

ANNEX VA (PART-T)

GENERAL

T.1 Competent authority

Regulation (EU) 2015/1536

For the purpose of this Part, the competent authority for the oversight of the aircraft and the organisations shall be the authority designated by the Member State that has issued the Air Operator Certificate to the operator.

GM T.1 Competent authority

ED Decision 2016/011/R

[Article 1\(b\)](#) and [Article 3\(5\)](#) of Commission Regulation (EU) No 1321/2014, as amended by Commission Regulation (EU) 2015/1536, establish the applicability of [Annex Va \(Part-T\)](#) to aircraft registered in a third country for which their regulatory safety oversight has not been delegated to a Member State when they are dry leased-in by an air carrier licensed in accordance with Regulation (EC) No 1008/2008.

This means that the provisions of [Part-T](#) are not applicable to aircraft registered in a third country for which their regulatory safety oversight has been delegated to a Member State. In such a case, [Article 1\(a\)\(ii\)](#) stipulates that the provisions of [Part-M](#) are applicable.

The conditions for the approval of the dry lease-in are specified in ORO.AOC.110.

SECTION A — TECHNICAL REQUIREMENTS

SUBPART A — GENERAL

T.A.101 Scope

Regulation (EU) 2015/1536

This section establishes requirements to ensure that continuing airworthiness of aircraft referred to in [Article 1\(b\)](#) is maintained in compliance with the essential requirements of Annex IV to Regulation (EC) No 216/2008

It also specifies the conditions to be met by the persons and organisations responsible for management of the continuing airworthiness and maintenance of such aircraft.

SUBPART B — CONTINUING AIRWORTHINESS

T.A.201 Responsibilities

Regulation (EU) 2015/1536

1.
 - (a) The operator is responsible for the airworthiness of the aircraft and it shall ensure that it is not operated unless the aircraft has a type certificate issued or validated by the Agency;
 - (b) the aircraft is in an airworthy condition;
 - (c) the aircraft holds a valid certificate of airworthiness issued in accordance with ICAO Annex 8;
 - (d) the maintenance of the aircraft is performed in accordance with a maintenance programme which shall comply with the requirements of the State of Registry and the applicable requirements of ICAO Annex 6.
 - (e) any defect or damage affecting the safe operation of the aircraft is rectified to a standard acceptable to the State of Registry;
 - (f) the aircraft complies with any applicable:
 - (i) airworthiness directive or continued airworthiness requirement issued or adopted by the State of Registry; and
 - (ii) mandatory safety information issued by the Agency, including airworthiness directives;
 - (g) a release to service is issued to the aircraft after maintenance by qualified organisations in compliance with the State of Registry requirements. The signed release to service shall contain, in particular, the basic details of the maintenance carried out.
 - (h) the aircraft is inspected, through a pre-flight inspection, before each flight
 - (i) all modifications and repairs comply with the airworthiness requirements established by the State of Registry
 - (j) the following aircraft records are available until the information contained has been superseded by new information equivalent in scope and detail but not less than 24 months:
 - (1) the total time in service (hours, cycles and calendar time, as appropriate) of the aircraft and all life-limited components;
 - (2) current status of compliance with [T.A.201\(1\)\(f\)](#) requirements;
 - (3) current status of compliance with the maintenance programme;
 - (4) current status of modifications and repairs together with appropriate details and substantiating data to demonstrate that they comply with the requirements established by the State of Registry.
2. The tasks specified in [T.A.201\(1\)](#) shall be controlled by the operator's continuing airworthiness management organisation. For this purpose the organisation shall comply with the additional requirements of [T.A. Subpart G](#)
3. The continuing airworthiness management organisation referred to in (2) shall ensure that the maintenance and release of the aircraft are performed by a maintenance organisation meeting the requirements of Subpart E. For this purpose, when the continuing airworthiness

management organisation does not meet the requirements of subpart E itself, it shall establish a contract with such organisations.

AMC T.A.201(1)(h) Responsibilities

ED Decision 2016/011/R

PRE-FLIGHT INSPECTION

Contents of the pre-flight inspection may be found in [AMC M.A.301-1](#).

GM T.A.201(1)(j) Responsibilities

ED Decision 2016/011/R

RECORDS

The records should provide all the necessary information to allow the CAMO and the competent authority to clearly establish the airworthy condition of the aircraft during the whole lease period.

AMC1 T.A.201(3) Responsibilities

ED Decision 2016/011/R

MAINTENANCE ORGANISATION

1. The CAMO carries the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management; it should thus be satisfied before the intended flight that all required maintenance has been properly carried out by a maintenance organisation.
2. The CAMO should establish a process to verify that the maintenance organisation complies with the applicable requirements of Subpart E.

