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| Part CAO Compliance List  Non-Complex Motor-Powered aircraft | | **Part CAO Initial** |  | **For**  **Internal Use** |
| **Part CAO Variation** |  |
| **CAE Revision** |  | **Appr. Ref** |
| **Other** |  |
| **Organisation** |  | | | **Appr. Pending** |

| Annex Vd to EU No. 1321/2014  CAO.A. | Content | CAE Reference |
| --- | --- | --- |
| CAO.A.010 | **Scope**  Maintenance & continuing airworthiness on aircraft and components not classified as CMPA and not listed in AOC |  |
| CAO.A.015 | **Application or change**  To the NAA in form and manner as established |  |
| CAO.A:017 | **Means of compliance**  Alternative means of compliance if applied for |  |
| CAO.A.020 (a) | **Terms of Approval**  Scope of Work |  |
| CAO.A.020 (a)(1) | **Terms of Approval**  Type of aircraft /  Change of scope requires approval from FOCA |  |
| CAO.A.020 (a9(2) | **Terms of Approval**  Scope of work for Turbine engine and manufacturer / group / series or type maintenance tasks |  |
| CAO.A.020 (a)(3)(a) thru (d) | **Terms of Approval**  Limitation of privileges |  |
| CAO.A.020 (a) (4) (c) | **Terms of Approval**  System ratings |  |
| CAO.A.020 (b) | **Terms of Approval**  CAO Approval |  |
| CAO.A.020 (c) | **Terms of Approval**  Fabrication of parts |  |
| CAO.A.025 (a) (1) -(11) | **Combined Airworthiness Exposition (CAE)**  Content of CAE |  |
| CAO.A.025 (b) | **Combined Airworthiness Exposition (CAE)**  Approval of the initial CAE |  |
| CAO.A.025 (c) | **Combined Airworthiness Exposition (CAE)**  Amendments to CAE |  |
| CAO.A.025 (b) | **Combined Airworthiness Exposition (CAE)**  Initial approval of CAE |  |
| CAO.A.025 (c) | **Combined Airworthiness Exposition (CAE)**  Amendment to the CAE |  |
| CAO.A.030 | **Facilities**  Description of the facilities |  |
| CAO.A.030 (a) | **Facilities**  Protection from contamination and environment |  |
| CAO.A.030 (b) | **Facilities**  Secured storage facilities for components, equipment tools and material. Restricted access to them |  |
| CAO.A.035 (a) | **Personnel requirements**  Duty and responsibility of Accountable Manager |  |
| CAO.A.035 (b) | **Personnel requirements**  Duty and responsibility of nominated person(s) |  |
| CAO.A.035 (c) | **Personnel requirements**  Relevant knowledge, background and experience for person(s) listed in CAO.A.035 (b) |  |
| CAO.A.035 (d) | **Personnel requirements**  Manpower resource  Temporarily subcontracted staff procedure |  |
| CAO.A.035 (e) | **Personnel requirements**  Records of qualification of personnel |  |
| CAO.A.035 (f) | **Personnel requirements**  Records of qualification of personnel performing specialised tasks (welding or NDT) |  |
| CAO.A.040(a) | **Certifying Staff**  Meets requirements of article 5 |  |
| CAO.A.040(a)(1) | **Certifying Staff**  Meets requirements of Part-66.A.20(b) |  |
| CAO.A.040(a)(2) | **Certifying Staff**  Adequate understanding of aircraft and /or component as well as associated procedures |  |
| CAO.A.040(b) | **Certifying Staff**  One off authorisation for AOG  Reporting to FOCA  Recheck maintenance tasks if flight safety is affected |  |
| CAO.A.040(b)(1) | **Certifying Staff**  One off authorisation for AOG case for own staff |  |
| CAO.A.040(b)(2) | **Certifying Staff**  One off authorisation for AOG case for any qualified person under certain conditions |  |
| CAO.A.040(c)(1) | **Support to operator involved in commercial operation**  Limited certifying–staff authorisation for repetitive AD |  |
| CAO.A.040(c)(2) | **Support to operator involved in commercial operation away from supported location**  Limited certifying–staff authorisation to PIC |  |
| CAO.A.040(d) | **Limited certifying–staff authorisation**  Records of qualification for authorised Limited certifying–staff in the CAE |  |
| CAO.A.045(a)(1) | **Airworthiness Review Staff**  Experience for appropriate ARS to issue ARC and if applicable, Permit to Fly |  |
| CAO.A.045(a)(2) | **Airworthiness Review Staff**  Appropriate licence or qualification |  |
| CAO.A.045(a)(3) | **Airworthiness Review Staff**  Appropriate maintenance practice |  |
| CAO.A.045(b) | **Airworthiness Review Staff**  Acceptance of nominated ARS by FOCA |  |
| CAO.A.045(c) | **Airworthiness Review Staff**  Demonstration of recent continuing airworthiness experience |  |
| CAO.A.045(d) | **Airworthiness Review Staff**  Identification of authorised ARS in the CAE |  |
| CAO.A.045(e) | **Airworthiness Review Staff**  Qualification and experience records. Copy of authorisation of nominated ARS and retention of records |  |
| CAO.A.50 (a)(1) | **Components equipment and tools**  Hold necessary equipment required by CAO.A.055 and according to scope of work of the approval |  |
