedurer som måste beskrivas detaljerat i en CAME. Detta medförde vissa svårigheter med att komma igång med skrivarbetet.

Arbetet gick till på så sätt att efter varje färdig läst kapitel, från Part-M samt andra företags CAME, sätta sig med handledaren och diskutera viktiga delar och ställa frågor vid oklarheter. Samt få handledning och synpunkter för vilka aspekter som gäller för PAM och vad som passar i sammanhanget.

Detaljbeskrivningar av procedurer och annan information som berör CAMO verksamheten hölls på allmän nivå utan att gå in på detaljer, eftersom underlag från PAM samt resurser för att upprätta de procedurerna också saknades. 2-3 text förslag/alternativ skrevs för varje delmoment och skickades därefter till handledaren. Efter en kort diskussion parterna mellan togs ett gemensamt beslut om vilket alternativ som passade bäst.

Exempel på dessa alternativ kunde vara:

1. Skriva enligt EASA's allmänna riktlinjer utan vidare detaljer.
2. Tillägga vad som kunde tänkas passa in för PAM utöver EASA's riktlinjer.
3. Exempel på vad andra företag har använt sig utav.
4. Komma fram till egna påståenden i samråd med handledaren.

Kontinuerlig kontakt hölls med handledaren Dan Åkerman för att få svar på frågor och problemställningar under studieringsfasen. Möten hölls på PAM i Arlanda, Stockholm, cirka en gång i veckan för att stämma av arbetet mellan parterna och för att få feedback.

Arbetet fördelades jämnt ut över hela perioden. Kapitel skickades ett i taget till Dan via mail för feedback. Detta för att inte ta upp för mycket tid ur handledarens ordinarie schema samt för att inte skapa för stor arbetsbörda på varken handledare eller studenter genom att skicka flera kapitel eller ett slutfört arbete i ett enda mail.

Framtida planer

PAMs framtida planer diskuteras under kapitel 4 av denna rapport. CAMEn som skrevs i detta examensarbete kommer i framtiden att användas av PAM som underlag för att ta fram en slutgiltig mer detaljerad CAME för att presentera för myndigheten i syfte att kunna få ett godkännande från myndigheten för att kunna upprätta en CAMO verksamhet.

Kapitel 3

RESULTAT

Examensarbetet resulterade i ett förslag på CAME. Arbetet innehåller samtliga 6 obligatoriska kapitel (part 0,1,2,3,4,5) med del kapitel. Alla sex parts skrevs på ett sätt som tar hänsyn till företagets förutsättningar och följer de krav och rekommendationer enligt EASA Part-M om hur en CAME utformas innehållsmässigt och vad den skall täcka.

Efter avslutat arbete erhöles ett förslag på CAME som kan användas som grund där PAM fyller i de delar av CAMEn som måste beskrivas mer detaljerat, såsom procedurer, personalinformation, m.m. Dessa delar kunde inte täckas under arbetets gång eftersom beslutsunderlag från PAM saknades.

Arbetet resulterade inte i en CAME som kan skickas direkt till Transportstyrelsen. Omarbetning och vidare detaljbeskrivning behövs från PAMs sida. Det behövs mer förarbete med att upprätta en CAMO verksamhet till att börja med, för att sedan kunna skriva en CAME. Dock var en färdig för att skicka CAME inget krav av företaget från början heller, och därmed blev resultatet enligt förväntningarna.

Enligt handläggarna på PAM kommer de att ha en stor nytta av arbetet och att det kommer att användas i framtiden eftersom företaget planerar på att expandera och bli godkända enligt Part-M i syfte att kunna erbjuda sina kunder fler tjänster, samtidigt som PAM redan är en Part-145 godkänd underhållsverkstad.

Kapitel 4

DISKUSSION

Under arbetets gång stötte vi på flertalet problem. Dessa lyckades vi oftast lösa i samråd med vår handledare på PAM Dan Åkerman.

PAM har alltid varit en Part-145 organisationen och har därför lite eller inga erfarenheter alls när det gäller Part-M delen. Eftersom företaget saknade CAMO organisation helt var vi tvungna att komma på egna procedurer då underlag saknades. Ett exempel på detta kan ses i Part 0, underkapitlet 0.2.3 Aircraft Managed. I detta kapitel behandlades luftfartyg som hanteras av PAM i enlighet med EASA Part M, kapitel G och I. Luftfartygen anges i respektive kontrakt och en lista innehas av en ansvarig person som vi valde att kalla för Mr. X eftersom PAM saknar en sådan ansvarig person i dagsläget. Ett annat exempel kan ses i part 0, del kapitel 0.3.4, Airworthiness Review Staff. PAM saknar personal som är ansvariga för den fortsatta luftvärdigheten, och därför valde vi att kalla de ansvariga personerna för Mr. Brown, Mr. Black och Mr. White.

Den största delen av projektet gick åt att läsa och samla information om hur en CAME skrivs samt struktureras utefter ett enskilt företag, i detta fall PAM. Vi läste Part-M där vi fokuserade på sektionerna: Subpart C: Continuing Airworthiness (M.A.301, 302, 303 etc.), Subpart G: Continuing Airworthiness Maintenance Organisation (M.A.701, 702, 703 etc.) och Subpart I: Airworthiness Review Certificate (M.A.901, 902, 903, 904, 905) med tillhörande AMCs. Förutom Part-M läste vi PAMs MOE samt en CAME mottagen av handledare Dan Åkerman som beskriver flygföretaget Hello AG.

Vi valde att använda oss utav Hello's CAME. Den samt riktlinjer på EASAs hemsida, som beskriver hur man skriver en CAME, blev en inspiration till grunden av vårt projekt och fortsatta arbete. Hello's CAME var omfattande vilket innebar att den tog tid att läsa. Samtidigt som vi tog del av informationen ville vi analysera innehåll, struktur och fakta vilket tog ytterligare tid.

Vår handledare Dan Åkerman var till stor hjälp eftersom han tidigare jobbat inom en CAMO-organisation för små flygplan. Dock fick Dan solo ansvaret att hjälpa oss och ingen annan hjälp av ledningen. Vi tycker därför att vi hade kunnat skriva ett ännu ett bättre förslag på CAMEn om ledningen på PAM hade deltagit mer. Dessutom kan tilläggas att kommunikationen mellan ledning, oss och Dan kunde varit bättre.

PAM har två planer för framtiden när det gäller Part-M delen. Dels vill PAM slå ihop sig med en redan godkänd Part-M organisation och på så sätt bilda ett komplett företag där man har en CAMO del samt en part-145 del.

För det andra strävar PAM efter att bli en godkänd fristående Part-M organisation, där vi tror att vår CAME kommer till användning. PAM kan på så sätt erbjuda sina kunder olika tjänster såsom att skriva ARC (Airworthiness Review Certificate) som betyder granskningsbevis för fortsatt luftvärdighet. Tjänsten innebär att PAM granskar huruvida andra företags luftfartyg uppfyller kraven för att förbli luftvärda. Om flygplanen uppfyller

kraven får företaget som PAM granskat ett certifikat som bevisar att luftfartygen är luftvärdiga. En annan tjänst som PAM kan erbjuda sina kunder i framtiden är att skriva och utveckla underhållsprogram (Maintenance Program) och analyseringen av dessa.

PAM vill bli en CAMO-organisation eftersom det är en möjlighet för dem att expandera på marknaden, både nationellt och internationellt. Detta innebär att företaget får starkare och tryggare ekonomi då de ökar sin kundbas och mängden tjänster de har att erbjuda.

Kapitel 5

SLUTSATSER

Syftet med detta arbete har uppnåtts och resultatet blev ett förslag på CAME som kan användas som mall och grund för att skriva en riktig CAME av PAM. Företaget kommer att ha en stor nytta av det presenterade dokumentet i framtiden.

Problemen som uppkom under arbetet löstes metodiskt och i samråd med handledaren. Djupare förståelse skaffades för konceptet där en Part-M organisation samspelar med en Part-145 organisation.

Det kan även tilläggas att hela erfarenheten med att jobba för ett riktigt företag, att kunna bidra med egna kunskaper och sätta sin utbildning i verkligheten, att ta sig dit och vistas i den miljön, har gett en insikt i arbetslivet som är ovärderlig och som lämnar utrymme för mersmak.

Kapitel 6

REKOMMENDATIONER

De rekommendationer som kan ges till PAM baserat på resultat och diskussion är att ledningen borde ha engagerat sig mer. Detta genom bättre kommunikation mellan ansvarig handledare och annan personal i ledningen för att utnyttja tillfället och få ett så bra resultat på arbetet som möjligt.

Med tanke på att PAM inte hade några som helst underlag för att skriva en CAME vore det kanske bättre att ändra uppdraget till att ta fram optimala procedurer och förslag enligt EASAs riktlinjer för arbetet med fortsatt luftvärdighet. Det vill säga ett förarbete till CAME.

Kapitel 7

TACK

Vi vill tacka vår handledare Tommy Nygren samt examinator Mirko Sinkovski på Mälardalens Högskola och alla anställda på PAM som tog sig tid att svara på våra frågor och hjälpa oss framåt i arbetet.