AMC2 T.A.201(3) Responsibilities

ED Decision 2016/011/R

CONTRACT

1. The contract between the CAMO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.
2. Both the specification of work and the assignment of responsibilities should be clear, unambiguous and sufficiently detailed to ensure that no misunderstanding arises between the parties concerned that could result in a situation where work that has a bearing on the airworthiness or serviceability of aircraft is not or will not be properly performed. [Appendix XI to AMC M.A.708\(c\)](#) gives further details on the contents of the contract.
3. The CAMO should consider checking at the maintenance facilities any aspect of the contracted work to satisfy its responsibility for the airworthiness of the aircraft during the period of the contract.

AMC3 T.A.201(3) Responsibilities

ED Decision 2016/011/R

CONTRACT

Normally the contract with the maintenance organisation should be established for the duration of the lease period, which should not be more than 7 months. For unscheduled line maintenance and component maintenance up to engines, the contract may take the form of individual work orders as long as the scope of work and the responsibilities of the CAMO and of the maintenance organisation are properly addressed.

SUBPART E — MAINTENANCE ORGANISATION

Regulation (EU) 2015/1536

The continuing airworthiness management organisation shall ensure that the aircraft and its components are maintained by organisations complying with the following requirements:

- (1) The organisation holds a maintenance organisation approval issued or acceptable to the State of Registry.
- (2) The scope of approval of the organisation includes the appropriate aircraft and/or component capability.
- (3) The organisation has established an occurrence reporting system which ensures that any identified condition of an aircraft or component which endangers the flight safety is reported to the operator, the competent authority of the operator, the organisation responsible for the type design or supplemental type design and the continuing airworthiness management organisation.
- (4) The organisation has established an organisation's manual providing a description of all the procedures of the organisation.

GM Subpart E

ED Decision 2016/011/R

The CAMO should establish a process to verify that the maintenance organisation complies with the applicable requirements of Subpart E, one of the inputs to this process may be whether the maintenance organisation holds an approval by the State of Registry issued in accordance with the requirements of ICAO Annex 6 Part I Section 8.7.

AMC Subpart E point (3)

ED Decision 2016/011/R

The occurrence-reporting system should describe the procedures followed by the organisation whereby information on faults, malfunctions, defects and other occurrences that cause or might cause adverse effects on the continuing airworthiness of the aircraft are transmitted to the operator, to the organisation responsible for the type design of that aircraft, and to the State of Registry.

SUBPART G — ADDITIONAL REQUIREMENTS FOR CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATIONS APPROVED PURSUANT TO ANNEX I (PART-M) SUBPART G

T.A.701 Scope

Regulation (EU) 2015/1536

This Subpart establishes the requirements to be met in addition to the requirements of [Part-M Subpart G](#) by an organisation approved in accordance with [Part-M Subpart G](#) to control the tasks specified in [T.A.201](#).

T.A.704 Continuing airworthiness management exposition

Regulation (EU) 2015/1536

In addition to the requirements of [M.A.704](#), the exposition shall contain procedures specifying how the continuing airworthiness management organisation ensures compliance with [Part-T](#).

AMC T.A.704 Continuing airworthiness management exposition (CAME)

ED Decision 2016/011/R

In addition to the contents described in [AMC M.A.704](#), the CAME should provide additional information describing how the CAMO manages the continuing airworthiness of the aircraft under [Part-T](#). Guidance on the specific contents may be found in [Appendix I to AMC T.A.704](#).

T.A.706 Personnel requirements

Regulation (EU) 2015/1536

In addition to the requirements of [M.A.706](#), the [M.A.706\(c\)](#) and [\(d\)](#) personnel shall have adequate knowledge of the applicable third country regulations.

AMC T.A.706 Personnel requirements

ED Decision 2016/011/R

1. Adequate knowledge may be demonstrated by training or work experience with the applicable third-country regulations or a combination of training and experience.
2. The competence assessment required by [M.A.706\(d\)](#) should include the knowledge necessary for the performance of the activities under [Part-T](#).

T.A.708 Continuing airworthiness management

Regulation (EU) 2015/1536

Notwithstanding [M.A.708](#), for aircraft managed under the requirements of [Part-T](#) the approved continuing airworthiness management organisation shall:

- (a) ensure that the aircraft is taken to a maintenance organisation whenever necessary;
- (b) ensure that all maintenance is carried out in accordance with the maintenance programme;
- (c) ensure the application of the [T.A.201\(1\)\(f\)](#) mandatory information;

- (d) ensure that all defects discovered during scheduled maintenance or reported are corrected by the maintenance organisation in accordance with the maintenance data acceptable to the State of Registry;
- (e) coordinate scheduled maintenance, the application of the [T.A.201\(1\)\(f\)](#) mandatory information, the replacement of life-limited parts, and component inspection to ensure the work is carried out properly;
- (f) manage and archive the continuing airworthiness records required by [T.A.201\(1\)\(i\)](#);
- (g) ensure that modifications and repairs are approved in accordance with the requirements of the State of Registry.

