



Kingdom of Bahrain Civil Aviation Affairs

COMPLIANCE CUM AUDIT CHECKLIST ANTR M, Subpart G

Survey Ref. No.:
CAA Use Only

Form ALD/AIR/F147 Revision 8 (30.07.2024)

ANTR-M Subpart G Organisation Compliance Cum Audit Checklist

CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION

This document is used to record that the organisation complies with the requirements of ANTR-M and any other additional BCAA requirements for the approval of airworthiness management.

I. The ANTR-M compliance checklist is initiated by the continuing airworthiness management organisation seeking approval (initial) and during the occasions listed below:

1. Enhancement to the scope / terms of approval (Relevant portions of the applicable regulation / check item)
2. Enhancement to the capability and its approval, either direct or indirect method of approval (Relevant portions of the applicable regulation / check item)
3. Changes and / or addition of locations (Relevant portions of the applicable regulation / check item)
4. Changes to ANTR 21, 66, 145 & ANTR PART-M, as applicable (Relevant portions of the applicable regulation / check item, based on the respective regulation(s) revised since last renewal or issue)
5. Changes to the expositions & procedures (Relevant portions of the applicable regulation / check item)



This Appendix contains the following parts:

1. Part-1, Organisation Details
(To be submitted by the applicant seeking approval or renewal of approval under ANTR-M, Subpart G regulation)
2. Part-2, Preliminary Details (BCAA Use)
3. Part-3, Compliance Cum Audit Check List
(To be submitted by the organisation to the BCAA duly filled in details at column 4 & 5 and countersigned at each page by the Quality Manage -Post Holder)
4. Part-4, Finding Summary
(If any findings require attention either by the organisation or BCAA, the same shall be reflected along with the corrective action plan of the organisation)

The findings, rectification & corrective action by the organisation is recorded here and certified by the Quality Manger.

On submission by the organisation, the compliance checklist is verified by the BCAA during the audits and suitable remarks of acceptance is recorded by BCAA against the findings, rectification & corrective action of the organisation.

If any additional findings observed by BCAA during the audit the same may be recorded in the form ALD/AIR/F142, Subpart-G Organisation approval / renewal”



PART-1 – Organisation Details (To be filled in by the applicant)

Registered Name of the Applicant	
Trading Name (if different)	
Address Requiring approval Telephone No. Fax No. Email address: Website details, if any	
Approval Status	<input type="checkbox"/> CAMO with 145 <input type="checkbox"/> CAMO without 145
AOC Number (If Applicable)	
Is Subpart-G organization holding AOC or a standalone organisation	<input type="checkbox"/> Subpart-G with AOC <input type="checkbox"/> Standalone Subpart-G
Subpart-G Approval Number (If the approval is held)	
Continuing Airworthiness Management Exposition reference (If applicable)	
Scope of Approval sought:	Attach duly filled in form as per Appendix to M.A.702
Scope of 145 Approval (If applicable)	
Whether the CAMO having or intends to have Subpart-I privilege (ARC Issue / Extension)	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name & Position of Accountable Manager	
Contact details of Accountable Manager	
Name of Quality Manager	
Contact details of Quality Manager	
Name of Continuing Airworthiness Manager	
Contact details of Continuing Airworthiness Manager	
Details of other Post Holders if any	
Compiled by: Details of the responsible person / post holder compiled the compliance checklist: Name: Position: Signature:	
Date of 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: ANTR-M Reference

Column-2: Serial No. of the item of Audit

Column-3: Item of Audit (based on ANTR-M requirements)

Column-4: Mention Org's CAME & CAME procedure reference giving the details of compliance procedure

Column-5:

- (a) Give the status of applicability of the respective regulation. If applicable give the org's method of compliance.
- (b) If the status of the respective regulation is not applicable, mention N/A and give reason.
- (c) If the CAM functions are subcontracted, give references to the contract reference and interface procedures if any developed by CAMO_references

Column-6: Reserved for BCAA's comments. Give the status of the Org's compliance action

Column-7: Reserved for BCAA's remarks.

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 submit this document to the Airworthiness Section of Aeronautical Licensing Directorate, BCAA.

When the Compliance Cum Audit Check List has been completed and accepted by Bahrain CAA, a copy should be maintained by both the organisation and BCAA in their respective approval process file.

Additional Information if any: May attach additional sheets with the cross reference to the compliance checklist reference (Column-1, 4 & 5) for any additional information with respect to the method of compliance by organisation.



PART-2 (BCAA USE)

Sl. No.	Documents Requirement	Status / Remarks Sat / Un-sat / N/A
1	Receipt of application and is it complete in all respect?	
2	Receipt of requisite fees	
3	Approval Certificate in the case of variation to the existing approval.	
4	Submitted - Draft Continuing Airworthiness Management Exposition (CAME) along with associated procedures / relevant amendments to CAME.	
5	Whether the format and the contents of the Continuing Airworthiness Management Exposition (CAME) and associated procedures are consistent with the requirements of ANTR- M and the extent of approval sought?	
6	Submitted - Compliance checklist / report of ANTR-M Subpart "G" and relevant supporting documents (as applicable).	
7	Details of the post holder present during the audit / surveillance	
8	Submitted - Form for acceptance of nominated post holders (as applicable)- 1. Continuing Airworthiness Manager 2. Quality Manager 3. Other Post Holders if any	
9	Whether the nominated post holders meet the requirements?	
10	Submitted - Organisation's internal assessment report and recommendation along with its supporting document.	
11	Interaction with the proposed / nominated Accountable Manager.	
12	Application Reviewed by (BCAA USE): Name: Position: Signature with Date:	

Instruction to the BCAA Inspector:

1. This check list is used to collect all preliminary documents and data related to the application filed by an organisation.
2. Give status of the application and the supporting documents as listed in the remarks column.
3. Use the recommendation report form (ALD / AIR / F142) after the completion of the compliance Checklist for filing the findings and rectification actions and final recommendations.