Vi vill även tacka Rikard Nilsson (Base Maintenance Manager) som gav oss chansen att göra detta arbete. Sist men inte minst vill vi tacka Dan Åkerman, vår handledare på PAM, som under arbetets gång har varit mycket hjälpsam och vägledande.

Kapitel 8

REFERENSER

<http://easa.europa.eu>

EASA Part-M med extra fokus på följande sektioner:

Section A: Technical Requirements

Subpart C: Continuing Airworthiness + AMC

Subpart G: Continuing Airworthiness Management Organisation + AMC

Subpart I: Airworthiness Review Certificate + AMC

Section B: Procedure for Competent Authorities

Subpart G: Continuing Airworthiness Management Organisation + AMC

Appendices to the implementing rules

APPENDIX I Continuing Airworthiness Arrangement

APPENDIX III Airworthiness Review Certificate EASA form-15

APPENDIX VI EASA form-14. AMC to APPENDIX VI

Appendices to AMCs

APPENDIX II to M.A.201 (h)(1)

APPENDIX V to AMC M.A.704

Hello AG- CAME, adress: P.O. Box 238- CH-4030 Basel-Airport- www.hello.ch

Priority MOE REV.51

Maintenance Program (MP) for MD-80

Kompendium från kurserna Flygplans Drift & Underhåll I,II

<http://www.transportstyrelsen.se/sv/Luftfart/>

Kunskaper hämtade från kurser inom flygingenjörsprogrammet på MDH.

Kapitel 9

BILAGA: CAME FÖR PRIORITY AERO MAINTENANCE



CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (CAME)

EASA Part M approval: subpart G & I

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PART 0 GENERAL ORGANISATION

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AMENDMENT RECORD

AMENDMENT NO:	DATE	AMENDMENT DETAILS	AMENDED BY	DATE OF INCLUSION

DISTRIBUTION LIST

COPY NUMBER	HOLDER

The continuing airworthiness management exposition should be distributed to:

- The organisation’s management personnel and any person at a another level as necessary; and
- The Part 145 or M.A. Subpart F contracted maintenance organisation(s); and
- The SCAA.

ABBREVIATIONS LIST

AD	Airworthiness Directive
AFM	Aircraft Flight Manual
AM	Accountable Manager
AMC	Acceptable Means of Compliance
AMP	Owner/Operator Aircraft Maintenance Program
AOC	Air Operator Certificate
APU	Auxiliary Power Unit
ARC	Airworthiness Review Certificate
ARS	Airworthiness Review Staff
AWOPS	All Weather Operations
CAM	Continuing Airworthiness Manager
CAME	Continuing Airworthiness Management Exposition
CAMO	Continuing Airworthiness Management Organisation
CAT	Commercial Air Transport
CDL	Configuration Deviation List
CG	Centre of Gravity
CoA	Certificate of Airworthiness
CRS	Certificate of Release to Service
CVR	Cockpit Voice Recorder
DFDR	Digital Flight Data Recorder
DO	Design Organisation
DOA	Design Organisation Approval
EASA	European Aviation Safety Agency
ELT	Emergency Locator Transmitter
ETOPS	Extended Twin-Engine Operations
FAA	Federal Aviation Administration
JAR	Joint Aviation Requirement
LLP	Life limited Parts
LROPS	Long Range Operations
M.E.L.	Minimum Equipment List
MM	Maintenance Manual
MNPS	Minimum Navigation Performance Standard
MSG	Maintenance Steering Group
MO	Maintenance Organisation
MOM	Maintenance Organisation Manual
NAA	National Aviation Authority
OMP	Operations Manual
PFC	Pre Flight Check
PIC	Pilot In Command
QM	Quality Manager
RNAV	Area Navigation
RVSM	Reduced Vertical Separation Minima
SB	Service Bulletin
SCAA	Swedish Civil Aviation Authority
SIL	Service Information Letter
SRM	Structure Repair Manual
STC	Supplemental Type Certificate
STCH	Supplemental Type Certificate Holder
TC	Type Certificate
TCDS	Type Certificate Data Sheet
TCH	Type Certificate Holder

PART 0 GENERAL ORGANISATION

0.1 Corporate Commitment by the Accountable Manager

PRIORITY AERO MAINTENANCE

CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION

This CAME and any associated documents define the organisation, publications and procedures upon which SCAA Part M subpart G and I approval of Priority Aero Maintenance (PAM) are based.

These procedures are approved by the undersigned and must be complied with, as applicable in order to ensure that all tasks performed by PAM CAMO on contracted / Sub-contracted aircraft are carried out on time to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulations, or customer requirements published from time to time where these new or amended regulations or requirements are in conflict with these procedures.

It is understood that the SCAA will approve this organisation and the contracts and procedures between PAM and the contracted operator whilst the SCAA is satisfied that the procedures are being followed and the work standard maintained.

It is understood that the SCAA reserves the right to suspend, vary or revoke the approval or approved contracts and procedures between PAM and the contracted operator, as applicable, if the SCAA has evidence that the procedures are not followed and the standards not upheld.

I hereby confirm that the organisation will be given the necessary means to follow the rules and procedures established within these publications and that all charges are paid, as prescribed by the SCAA in respect of approved Part M Subpart G and I continuing airworthiness management approval or contracts and procedures between PAM and the contracted operator.

Signed:.....

Date:

Name:

Title: Accountable Manager,
Priority Aero Maintenance.

0.2 General Information

0.2.1 Description of the Organisation

Priority Aero Maintenance CAMO is structured under the management of the Accountable Manager. For the complete management structure refer to the organisations management chart in paragraph 0.4

PAM is an independent Part 145 approved organisation performing contracted maintenance, repairs and overhaul activities. PAM CAMO is a Part M subpart G and I approved organisation performing Part M subpart G and I tasks for commercial operators aircraft. PAM is authorized to carry out airworthiness reviews and issue ARC's, in addition to make recommendations for the airworthiness review to SCAA or to a member state of registry within the European Community.

PAM uses its own and approved Part 145 maintenance providers to meet the requirements of Part M.

Details of the current maintenance contractors are contained in Part 5 of this CAME. (5.4)

0.2.2 Relationship with other Organisations/Owners

PAM CAMO is a wholly owned subsidiary of Priority Aero Maintenance AB, SE. 145. 0021.

0.2.3 Aircraft Managed

Aircraft managed by PAM in accordance with EASA Part M, subpart G and I are listed in respective contract and a list is held by Mr X.

0.2.4 Scope of work

Organisation Continuing Airworthiness Management Capability:

Aircraft type/series/group	Engine Type(s):	Managed at Site:
B737	CFM	ARN
MD-80	JT-8	ARN
A320	V2500	ARN

0.3 Management Personnel

0.3.1 Accountable Manager

The duties and responsibilities associated with this post is currently held by Mr Thomas Fröbom.

0.3.2 Nominated Post Holder for Continuing Airworthiness management activities

The duties and responsibilities associated with the post of Continuing Airworthiness Manager are currently assumed by Mr A in support of the Accountable Manager.

0.3.3 Quality Manager

The duties and responsibilities associated with this post are currently assumed by Mr Jan-Olof Bengtsson in support of the Accountable Manager.

The Quality Manager is also responsible for establishing a quality monitoring program which addresses all of the areas of PAM contracted maintenance support, monitoring all sub-contracted activities and monitoring the compliance with Part M.

0.3.4 Airworthiness Review Staff

Name	AR Authorization	Position
Mr Brown	B737	Manager
Mr Black	MD-80	Manager
Mr White	A320	Manager

0.3.5 Duties and Responsibilities

0.3.5.1 Accountable Manager

In order to run the organisation in a manner that meets the requirements of the Customer, Swedish Civil Aviation Authority (SCAA), the European Joint Aviation Authorities (JAA), requirements and EASA requirements as applicable, the Accountable Manager has the overall responsibility, including financial, for running the organisation with delegated responsibility for all personnel.

- a) He is responsible for ensuring that all continuing airworthiness activities can be financed and carried out to the required standards.
- b) Responsibility for ensuring that the organisation has sufficient financial and personnel resources for the extent of the actual undertaking.
- c) Responsibility for the continuous information to the Management regarding planned and offered services or other changes that affects the Company's activity.
- d) Responsibility for ensuring that any charges are paid as prescribed.
- e) Ensuring the necessary qualified staff with appropriate training.
- f) Review the quality policy from time to time.

0.3.5.2 Nominated Post Holder for Continuing Airworthiness management activities

The nominated post holder for continuing airworthiness will ensure that all maintenance is carried out by the Part 145 maintenance organisation, in accordance with the relevant approved maintenance programme, on time and to an approved standard. He will act to ensure that PAM's responsibilities in the following areas can be met.

- a) Establishment and development of maintenance programmes for the aircraft managed by PAM as required by Part MA.302.
- b) Presentation of maintenance programmes to the competent authority for approval.
- c) Manage the approval of modifications and repairs.
- d) Ensuring modifications and repairs (changes) are carried out to an approved standard.
- e) Ensuring all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with M.A. subpart H.
- f) Ensuring all applicable airworthiness directives and operational directives with a continued airworthiness impact, are applied.
- g) Ensuring all known defects is rectified.