GM T.A.708 Continuing airworthiness management

ED Decision 2016/011/R

The CAMO has already approved procedures to perform the management of the aircraft under [Part-M](#). These procedures may be adapted as necessary to satisfy the requirements under [T.A.708](#) or the CAMO may decide to develop different procedures.

T.A.709 Documentation

Regulation (EU) 2015/1536

Notwithstanding [M.A.709\(a\) and \(b\)](#), for every aircraft managed following the requirements of [Part-T](#) the continuing airworthiness management organisation shall hold and use applicable maintenance data acceptable to the State of Registry.

AMC T.A.709 Maintenance data

ED Decision 2016/011/R

Applicable maintenance data should include the ICA applicable to the aircraft, the requirements, procedures, standards and mandatory safety information (MSI) issued by the State of Registry, the requirements, procedures, standards and MSI issued by the Agency.

The applicable maintenance data should be in a language acceptable to the competent authority.

T.A.711 Privileges

Regulation (EU) 2015/1536

A continuing airworthiness management organisation approved in accordance with [Part-M Subpart G](#) may perform the tasks specified in [T.A.708](#) for the aircraft included in its Air Operator Certificate provided that the organisation has established procedures, approved by the competent authority, to ensure compliance with [Part-T](#).

AMC T.A.711 Privileges

ED Decision 2016/011/R

Under the privilege of [M.A.711\(a\)\(3\)](#), the CAMO may contract the performance of the continuing airworthiness tasks required by [Part-T](#) with another organisation working under the CAMO's quality system and listed on the approval certificate.

T.A.712 Quality system

Regulation (EU) 2015/1536

In addition to the requirements of [M.A.712](#), the continuing airworthiness management organisation shall ensure that the quality system monitors that all the activities under this Subpart are performed in accordance with the approved procedures.

T.A.714 Record-keeping

Regulation (EU) 2015/1536

In addition to the requirements of [M.A.714\(a\)](#), the organisation shall keep the records required by [T.A.201\(1\)\(j\)](#).

T.A.715 Continued validity of approval

Regulation (EU) 2015/1536

In addition to the conditions of [M.A.715\(a\)](#) for an organisation managing the continuing airworthiness pursuant this Subpart, the approval shall remain valid subject to:

- (a) the organisation complying with the applicable requirements of [Part-T](#); and
- (b) the organisation ensuring that any person authorised by the competent authority is granted access to any of its facilities, aircraft or documents related to its activities, including any subcontracted activities, to determine compliance with this Part.

T.A.716 Findings

Regulation (EU) 2015/1536

After receipt of notification of findings according to [T.B.705](#), the continuing airworthiness management organisation approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the competent authority within a period agreed with this authority.

SECTION B — ADDITIONAL PROCEDURES FOR COMPETENT AUTHORITIES

SUBPART A — GENERAL

T.B.101 Scope

Regulation (EU) 2015/1536

This Section establishes the administrative requirements to be followed by the competent authorities in charge of the application and enforcement of [Section A of this Part-T](#).

T.B.102 Competent authority

Regulation (EU) 2015/1536

1. General

A Member State shall designate a competent authority with allocated responsibilities as referred to in T.1. This competent authority shall establish documented procedures and an organisational structure.

2. Resources

The number of staff shall be appropriate to carry out the requirements as detailed in this Section

3. Qualification and training

All staff involved in [Part-T](#) activities shall be appropriately qualified and have the appropriate knowledge, experience, initial training and continuation training to perform their allocated tasks.

4. Procedures

The competent authority shall establish procedures detailing how compliance with this Part is accomplished.

AMC T.B.102(3) Competent authority

ED Decision 2016/011/R

Staff should have adequate qualifications and should have received adequate training as described in [AMC1 M.B.102](#) and [AMC2 M.B.102](#), and in addition staff should have sufficient knowledge of the applicable third-country airworthiness requirements. Such knowledge may be demonstrated if staff have received training in or have work experience with the applicable third-country airworthiness requirements or a combination of training and work experience.

AMC T.B.102(4) Competent authority

ED Decision 2016/011/R

[AMC M.B.102\(d\)](#) may be used by the competent authority to establish the procedures required to comply with [Part-T](#). In addition, the competent authority should establish procedures to ensure adequate coordination with the State of Registry.

