



COMPLIANCE CHECKLIST PART M, Subpart G

Survey Ref. No.:

CAA Use Only

Form ALD/AIR/F147, Issue 4 (03/16)

ISO: ALD-OF-F147-AIR (Rev. 1 – 20-03-2016)

Organisation Name:		AOC Number: <i>(If Applicable)</i>		Subpart G Approval Number:	
Address					
Contact Name:			Tel. No.:		
			Email:		
C.A.M.E. Reference:					
Subpart G Organisation with AOC		*Yes / No		Stand Alone Subpart G Organisation	
				* Yes / No	
Airworthiness Review Certificate Approval Required			*Yes / No		
Compiled by; (Org):		Reviewed by; (CAA) <i>CAA Use Only</i>		Date	

- Delete as required on application

Instructions for completion

When completing this document it is important to make a positive statement showing how the organisation complies with any relevant part of the Subpart G requirement (column 1) by indicating in column (2) the CAME or procedure reference, if any part is not relevant then N/A should be inserted in column (3). It should be stated in the comments column (4) why the part is not applicable.

Column (4) should give details of method of compliance.

If additional information is required to demonstrate compliance please use the space below or attach an appropriately referenced continuation sheet.

Where the term 'The Owner' is used this also means 'The Operator'.

Once completed please return this document to the Airworthiness Section of Aeronautical Licensing Directorate, Bahrain CAA.

Cont/.....

When an operator subcontracts continuing airworthiness task (s) to another organisation, the task, subcontracted organisation and contract reference should be inserted in column (3).

When the Compliance Check List has been completed and accepted by Bahrain CAA a copy should be appended to the C.A.M.E.

Note: in addition to the Part M Subpart G Regulations, AMC & GM material consideration should be given to any Notice of Proposed Amendment (NPA). Where a NPA has not been finally adopted it is recommended that Bahrain CAA be consulted.

Additional Information (cont)