- h) Coordination of scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts and component inspections to ensure work is carried out properly.
- i) Manage and declare all continuing airworthiness records.
- j) Ensuring the mass and balance statement reflects the current status of the aircraft.
- k) Non mandatory modification embodiment policy, where appropriate.
- l) What pilots and Part 66 licensed engineers are competent to issue Certificates of Release to Service in accordance with M.A.803.
- m) That the Certificate of Airworthiness for each aircraft operated by the company remains valid in respect of;
 - i. the airworthiness of the aircraft,
 - ii. the expiry date specified on the Airworthiness Review Certificate, and
 - iii. any other condition specified in the Certificate;
- p) Reporting any occurrences of a maintenance nature to the SCAA and the aircraft manufacturers. This includes both Mandatory Occurrences and occurrences related to maintenance findings, which fall outside the Mandatory scheme.
- q) The amendment and control of this Continuing Airworthiness Management Exposition.
- r) Review and implementation, as appropriate.

0.3.5.3 Quality Manager

The Quality Manager, Jan-Olof Bengtsson, is responsible for the following functions:

- a) Compliance with Part M
- b) Establishing a Quality Monitoring Programme which addresses all of the areas of "enter organisation's name" contracted maintenance support (if applicable).
- c) Monitoring all sub-contracted activities
- d) Ensuring that the Quality System required by Part M.A.712 is effective in its application and any follow up actions required to address findings are completed. Further details are provided in Part 2 of this CAME.

0.3.5.4 Airworthiness Review Staff

Reference chapter 4.

0.3.6 Manpower Resources and Training Policy

0.3.6.1 Manpower Resources

As of (DATE), the number of employees dedicated to the performance of the continuing airworthiness management systems is the following:

1 man year = H hours	Full Time Staff (Number)	Total Hours (per week)
Accountable Manager	1	40
Continued Airworthiness Management	1	40
Quality Manager	1	40
Airworthiness Review Staff	3	120
Total	6	240

0.3.6.2 Training Policy

Training will be provided by PAM to ensure that each member of staff is adequately trained to carry out the functions of, and satisfy the responsibilities associated with, the Part M Subpart G continuing airworthiness management functions. A schedule of required and recommended training is maintained by the continuing airworthiness management.

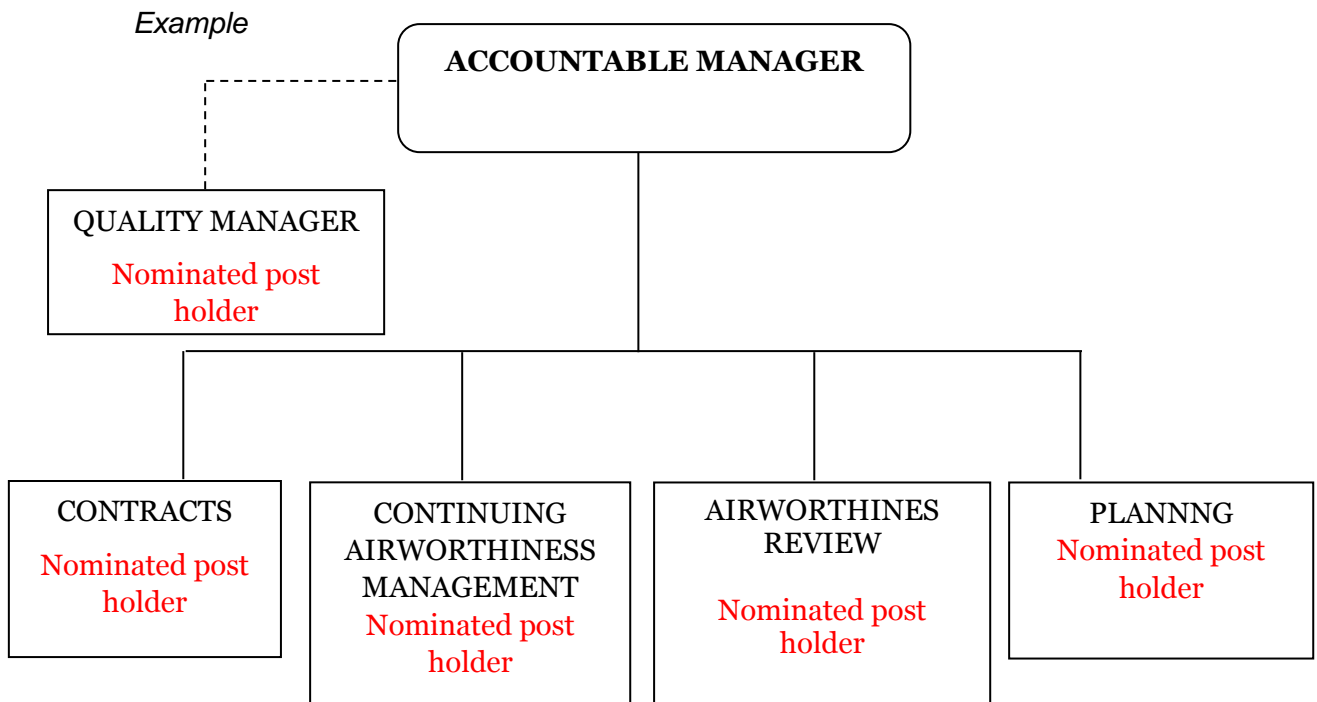
Training records and authorisations required to meet SCAA requirements for personnel are retained by the Quality Manager. These records are stored in PAM's computerised system where follow-up is performed.

Where changes occur to the organisation, its procedures, and types operated etc. Then suitable continuation training will be provided, where necessary.

The organisation will review training needs at intervals not exceeding two years or at more frequent intervals if, and when, significant changes occur to the organisation, procedures and aircraft types operated.

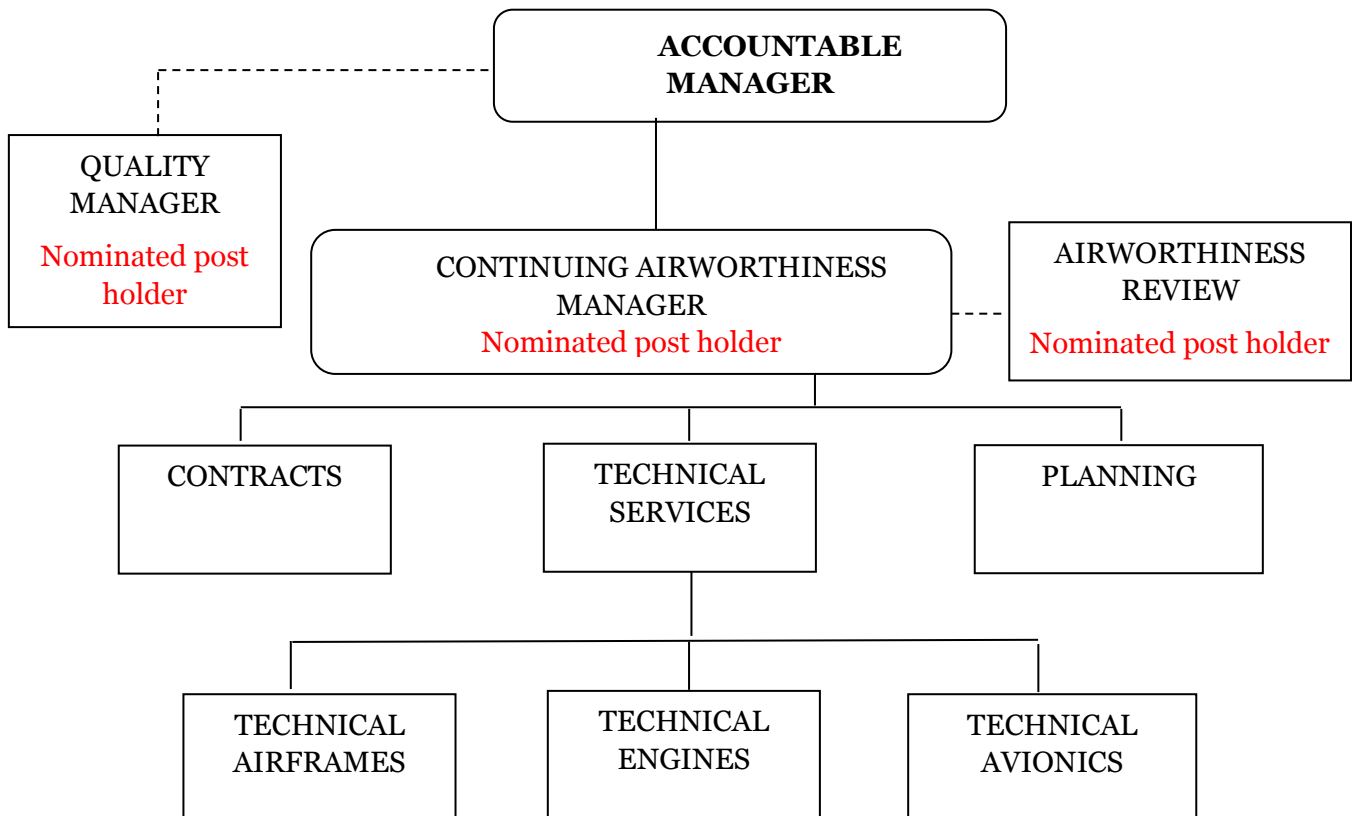
0.4 Management Organisation Chart

0.4.1 General Organisation Chart



0.4.2 Continuing Airworthiness Management Organisation Chart

Example



0.5 Notification Procedure to the Swedish Civil Aviation Authority

The Accountable Manager will undertake to advise the SCAA of any changes with respect to:

- a) The Organisation's name
- b) The location of the organisation
- c) Additional locations of the organisation
- d) The Accountable Manager
- e) All nominated position holders
- f) The facilities, procedures, work scope and staff that could affect the approval

0.5.1 Changes

Any changes will be notified to the SCAA as soon as practicable, by the Accountable Manager to enable the SCAA to determine continued compliance with Part M, to approve the change prior to incorporation and to make any necessary amendments to the EASA Form 14 that may be appropriate.