PART-3 Compliance Checklist (Once duly completed, Submit to BCAA along with Part-1)

ANTR-M Reference (1)	Sl. No. (2)	Items of Audit (3)	CAME / CAME Procedure Ref. (4)	Applicable / Not Applicable & reason for N/A. Comments of the Org. on the applicable items (5)	BCAA' s Comments (6)	(BCAA USE) Sat/ Un-Sat/ NA/ NR (7)
M.A.201 Responsibilities	1	Whether satisfactory policy & procedure exists to ensure that no flight takes place unless: 1. the aircraft is maintained in an airworthy condition, and; 2. any operational and emergency equipment fitted is correctly installed and serviceable or clearly identified as unserviceable, and; 3. the airworthiness certificate remains valid, and; 4. the maintenance of the aircraft is performed in accordance with the approved maintenance programme as specified in M.A.302.				
	2	Whether satisfactory policy & procedure exists for accomplishment of pre-flight inspection?				
	3	Whether the Owner/Operator / CAMO has contracted CAM tasks in whole or in part to another approved CAMO/ organization(s)/ Person in order to satisfy the responsibilities of point (1) above? 1. In case of "YES", whether CAM contract exists between the CAMO and the contracted organization/ person? And 2. The said contract is in accordance with Appendix-II to AMC M.A.711 (a)(3) and 3. the said contract has been accepted by BCAA?				
	4	Whether the Owner / CAMO have made suitable contract for maintenance of the aircraft managed to appropriately approved Maintenance organization? 1. in case of "YES", whether Maintenance contract exists between the Owner/ CAMO and the AMO? And 2. the said contract is in accordance with Appendix to AMC to M.A.708(c) and 3. the said contract has been accepted by BCAA?				



		(With the exception of engines and auxiliary power units contracts would normally be limited to one organisation per aircraft type for any combination of the activities described in Appendix II. Where arrangements are made with more than one organization the operator should demonstrate adequate coordination controls are in place and that the individual responsibilities are clearly defined in related contracts.)				
	5	Whether satisfactory policy/ procedure exist in respect of what maintenance is required, when it has to be performed and by whom and to what standard, in order to ensure the continued airworthiness of the aircraft being operated?				
	6	Whether the operator have adequate knowledge of the design status type specification, customer options, airworthiness directives (AD), modifications, operational equipment and required and performed maintenance?				
	7	Whether the status of aircraft design and maintenance are adequately documented to support the performance of the quality system?				
	8	Whether the operator has established adequate co- ordination between flight operations and maintenance to ensure that both will receive all information on the condition of the aircraft necessary to enable both to perform their tasks?				
	9	Whether the operator is appropriately approved in accordance with ANTR-145?				
	10	Whether the Operator is appropriately approved as part of the air operator certificate/permit issued by BCAA, pursuant to M.A. Subpart G for the aircraft it operates? Check AOC and CAMO Approval Certificate and validity. (An operator only needs to be approved for the management of the continuing airworthiness of the aircraft listed on its AOC.)				
M.A.202 Occurrence Reporting	1	Whether proper policy/ procedure exist with respect to “Occurrence reporting”?				
	2	Whether the owner/ operator is regularly reporting to BCAA, the organisation responsible for the type design or supplemental type design and, if applicable, by Airworthiness Authority of the State of Registry, any identified condition of an aircraft or component which endangers flight safety?				



	3	<p>Whether the approved continuing airworthiness management or maintenance organisation has assigned responsibility for coordinating action on airworthiness occurrences and for initiating any necessary further investigation and follow-up activity to a suitably qualified person with clearly defined authority and status?</p> <p><i>(In respect of maintenance, reporting a condition that could seriously hazard the aircraft is normally limited to: serious cracks, permanent deformation, burning or serious corrosion of structure found during scheduled maintenance of the aircraft or component. failure of any emergency system during scheduled testing)</i></p>				
	4	<p>Whether the occurrence is being reported in a manner established by the BCAA and contains all pertinent information about the condition known to the person or organization, as given below?</p> <ul style="list-style-type: none"> - Reporter or organisations name and approval reference if applicable, - Information necessary to identify the subject aircraft and or component, - date and time relative to any life or overhaul limitation in terms of flying hours/cycles/landings etc. as appropriate, - details of the occurrence. 				
	5	<p>Where the person or organisation maintaining the aircraft is contracted by an owner or an operator to carry out maintenance, the person or the organisation maintaining the aircraft shall also report to the owner, the operator or the continuing airworthiness management organisation any such condition affecting the owner's or the operator's aircraft or component.</p>				
	6	<p>Reports shall be made as soon as practicable, but in any case within 72 hours of the person or organisation identifying the condition to which the report relates.</p>				



M.A.301 Continuing Airworthiness Tasks	1	<p>Whether satisfactory policy/ procedure is documented in respect of accomplishment of pre-flight inspections to ensure aircraft continuing airworthiness and the serviceability of both operational and emergency equipment?</p> <p>Tasks such as oil and hydraulic fluid uplift and tyre inflation may be considered as part of the pre-flight inspection.</p> <p>The related pre-flight inspection instructions should address the procedures to determine where the necessary uplift or inflation results from an abnormal consumption and possibly requires additional maintenance action by the approved maintenance organisation or certifying staff as appropriate.</p>				
	2	<p>Whether the Continuing airworthiness management organization (in the case of air operator) has published guidance to maintenance and flight personnel and any other personnel performing pre-flight inspection tasks, as appropriate, defining responsibilities for these actions and, where tasks are contracted to other organisations, how their accomplishment is subject to the quality system of M.A.712?</p>				
	3	<p>Whether training standard for personnel performing the pre-flight inspection is described in the operator's CAME?</p>				
	4	<p>Whether it has been demonstrated to BCAA that pre-flight inspection personnel have received appropriate training for the relevant pre-flight inspection tasks?</p>				
	5	<p>Whether the operator or contracted CAMO (as applicable) has established a system for the rectification in accordance with the data specified in point M.A. 304 and/or point M.A. 401, as applicable, of any defect and damage affecting safe operation taking into account, the minimum equipment list and configuration deviation list when applicable;</p>				
	6	<p>Whether the operator (engaged in commercial air transport) has established a system to ensure that all defects affecting the safe operation of the aircraft are rectified within the limits prescribed by the approved MEL or CDL or maintenance data as appropriate?</p> <p>Also that such defect rectification cannot be postponed unless</p>				