T.B.104 Record-keeping

Regulation (EU) 2015/1536

1. The requirements of [M.B.104\(a\), \(b\) and \(c\)](#) of Annex I shall apply.
2. The minimum records for the oversight of each aircraft shall include, at least, a copy of:
 - a) the aircraft's certificate of airworthiness,
 - b) all relevant correspondence relating to the aircraft,
 - c) reports from any inspection and survey performed to the aircraft,
 - d) details of any exemption and enforcement action(s).
3. All records specified in [T.B.104](#) shall be made available, upon request, to another Member State, the Agency or the State of Registry.
4. The records specified in (2) shall be retained until 4 years after the end of the dry lease-in period.

AMC T.B.104 Record-keeping

ED Decision 2016/011/R

[AMC M.B.104\(a\)](#) and [AMC M.B.104\(f\)](#) may be used by the competent authority to establish its record-keeping system.

T.B.105 Mutual exchange of information

Regulation (EU) 2015/1536

The requirements of [M.B.105](#) of Annex I shall apply.

SUBPART B — ACCOUNTABILITY

T.B.201 Responsibilities

Regulation (EU) 2015/1536

1. The competent authority as specified in T.1 is responsible for conducting inspections and investigations, including aircraft surveys, in order to verify that the requirements of this Part are complied with.
2. The competent authority shall perform inspections and investigations before the approval of the dry lease in agreement in accordance with ARO.OPS.110 (a)(1), to verify that the requirements of [T.A.201](#) are then complied with.
3. The competent authority shall ensure coordination with the State of Registry as necessary to exercise the oversight responsibilities of the aircraft contained in this [Annex Va \(Part-T\)](#).

T.B.202 Findings

Regulation (EU) 2015/1536

1. A level 1 finding is any significant non-compliance with the [Part-T](#) requirements which lowers the safety standard and hazards seriously the flight safety.
2. A level 2 finding is any non-compliance with the [Part-T](#) requirements which could lower the safety standard and possibly hazard the flight safety.
3. When a finding is detected during inspections, investigations, aircraft surveys or by other means, the competent authority shall:
 - a) take measures as necessary, such as the grounding of the aircraft, to prevent the continuation of the non-compliance,
 - b) require corrective actions appropriate to the nature of the finding to be taken.
4. For level 1 findings, the competent authority shall require appropriate corrective action to be taken before further flight and notify the State of Registry.

SUBPART G — ADDITIONAL REQUIREMENTS FOR CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATIONS APPROVED PURSUANT TO ANNEX I (PART-M) SUBPART G

T.B.702 Initial approval

Regulation (EU) 2015/1536

In addition to the requirements of [M.B.702](#), when the organisation's continuing airworthiness management exposition contains procedures to manage the continuing airworthiness of aircraft referred to in [Article 1\(b\)](#), the competent authority shall establish that those procedures comply with [Part-T](#) and it shall verify that the organisation complies with the Part-T requirements.

AMC T.B.702 Initial approval

ED Decision 2016/011/R

1. The audit report [EASA Form 13T](#) should be used to record the audit performance and the findings. [EASA Form 13T](#) may be found in [Appendix II to AMC T.B.702](#).
2. When the organisation is not approved under [Part-M Subpart G](#) for a particular aircraft type, then the organisation should apply for a change under [M.A.713](#) to include that aircraft type in the scope of approval at the same time when it applies for approval under [Part-T Subpart G](#) to manage the continuing airworthiness of aircraft referred to in [T.B.101](#).
3. When the organisation is already approved under [Part-M Subpart G](#) for a particular aircraft type, then the approval to manage the continuing airworthiness of aircraft referred to in [T.B.101](#) should be considered as a change that requires prior approval by the competent authority. The approval by the competent authority should be performed by approving the proposed amendments to the CAME.

T.B.704 Continuing oversight

Regulation (EU) 2015/1536

In addition to the requirements of [M.B.704](#), a relevant sample of aircraft referred to in [Article 1\(b\)](#) managed by the organisation shall be surveyed in every 24-month period.

T.B.705 Findings

Regulation (EU) 2015/1536

In addition to the requirements of [M.B.705](#), for organisations managing the continuing airworthiness of aircraft referred to in [Article 1\(b\)](#) the competent authority shall also take actions when during audits, ramp inspections or by other means evidence is found showing non-compliance with the [Part-T](#) requirements.

APPENDICES TO AMCs AND GM TO ANNEX VA (PART-T)

Appendix I to AMC T.A.704 — Continuing airworthiness management exposition (CAME)

ED Decision 2016/011/R

The CAME of the CAMO should be amended to take into account the following elements:

1. In Part 0.1, the corporate commitment by the accountable manager stating compliance with [Part-T](#):

PART 0 — GENERAL ORGANISATION

0.1 Corporate commitment by the accountable manager

The accountable manager's exposition statement should embrace the intent of the following paragraph, and in fact this statement may be used without amendment. Any amendment to the statement should not alter its intent.