0.6 Continuing Airworthiness Management Exposition Amendment Procedures

The Continuing Airworthiness Manager is responsible for reviewing the CAME and for preparing any amendments. All amendments will be submitted to the SCAA for approval prior to their incorporation in the CAME.

0.6.1 CAME Review

The CAME will be reviewed at intervals not exceeding 12 months or more frequently when significant changes occur which affect the content of the CAME.

0.7 Facilities

Office accommodation should be such that the personnel, 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. Office accommodation should also include an adequate technical library and room for document consultation.

- Layout of premises
- Office accommodation for:
 - Planning
 - Technical records
 - Quality
 - Technical reference area
 - Etc.
- Storage

Part 1 Continuing airworthiness management procedures

The continuing airworthiness management procedures are Priority Aero Maintenance's responsibility to ensure compliance with the continuing airworthiness aspects of part M. It ensures that:

- Each aircraft is maintained in an airworthy condition.
- That the operational and emergency equipment necessary for flight is serviceable.
- The Airworthiness Review Certificate (ARC) of each aircraft remains valid.

When PAM is contracted to manage the continuing airworthiness of a customer aircraft, PAM is obliged to:

- a. Have the aircraft's type in the scope of its approval.
- b. Develop a maintenance programme for the aircraft, including any reliability programme developed.
- c. Organise the approval of the aircraft's maintenance programme.
- d. Once it has been approved, give a copy of the aircraft's maintenance programme to the owner.
- e. Organise a bridging inspection with the aircraft's prior maintenance programme.
- f. Organise for all maintenance to be carried out by an approved maintenance organisation.
- g. Organise for all applicable airworthiness directives to be applied.
- h. Organise for all defects discovered during scheduled maintenance or reported by the owner to be corrected by an approved maintenance organisation.
- i. Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of life limited parts, and component inspection requirements.
- j. Inform the owner each time the aircraft shall be brought to an approved maintenance organisation.
- k. Manage all technical records.
- l. Archive all technical records.
- m. Organise the approval of any modification to the aircraft in accordance with Annex (Part-21) to Regulation (EC) No 1702/2003 before it is embodied.
- n. Organise the approval of any repair to the aircraft in accordance with the Annex (Part21) to Regulation (EC) No 1702/2003 before it is carried out
- o. Inform the competent authority of the Member State of registry whenever the aircraft is not presented to the approved maintenance organisation by the owner as requested by the approved organisation.
- p. Inform the competent authority of the Member State of registry whenever the present arrangement has not been respected.

- q. Carry out the airworthiness review of the aircraft when necessary and issue the airworthiness review certificate or the recommendation to the competent authority of the Member State of registry.
- r. Send within 10 days a copy of any airworthiness review certificate issued or extended to the competent authority of the Member State of registry
- s. Carry out all occurrences reporting mandated by applicable regulations.
- t. Inform the authorities of the Member State of registry whenever the present arrangement is denounced by either party.

Commercial transport aircraft:

In order to retain ultimate responsibility Priority Aero Maintenance should limit sub-contracted tasks to the activities specified below:

- Airworthiness directive analysis and planning
- Service bulletin analysis
- Planning of maintenance
- Reliability monitoring, engine health monitoring
- Maintenance programme development and amendments
- Any other activities which do not limit the operators responsibilities as agreed by the competent authority.

1.1 Aircraft Continuing Airworthiness Record System Utilisation

When any maintenance is completed, the associated certificate of release to service (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.

The aircraft continuing airworthiness records shall consist of:

- An aircraft logbook, engine logbook(s) or engine module log cards, propeller logbook(s) and log cards, for any service life limited component and as appropriate
- When required for commercial air transport or by the Member State for commercial operations other than commercial air transport, the operator's technical log.
- The aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or landings, as appropriate, shall be entered in the aircraft logbooks.

The aircraft continuing airworthiness records shall contain the current:

- Status of airworthiness directives and measures mandated by the competent authority in immediate reaction to a safety problem;
- Status of modifications and repairs;
- Status of compliance with maintenance programme;

- Status of service life limited components;
- Mass and balance report;
- List of deferred maintenance

1.1.1 The technical log utilization

The input from an operator or registered lessee / owner of the aircraft technical log is the main input for Priority Aero Maintenance when performing activities Part M for a contracted provider or registered lessee / owner, resulting in follow up on the above, subject to contractual coverage, using the PAM CAMS computerized system.

All of this is used as a part of the Flight Safety and reliability of reporting systems to provide feedback to the operator, registered lessee / owner, staff, officials and manufactures.

The technical Log System includes the following information:

- Observation and remarks as a result of aircraft operation including the aircraft, engines, components and systems technical status.
- All defects and malfunctions.
- Corrective actions in response to recorded defects.
- Record of accomplished and pending scheduled maintenance activity.
- Any technical limitations imposed by terms of MEL or other approved sources.
- Record of base maintenance activities.

1.1.1.1 The Technical Log Content

The technical log system is contained within a folder and is comprised of:

- Journey log book which contains numbered and sequenced pages
- Work order book which contains numbered and sequenced pages
- A/C status report containing the Hold Item List (HIL) and briefing Items
- Service Check Status Report
- Certificate of release to Service (CRS) from base maintenance
- Dent and Buckle Chart
- Label of main phone contact to Maintenance department via Ground Ops. The phone number is also stored on both on-board mobile phones and stated in the OM A.

1.1.2 Procedures for data entry

All entries to the technical log (TL) system must comply with the following conditions:

- Be writing in indelible ink
- All input must be in the English language
- Be clear, concise and use block capitals
- Confirmation boxes should be completed by making an X in the required confirmation box
- All leaves of log book must be legible

1.1.3 MEL

The minimum equipment list (MEL) is intended to permit operations with certain inoperative items of equipment for the minimum period of time necessary until repairs can be accomplished. It is important that repairs are accomplished at the earliest opportunity in order to return the aircraft to its design level of safety and reliability.

1.1.4 MEL – General

(a) Contracted non-commercial aircraft > 5700 kg

Priority Aero Maintenance shall establish, at the customer request and where possible, for each aircraft a Minimum Equipment List (MEL) and submit for approval to the Authority.

This shall be based upon, but not be less restrictive than, the relevant Master Minimum Equipment List (MMEL) if this exists, and other applicable requirements accepted or mandated by the Authority.

(b) Commercial Transport Aircraft under limited contract iaw MA 201 and AMC

Priority Aero Maintenance shall have access to the latest approved MEL for all contracted aircraft.

1.1.5 Repair Interval Categories (MEL classes)

a) The maximum time an aircraft may be operated between the discovery of an inoperative item and its repair will be specified in the MMEL. Passenger convenience items such as reading lights may have no specified repair interval (no category).

b) The category of all other inoperative items will be determined according to the time intervals specified below.

❖ Category A

Items in this category shall be repaired within the time interval specified in the “Remarks or Exceptions” column of Priority Aero Maintenance approved MEL.

Whenever the proviso in the “Remarks or Exceptions” column of the MMEL states cycles or flight time, the time interval begins with the next flight.

❖ **Category B**

Items in this category shall be repaired within 3 consecutive calendar days excluding the day of discovery.

❖ **Category C**

Items in this category shall be repaired within 10 consecutive calendar days, excluding the day of discovery.

❖ **Category D**

Items in this category shall be repaired within 120 consecutive calendar days, excluding the day of discovery. To be considered for placement in Category D, the item must be of an optional nature, or excess equipment.

To be approved for Category D, the item must meet the following criteria:

- The absence of the item does not affect crew workload;
- The pilots do not rely on the function of that item on a routine or continuous basis; and,
- The pilot's training, subsequent habit patterns and procedures do not rely on the use of that item.