		agreed by the operator and in accordance with a procedure approved by BCAA				
	7	In the case of, aircraft used by air operator certified in accordance with General Rules of Aviation of Kingdom of Bahrain (Law No.14 of 2013) and of complex motor-powered aircraft, whether a system of assessment is in operation to support the continuing airworthiness of an aircraft and to provide a continuous analysis of the effectiveness of the CAMO's defect control system in use? Check policy/ procedure.				
	8	<p>Whether the defect control system provides the following aspects: (Check evidence)</p> <p>a. significant incidents and defects: monitor incidents and defects that have occurred in flight and defects found during maintenance and overhaul, highlighting any that appear significant in their own right.</p> <p>b. repetitive incidents and defects: monitor on a continuous basis defects occurring in flight and defects found during maintenance and overhaul, highlighting any that are repetitive.</p> <p>c. deferred and Carried forward defects: Monitor on a continuous basis deferred and Carried forward defects. Deferred defects are defined as those defects reported in operational service which is deferred for later rectification. Carried forward defects are defined as those defects arising during maintenance which are Carried forward for rectification at a later maintenance input.</p> <p>d. unscheduled removals and system performance: analyse unscheduled component removals and the performance of aircraft systems for use as part of the maintenance programme efficiency.</p> <p><i>(When deferring or Carrying forward a defect the cumulative effect of a number of deferred or Carried forward defects occurring on the same aircraft and any restrictions contained in the MEL should be considered. Whenever possible, deferred defects should be made known to the pilot/flight crew prior to their arrival at the aircraft.)</i></p>				



9	Whether accomplishment of all maintenance, in accordance with the M.A.302 approved aircraft maintenance programme?				
10	Whether satisfactory system exist to ensure that all aircraft maintenance checks are performed within the limits prescribed by the approved aircraft maintenance programme and that, whenever a maintenance check cannot be performed within the required time limit, its postponement is allowed in accordance with a procedure agreed by BCAA?				
11	Whether the operator or the contracted CAMO (as applicable) has established a system to analyze the effectiveness of the maintenance programme, with regard to spares, established defects, malfunctions and damage, and to amend the maintenance programme accordingly?				
12	Whether the operator or contracted CAMO (as applicable) has established a system for accomplishment of any applicable: i. airworthiness directive, ii. operational directive with a continuing airworthiness impact, iii. continued airworthiness requirement established by BCAA, iv. measures mandated by BCAA in immediate reaction to a safety problem; <i>Operational directive with a continuing airworthiness impact include operating rules such as as Extended Diversion Time operations (EDTO)/long range operations (LROPS), reduced vertical separation minimum (RVSM), MNPS, all weather operations(AWOPS), RNAV, etc. Any other continued airworthiness requirement made mandatory by BCAA includes TC related requirements such as: certification maintenance requirements (CMR), certification life limited parts, airworthiness limitations, fuel tank system airworthiness limitations including Critical Design Configuration Control Limitations (CDCCL), etc.</i>				
13	Whether the operator or contracted CAMO (as applicable) has established and work to a policy, which assesses non- mandatory information related to the airworthiness of the aircraft. Non mandatory information such as service bulletins, service letters and				



		other information is that produced for the aircraft and its components by an approved design organisation, the manufacturer, BCAA?				
M.A.302 Aircraft Maintenance Programme	1	Whether maintenance of each aircraft is organised in accordance with an aircraft maintenance programme? <i>(The aircraft should only be maintained to one approved maintenance programme at a given point in time. Where an owner or operator wishes to change from one approved programme to other, a transfer check or inspection may need to be performed in order to implement the change.)</i>				
	2	Whether the contents of the maintenance programme(s) is as per the requirements of Appendix to AMC M.A.302? <i>Repetitive maintenance tasks derived from modifications and repairs should be incorporated into the approved maintenance programme. The aircraft maintenance programme shall contain details, including frequency, of all maintenance to be Carried out, including any specific tasks linked to the type and the specificity of operations</i>				
	3	Whether the maintenance programme is reviewed at least annually? Check CAME policy and associated procedure. Check evidence.				
	4	Whether the aircraft maintenance programme and any subsequent amendments are approved by BCAA?				
	5	Whether the CAMO is approved to Carryout amendments in maintenance programme through indirect approval? Check CAME.				
	6	If YES, whether the amendments are submitted to BCAA local office at least 15 days before their affectivity and the procedure is documented?				
	7	Check the procedure for compliance of Maintenance Program.				
	8	Reliability Programme? Check the approval of the program by BCAA. <i>For complex motor-powered, when the maintenance programme is based on maintenance steering group logic or on condition monitoring, the aircraft maintenance programme shall include a reliability programme.</i>				
	9	Review/Check the reliability program is implemented in the organization. Check the personnel qualification and training engaged				



		in the reliability monitoring/trend monitoring.				
	10	Check the procedure for establishment of Alert Value.				
	11	Check the procedure for initiating corrective actions on the basis of exceedance of alert level.				
	12	Check the reliability report is prepared monthly and submitted to BCAA.				
	13	Check that the policy for conduction of reliability meeting				
M.A.303 Airworthiness directives	1	Whether satisfactory policy / procedure exist for monitoring and controlling of Airworthiness Directive?				
	2	Whether all applicable airworthiness directives are be Carried out within the requirements of that airworthiness directive, unless otherwise specified by BCAA?				
	3	Check the procedure for compliance of Mandatory Continuing Airworthiness Information received from TC/STC holder				
M.A.304 Data for modifications and repairs	1	Whether satisfactory policy / procedure exist for modifications and repairs? <i>(Damage shall be assessed and modifications and repairs Carried out using data approved / accepted by BCAA)</i>				
M.A.305 Aircraft continuing airworthiness record system	1	Whether satisfactory policy / procedure exist in respect of Aircraft continuing airworthiness record system. At the completion of any maintenance, the associated certificate of release to service (ANTR 145.A.50) shall be entered in the aircraft continuing airworthiness records. Each entry shall be made as soon as practicable but in no event more than 30 days after the day of maintenance action. <i>(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 as appropriate, and, when required in point M.A.306 for commercial air transport or by BCAA for commercial operations other than commercial air transport, the operator's technical log.)</i>				