'This exposition defines the organisation and procedures upon which the continuing airworthiness management organisation's approval of Joe Bloggs under [Part-M](#) and [Part-T](#) is based.

These procedures are approved by the undersigned and must be complied with, as applicable, in order to ensure that all the continuing airworthiness activities including maintenance for aircraft managed by Joe Bloggs are carried out on time to an approved standard.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the Agency or the competent authority from time to time where these new or amended regulations are in conflict with these procedures.

The competent authority will approve this organisation whilst the competent authority is satisfied that the procedures are being followed. It is understood that the competent authority reserves the right to suspend, limit or revoke the Continuing airworthiness management organisation's approval of the organisation, as applicable, if the competent authority has evidence that the procedures are not followed and the standards not upheld.

In the case of air carriers licensed in accordance with Regulation (EC) No 1008/2008, suspension or revocation of the approval of the continuing airworthiness management organisation's approval would invalidate the AOC.'

2. In Part 0.2, point c) 'Scope of work — aircraft managed':

0.2 General information

- c) Scope of work — aircraft managed

This paragraph should specify the scope of work for which the CAMO is approved. This includes aircraft type/series, aircraft registrations, owner/operator, contract references, State of Registry for CAMOs approved under [Part-T](#), etc. The following is given as an example:

Aircraft type/series	Date included in the scope of work	Aircraft maintenance programme or 'generic'/baseline' maintenance programme	Aircraft registration(s)	Owner/operator	CAMO contract reference	Part-T State of Registry

For air carriers licensed in accordance with Regulation (EC) No 1008/2008, reference can be made in this paragraph to the operations specifications or operations manual where the aircraft registration(s) is (are) listed.

Depending on the number of aircraft, this paragraph may be updated as follows:

- 1) the paragraph is revised each time an aircraft is removed from or added to the list;
- 2) the paragraph is revised each time a type of aircraft or a significant number of aircraft is removed from or added to the list. In that case, it should be stated in the paragraph where the current list of aircraft managed is available for consultation.

3. A new Part 6 is added to include the continuing airworthiness management procedures:

PART 6 — CONTINUING AIRWORTHINESS PROCEDURES FOR AIRCRAFT REFERRED TO IN T.A.101

6.1 CONTINUING AIRWORTHINESS MANAGEMENT

6.1.1 Aircraft continuing airworthiness records system

- a) Aircraft continuing airworthiness records system and aircraft technical log

This section should describe the system used by the CAMO to manage the aircraft's continuing airworthiness records.

- b) Minimum equipment list (MEL) procedures

This section should describe the specific responsibilities of the CAMO with regard to the issue, update, use and management of the MEL, if applicable to the aircraft.

6.1.2 Aircraft maintenance programme

This paragraph should identify the State of Registry requirements for the maintenance programme, and should describe how the procedure established by the CAMO satisfies those requirements. This procedure should address the specific responsibilities of the CAMO with regard to the development, update, approval or acceptance and management of the maintenance programme. The sources for the maintenance programme and the mandatory tasks should be clearly identified.

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

- a) Recording of hours and cycles

The recording of flight hours and cycles is essential for the planning of maintenance tasks. This paragraph should describe how the CAMO has access to the current flight hours and cycles information and how this information is processed in the organisation.

- b) Records

This paragraph should describe in detail the type of documents that are required to be recorded and the recording-period requirements for each document. This can be provided by a table or series of tables that should include the following:

- family of document (if necessary),
- name of document,
- retention period,
- responsible person for retention,
- place of retention.

c) Preservation of records

This paragraph should set out the means to protect the records from fire, floods, etc., as well as the specific procedures in place to guarantee that the records will not be altered during the retention period [especially for the computer records].

d) Transfer of continuing airworthiness records

Transfer-in:

This paragraph should describe the procedure for the acquisition of the necessary continuing airworthiness records by the CAMO before leasing the aircraft and who is responsible for its implementation. The records should include the applicable status of compliance, release to service, approval and substantiating data for modifications and repairs, compliance with mandatory information, etc.

Transfer-out:

This paragraph should describe the procedure for the transfer of records in case of transfer of the aircraft to another organisation. In particular, it should specify which records have to be transferred and who is responsible for the coordination [if necessary] of the transfer.