1.2 Aircraft Maintenance Programmes – (AMP)

1.2.1 General

The purpose of an Aircraft Maintenance Program, hereinafter called AMP is to provide maintenance planning instructions necessary for the safe operation of the aircraft. It is the responsibility of the operator or Priority Aero maintenance as applicable, to assure that all operated aircraft are maintained in accordance with a maintenance program approved by the authority, which shall be periodically reviewed (minimum annually) and amended accordingly. The “Annual Review” shall be performed not later than respective AMP initial issue date + 12 months, and subsequently at intervals not exceeding 12 months based on the initial issue date.

The latest AMP review shall be registered in each aircraft CAMS “Time” for follow up.

1.2.2 AMP Content

In addition to content described below, the following Swedish requirements shall be covered:

* Functional Check of the Standby Altimeter/Airspeed System. 24 Month intervals BCL M 4.3

* Functional Check of the Standby Compass for Calibration. 24 Month intervals ref. BCL M 4.3

1.2.3 General AMP Content

An Aircraft Maintenance Programme developed by Priority Aero Maintenance shall be written I.A.W. EASA Part M, M.A. 302.

The AMP shall contain details including frequency, of all maintenance to be carried out including any specific tasks linked to specific operations.

The AMP must also include a reliability program when the AMP is based on Maintenance Steering Group logic (MSG-L), or mainly on condition monitoring. Priority Aero maintenance holds a copy of each contracted/Sub-contracted aircraft AMP.

Applicable repetitive AD's:

For aircraft maintained in "Priority Aero Maintenance CAMS™", applicable repetitive AD's are printed and shown in an AMP appendix.

For aircraft not maintained in "Priority Aero Maintenance CAMS™", applicable repetitive AD's are listed in a similar way in an AMP appendix.

1.2.4 Template AMP Content

The Priority Aero Maintenance Template for a "Standard" Aircraft Maintenance Program is written I.A.W. EASA Part M, M.A. 302 and contains the following chapters:

1. INTRODUCTION
2. GENERAL REQUIREMENTS
3. PROGRAM BASIS
4. AMENDMENTS
5. PERMITTED VARIATIONS TO MAINTENANCE PERIODS
6. PERIODIC REVIEW OF MAINTENANCE PROGRAM
7. RELIABILITY PROGRAM
8. APPENDIX A1 – SYSTEM & POWERPLANT PROGRAM
9. APPENDIX A2 – STRUCTURAL PROGRAM
10. APPENDIX A3 – ZONAL PROGRAM
11. APPENDIX B – SCIs, CDCCLs & ALI's
12. APPENDIX C1 – SID PROGRAM
13. APPENDIX C2 – SARD PROGRAM
14. APPENDIX D – Storage
15. APPENDIX E – AIRWORTHINESS DIRECTIVES
16. APPENDIX F – REVISION HIGHLIGHTS

1.2.5 Development

(1) Sources

(This is a list of some sources to use when developing a maintenance program, more detailed sources will be added after the meeting with Dan)

Priority Aero Maintenance uses data from various sources such as, but not limited to;

- MRB.
- MPD.
- OEM Airworthiness Limitations & Inspection Requirements.
- Maintenance Manuals.
- Maintenance requirements specified in AD's, SB's, SIL's, SL's, AOL, etc.
- Vendor instructions for continued airworthiness including installed optional equipment, STC:s etc.
- Authority Requirements and results from operators AMP effectiveness analysis.

The above is not a complete list of sources for the development of an AMP as this may vary

- Between aircraft types
- Local Authority requirements
- Operation environment, etc.

(2) Responsibilities

(2a) Contracted Non-commercial aircraft

Priority Aero Maintenance may be responsible for development and amendment of AMP's for contracted non-commercial aircraft.

(2b) Commercial Aircraft

The operator is responsible for the development of the AMP and its amendments for all operated aircraft.

If the development of an AMP or its amendments has been sub-contracted to Priority Aero Maintenance, the responsibility remains with the operator under its quality system.

(3) Manual amendments

An AMP shall be amended, but not limited to;

- When the MRB report, MPD or other requirements from the manufacturer has been revised,
- When required by applicable Authorities
- When required by AD's, Service Bulletins or LVD's related to the Maintenance Program.

- As required when recommended by manufacturer of aircraft engines and components.
- As a result of operators reliability program and experience

Amendments involving changes of Maintenance Periods other than MRB/MPD should include relevant statistical information to verify the requested change.

The amendment procedures are described in respective AMP.

AMP Requirements based on new/amended MRB, MPD, AD, SB and/or other applicable requirements shall be monitored monthly by Priority staff and recorded in AM System –Follow Up and marked “AMP”.

(4) Acceptance by the authority

An amendment requiring approval cannot become effective until Authority approval has been obtained.

Escalations or variations to any AMP shall be approved by the competent Authority. Escalation of ALI’s shall be approved by the Agency.

(4a) Contracted Non-commercial Aircraft

Priority is responsible for submission of an AMP and its amendments to the competent Authority for approval.

(4b) Commercial Transport Aircraft under limited contract iaw MA 201 and AMC

The operator is responsible for submission of the AMP and its amendments to the authority for approval based on amendment procedure described in respective AMP.

Application for amendment involving changes of Maintenance Periods should include relevant statistical information to verify the requested change.

1.3 Time and continuing airworthiness records, responsibilities, retention, access

Personnel at Priority are responsible for continually updating the data system that tracks Aircraft Continuing Airworthiness Records.

1.3.1 Hours and cycles recording

The contracted operator shall by fax or e-mail, as described in the contract, daily submit to Priority Aero Maintenance all necessary documents required for follow up on contracted services.

1.3.2 Records

Typical documents are, but not limited to; Technical Log, EASA Form One or equivalent and/or other type of Component tag, etc. Details of documents to be submitted by an operator are described in the relevant contract.

Priority personnel shall before updating “PAM CAMS™”, verify correct log sequence, Part number, Serial number, etc.

Aircraft status can at any time be presented the authority or contracted operator, by various “PAM CAMS™” generated lists.

(a) Contracted Non-commercial Aircraft.

Priority Aero Maintenance manages all technical records and archives all technical records for contracted non-commercial aircraft. These documents are retained in a fire, theft, water and alteration protected environment throughout the validity of the contract.

In case of aircraft withdrawal from service, Priority Aero Maintenance shall retain all record not less than 36 months after the aircraft or component has been released to service

(b) Commercial Transport Aircraft under limited contract iaw MA 201 and AMC

Reference contract coverage, Priority Aero maintenance, maintains certain original documents for operators. These documents are retained in a fire, theft, water and alteration protected environment throughout the validity of the contract.

1.3.3 Computer records

All computerised documents, generated by “PAM CAMS™”, and other scanned documents are maintained on Priority Aero Maintenance servers.

1.4 Accomplishment and control of Airworthiness Directives

1.4.1 General

Any applicable airworthiness directive must be carried out within the requirements of that airworthiness directive.

Applicable AD's: AD's issued by the Agency or any airworthiness directive issued by a state of design for an aircraft imported from a third country, or for an engine, propeller, part or appliance imported from a third country and installed on an aircraft registered in an EU Member state, shall apply unless the Agency

has issued a different decision before the date of entry into force of that airworthiness directive.

Priority Aero maintenance performs, subject contract coverage, AD assessment, planning and follow-up for sub-contracted operators, or contracted non-commercial aircraft.

All AD's that affect aircraft types or components on aircraft managed by Priority, subject contract coverage, are listed in the CAMS computerised system and a hard copy file is made up.

The hard copy file is kept in a fire protected cabinet in the office. The AD evaluation is done in the CAMS computerised system, a list of all AD evaluations can be printed from the computer system.

(a) Contracted non-commercial aircrafts

Priority Aero Maintenance is responsible for the accomplishment and control of Airworthiness Directives for contracted aircraft. The Director of Maintenance is responsible for AD evaluation, accomplishment and control.

(b) Commercial Transport Aircraft under limited contract iaw MA 201 and AMC

The responsibility for the accomplishment and control of Airworthiness Directives remains with the operator.

1.4.2 Airworthiness Directive information

Priority Aero Maintenance should have Internet access to

- FAA
- EASA
- SAD
- CAWIS
- CAP 747
- ANAC

1.4.3 Airworthiness Directive decision

All AD's shall be analysed for general applicability to A/C or A/C components, the analysis may be performed by the operator or, as described in applicable contract, by PAM.

All AD's handled by PAM are communicated to the Maintenance Organisation in the form of a WO one exception is Emergency AD's.

(a) Contracted non-commercial aircraft

Priority Aero Maintenance is responsible for decision on implementation of a certain Airworthiness Directive after the analysis.

(b) Commercial Transport Aircraft under limited contract iaw MA 201 and AMC

The operator is responsible for decision on implementation of a certain Airworthiness Directive after the analysis.

1.4.3.1 Airworthiness Directive analysis by the operator

The operator shall analyse all applicable AD's in accordance with the CAME, and the operator shall sent to Priority Aero Maintenance the result and decision. Priority shall thereafter, if covered in the contract, register the AD's in "PAM CAMS™".

1.4.3.2 Airworthiness Directive analysis by Priority Aero Maintenance

(a) Contracted non-commercial aircraft

Priority Aero Maintenance shall analyse all applicable AD's in accordance with this CAME.