2	Whether the aircraft type and registration mark, the date, together with total flight time and/or flight cycles and/or landings, as appropriate, are entered in the aircraft logbooks?			
3	Whether the aircraft continuing airworthiness records contains the following current status of: 1. ADs and measures mandated by the BCAA in immediate reaction to a safety problem; 2. modifications and repairs; 3. compliance with maintenance programme; 4. service life limited and time-controlled parts / components; 5. mass and balance report; 6. list of deferred maintenance?			
4	In addition to the authorised release document, BCAA Form 1/ EASA Form1/ FAA 8130 or equivalent, whether the following information relevant to any component installed is entered in the appropriate engine or propeller logbook, engine module or service life limited / time-controlled component log cards in respect of identification of the component, and; the type, serial number and registration of the aircraft to which the particular component has been fitted, along with the reference to the installation and removal of the component, and; the particular component accumulated total flight time and/or flight cycles and/or landings and/or calendar time, as appropriate, and; the current paragraph (4) information applicable to the component?			
5	Whether the person responsible for the management of continuing airworthiness tasks pursuant to M.A. Subpart B, controls the records? As detailed in this paragraph and present the records to BCAA upon request.			
6	Whether all entries made in the aircraft continuing airworthiness records are clear and accurate? <i>(When it is necessary to correct an entry, the correction shall be made in a manner that clearly shows the original entry.)</i>			
7	Whether the owner or operator has ensured that a system has been established to keep the following records for the periods specified? a) all detailed maintenance records in respect of the aircraft and any life-limited/time controlled component fitted thereto, at least 36 months			



		<p>after the aircraft or component was permanently withdrawn from service, and;</p> <p>b) the total time and flight cycles as appropriate, of the aircraft and all life-limited components, at least 12 months after the aircraft or component has been permanently withdrawn from service, and;</p> <p>c) the time and flight cycles as appropriate, since last scheduled maintenance of the component subjected to a service life limit, at least until the component scheduled maintenance has been superseded by another scheduled maintenance of equivalent work scope and detail, and;</p> <p>d) the current status of compliance with maintenance programme such that compliance with the approved aircraft maintenance programme can be established, at least until the aircraft or component scheduled maintenance has been superseded by other scheduled maintenance of equivalent work scope and detail, and;</p> <p>e) the current status of airworthiness directives applicable to the aircraft and components, at least 12 months after the aircraft or component has been permanently withdrawn from service, and;</p> <p>f) details of current modifications and repairs to the aircraft, engine(s), propeller(s) and any other component vital to flight safety, at least 12 months after they have been permanently withdrawn from service.</p>			
<p>M.A.306 Aircraft Technical Log System</p>	<p>1</p>	<p>Whether an operator (engaged in commercial operation) has established a system of using an aircraft technical log system containing the following information for each aircraft:</p> <p>a. information about each flight, necessary to ensure continued flight safety, and;</p> <p>b. the current aircraft certificate of release to service, and;</p> <p>c. the current maintenance statement giving the aircraft maintenance status of what scheduled and out of phase maintenance is next due. The maintenance statement may be kept at the operators engineering office: and;</p> <p>d. all outstanding deferred defects rectifications that affect the operation of the aircraft, and;</p>			



		e. any necessary guidance instructions on maintenance support arrangements.				
	2	Whether the aircraft technical log system and any subsequent amendment has been approved by BCAA?				
	3	Whether the operator is ensuring that the aircraft technical log is retained for 36 months after the date of the last entry?				
M.A.307 Transfer of aircraft continuing airworthiness records	1	Whether policy exist in case when an aircraft is permanently transferred from one owner or operator to another that the M.A.305 continuing airworthiness records and, if applicable, M.A.306 operator's technical log is also transferred? Check CAME.				
	2	Whether policy exist in case when the owner/ operator contracts the continuing airworthiness management tasks to a continuing airworthiness management organisation, that the M.A.305 continuing airworthiness records are transferred to the organization? Check CAME.				
M.A.401 Maintenance Data	1	Whether the CAMO has access to the current maintenance data & maintenance standards published by the respective aircraft / engine / components manufacturer? Is the CAME procedure defines the responsibility and procedure for acquiring such maintenance data and updating on real-time basis.				
	2	Whether the CAMO has access to the data / instructions published by the TC holder & state of design for the respective aircraft / engine / components manufacturer.				
	3	Is the procedure developed by the CAMO is satisfactory in ensuring that all the maintenance data made readily available for use when required?				
M.A.402 Performance of Maintenance	1	Has the CAMP established procedure to ensure that the AMO is supported with a. adequately qualified, experienced & authorized persons sufficient in number to cater for the maintenance and certification. b. Adequate work space with environmental protection (M.A.401), appropriate facility in case of inclement weather conditions and lengthy maintenance, well organized, clean commensurate to the scope of work undertaken. c. Use of appropriate methods, techniques, standards, tools, materials and instructions and maintenance data while performance of				



		<p>maintenance.</p> <p>d. the tools / equipment control and its calibration to the recognized standards as necessary.</p> <p>e. Identifying the multiple errors during maintenance, the risk of errors being repeated in identical maintenance tasks are minimized and mitigation procedures.</p> <p>f. System of error capturing after the performance of any critical maintenance task and method of mitigation measures.</p> <p>g. System of verification after completion of maintenance to ensure the aircraft or component is clear of all tools, equipment and any extraneous parts or material, and that all access panels removed have been refitted.</p>				
M.A.403 Aircraft Defects	1	What is procedure established by CAMO to determine that the aircraft is released for flight with defects rectified with the use of correct maintenance data, appropriately authorized person and / or MEL invoked in the manner it is approved by the BCAA				
M.A.703 Extent of approval	1	Whether the aircraft managed by the CAMO is approved and is indicated on a certificate included in Appendix VI issued by BCAA?				
	2	Whether the aircraft managed/ operated that are indicated on the air operator certificate/ permit issued by BCAA? (Applicable for AOC holders)				
	3	Whether the scope of work deemed to constitute the approval is specified in the CAME in accordance with point M.A.704?				