6.1.4 Accomplishment and control of mandatory safety information (MSI) issued by the State of Registry and the Agency

This paragraph should identify the MSI requirements issued by the State of Registry and the Agency. Additionally, it should demonstrate that the CAMO has a comprehensive system for the management of MSI including airworthiness directives (ADs) issued by the State of Registry and the Agency. It may, for instance, include the following subparagraphs:

a) MSI acquisition

This paragraph should specify the sources for the MSI (State of Registry, manufacturer, type certificate holder, the Agency).

b) MSI decision

This paragraph should describe how and by whom the MSI is analysed. It should also describe the decision-making process in case the MSI of the State of Registry conflicts with the MSI issued by the Agency or any EU airworthiness or operational requirement. This paragraph should also describe what kind of information is provided to the contracted maintenance organisations in order to plan and perform the MSI. This should include, as necessary, a specific procedure for emergency MSI management.

c) MSI control

This paragraph should specify how the organisation manages to ensure that all the applicable MSI is performed and that they are performed on time. This should include a closed-loop system that allows verifying that for each new or revised MSI and for each aircraft:

1. the MSI is not applicable, or
2. if the MSI is applicable:
 - the MSI is not yet performed but the time limit is not overdue,
 - the MSI is performed, and any repetitive inspection is identified and performed.

This may be a continuous process or may be based on scheduled reviews.

6.1.5 Modifications and repairs

This paragraph should describe the State of Registry requirements for modifications and repairs. In particular, the process for the issue and approval of design data for repairs and modifications, the classification of repairs and modifications, and the specific responsibilities of the CAMO with regard to the management and approval of any modification and repair before embodiment.

6.1.6 Defect reports

a) Analysis

This paragraph should describe how the defect reports provided by the contracted maintenance organisations are processed by the CAMO. The analysis of these reports should be taken into account for the maintenance programme evolution and non-mandatory modification policy.

b) Liaison with type certificate holders and regulatory authorities

Where a defect report shows that such defect is likely to occur to other aircraft, a liaison should be established with the type certificate holder and the authority that has issued the type certificate so that they may take all the necessary actions.

c) Deferred defect policy

This paragraph should describe the State of Registry requirements for deferred defects. Defects such as cracks and structural defects are not addressed by the MEL and the configuration deviation list (CDL). However, it may be necessary in certain cases to defer the rectification of a defect. This paragraph should establish the procedure to be followed in order to ensure that the deferment of any defect rectification will not lead to any safety concern. This will include appropriate liaison with the manufacturer and with the State of Registry.

6.1.7 Reliability programmes

If a reliability programme is required, this paragraph should describe appropriately the management of a reliability programme. It should at least address the following:

- extent and scope of the reliability programme,
- specific organisational structure, duties and responsibilities,
- establishment of reliability data,

- analysis of the reliability data,
- corrective action system (maintenance programme amendment),
- scheduled reviews (reliability meetings with the participation of the competent authority).

This paragraph may, where necessary, be subdivided as follows:

- a) airframe,
- b) propulsion,
- c) component.

6.1.8 Pre-flight inspections

This paragraph should show how the scope and definition of pre-flight inspection, that is usually performed by the operating crew, is kept consistent with the scope of the maintenance performed by the contracted maintenance organisation. It should show how the evolution of the pre-flight inspection content and of the maintenance programme is concurrent.

The following paragraphs are self-explanatory. Although these activities are normally not performed by continuing airworthiness personnel, they have been placed here in order to ensure that the related procedures are consistent with the continuing airworthiness activity procedures.

- a) Preparation of aircraft for flight,
- b) Subcontracted ground-handling function,
- c) Security of cargo and baggage loading,
- d) Control of refuelling, quantity/quality,
- e) Control of snow, ice, residues from de-icing or anti-icing operations, dust and sand contamination to an approved standard.

6.1.9 Aircraft weighing

This paragraph should state in which occasion an aircraft has to be weighed taking into account the EU operational requirements and the State of Registry requirements. Weighing may also be required after a major modification. This paragraph should describe who performs the weighing, according to which procedure, who calculates the new weight and balance, and how the result is processed in the organisation.

6.1.10 Check flight procedures

This paragraph should describe the criteria for performing a check flight, taking into account the State of Registry requirements and the applicable instructions for continued airworthiness (ICA).

This paragraph should describe how the check flight procedure is established in order to meet its intended purpose, for instance after a heavy maintenance check, after engine or flight control removal installation, etc., and the release procedures to authorise such a check flight.

6.2 CONTRACTED MAINTENANCE

6.2.1 Procedures for contracted maintenance

a) Procedures for the development of maintenance contracts

This paragraph should describe the procedures that the organisation follows to develop maintenance contracts. The CAMO processes to implement the different elements described in [Appendix XI to AMC M.A.708\(c\)](#) should be described. In particular, it should cover the responsibilities, tasks and interaction with the contracted maintenance organisation.

This paragraph should also describe, when necessary, the use of work orders for unscheduled line maintenance and component maintenance. The organisation may develop a work order template to ensure that the applicable elements of [Appendix XI to AMC M.A.708\(c\)](#) are considered. Such a template should be included in Part 5.1.

b) Maintenance contractor selection procedure

This paragraph should describe how a maintenance contractor is selected by the CAMO. The selection procedure should describe the verification that the maintenance organisation complies with Subpart E and also that the contractor has the industrial capacity to undertake the required maintenance. The selection procedure should preferably include a contract review process in order to ensure that:

- the contract is comprehensive and it contains no gaps or unclear areas,
- everyone involved in the contract [both at the CAMO and at the maintenance contractor] agrees with the terms of the contract and fully understands their responsibilities,
- the functional responsibilities of all parties are clearly identified.