The analysis shall be based on applicability (S/N, incorporated SB's, mod status, previous AD's, superseded AD, etc.).

A copy of the analysis is retained by Priority Aero Maintenance.

The result of the analysis shall be sent to Priority Aero Maintenance Engineering Manager in the form of an AD-Evaluation Form, and recorded in AM-System-Follow Up.

All applicable AD's with result from the analysis are registered in "PAM CAMS™"

(b) Commercial Transport Aircraft under limited contract iaw MA 201 and AMC

Priority Aero Maintenance shall before the analysis inform the contracted operator of all new or amended AD's, thereafter shall the analysis take place. The analysis shall be based on applicability (S/N, incorporated SB's, mod status, previous AD's, superseded AD, etc.). The result of the analysis shall be sent to the operator in the form of the form of an AD-Evaluation Form.

All applicable AD's with result from the analysis are registered in "PAM CAMS™"

In a case where the operator decides not to incorporate an AD which is clearly affecting the A/C or A/C component, this shall immediately be

communicated with the operator. If the operator insists on not to incorporate the AD, Priority Aero Maintenance has the right to immediately terminate its services and contract.

1.4.4 Emergency Airworthiness Directives

When an emergency AD has been issued that affect types of aircraft or components that are managed by Priority Aero Maintenance, then shall Priority immediately inform the Operator/Owner/Lessee about the Emergency AD and what type of actions that are necessary to take.

If the Operator/Owner/Lessee can't be reached in due time, Priority has the right to take necessary decisions. In order not to lose unnecessary time, an Emergency AD can be ordered by Phone or E-mail.

1.5 Analysis of the effectiveness of the maintenance programme

1.5.1 General

An operator or owner/lessee of a non-commercial aircraft above 2730 kg should have a system to analyse the effectiveness of the maintenance program, with regard to spares, established defects, malfunctions and damage, analyse of component reliability, analyse of remarks, analyse of technical delays/cancellations, etc. and to amend the maintenance program accordingly. The analysis shall at a minimum be performed annually as a part of the "Annual Review"

a) Contracted non-commercial aircraft.

Priority Aero Maintenance performs the analysis of the effectiveness of the maintenance program on contracted non- commercial aircraft. The analysis shall at a minimum be performed annually.

b) Sub-contracted commercial aircraft

Priority Aero Maintenance, as described in respective contract perform certain activities related to the analysis the effectiveness of the maintenance program. Responsibility for the annual analysis stays with the operator.

1.5.2 Analysis

The following information is normally, but not limited to, used as basis for analysis effectiveness of the maintenance programme, the analysis is described in detail in the operators CAME, (or in PAM's CAME) and applicable AMP for non-commercial aircraft.

- Technical Remarks
- Aircraft reliability
- Engine Condition Trend Monitoring
- Rate of Component change/TBF
- Findings during routine maintenance

- Unscheduled maintenance performed.
- Technical delays/cancellations analysis

1.5.3 Daily Analysis

The effectiveness of the AMP is analysed continuously by the engineering staff during the daily activities.

In addition to AMP meeting, all incoming data such as Technical remarks, component changes, engine health monitoring, engine/APU oil consumption, etc. continuously monitored during above described daily work.

AMP Meetings

(a) Contracted non-commercial aircraft

The AMP is analysed annually during scheduled AMP Meetings. Participants;

- DM.
- QM.
- Representative from contracted owner/lessee as required.
- Representatives from contracted, sub contracted organisations as required.

Sources for the analysis are:

- The above daily analysis
- Technical Remarks from Engineers or Pilots
- Aircraft Reliability Reports
- Engine Health Monitoring
- Rate of Component Change
- Findings during routine maintenance reported by Part-145 organisations.

A summary of the outcome from the analysed reliability data is sent to the owner/lessee, the same summary is presented at the next Quarterly Meeting.

(b) Commercial Transport Aircraft under limited contract iaw MA 201 and AMC

Meetings for analysis effectiveness of the maintenance program is described in the operators CAME,

Priority Aero Maintenance shall participate in meetings with the operator as described in respective contract.

1.6 Major repair modification standards

1.6.1 Approvals

- Modifications and Repairs considered as approved by EASA:
- AD's
- SB's,

- Special repair instructions issued and approved by the OEM
- All modifications incl. STC's approved EASA.
- All modifications approved by a DOA
- All non-critical modifications on US manufactured aircraft approved by a DER

1.6.2 Classification

All repairs/modifications performed on an aircraft, or any parts thereof, have to be classified as major or minor repairs/modifications.

1.6.3 Minor modification

A 'minor change' is one that has no appreciable effect on the:

- mass
- balance
- structural strength
- reliability
- operational characteristics
- noise
- fuel venting
- exhaust emission
- or other characteristics affecting the airworthiness of the product

Minor changes in a type design shall be classified and approved either:

(a) By the Agency; or

(b) By an appropriately approved design organisation (DOA) under a procedure agreed with the Agency.

1.7 Major modification/Changes

All other changes are 'major changes'.

All major modifications shall be approved under an EASA STC by an appropriately rated DOA.

STC:s approved outside the European Union must be validated by EASA.

1.7.1 General

(a) Contracted non-commercial aircraft

When an owner/lessee request a Modification to be implemented in his aircraft, Priority Aero Maintenance shall perform an assessment on the modification as follows;

- Has the modification relevant approvals

- Is the modification applicable to the type/model of aircraft
- Is the modification affecting mass & balance of the aircraft
- Is the modification affecting any manuals (IPC, AMM, WDM, CMM, AFM/Pilot hand book, etc.)
- Cost impact

Priority Aero Maintenance presents the assessment result to the owner/lessee for his decision of implementation.

If the owner/lessee decides to implement the modification, Priority shall;

- Issue a work order to the Part 145 or Part M Subpart F organisation (as applicable) to perform the modification.
- Order required supply of parts and/or mod kit
- Order as required, all applicable maintenance data and other required documentation.
- Send above parts and maintenance data to the Part 145 or Part M Subpart F organisation

After the modification has been implemented and before operation of the aircraft, Priority shall perform the necessary updates of:

- Tech records
- Manuals
- Mass & balance

PAM informs the owner/lessee regarding operational changes as applicable.

(b) Commercial Transport Aircraft under limited contract iaw MA 201 and AMC

(Reference to operators CAME).

Note that Priority Aero Maintenance can perform parts of above tasks as sub-contracted work in accordance with separate agreement.

1.8 Defect reports

1.8.1 Analysis

a) Contracted non-commercial aircraft

Defect reports from a Part-145 organisation or the owner / lessee are processed and analysed by Priority Aero Maintenance followed by a recommendation to the owner / lessee regarding the following:

- Changed component maintenance intervals/service life
- Changed airframe or engine maintenance intervals,
- Changed operational procedures, implementation of modifications, etc.

As applicable, this analysis is used as an important part of the analysis of the effectiveness of the maintenance programme.

b) Sub-contracted commercial aircraft

Defect reports from an operators contracted or the own Part-145 organisation are processed and analysed by the operators engineering department, or as described in the contract, by Priority.

The reports are analysed followed by a recommendation to the operator regarding the following;

- Changed component maintenance intervals/service life
- Changed airframe or engine maintenance intervals,
- Changed operational procedures, implementation of modifications, etc.

This analysis is used as an important part of the analysis of the effectiveness of the maintenance programme.

A report about the defects should be written and contain details such as:

- Date
- Aircraft Registration
- Aircraft Type and S/N
- Effected part or component
- Description of discrepancy
- Name of responsible pilot in command
- Signed by the PCA

1.8.2 Liaison with manufacturers and Regulatory authorities

All defect considered affecting flight safety shall by the operator be reported as described in the operators CAME.

Defects known to Priority Aero Maintenance shall be reported to the operator, owner / lessee, Authorities and TC holder.

1.8.3 Deferred defect policy

(a) Contracted non-commercial aircraft

In general, all identified defects shall be corrected before flight, deferred maintenance should as far as possible be avoided during scheduled maintenance and should be the last solution.

However, under certain circumstances defects may be deferred if applicable conditions are met.

During scheduled maintenance, all deferred defects shall be recorded on (WC's) and registered into the CAMS system.

Structural defects found that cannot be rectified before the next flight and considered as a Deferred Defect.

It is of vital importance to contact the manufacturer as soon as any uncertainty exists.

(b) Sub-contracted commercial aircraft

Each operators CAME describes the established Deferred defect policy.

1.9 Engineering Activity

Some of PAM's Engineering Activities are:

- Base Maintenance
- Motor Maintenance
- Component Maintenance
- Maintenance Program Development
- Reliability Program Management
- Engine trend monitoring;
- MEL development and implementation

In the future PAM is planning to structure AD and SB to other companies.

1.10 Reliability Programmes

An operator or owner / Lessee shall have a reliability programme for aircraft maintenance programme based upon maintenance steering group (MSG) logic or those that include condition monitored components or that do not contain overhaul time periods for all significant system components.

In case of a MSG-3 based maintenance programme, the reliability programme should provide a monitor that all MSG-3 related tasks from the maintenance programme are effective and their periodicity is adequate.

