



# Australian Government

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## Civil Aviation Safety Authority

### Part 42 Manual of Standards (as amended)

made under regulation 42.020 of the *Civil Aviation Safety Regulations 1998*.

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### Preliminary

#### 1A Name of instrument

This instrument is the Part 42 Manual of Standards.

#### 1B Commencement

This instrument commences on 27 June 2011.

## Chapter 1

### Requirements for CAMO

#### 1.1 Introduction

- 1.1.1 Paragraphs 42.020 (2) (n) and 42.020 (4) (b) of the *Civil Aviation Safety Regulations 1998 (CASR 1998)* provide that the Part 42 MOS may specify requirements for a continuing airworthiness management organisation (**CAMO**).
- 1.1.2 This Chapter sets out certain requirements to be met by a CAMO for the issue and continuation of an approval to provide continuing airworthiness management services for aircraft.
- 1.1.3 This Chapter also sets out requirements in relation to writing of procedures, by a CAMO, for carrying out maintenance.
- 1.1.4 In this Chapter, the mention of a “Commission Regulation” in the heading of a section is a cross-reference to a similar provision in Part M of the *European Commission Regulation on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks*. It is for information only.

#### 1.2 Continuing airworthiness management exposition [Commission Regulation M.A.704]

- 1.2.1 The CAMO must have an exposition that contains at least the following information:
- (a) a statement signed by the accountable manager to confirm that the CAMO will provide continuing airworthiness management services in accordance with Part 42 of CASR 1998, this MOS and its exposition at all times;
  - (b) detailed scope of the continuing airworthiness management services the CAMO is approved to provide;
  - (c) the names of the individuals occupying the following positions:
    - (i) accountable manager;
    - (ii) continuing airworthiness manager, including any substitute continuing airworthiness manager;
    - (iii) each responsible manager;
    - (iv) quality manager;
  - (d) a chart showing the CAMO’s structure and associated chains of responsibility of individuals within the CAMO;
  - (e) a description of the CAMO’s facilities and equipment at each location as required under section 1.3;
  - (f) a list of airworthiness review employees as required under section 1.9;
  - (g) a list of maintenance program approval employees as required under section 1.10;
  - (h) procedures for making changes to the exposition;
  - (i) procedures that specify how the CAMO ensures compliance with Part 42 of CASR 1998 and any requirement in this MOS.

#### 1.3 Facility and equipment [Commission Regulation M.A.706]

- 1.3.1 The CAMO must have appropriately equipped facilities for providing the continuing airworthiness management services it is approved to provide, including:

- (a) office accommodation for all employees providing continuing airworthiness management services; and
  - (b) facilities for the completion and retention of records and documents in accordance with the requirements of Part 42 of CASR 1998 and this MOS.
- 1.3.2 The office accommodation must be of a standard that will ensure employees can perform their duties without undue distraction or discomfort.

#### **1.4 Accountable manager [Commission Regulation M.A.706]**

- 1.4.1 The CAMO must appoint an individual as the accountable manager who is ultimately responsible for ensuring:
- (a) that the CAMO complies with CASR 1998, this MOS, its approval and its exposition; and
  - (b) that the CAMO has adequate resources to provide continuing airworthiness management services in accordance with its exposition.
- 1.4.2 If the CAMO is an air transport air operator's certificate (**AOC**) holder, the accountable manager for the CAMO must be an individual who has the corporate authority for managing and financing the operation under the AOC.
- 1.4.3 If the CAMO is not an air transport AOC holder, the accountable manager must be an individual who has the corporate authority for managing and financing the CAMO.

#### **1.5 Responsible manager [Commission Regulation M.A.706]**

- 1.5.1 The CAMO must appoint at least 1 individual as the responsible manager, responsible for ensuring that the CAMO complies with CASR 1998, this MOS and the CAMO's exposition.
- Note* The CAMO may appoint more than 1 individual as the responsible manager. However, each appointee is responsible for ensuring that the CAMO complies with CASR 1998, this MOS and the CAMO's exposition.
- 1.5.2 Each responsible manager must be responsible for ensuring that the CAMO complies with CASR 1998, this MOS and the CAMO's exposition in relation to matters for which he or she is responsible.
- 1.5.3 Subject to subsection 1.5.4, each responsible manager must be responsible to the accountable manager unless he or she is also the accountable manager.
- 1.5.4 If the CAMO is an air transport AOC holder, each responsible manager whose responsibility includes ensuring the CAMO's compliance with CASR 1998, this MOS and the CAMO's exposition in relation to providing continuing airworthiness management services for an aircraft authorised to operate under the AOC, must be responsible to the continuing airworthiness manager unless he or she is the continuing airworthiness manager.
- 1.5.5 A responsible manager must have:
- (a) at least 5 years experience in matters for which he or she is responsible; or
  - (b) at least 2 years experience in matters for which he or she is responsible provided he or she has at least an additional 3 years experience in civil aircraft maintenance.
- 1.5.6 A responsible manager must have a comprehensive knowledge of:
- (a) the regulations and standards; and
  - (b) the CAMO's exposition;
- relating to matters for which he or she is responsible.