6.2.2 Audit of aircraft

This paragraph should set out the procedures to perform an audit of an aircraft. It should describe the audit of aircraft before lease and the quality audit of aircraft during the lease period.

a) Audit of aircraft before lease

This audit should include an inspection of the aircraft and its records to ensure that the aircraft is airworthy and it complies with the State of Registry requirements, [Part-T](#) and any EU requirement applicable for the intended operation. This should include checking that all emergency and operational equipment as required by EU operational and airspace rules is available, that all required maintenance and MSI has been performed, that all modifications and repairs comply with the State of Registry requirements and they are recorded, etc.

b) Audit of aircraft during lease

This paragraph should set out the procedure to perform a quality audit of the aircraft during the lease period. This procedure may include:

- compliance with approved procedures,
- contracted maintenance is carried out in accordance with the contract,
- continued compliance with [Part-T](#).

Appendix II to AMC T.B.702 — EASA Form 13T

ED Decision 2016/011/R

M.A. SUBPART G and T.A. SUBPART G APPROVAL RECOMMENDATION REPORT	EASA FORM 13T
Part 1: General	
Name of organisation:	
Approval reference:	
Requested approval rating/	
EASA Form 14 or AOC dated*:	
Other approvals held (if app.)	
Address of facility(ies) audited:	
Audit period: from _____ to _____	
Date(s) of audit(s):	
Audit reference(s):	
Persons interviewed:	
Competent authority surveyor:	Signature(s):
Competent authority office:	Date of EASA Form 13T Part 1 completion:
*delete as appropriate	

M.A. SUBPART G and T.A. SUBPART G APPROVAL RECOMMENDATION REPORT EASA FORM 13T					
Part 2: M.A. Subpart G and T.A. Subpart G Compliance Audit Review					
The five columns may be labelled and used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following M.A. Subpart G subparagraphs please either tick (✓) the box if satisfied with compliance, or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.					
Para	Subject				
M.A.703	Extent of approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.704	Continuing airworthiness management exposition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.A.704	Continuing Airworthiness Management exposition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.705	Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.706	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.A.706	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.707	Airworthiness review staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.708	Continuing airworthiness management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.201	Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.A.201	Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.202	Occurrence reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.302	Aircraft maintenance programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.303	Airworthiness directives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.304	Data for modifications and repairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.305	Aircraft continuing airworthiness record system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.306	Aircraft technical log system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.307	Transfer of aircraft continuing airworthiness records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.709	Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.A.709	Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

M.A.710	Airworthiness review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.711	Privileges of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.A.711	Privileges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.712	Quality system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.A.712	Quality system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.713	Changes to the approved continuing airworthiness organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.714	Record-keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.A.714	Record-keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.716	Findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.A.716	Findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent authority surveyor(s):		Signature(s):				
Competent authority office:		Date of EASA Form 13T Part 2 completion:				

M.A. SUBPART G and T.A. SUBPART G APPROVAL RECOMMENDATION REPORT		EASA FORM 13T
Part 3: Compliance with M.A. Subpart G and T.A. Subpart G continuing airworthiness management exposition (CAME)		
Please either tick (✓) the box if satisfied with compliance; or cross (X) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.		
PART 0 General organisation		
0.1	<input type="checkbox"/>	Corporate commitment by the accountable manager
0.2	<input type="checkbox"/>	General information
0.3	<input type="checkbox"/>	Management personnel
0.4	<input type="checkbox"/>	Management organisation chart
0.5	<input type="checkbox"/>	Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel
0.6	<input type="checkbox"/>	Exposition amendment procedures
PART 1 Continuing airworthiness management procedures		
1.1	<input type="checkbox"/>	Aircraft technical log utilisation and MEL application Aircraft continuing airworthiness record system utilisation
1.2	<input type="checkbox"/>	Aircraft maintenance programme – development amendment and approval
1.3	<input type="checkbox"/>	Time and continuing airworthiness records, responsibilities, retention, access
1.4	<input type="checkbox"/>	Accomplishment and control of airworthiness directives
1.5	<input type="checkbox"/>	Analysis of the effectiveness of the maintenance programme(s)
1.6	<input type="checkbox"/>	Non mandatory modification embodiment policy
1.7	<input type="checkbox"/>	Major repair and modification standards
1.8	<input type="checkbox"/>	Defect reports
1.9	<input type="checkbox"/>	Engineering activity
1.10	<input type="checkbox"/>	Reliability programmes
1.11	<input type="checkbox"/>	Pre-flight inspections
1.12	<input type="checkbox"/>	Aircraft weighing
1.13	<input type="checkbox"/>	Check flight procedures
PART 2 Quality system		
2.1	<input type="checkbox"/>	Continuing airworthiness quality policy, plan and audits procedure
2.2	<input type="checkbox"/>	Monitoring of continuing airworthiness management activities
2.3	<input type="checkbox"/>	Monitoring of the effectiveness of the maintenance programme(s)
2.4	<input type="checkbox"/>	Monitoring that all maintenance is carried out by an appropriate maintenance organisation
2.5	<input type="checkbox"/>	Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance contractor
2.6	<input type="checkbox"/>	Quality audit personnel