M.A.704 Continuing airworthiness management exposition	1	Whether the CAME and its amendments is approved by BCAA? Check LEP and approval letter.				
	2	Whether the operator is approved to carry out minor amendments in the CAME through indirect approval procedure? Check CAME. <i>The indirect approval procedure shall define the minor amendment eligible, be established by the continuing airworthiness management organisation as part of the exposition and be approved by BCAA responsible for that continuing airworthiness management organization.</i>				
	3	If, the operator is approved to carryout minor amendments in the CAME through indirect approval procedure, whether such amendments are submitted to BCAA local office at least 15 days before their affectivity and the procedure is documented?				
	4	Part 0 'General organisation' of the continuing airworthiness management exposition should include a corporate commitment by the continuing airworthiness management organisation, signed by the accountable manager, confirming that the continuing airworthiness management exposition and any associated manuals define the organisation's compliance with ANTR-M and will be complied with at all times. <i>Whenever the accountable manager is changed, it is important to ensure that the new accountable manager signs the paragraph 2 statement at the earliest opportunity as part of the acceptance by the BCAA. Failure to Carryout this action invalidates the continuing airworthiness management organization approval or the air operator certificate.</i>				
M.A.705 Facilities	1	Whether the CAMO has provided suitable office accommodation at appropriate locations for the personnel specified in M.A.706. <i>(Office accommodation should be such that the incumbents, whether they are continuing airworthiness management, planning, technical records or quality staff, can carry out their designated tasks in a manner that contributes to good standards. In the smaller M.A. Subpart G organisations, BCAA may agree to these tasks being conducted from one office subject to being satisfied that there is sufficient space and that each task can be carried out without undue disturbance. Office accommodation should also include an adequate technical library and room for document consultation)</i>				



M.A.706 Personnel Requirements	1	<p>Whether the organisation has appointed 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 ANTR-M?</p> <p><i>The accountable manager may be the accountable manager for more than one organisation and is not required to be knowledgeable on technical matters. When the accountable manager is not the chief executive officer, BCAA will need to be assured that such an accountable manager has direct access to the chief executive officer and has a sufficiency of continuing airworthiness funding allocation.</i></p>				
	2	<p>Whether a person or group of persons entrusted with the responsibility of ensuring that the organisation is always in compliance with Subpart G of ANTR-M is available? Whether they are ultimately responsible to the accountable manager?</p> <p><i>However, if a quality system is in place it should be independent from the other functions.</i></p>				
	3	<p>Whether the accountable manager has designated a nominated post holder continuing airworthiness activity? (ALD/AIR/F018)?</p>				
	4	<p>Whether the organisation has sufficient appropriately qualified staff for the expected work?</p> <p><i>The actual number of persons to be employed and their necessary qualifications is dependent upon the tasks to be performed and thus dependent on the size and complexity of the organisation (general aviation aircraft, corporate aircraft, number of aircraft and the aircraft types, complexity of the aircraft and their age and for commercial air transport, route network, line or charter, EDTO) and the amount and complexity of maintenance contracting. Consequently, the number of persons needed, and their qualifications may differ greatly from one organisation to another and a simple formula covering the whole range of possibilities is not feasible.</i></p> <p><i>Additional training in fuel tank safety as well as associated inspection standards and maintenance procedures should be required of continuing airworthiness management organizations' technical personnel, especially</i></p>				



		<i>the staff involved with the management of CDCCL, Service Bulletin assessment, work planning and maintenance programme management. BCAA guidance is provided for training to Continuing Airworthiness Management Organizations' continuing airworthiness personnel in Appendix to AMC to M.A.706 (f) and M.B.102(c)- Fuel Tank Safety Training</i>				
	5	Whether the organization maintains the records of qualification of all personnel involved in continuing airworthiness management?				
	6	Whether the organization is approved for issue of recommendation in accordance with points M.A.711 and M.A.901? Whether the organisation has nominated persons (Airworthiness Review Staff) are approved by BCAA? And authorised to do so <u>by CAMO</u> ?				
	7	Check whether the organisation has defined and keep updated in the CAME the title(s) and name(s) of person(s) referred to in points M.A.706(a), M.A.706(c), M.A.706(d) and M.A.706(i)? <i>To enable BCAA to accept the number of persons and their qualifications, an organisation should make an analysis of the tasks to be performed, the way in which it intends to divide and/or combine these tasks, indicate how it intends to assign responsibilities and establish the number of man/hours and the qualifications needed to perform the tasks. With significant changes in the aspects relevant to the number and qualifications of persons needed, this analysis should be updated</i>				
M.A.707 Airworthiness review staff	1	Whether the CAMO is approved to carry out airworthiness reviews?				
	2	Whether the CAMO has appropriately qualified & trained airworthiness review staff designated to issue airworthiness review recommendations referred to in Subpart I, Section A of ANTR-M? <i>(To hold a position with appropriate responsibilities means the airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft).</i>				
	3	Whether the Airworthiness Review Staffs have been formally accepted by the BCAA?				
	4	Whether the <u>designated</u> Airworthiness review staffs have been issued <u>with</u> an authorisation by the approved CAMO?				