- a. A reliability programme should be developed in the following cases:
- b. The aircraft maintenance programme is based upon MSG-3 logic
- c. The aircraft maintenance programme includes condition monitored components
- d. The aircraft maintenance programme does not contain overhaul time periods for all significant system components
- e. When specified by the Manufacturer's maintenance planning document or MRB.

The type of information to be collected should be related to the objectives of the Programme and should be such that it enables both an overall broad based assessment of the information to be made and also allow for assessments to be made as to whether any reaction, both to trends and to individual events, is necessary.

The following are examples of the normal prime sources:

- a. Pilots Reports.
- b. Technical Logs.

- c. Aircraft Maintenance Access Terminal / On-board Maintenance System readouts.
- d. Maintenance Worksheets.
- e. Workshop Reports.
- f. Reports on Functional Checks.
- g. Reports on Special Inspections
- h. Stores Issues/Reports.
- i. Air Safety Reports.
- j. Reports on Technical Delays and Incidents.
- k. Other sources: ETOPS, RVSM, CAT II/III.

Based upon above information, corrective action can be in the form of:

- Amendments to the maintenance program
- Adjustment of component HT/OC checks/intervals and CM evaluation.
- Changes of aircraft operation procedures.
- Revision of MEL.

(a) Contracted non-commercial aircraft

Priority Aero Maintenance shall collect and summarize statistical data for the contracted aircraft to be presented at the scheduled AMP Evaluation meetings.

(b) Sub-contracted commercial aircraft

Priority Aero Maintenance can, if a part of the contract collect and summarize statistical data for the contracted operator and participate in operators AMP Evaluation meetings.

1.11 Pre-flight inspections

(a) Contracted non-commercial aircraft

If the Pre-flight inspection consists of maintenance tasks that have to be performed by authorized personnel (part 66 licensed staff or pilot/owner) Priority Aero Maintenance shall include this maintenance tasks in the approved Aircraft Maintenance Program (AMP).

(b) Sub-contracted commercial aircraft

Reference the operators CAME, Operational Manual, and/or AMP for Pre-Flight Inspection.

1.12 Aircraft weighing

(a) Contracted non-commercial aircraft

1.12.1 General

All weight checks performed on contracted non-commercial aircraft shall be performed by an approved Part-145 or subpart F organisations.

1.12.2 Weighing Requirement

A contracted non-commercial aircraft shall be weighed at the following occasions:

- After a major modification where the new mass and balance can't be calculated based on mass and balance information in the modification documentation.
- After installation of equipment where the new mass and balance can't be calculated based on reliable mass information for the installed equipment.
- After repainting of the aircraft.
- At 4 years intervals.
- When ordered by Priority Aero Maintenance or the owner/lessee for other reasons.

1.12.3 Weighing Equipment

The equipment used by the Part-145 or subpart F Organisation shall be in accordance with instructions in the aircraft Mass (Weight) and Balance Manual or Maintenance Manual and of an approved type with valid calibration status.

1.12.4 Weighing Method

The weighing shall be performed inside a hangar and in accordance with instructions in the aircraft Mass (Weight) and Balance Manual or Maintenance Manual.

1.12.5 Mass and Balance Calculations

After completion of the weighing, the aircraft maintenance record system and CAMS shall be updated with the new values and latest completion date.

(b) Sub-contracted commercial aircraft

Procedures for aircraft weighing are described in the contracted operators CAME and/or AMP.

1.13 Check flight procedures

(a) Contracted non-commercial aircraft

Procedures for contracted non-commercial aircraft check flight are described in the contract, AMP and/or operative manuals.

Check flights are always required as specified by the aircraft manufacturer, for instance after a particularly extensive maintenance check or major modification affecting the aircraft performance that cannot be checked on the ground.

If doubts occur regarding requirement for a Check Flight, decision that no Check Flight is required can only be made by Priority Aero Maintenance Director of Maintenance.

A check flight can any time be requested by Priority Aero Maintenance Director of Maintenance.

(b) Sub-contracted commercial aircraft

Procedures for check flight are described in the contracted operators CAME, AMP and/or operative manuals.

1.14 Work Orders (WO)

1.14.1 General

All planned work shall be based on a Work Order (WO), except when the work is based on a remark in the Tech Log system that must be rectified before next flight.

All WO containing major work such as; Engine, LDG, Propeller Change, C-Checks, etc. shall be double checked and signed by a second Priority Aero Maintenance Engineer before it is sent to the Customer/Workshop.

1.14.2 CAMS WO

All work based on information in CAMS shall be issued on a CAMS WO.

1.14.3 General WO

A general WO can be issued based on information not contained in CAMS or otherwise as requested from a Customer.

1.14.4 Task Cards

1.14.4.1 General

TC holders Task Cards shall be referenced when applicable.

1.14.4.2 Task Cards not covered by the TC holder

a) Contracted non-commercial aircraft

All required additional working instructions and information shall be added to the CAMS Task Card.

b) Sub-contracted commercial aircraft

All required additional working instructions and information shall be added in accordance with the customer's instructions.

PART 2 QUALITY SYSTEM

2.1 Continuing Airworthiness Quality Policy, Plan and Audit Procedures

This part two of PAM's CAME defines the continuing airworthiness quality policy, planning, and procedures to meet the requirements of Part M Subpart G and is an integrated part of the operators quality system.

2.1.1 Continuing Airworthiness Quality Policy

The Quality System and associated Quality Assurance Programme enables monitoring of PAM's compliance with Part M, the Continuing Airworthiness Management Exposition and any other standards specified by PAM or the SCAA/EASA, to ensure airworthy aircraft.

The Accountable Manager has the overall responsibility that the managing of continuing airworthiness will be ensured on the aircraft. The Continuing Airworthiness Manager (CAM) and the Quality Manager have at all times direct access to the Accountable Manager. All personnel are encouraged to participate actively in the quality system by reporting all discrepancies and suggestions for improvements to the QM or AM. The AM has also the overall responsibility for the quality system including the frequency, format and structure of the internal management evaluation activities as prescribed below.

2.1.2 Quality Programme

The Quality Programme is developed by the Quality Manager in liaison with CAM. The Quality Manager implements an audit which during a twelve month period addresses the whole continuing airworthiness management activity and all of the aspects of Part M which have a bearing on the continuing airworthiness arrangements of PAM.

The Quality Programme addresses also those aspects of the individual aircraft's continuing airworthiness, which would have been covered by the SCAA Certificate of Maintenance Review.

2.1.3 Quality Audit Procedure

The primary purpose of the audit is to observe a particular event/action/document etc. in order to verify whether established continuing airworthiness procedures and requirements are followed during the accomplishment of that event. This with a view to ensuring that the required standard is being achieved.

Every audit is undertaken by a quality auditor as a part of the overall audit programme and becomes the subject of an audit report. Before distribution, the preliminary conclusions will be advised to the person(s) in charge of the areas subject to audit. The quality auditor and the persons responsible for the areas/subjects audited determines then together the corrective actions to be

taken. This also defines the time allowed for corrective actions to be implemented. The corrective action should be determined taking into account the root cause of the finding, such that the corrective action may be carried out in a fashion that will prevent possible re-occurrence of the finding.

The audit reports are distributed to the following persons

- The Accountable Manager of PAM.
- The Continuing Airworthiness Manager.
- The contracted maintenance organisation.
- The Quality Manager.

2.1.4 Quality Audit Remedial Action Procedure

The Quality Manager, in liaison with CAM and AM, should conduct an annual review of the corrective actions recommendations issued as a result of audits carried out during the preceding twelve months to ensure they have been appropriately implemented. Where it is decided that appropriate action has not been taken, then the person responsible will be reminded. If the fault lies within PAM then immediate clearance action will be undertaken with the agreement of the Accountable Manager.

2.2 Monitoring of the Continuing Airworthiness Management Activities

The Audit Plan includes an assessment of the Continuing Airworthiness Management activities against the procedures defined in the CAME and in particular the ability of the CAM to discharge their responsibilities effectively with respect to Part M.

2.3 Monitoring that all Maintenance is Carried Out by an Appropriately Approved Maintenance Organisations

Not applicable. PAM has its own approved maintenance organization.

2.4 Monitoring that all Contracted Maintenance is Carried Out in Accordance with the Contract

The Audit Programme shall include a review of all maintenance provided to PAM by the contracted maintenance organisation, including sub-contractors. This review will assess all of the contracted maintenance is carried out in accordance with the Maintenance Contract as appropriate.

2.5 Quality Audit Personnel

All quality audit personnel shall be suitably qualified, trained and experienced to meet the requirements of the audit tasks. The auditor must not be directly involved in the activity they have been asked to audit.

The Quality Manager has to have direct access to the Accountable manager and all parts of the organisation, and must have not to be one of the nominated post holders.

The Quality Manager has the full authority and support from PAM's CAMO to perform his duty within the system.

The Quality Manager may delegate audits to additional auditors and/or an audit team if he deems it necessary. He also establishes the audit and inspection schedule to be completed during a specific calendar period according the present situation.