PART 3 Contracted Maintenance3.1 Procedures for contracted maintenancex3.2 Quality audit of aircraft**PART 4 Airworthiness review procedures**4.1 Airworthiness review staff4.2 Review of aircraft records4.3 Physical survey4.4 Additional procedures for recommendations to the competent authorities for the import of aircraft4.5 Recommendations to competent authorities for the issue of airworthiness review certificates4.6 Issue of airworthiness review certificates4.7 Airworthiness review records, responsibilities, retention and access**PART 4B Permit to fly procedures**4B.1 Conformity with approved flight conditions4B.2 Issue of permit to fly under the CAMO privilege4B.3 Permit to fly authorised signatories4B.4 Interface with the competent authority for the flight4B.5 Permit to fly records, responsibilities, retention and access**PART 5 Appendices**5.1 Sample Documents5.2 List of airworthiness review staff5.3 List of subcontractors as per [M.A.711\(a\)\(3\)](#)5.4 List of contracted maintenance organisations5.5 Copy of contracts for subcontracted work (appendix II to [AMC M.A.711\(a\)\(3\)](#))

PART 6 CONTINUING AIRWORTHINESS PROCEDURES FOR AIRCRAFT REFERRED TO IN [T.A.101](#)**PART 6.1 CONTINUING AIRWORTHINESS MANAGEMENT**

- | | | |
|--------|--------------------------|---|
| 6.1.1 | <input type="checkbox"/> | Aircraft continuing airworthiness records system |
| 6.1.2 | <input type="checkbox"/> | Aircraft maintenance programme |
| 6.1.3 | <input type="checkbox"/> | Time and continuing airworthiness records, responsibilities, retention and access |
| 6.1.4 | <input type="checkbox"/> | Accomplishment and control of mandatory safety information (MSI) issued by the State of Registry and Agency |
| 6.1.5 | <input type="checkbox"/> | Modifications and repairs standards |
| 6.1.6 | <input type="checkbox"/> | Defect reports |
| 6.1.7 | <input type="checkbox"/> | Reliability programmes |
| 6.1.8 | <input type="checkbox"/> | Pre-flight inspections |
| 6.1.9 | <input type="checkbox"/> | Aircraft weighing |
| 6.1.10 | <input type="checkbox"/> | Check flight procedures |

PART 6.2 CONTRACTED MAINTENANCE

- | | | |
|-------|--------------------------|---------------------------------------|
| 6.2.1 | <input type="checkbox"/> | Procedures for contracted maintenance |
| 6.2.2 | <input type="checkbox"/> | Audit of aircraft |

CAME Reference: CAME Amendment:
Competent authority audit staff: Signature(s):

Competent authority office: Date of EASA Form 13T Part 3 completion:

M.A. SUBPART G and T.A. SUBPART G APPROVAL RECOMMENDATION REPORT		EASA FORM 13T			
Part 4: Findings regarding M.A. Subpart G and T.A. Subpart G compliance status Each level 1 and 2 finding should be recorded whether it has been rectified or not, and should be identified by a simple cross reference to the Part 2 requirement. All non-rectified findings should be copied in writing to the organisation for the necessary corrective action.					
Part 2 or 3 reference	Audit reference(s): Findings	Level	Corrective action		
			Date Due	Date Closed	Reference

M.A. SUBPART G and T.A. SUBPART G APPROVAL RECOMMENDATION REPORT		EASA FORM 13T
Part 5: M.A. Subpart G and T.A. Subpart G approval or continued approval or change recommendation*		
Name of organisation:		
Approval reference:		
Audit reference(s):		
The following M.A. Subpart G scope of approval is recommended for this organisation:		
Or, it is recommended that the M.A. Subpart G scope of approval specified in EASA Form 14 referenced be continued.		
Name of recommending competent authority surveyor:		
Signature of recommending competent authority surveyor:		
Competent authority office:		
Date of recommendation:		
EASA Form 13T review (quality check):	Date:	
*delete as appropriate		