	5	Whether satisfactory policy / procedure exists in respect of ensuring that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience?				
	6	Whether the Airworthiness review staff have been identified by listing each person in the CAME together with their airworthiness review authorisation reference?				
	7	Whether the CAMO maintains a record of all airworthiness review staff, which includes the followings: a. Details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience; b. Training c. Copy of the authorization? <i>(This record shall be retained until two years after the airworthiness review staff have left the organisation.)</i>				
M.A.708 / M.A.402 C.A. Management	1	Whether all continuing airworthiness management is being Carried out according to the prescriptions of M.A Subpart G?				
	2	Check the procedure for management of following continuing Airworthiness of Aircraft defined in CAME – (1) Development and control of maintenance program for the aircraft managed including reliability program. (2) Compliance of Maintenance Program. (3) Approval of Modification and Repairs. (4) Compliance of MCAI. (5) Defect Rectification (6) Procedure for maintenance contract (7) Procedure for Maintaining Continuing Airworthiness Record				
	3	Contracted Maintenance:				
	3.1	a. Contracted Maintenance Procedures- MA 708 (C) 1. Whether the procedures for contracting the maintenance of the aircraft to an approved organization is included in the CAME and is in accordance with ANTR-M, M.A 201 (e), (f), (g), (h), (i) as applicable. 2. Whether the organization has established Maintenance contract with ANTR-145 organization for all its aircraft as per AMC M.A 708 (c), appendix				



		<p>to AMC to ANTR M.A.708 (c)</p> <p>3. Whether the maintenance contract of large aircraft and/or aircraft used for commercial air transport is made with approved ANTR-145 organization.</p> <p>4. Check if a list of the contracted maintenance organizations are included in the CAME</p> <p>5. Check whether procedures for Carrying out unscheduled maintenance are included in the CAME</p> <p>Whether the selection procedure and criteria for selection of the maintenance contractor is given in the CAME , check if the same is followed</p>				
	3.2	<p>Maintenance contract</p> <p>1. Whether the specification of work and assignment of responsibilities are clear unambiguous and sufficiently detailed to ensure that no misunderstanding.</p> <p>2. Check clear procedures have been devised for ensuring maintenance work is performed, service bulletins are analyzed and decisions taken on accomplishment, airworthiness directives are completed on time and that all work, including non-mandatory modifications is Carried out to approved data and to the latest standards</p> <p>3. Check Appendix to AMC to ANTR M.A.708 (c) point wise for required compliance.</p>				
	3.3	<p>Performance of Maintenance and Maintenance standards</p> <p>1. Check procedures of how the organization ensures that the contracted maintenance organization is having access to all necessary Maintenance data</p> <p>2. Whether any work card system is established, check how the maintenance data is converted into work card.</p> <p>3. Whether the organization has ensured the following</p> <p>4. All maintenance are performed by qualified personnel</p> <p>5. All maintenance is performed with the help of tools and equipment specified in the maintenance data.</p> <p>6. Area of maintenance is organized and clean.</p> <p>7. Area of maintenance is organized and clean.</p> <p>8. After completion of all maintenance a general verification is Carried out</p>				



		<p>to ensure the aircraft or component is clear of all tools, equipment and any other extraneous parts and material, and that all access panels removed have been refitted.</p> <p>9. Check procedures of Independent inspections</p>				
	3.4	<p>Check procedures of Independent inspections</p> <p>1. Whether the Maintenance organization has been audited and the same is included in the audit plan</p> <p>2. Check if any non-compliance has been raised and how the same was closed.</p> <p>3. Check completed work orders and procedures sheets for completeness and proper sign off.</p>				
M.A.709 Documentation	1	<p>Whether the approved CAMO holds and use applicable current maintenance data in accordance with point M.A.401 for the performance of continuing airworthiness tasks referred to in point M.A.708?</p> <p><i>(This data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the CAMO only needs to keep such data for the duration of the contract, except when required by point M.A.714.)</i></p>				
M.A.710 Airworthiness review	1	<p>Has the CAMO documented the procedure to Carryout airworthiness review of an aircraft, <u>for</u> a full documented review of the aircraft records to be Carried out by the CAMO in order to satisfy that:</p> <p>a) airframe, engine and propeller flying hours and associated flight cycles have been properly recorded, and;</p> <p>b) the flight manual is applicable to the aircraft configuration and reflects the latest revision status, and;</p> <p>c) all the maintenance due on the aircraft according to the approved maintenance programme has been Carried out, and;</p> <p>d) all known defects have been corrected or, when applicable, Carried forward in a controlled manner, and;</p> <p>e) all applicable airworthiness directives have been applied and properly registered,</p> <p>f) all modifications and repairs applied to the aircraft have been registered and are approved according to ANTR- 21 or equipment, and;</p> <p>g) all service life limited components / Life-limited parts and time-controlled</p>				



	<p>components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, as specified in the approved Aircraft Maintenance Programme and Airworthiness Directives and;</p> <p>h) all maintenance has been released in accordance with this Part of ANTR-M, and;</p> <p>i) the current mass and balance statement reflects the configuration of the aircraft and is valid, and;</p> <p>j) the aircraft complies with the latest revision of its type design approved/ accepted by the BCAA.</p> <p>k) if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of ANTR 21.</p> <p>l) Mandatory requirements of BCAA Advisory Circulars affecting airworthiness have been met.</p> <p>m) No known condition(s) exists that would adversely affect the aircraft airworthiness, safe operation, or endanger passengers or crew members</p>				
2	Whether the CAMO has developed procedures for the airworthiness review staff to produce a compliance report that confirms the above have been reviewed and found in compliance with ANTR-M?				
3	Whether the CAMO's airworthiness review carries out a physical survey of the aircraft?				
4	Whether satisfactory policy/ procedure exists in case of the airworthiness review staff not appropriately qualified to the licensing requirements is assisted by such qualified personnel?				
5	<p>The physical survey could require actions categorised as maintenance (e.g. operational tests, tests of emergency equipment, visual inspections requiring panel opening etc.). In this case, after the airworthiness review either / or both by CAMO & BCAA a release to service should be issued in accordance with ANTR-M. Whether satisfactory policy/ procedure exist in this regard?</p> <p><i>(The physical survey may include verifications to be Carried out during flight.)</i></p>				