- 1.5.7 A responsible manager, whose responsibility includes ensuring the CAMO's compliance with CASR 1998, this MOS and the CAMO's exposition in relation to providing continuing airworthiness management services for an aircraft, must have knowledge of the following:
- (a) the aircraft's certification basis;
  - (b) the aircraft's structure and systems, including the propulsion system, to a level that is at least equivalent to Level 1 as set out in Appendix III of the Part 66 MOS;
  - (c) if applicable, the aircraft's minimum equipment list (MEL) and configuration deviation list (CDL);
  - (d) if applicable, the relevant parts of the AOC holder's operations manual that have continuing airworthiness implications for the aircraft.
- 1.5.8 The CAMO must:
- (a) have copies of all documents that demonstrate that each responsible manager has the appropriate qualifications, experience and knowledge required under this section; and
  - (b) keep the copies for at least 2 years after the responsible manager ceases to be a responsible manager.

## **1.6 Continuing airworthiness manager [Commission Regulation M.A.706]**

- 1.6.1 If a CAMO is an air transport AOC holder, the CAMO must appoint an individual as the continuing airworthiness manager who is responsible for ensuring that the CAMO complies with CASR 1998, this MOS and the CAMO's exposition in relation to providing continuing airworthiness management services for the aircraft authorised to operate under the AOC.
- 1.6.2 The continuing airworthiness manager must report directly to the accountable manager of the CAMO unless he or she is also the accountable manager.
- 1.6.3 Subject to subsection 1.6.6, the continuing airworthiness manager must:
- (a) hold, or have held, an aircraft engineer licence in category B1, B2 or C; or
  - (b) hold, or have held, a licence that is equivalent to a licence in category B1, B2 or C; or
  - (c) have a qualification in aircraft maintenance at least at Certificate IV level; or
  - (d) have a qualification in aviation maintenance management at least at diploma level; or
  - (e) have an engineering qualification at least at diploma level in any of the following disciplines:
    - (i) aeronautical;
    - (ii) avionics;
    - (iii) mechanical;
    - (iv) electrical;
    - (v) electronics.
- 1.6.4 The continuing airworthiness manager must have at least 3 years experience in continuing airworthiness management of aircraft.
- 1.6.5 The continuing airworthiness manager must have the following:
- (a) a comprehensive knowledge of the regulations and standards applicable to airworthiness of aircraft authorised to operate under the AOC;

- (b) knowledge of the CAMO's exposition;
  - (c) if applicable, knowledge of the relevant parts of the AOC holder's operations manual that have continuing airworthiness implications for aircraft authorised to operate under the AOC;
  - (d) knowledge of the CAMO's quality system.
- 1.6.6 Despite the requirements of subsection 1.6.3, an individual who is the maintenance controller for an operator is eligible to be appointed as the continuing airworthiness manager of the CAMO at the time the operator is approved as a CAMO.
- Note* To be appointed as the continuing airworthiness manager of the CAMO, the person must comply with the other applicable provisions of section 1.6.
- 1.6.7 The CAMO may nominate an individual to be a substitute continuing airworthiness manager who may perform the role of the continuing airworthiness manager in his or her temporary absence.
- 1.6.8 The substitute continuing airworthiness manager must meet the requirements of this section in relation to qualifications, experience and knowledge of a continuing airworthiness manager.
- 1.6.9 The continuing airworthiness manager and the substitute continuing airworthiness manager must not be a responsible manager for a maintenance organisation that provides maintenance services for the aircraft that are authorised to operate under the air transport AOC.
- 1.6.10 The CAMO must:
- (a) have copies of all documents that demonstrate that the continuing airworthiness manager and the substitute continuing airworthiness manager each have the appropriate qualifications, experience and knowledge required under this section; and
  - (b) keep the copies for at least 2 years after each person ceases to be the continuing airworthiness manager or the substitute continuing airworthiness manager, as the case may be.

## **1.7 Quality manager [Commission Regulation M.A.712]**

- 1.7.1 A CAMO that is required to have a quality system under section 1.13 must nominate a quality manager with responsibility for implementing and managing the quality system.
- 1.7.2 The quality manager must report directly to the accountable manager in relation to his or her responsibilities under this MOS.
- 1.7.3 The quality manager must not be the continuing airworthiness manager or a responsible manager of the CAMO.
- 1.7.4 The quality manager must have:
- (a) comprehensive knowledge of the CAMO's exposition; and
  - (b) knowledge of the regulations and standards applicable to continuing airworthiness of aircraft; and
  - (c) successfully completed a course in quality management which is at least equivalent to the type of course required for a person to gain certification as a lead auditor; and
  - (d) at least 2 years experience in quality management.