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
M.A.701 Scope				
This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the management of aircraft continuing airworthiness.				
M.A.702 Application				
An application for the issue or variation of a continuing airworthiness management organisation approval shall be made on BCAA Form ALD/AIR/156.				
M.A.703 Extent of approval				
The grant of approval is indicated by the issue of the certificate by BCAA. The M.A.704 approved continuing airworthiness management exposition must specify the scope of work deemed to constitute approval.				
M.A.704 Continuing airworthiness management exposition				
(a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition the following information:				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
1. A statement signed by the accountable manager to confirm that the organisation will work in accordance with this Part and the exposition at all times, and;				
2. The organisation's scope of work, and;				
3. The title(s) and name(s) of person(s) referred to in M.A.706(b) and M.A.706(c), and;				
4. An organisation chart showing associated chains of responsibility between the person(s) referred to in M.A.706(b) and M.A.706(c), and;				
5. A list of M.A.707 airworthiness review staff, and;				
6. A general description and location of the facilities, and;				
7. Procedures specifying how the continuing airworthiness management organisation ensures compliance with this Part, and;				
8. The continuing airworthiness management exposition amendment procedures.				
<ul style="list-style-type: none"> • Account taken of AMC M.A.704 • CAA have produced an Anybody's CAME for guidance • Procedures should take account of Part M Subparts C, D, E & I as appropriate 				
M.A.705 Facilities				
The continuing management organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in M.A.706.				
<ul style="list-style-type: none"> • Account should be taken of AMC M.A.705 				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
M.A.706 Personnel requirements				
(a) The organisation shall appoint an accountable manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this Part.				
(b) For an AOC holder the paragraph (a) accountable manager shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an air operator's certificate.				
(c) A person or group of persons shall be nominated with the responsibility of ensuring that the organisation is always in compliance with this Subpart. Such person(s) shall be ultimately responsible to the accountable manager.				
(d) For an AOC holder, the accountable manager shall designate a nominated post holder. This person shall be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c).				
(e) The nominated post holder referred to in paragraph (d) shall not be employed by a Part-145 approved organisation under contract to the operator, unless specifically agreed by the BCAA.				
(f) The organisation shall have sufficient appropriately qualified staff for the expected work.				
(g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.				
<ul style="list-style-type: none"> Account should be taken of AMC M.A.706 				
M.A.707 Airworthiness review staff				
(a) To be approved to carry out airworthiness reviews, an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue M.A. Subpart I airworthiness review recommendations. In addition to M.A.706 requirements, these staff shall have acquired: <ol style="list-style-type: none"> At least five years experience in continuing airworthiness, and; An appropriate Part-66 licence or an aeronautical degree or equivalent, and; Formal aeronautical maintenance training, and; A position within the approved organisation with appropriate responsibilities. 				
(b) Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by the BCAA after satisfactory completion of an airworthiness review under supervision.				
(c) The organisation shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.				
(d) Airworthiness review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(e) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff have left the organisation.				
<ul style="list-style-type: none"> Account should be taken of AMC M.A.707 				
M.A.708 Continuing airworthiness management				
(a) All continuing airworthiness management shall be carried out according to the prescriptions of M.A. Subpart C.				
(b) For every aircraft managed, the approved continuing airworthiness management organisation shall:				
1. Develop and control a maintenance programme for the aircraft managed including any applicable reliability programme,				
2. Present the aircraft maintenance programme and its amendments to the BCAA for approval.				
3. Manage the approval of modification and repairs,				
4. Ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with ANTR Part 145,				
5. Ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact are applied,				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
6. Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly,				
7. Manage and archive all continuing airworthiness records and/or operator's technical log.				
8. Ensure that the mass and balance statement reflects the current status of the aircraft.				
M.A.709 Documentation The approved continuing airworthiness management organisation shall hold and use applicable current M.A.401 maintenance data in the performance of M.A.708 continuing airworthiness tasks.				
M.A.710 Airworthiness review				
(a) To satisfy the requirement for an M.A.901 airworthiness review of an aircraft, a full documented review of the aircraft records shall be carried out by the approved continuing airworthiness management organisation 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 maintenance programme has been carried out, and;				
4. All known defects have been corrected or, when applicable, carried forward in a controlled manner, and;				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
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 and approved by the State of Design.				
(b) The approved continuing airworthiness management organisation's airworthiness review staff shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to Part-66 shall be assisted by such qualified personnel.				
(c) 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 paragraph (a) documented review of records.				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(d) By derogation to M.A.901(a) an airworthiness review can be anticipated by a maximum period of 90 days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check.				
(e) An M.A.901 airworthiness review recommendation is issued by appropriately authorised M.A.707 airworthiness review staff on behalf of the approved continuing airworthiness management organisation when satisfied that the airworthiness review has been properly carried out.				
(f) A copy of any airworthiness review and the C of A renewal recommendation letter for an aircraft shall be sent to the BCAA.				
(g) Airworthiness review tasks shall not be sub-contracted.				
(h) Should the outcome of the airworthiness review be inconclusive, the BCAA shall be informed.				
<ul style="list-style-type: none"> • Account should be taken of AMC M.A.710 • There must be procedures for Airworthiness Review Staff to produce a compliance report confirming as a minimum all listed areas have been reviewed. • Procedures to be developed to show how physical survey is conducted and the extent of the survey. • Copy of physical survey to be submitted, with document review compliance reports. 				
M.A.711 Privileges of the organisation				
(a) An approved continuing airworthiness management organisation, may:				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
1. manage the continuing airworthiness of aircraft when listed on its Approval Schedule.				
(b) An approved continuing airworthiness management organisation, may additionally be approved to:				
1. carry out an airworthiness review, and;				
2. make a recommendation for the C of A renewal to BCAA.				
M.A.712 Quality system				
(a) To ensure that the approved continuing airworthiness management organisation continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.				
(b) The quality system shall monitor M.A. Subpart G activities. It shall at least include the following functions:				
1. Monitoring that all M.A. Subpart G activities are being performed in accordance with the approved procedures, and;				
2. Monitoring the continued compliance with the requirements of this Part.				
(c) The records of these activities shall be stored for at least two years.				
(d) Where an organisation is approved in accordance with another Part, the quality system may be combined with that required by the other Part.				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
(e) In case of an AOC holder the M.A. Subpart G quality system shall be an integrated part of the operator's quality system.				
<ul style="list-style-type: none"> • Account should be taken of AMC M.A.712 • Quality Audit to be conducted annually and include each location. • Quality Report to be raised • Quality Audit Programme 				
M.A.713 Changes to the approved continuing airworthiness organisation				
<p>In order to enable the BCAA to determine continued compliance with this Part, the approved continuing airworthiness management organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:</p> <ol style="list-style-type: none"> 1. The name of the organisation. 2. The location of the organisation. 3. Additional locations of the organisation. 4. The accountable manager. 5. Any of the persons specified in M.A.706(c). 6. The facilities, procedures, work scope and staff that could affect the approval. <p>In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.</p>				
<ul style="list-style-type: none"> • Account should be taken of AMC M.A.713 				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
M.A.714 Record-keeping				
(a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by M.A.305 and if applicable M.A.306 shall be retained.				
(b) If the continuing airworthiness management organisation has the privilege of M.A.711 (b), it shall retain a copy of each airworthiness review certificate and recommendation issued, together with all supporting documents.				
(c) The continuing airworthiness management organisation shall retain a copy of all records listed in paragraph (b) until two years after the aircraft has been permanently withdrawn from service.				
(d) The records shall be stored in a manner that ensures protection from damage, alteration and theft.				
(e) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.				
(f) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person.				
(g) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.				
<ul style="list-style-type: none"> Account should be taken of AMC M.A.714 				

Subpart G requirement (1)	CAME / Proc. Ref. (2)	N/A (3)	Comments, Organisation/CAA (4)	CAA use. Satis. Y/N (5)
M.A.715 Continued validity of approval				
<p>(a) An approval shall be issued for one year. It shall remain subject to:</p> <ol style="list-style-type: none"> 1. the organisation remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.A.705 and; 2. the BCAA being granted access to the organisation to determine continued compliance with this Part, and; 3. the approval not being surrendered or revoked. <p>(b) Upon surrender or revocation, the approval certificate shall be returned to the BCAA.</p>				
M.A.716 Findings				
(a) A level 1 finding is any significant non-compliance with Part-M requirements which lowers safety standard and hazards seriously the flight safety.				
(b) A level 2 finding is any non-compliance with the Part-M requirements which could lower the safety standard and possibly hazard the flight safety.				
(c) After receipt of notification of findings according to M.A.705, the holder of the continuing airworthiness management organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the BCAA within a period agreed with BCAA.				
END				