The Quality Manager shall be trained in a manner to fulfill the required knowledge as required to perform quality system tasks.

PART 3 CONTRACTED MAINTENANCE

Currently not applicable. PAM has its own approved Part 145 maintenance organisation.

PART 4 AIRWORTHINESS REVIEW PROCEDURES (M.A.710)

This section describes the working procedures for the airworthiness review according to EASA Part M, Subpart G M.A.710 and Subpart I. The purpose of the airworthiness review is the verification of the continuing airworthiness of an aircraft. The approval for this privilege is granted by the competent authority SCAA. To ensure validity of the aircraft airworthiness certificate an airworthiness review of an aircraft and its continuing airworthiness records have to be carried out periodically.

Note: Airworthiness review tasks cannot be sub-contracted.

4.1 Airworthiness review staff

4.1.1 Training, qualification, experience and procedure

To carry out airworthiness reviews, PAM CAMO shall have appropriate airworthiness review staff to issue M.A. Subpart I airworthiness review certificates or recommendations.

These staff shall have acquired:

- a) For all aircraft used in commercial air transport, and aircraft above 2730 kg
 1. at least five years' experience in continuing airworthiness, and;
 2. an appropriate license in compliance with Annex III (Part-66) or an aeronautical degree or a national equivalent; and
 3. formal aeronautical maintenance training; and
 4. a position within the approved organisation with appropriate responsibilities.
 5. Notwithstanding points (a) to (d), the requirement laid down in point M.A.707(a)1(b) may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.A.707(a)1(a).
- b) For aircraft not used in commercial air transport of 2730 kg MTOM and below, and balloons, these staff shall have acquired:
 1. at least three years' experience in continuing airworthiness; and
 2. an appropriate license in compliance with Annex III (Part-66) or an aeronautical degree or a national equivalent; and
 3. appropriate aeronautical maintenance training; and
 4. a position within the approved organisation with appropriate responsibilities;
 5. Notwithstanding points (a) to (d), the requirement laid down in point M.A.707(a)2(b) may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.A.707(a)2(a).

Airworthiness review staff nominated by the approved PAM CAMO can only be issued an authorisation by the approved CAMO when formally accepted by the

SCAA after satisfactory completion of an airworthiness review under supervision. Applications for the nomination of airworthiness review staff shall be submitted through a filled in EASA Form 4 and EASA Form 2 to SCAA.

4.1.2 Records

PAM CAMO shall maintain a record of all airworthiness review staff in each personal file.

The minimum content of the records is listed below:

- Personal data
- 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 organisation,
- Responsibilities of current role in the organisation,
- Copy of the authorisation.

This record shall be retained until two years after the review staff have left the organisation. Personal details are kept in the respective personal file.

4.2 Review of aircraft records

To satisfy the requirement for an airworthiness review of aircraft, a full documented review of the aircraft records are carried out by PAM CAMO in order to be satisfied that:

1. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and
2. the flight manual is applicable to the aircraft configuration and reflects the latest revision status, and
3. all the maintenance due on the aircraft according to the approved aircraft maintenance programme has been carried out, and
4. all known defects have been corrected or, when applicable, carried forward in a controlled manner, and
5. all applicable airworthiness directives have been applied and properly registered, and
6. all modifications and repairs applied to the aircraft have been registered and are approved according to Part 21, and
7. all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and
8. all maintenance has been released in accordance with this Part, and
9. the current mass and balance statement reflects the configuration of the aircraft and is valid, and

10. the aircraft complies with the latest revision of its type design approved by the Agency.

4.3 Physical survey [M.A.710 (b), (c)]

PAM CAMO airworthiness review staff shall carry out a physical survey of the aircraft. For this review, airworthiness review staff not appropriately qualified to Part-66 shall be assisted by such qualified personnel who is approved to issue a release to service if required. Nevertheless the review staff who is signing the ARC shall carry out both the document review and the physical survey.

The physical survey may be performed up to 90 days before the new expiration date of the ARC that the review can take place during a maintenance check. The review of aircraft records and the physical survey will be carried out within one survey.

Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:

1. all required markings and placards are properly installed, and
2. the aircraft complies with its approved flight manual, and
3. the aircraft configuration complies with the approved documentation, and
4. no evident defect can be found that has not been addressed according to M.A.403, and
5. no inconsistencies can be found between the aircraft and the documented review of records.

In addition to the tasks required above some checks have to be performed also:

1. inspection of the general condition of the aircraft including a detailed outside check according to AFM,
2. inspection of the inside of the aircraft, paying attention to critical areas,
3. inspection of the equipment,
4. engine runs,
5. check flights if necessary, and
6. compliance report.

4.4 Additional procedures for recommendations to competent authorities for the import of the aircraft [M.A.903 (a), (b) and M.A.904 (a), (b)]

In general when an aircraft is to be imported into the Swedish register, the continuing airworthiness organisation shall ensure that the application is established at the involved authorities.

This will include the information to the former Member State and to apply to Swedish Registry for the insurance of a new airworthiness certificate in accordance with Part 21.

In addition, in accordance to the internal procedure, the import of an aircraft process and the subsequent recommendations to SCAA for the issue of an airworthiness certificate in accordance with Part 21 Subpart H is defined.

4.5 Recommendations to the SCAA for the issue of the ARC [M.A 901 (d)]

An M.A.902 airworthiness review certificate (EASA Form 15b) is issued by appropriately authorised M.A.707 airworthiness review staff on behalf of PAM CAMO when satisfied that the airworthiness review has been properly carried out.

A copy of both physical review and document review check lists stated above should be sent to the competent authority together with any recommendation issued. This should also include a finding statement with the rectification of findings if necessary.

The recommendation sent to the competent authority should contain at least the items mentioned below:

1. General information,
2. Aircraft information,
3. Documents accompanying the recommendation,
4. Aircraft status,
5. Aircraft survey,
6. Findings, and
7. Statement.

The statement should confirm that the aircraft in its current configuration complies with the following:

- airworthiness directives up to the latest published issue, and
- type certificate datasheet, and
- aircraft maintenance programme, and
- component service life limitations, and
- the valid weight and center of gravity schedule reflecting the current configuration of the aircraft, and
- Part 21 for all modifications and repairs, and
- the current flight manual including supplements, and
- operational requirements.

4.6 Issuance of ARC

After successful completion of an airworthiness review, the appropriately authorised airworthiness review staff issues the ARC by using the EASA Form 15b. All entries made shall be clear and accurate. When it is necessary to correct an entry, the correction should be signed and dated by the surveyor. The ARC is valid for one year.

The complete review may be performed up to 90 days before the new expiration date of the ARC without loss of continuity of the airworthiness review pattern in order to have a flexible time period for the physical survey. In this case the reviewed aircraft is still considered as being within controlled environment under PAM CAMO.

Should the outcome of the airworthiness review be inconclusive, the competent authority shall be informed.

An ARC will be extended twice for a period of one year each time if the aircraft is within a controlled environment and it is verified that:

1. the ARC is valid

2. the continuing airworthiness of the aircraft or any component fitted to the aircraft does meet the requirements of Part-M,
3. the aircraft does remain in conformity with the type design approved by the authority;
4. the aircraft has been operated within the limitations of the approved flight manual or the airworthiness certificate,
5. the aircraft has not been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; and
6. a modification or repair has been approved in accordance with Part 21.

The above mentioned requirements shall be documented. Therefore the compliance is stated on the Extension Form and on the EASA Form 15b.

An airworthiness review certificate becomes invalid if:

1. the airworthiness certificate is suspended or revoked; or
2. the aircraft is not on the aircraft register of a Member State; or
3. the type certificate under which the airworthiness certificate was issued is suspended or revoked.

An aircraft must not fly if the airworthiness certificate is invalid or if the above points 1 to 3 are not verified.

Upon surrender or revocation, the airworthiness review certificate shall be returned to the competent authority.

An airworthiness review certificate shall not be extended if the organisation is aware or has reason to believe that the aircraft is unairworthy.

4.7 Airworthiness review records, responsibilities, retention and access

Each aircraft under the responsibility of PAM has its own review records filed and containing all respective documents:

- Copy of ARC,
- Airworthiness review compliance and findings reports,
- Supporting documents used for the review.

The CAM is responsible that the airworthiness review records are stored and kept. Retention takes place in accordance with subpart 1.3 of this CAME. A copy of any ARC issued or extended for an aircraft shall be sent to the SCAA within 10 days.

A copy of all the records is retained for two years after the aircraft has been permanently taken away from service.

PART 5 Appendices

- 5.1 Sample documents**
- 5.2 List of airworthiness review staff**
- 5.3 List of sub-contractors as per AMC M.A.201(h)1 and M.A.711(a)3**
- 5.4 List of approved maintenance organisations contracted**
- 5.5 Copy of contracts for sub-contracted work (appendix II to AMC M.A.201(h)1)**
- 5.6 Copy of contracts with approved maintenance organisations**
- 5.7 Airworthiness Review Report**
- 5.8 Airworthiness Review Certificate (Form 15b) Annual Part M.A.901(c) Extension**
- 5.9 Details of Aircraft Managed by PAM**