	6	Whether the CAMO has developed procedures for the airworthiness review staff to produce a compliance report that confirms the physical survey has been Carried out and found satisfactory? <i>(To ensure compliance the physical survey may include relevant sample checks of items.)</i>				
	7	Whether the airworthiness review staff ensures at least the followings through physical survey of the aircraft? a) all required markings and placards are properly installed, and; b) the aircraft complies with its approved flight manual, and; c) the aircraft configuration complies with the approved documentation, and; d) no evident defect can be found that has not been addressed according to M.A.403, and; e) no inconsistencies can be found between the aircraft and the documented review of records.				
	8	Whether a copy of both physical survey and document review compliance reports stated above are sent to BCAA together with any recommendation issued within stipulated time?				
	9	Whether any airworthiness review tasks is sub- contracted?				
	10	Whether at any time the outcome of the airworthiness review found inconclusive and this has been informed to the BCAA?				
M.A.711 Privileges of the organization	1	Whether the CAMO manages the aircraft as per the extent of approval granted to it by BCAA? <i>(A continuing airworthiness management organisation approved in accordance with Section A, Subpart G of ANTR-M may:</i> <i>1. manage the continuing airworthiness of non-commercial air transport aircraft as listed on the approval certificate;</i> <i>2. manage the continuing airworthiness of commercial air transport aircraft when listed both on its approval certificate and on its Air Operator Certificate (AOC);</i> <i>3. arrange to Carryout limited continuing airworthiness tasks with any contracted organisation, working under its quality system, as listed on the approval certificate;</i>				



		4. to carry out airworthiness reviews referred to in ANTR M.A.710 and issue the related airworthiness review report and a recommendation to the BCAA for the issuance/renewal of a Certificate of Airworthiness				
M.A.712 Quality System	1	Whether the CAMO has established a quality system to ensure that it continues to meet the requirements of this Subpart?				
	2	Whether the CAMO has designated a quality manager to monitor compliance with, and the adequacy of, procedures required ensuring airworthy aircraft?				
	3	Whether the compliance monitoring includes a feedback system to the accountable manager to ensure corrective action as necessary? (The feedback part of the system should address who is required to rectify any noncompliance in each particular case and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should lead to the accountable manager specified in M.A.706.)				
	4	Whether procedures are held current such that they reflect best practice within the organization?				
	5	Whether the CAMO has established a procedure regarding all employees reports any difficulties with the procedures via their organisation's internal occurrence reporting mechanisms?				
	6	Whether all procedures, and changes to the rocedures, are verified and validated before use where racticable? Check CAME procedure?				
	7	Whether the independent quality audit reports referenced in AMC M.A.712 (b) are sent to the relevant department for rectification action giving target rectification dates? (Rectification dates should be discussed with such department before the quality department or nominated quality auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the quality auditor of such rectification.)				
	8	Whether the accountable manager holds regular meetings with staff to check progress on rectification? (In the large organisations such meetings may be delegated on a day to				



		day basis to the quality manager subject to the accountable manager meeting at least twice per year with the senior staff involved to review the overall performance and receiving at least a half yearly summary report on findings of non-compliance.)				
	9	Whether the quality system satisfactorily monitors CAMO activities? Whether it includes at least the following functions: a) monitoring that all M.A. Subpart G activities are being performed in accordance with the approved procedures, and; b) monitoring that all contracted maintenance is Carried out in accordance with the contract, and; monitoring the continued compliance with the requirements of this Part of ANTR-M.				
M.A.712 Quality System	10	Whether an independent audit is established within quality system? Whether satisfactory policy/ procedure exist in this regard.				
	11	Whether the independent audits ensure all aspects of the CAMO compliance and are checked annually, including all the sub-contracted activities? Verify compliance. (The audit may be Carried out as a complete single exercise or subdivided over the year period in accordance with a scheduled plan. The independent audit does not require each procedure to be checked against each product line when it can be shown that the particular procedure is common to more than one product line and the procedure has been checked every year without resultant findings. Where findings have been identified, the particular procedure should be rechecked against other product lines until the findings have been rectified after which the independent audit procedure may revert back to year for the particular procedure. Provided that there are no safety related findings, the audit time periods specified in this AMC may be increased by up to 100% subject to agreement by BCAA. Where the organisation has more than one location approved the quality system should describe how these are integrated into the system and include a plan to audit each location every year. The independence of the audit should be established by always ensuring that audits are Carriedout by personnel not responsible for the function,				



		<p>procedure or products being checked.</p> <p>Where the approved continuing airworthiness management organisation is approved in accordance with another ANTR-M, the quality system may be combined with that required by the other ANTR-M.</p> <p>In case of commercial air transport the M.A. Subpart G quality system shall be an integrated part of the operator's quality system.)</p>				
	12	Whether organisation has established a quality plan acceptable to BCAA to show when and how often the activities as required by M.A. Subpart G will be audited? Check CAME.				
	13	Whether a report is raised each time an audit is Carried out describing what was checked and the resulting findings against applicable requirements, procedures and products?				
	14	Whether the records of these activities are stored for at least two years?				
M.A.713 Changes to the approved CAMO	1	<p>Is there any change in the CAMO with respect to the followings?</p> <ul style="list-style-type: none"> a. the name of the organisation. b. the location of the organisation. c. additional locations of the organisation. d. the accountable manager. e. any of the persons specified in M.A.706(c). f. the facilities, procedures, work scope and staff that could affect the approval. <p>(The primary purpose of this point is to enable the CAMO to remain approved if agreed by the BCAA during negotiations about any of the specified changes. Without this paragraph the approval would automatically be suspended in all cases.)</p>				
	2	<p>Whether the CAMO has notified it of any proposal to Carry out any of the above changes, before such changes taken place?</p> <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>				
	1	Whether the system to keep the continuing airworthiness records should be described in the organisation continuing airworthiness management exposition?				