| CAO.A.50 (a)(2) | **Components equipment and tools**  Procedure for access to equipment or tools on occasional basis |  |
| CAO.A.50 (b) | **Components equipment and tools**  Control and calibration of equipment and tools  Records of controlled and calibrated equipment and tools |  |
| CAO.A.50 (c) | **Components equipment and tools**  Incoming components inspection / segregation according to Part M or ML |  |
| CAO.A.55(a) | **Maintenance Data and Work orders**  Use of applicable maintenance data’s specified in Part M or ML |  |
| CAO.A.55(b) | **Maintenance Data and Work orders**  Workorder procedure |  |
| CAO.A.60(a)-(j) | **Maintenance standards**   * Qualified personnel * Facilities clean and organised * Methods and techniques according to standards * Use of appropriate tooling * Use of approved maintenance data’s * Multiple errors * Error capturing methods after critical maintenance tasks * Verification of completeness of tools after maintenance * Maintenance properly recorded and documented |  |
| CAO.A.065 | **Aircraft Certificate of release to service**  Issued according Part M or ML |  |
| CAO.A.070(a) | **Component certificate of release to service**  Issued according Part M or ML |  |
| CAO.A.070(b) | **Component certificate of release to service** EASA Form 1 |  |
| CAO.A.075(a) | **Continuing airworthiness management exposition**  Indirect approval (if applicable) |  |
| CAO.A.075(b)(1)(i) | **Continuing airworthiness management**  Development and control of the AMP. For a/c complying with Part ML approve AMP |  |
| CAO.A.075(b)(1)(ii) | **Continuing airworthiness management**  Development and control of the AMP. For a/c complying with Part M ensure approval by FOCA |  |
| CAO.A.075(b)(2) | **Continuing airworthiness management**  Provide copy AMP to owner |  |
| CAO.A.075(b)(3) | **Continuing airworthiness management**  Management of approval for modification and repairs. |  |
| CAO.A.075(b)(4) | **Continuing airworthiness management**  Procedure to ensure all maintenance is performed according AMP and properly released |  |
| CAO.A.075(b)(5) | **Continuing airworthiness management**  Procedure to ensure all ADs and Ops directives with Continuing airworthiness impact are implemented |  |
| CAO.A.075(b)(6) | **Continuing airworthiness management**  Procedure to ensure all defects recorded are corrected by MO or independent certifying Staff |  |
| CAO.A.075(b)(7) | **Continuing airworthiness management**  Procedure to ensure aircraft is brought to MO or independent certifying Staff whenever necessary. |  |
| CAO.A.075(b)(8) | **Continuing airworthiness management**  Coordination of scheduled maintenance, application of Ads, replacement of LLP and component inspection |  |
| CAO.A.075(b)(9) | **Continuing airworthiness management**  Management and archiving of airworthiness records and if applicable, operator’s technical log |  |
| CAO.A.075(b)(10) | **Continuing airworthiness management**  Procedure to ensure Mass and Balance reflects current status of the aircraft. |  |
| CAO.A.080 | **Continuing Airworthiness management data**  Use of applicable current maintenance data or provided by owner with appropriate established contact |  |
| CAO.A.085 | **Airworthiness Review**  If applicable AR shall be performed in accordance with Part-M or ML |  |
| CAO.A.090(a)(1) | **Record keeping**  Retention of maintenance records including subcontractor’s release documents. CAO shall provide copy of CRS to owner and any data related to Modification/repairs |  |
| CAO.A.090(a)(2) | **Record keeping**  Retention of continuing airworthiness management according Part M or Part ML |  |
| CAO.A.090(a)(3) | **Record keeping**  If AR privilege retention of copy of each AR or recommendation issued or extended together with supporting documents |  |
| CAO.A.090(a)(4) | **Record keeping**  If PtF privilege retention of copy of each PtF or recommendation issued. |  |
| CAO.A.090(b) | **Record keeping**  Retention of maintenance data for 3 years for aircraft or component which has been released to service by CAO |  |
| CAO.A.090(c) | **Record keeping**  Retention of copy of records described in (a)(2) to (a)(4) until 2 years after definitive withdrawal of a/c from service |  |
| CAO.A.090(d) | **Record keeping**  All records stored to ensure damage, alteration and theft |  |
| CAO.A.090(e) | **Record keeping**  Back up of maintenance records on computer hardware. Storage at different location |  |
| CAO.A.090(f) | **Record keeping**  Whenever continuing airworthiness management change, transfer all records to new responsible person or organisation |  |
| CAO.A.090(g)(1) | **Record keeping**  Records, as described under (a)(1) above shall be transferred to last owner/customer |  |
| CAO.A.090(g)(2) | **Record keeping**  Records, as described under (a)(2) to (a)(4) above shall be transferred to the aircraft owner. |  |
| CAO.A.095(a)(1) | **Privileges of the organisation (Maintenance)**  Maintenance of aircraft/component performed at location specified in the approval certificate and the CAE |  |
| CAO.A.095(a)(2) | **Privileges of the organisation (Maintenance)**  Specialised services under control of the MO at another appropriately approved organisation with established procedure in the CAE and directly approved by FOCA |  |
| CAO.A.095(a)(3) | **Privileges of the organisation (Maintenance)**  Occasional maintenance as specified in the CAE |  |
| CAO.A.095(a)(4) | **Privileges of the organisation (Maintenance)**  Issuance of CRS |  |
| CAO.A.095(b)(1) | **Privileges of the organisation (continuing airworthiness management)**  Management of airworthiness of any aircraft for which they are approved |  |
| CAO.A.095(b)(2) | **Privileges of the organisation (continuing airworthiness management)**  Approve AML for aircraft managed according part ML |  |
| CAO.A.095(b)(3) | **Privileges of the organisation (continuing airworthiness management)**  Arrange limited continuing airworthiness tasks with contracted organisation working under their quality system |  |
| CAO.A.095(b)(4) | **Privileges of the organisation (continuing airworthiness management)**  Extension or AR issued by FOCA or another CAO or CAMO in accordance with Part M or ML |  |
| CAO.A.095(c)(1)(i) | **Privileges of the maintenance organisation (Airworthiness Review)**  If appropriately approved, issue ARC or recommendation in accordance with Part M or ML |  |
| CAO.A.095(c)(1)(ii) | **Privileges of the organisation (Airworthiness Review)**  If appropriately approved, extend the validity of the existing ARC |  |
| CAO.A.095(c)(2) | **Privileges of the continuing airworthiness organisation (Airworthiness Review)**  Carry out airworthiness in accordance with Part M or ML |  |
| CAO.A.095(d) | **Privileges of the organisation (Permit to Fly)**  If appropriately approved, issue a PtF according to procedure established in CAE |  |
| CAO.A.100(a) | **Quality system and organisational review**  Establishment of a quality system and designation of a quality manager |  |
| CAO.A.100(b)(1) | **Quality system and organisational review**  Monitoring of Part CAO activities according to the approved procedures |  |
| CAO.A.100(b)(2) | **Quality system and organisational review**  Monitoring that all contracted maintenance tasks are carried out according to contract. |  |
| CAO.A.100(b)(3) | **Quality system**  Monitoring compliance with Part CAO |  |
| CAO.A.100(c) | **Quality system**  Retention of activities records for at least 2 years |  |
| CAO.A.100(d) | **Quality system**  If approved with other than Part CAO quality system may be combined. |  |
| CAO.A.100 (e) | **Organisational review**  For small CAO, regular organisational review subject to FOCA approval may be performed but no contract of continuing airworthiness tasks to other parties |  |
| CAO.A.105(a)(1) | **Change to the organisation**  Change affecting Appendix I approval certificate and terms of approval of Part CAO |  |
| CAO.A.105(a)(2) | **Change to the organisation**  Change to the persons listed in CAO (nominated persons and accountable manager) |  |
| CAO.A.105(a)(3) | **Change to the organisation**  Change in aircraft type covered by CAO.A.020(a)(1) |  |
| CAO.A.105(a)(4) | **Change to the organisation**  Change scope of work in case of complete turbine engines covered by CAO.A.020(a)(2) |  |
| CAO.A.105(a)(5) | **Change to the organisation**  Change in the control procedure CAO.A.105(b) |  |
| CAO.A.105(b) | **Change to the organisation**  Change to locations, facilities, equipment, tools, material, procedures, scope of work and staff is controlled by CAO through approved control procedure described in CAE**.**  FOCA is informed within 15 days of any of these changes |  |
| CAO.A.110(a) | **Continued validity**  Approval is issued for an unlimited duration |  |
| CAO.A.110(a)(1) | **Continued validity**  Organisation remains in compliance with this Part and with requirements related to corrective action of findings |  |
| CAO.A.110(a)(2) | **Continued validity**  Access to organisation is granted to FOCA |  |
| CAO.A.110(a)(3) | **Continued validity**  Approval revocation or surrendered |  |
| CAO.A.110(b) | **Continued validity**  return of certificate to FOCA if Approval is revocated or surrendered |  |
| CAO.A.115(a) | **Findings**  Level 1 findings definition |  |
| CAO.A.115(b) | **Findings**  Level 2 findings definition |  |
| CAO.A.115(c) | **Findings**  Corrective action plan |  |

**Operator Statement of Compliance**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name** |  | | **Position** | |  | |
| **Date** |  | | **Signature** | |  | |
| **FOCA Acceptance Date** | |  | | **Signature** | |  |