M.A.714 Record Keeping	2	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.				
	3	If the continuing airworthiness management organisation has the privilege referred to in point M.A.711 (b), it shall retain a copy of each airworthiness review certificate and recommendation issued or, as applicable, The continuing airworthiness management organisation shall retain a copy of all records listed in paragraph M.A.711(b) until two years after the aircraft has been permanently withdrawn from service.				
	4	The records shall be stored in a manner that ensures protection from damage, alteration and theft.				
	5	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.				
	6	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.				
	7	Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft				
	8	Whether the CAMO ensures that it always receives a complete CRS from the approved maintenance organisation such that the required records can be retained? <i>(When an organisation arranges for the relevant maintenance organisation to retain copies of the continuing airworthiness records on its behalf, it will nevertheless continue to be responsible for the records under M.A.714 relating to the preservation of records. If it ceases to be the organisation of the aircraft, it also remains responsible for transferring the records to any other person or organisation managing continuing airworthiness of the aircraft.)</i>				
	9	Whether the CAMO keeping continuing airworthiness records in a form acceptable to BCAA? <i>(It means in paper form or on a computer database or a combination of both methods. Records stored in microfilm or optical disc form are also</i>				



		acceptable. The record should remain legible throughout the required retention period. Paper systems should use robust material which can withstand normal handling and filing).				
M.A.714 Record Keeping	10	If the CAMO keeping continuing airworthiness records, whether the computer systems have at least one backup system?				
	11	Whether the computer backup systems are being updated within 24 hours of any new entry?				
	12	Whether microfilming or optical storage of continuing airworthiness records are as legible as the original record and remain so for the required retention period?				
M.A.715 Continued Validity of Approval	1	Whether approval granted to the CAMO is valid? (Approval is issued for a maximum period of one year unless otherwise specified. It shall remain valid subject to: a. The organisation remaining in compliance with this ANTR-M, in accordance with the provisions related to the handling of findings as specified under M.B.705 and; b. The BCAA being granted access to the organisation to determine continued compliance with this Part of ANTR-M, and; c. The approval not being surrendered or revoked.)				
M.A.901 Aircraft Airworthiness Review	1	Whether all aircraft are issued with valid Airworthiness Review Certificate or Certificate of Airworthiness as applicable? (the Certificate of Airworthiness by BCAA.)				
	2	Whether all aircraft that have been managed by the CAMO are within controlled environment? (An aircraft in a controlled environment is an aircraft (i) continuously managed during the previous 12 months by a unique continuing airworthiness management organisation approved in accordance with Section A, Subpart G, of ANTR-M, and (ii) which has been maintained for the previous 12 months by maintenance organisations approved in accordance with ANTR-145. If the continuing airworthiness of the aircraft is not managed according to the ANTR-M appendix I arrangement between the owner and the M.A.				



		Subpart G organisation, the aircraft should be considered to be outside a controlled environment.				
	3	Whether the CAMO is appropriately approved to issue Airworthiness review recommendations? <i>(For all aircraft used air operator certified in commercial air transport, and aircraft above 2 730 kg MTOM, except balloons, that are in a controlled environment, the organisation referred to in M.A. 901(b) managing the continuing airworthiness of the aircraft may, and subject to compliance with paragraph M.A. 901(k), issue an airworthiness review recommendation & Report in accordance with point M.A.710)</i>				
	4	Whether suitable accommodation is provided for airworthiness review activities? <i>(Suitable accommodation should include:</i> a) <i>an office with normal office equipment such as desks, telephones, photocopying machines etc. whereby the continuing airworthiness records can be reviewed.</i> b) <i>a hangar when needed for the physical survey. The support of personnel appropriately qualified in accordance with ANTR-66 is necessary when BCAA's airworthiness review staff is not appropriately qualified.)</i>				
M.A.902 Validity of ARC	1	Whether the policy exists in respect of circumstances that invalidate Certificate of Airworthiness? A certificate of airworthiness becomes invalid if: a) <i>suspended or revoked; or</i> b) <i>the aircraft is not on the aircraft register of BCAA; or certificate of registration is not valid or the type certificate under which the airworthiness certificate was issued is suspended or revoked.)</i>				
	2	Is there any evidence that any aircraft had flown with invalid Certificate of Airworthiness? (An aircraft must not fly if the airworthiness certificate is invalid or if: 1. <i>the continuing airworthiness of the aircraft or any component fitted to the aircraft does not meet the requirements of this ANTR-M, or;</i> 2. <i>the aircraft does not remain in conformity with the type design</i>				



		<p>approved/accepted by the BCAA; or</p> <p>3. the aircraft has been operated beyond the limitations of the approved flight manual or the airworthiness certificate, without appropriate action being taken; or</p> <p>4. the aircraft has been involved in an accident or incident that affects the airworthiness of the aircraft, without subsequent appropriate action to restore airworthiness; or</p> <p>5. a modification or repair has not been approved in accordance with M.A.304.)</p> <p>In case of leased aircraft, the period of validity of certificate of airworthiness review certificate shall be restricted to the date of validity of certificate of registration.)</p>				
	3	Whether policy exists regarding surrender or revocation Certificate of Airworthiness and returning to BCAA?				
M.A.903 Transfer of Aircraft registration within Bahrain	1	<p>Whether policy and procedure exists in respect of transferring an aircraft registration within Bahrain?</p> <p>(In the case of transferring an aircraft registration within Bahrain, the applicant shall:</p> <p>1. inform BCAA;</p> <p>2. apply to BCAA for the amendment of the Certificate of Registration.</p> <p>The applicant should notify to BCAA so as to allow the proper transfer of information during the aircraft transfer process. Notwithstanding Transfer of aircraft registration within Bahrain, the former certificate of airworthiness review certificate shall remain valid until its expiry date. In case of transfer of aircraft registration within Bahrain, the aircraft owner/operator should verify that BCAA has entered the new aircraft registration, if any, on the existing airworthiness review certificate and validated the change.)</p>				
	2	Whether procedure exists to handle deregistration of aircraft?				
M.A.904 Airworthiness review of aircraft	1	Whether policy and procedure exist in respect of airworthiness review of aircraft imported into Bahrain?				



imported into Bahrain	<p>When importing an aircraft into Bahrain, the applicant shall:</p> <ol style="list-style-type: none"> 1. apply to BCAA for the issuance of a new Certificate of Airworthiness. 2. for aircraft other than new, have an airworthiness review carried out satisfactorily in accordance with point M.A.901; and 3. have all maintenance carried out to comply with the approved maintenance programme in accordance with point M.A.302. <p>In order to allow for possible participation, the applicant should inform BCAA at least 10 working days in advance of the time and location of the airworthiness review.)</p>			
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Part 4 – FINDING SUMMARY

S/N	ANTR-M REF	CAME/ Procedure REF	FINDING DETAILS
			Findings may be annexed to this checklist in the same format

(Signature of the Inspector with Date)