



AIRWORTHINESS NOTICE

NOTICE 6102

Issue 1

15 April 2016

CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION (DCAM PART M SUBPART G)

IN exercise of the powers conferred by regulations 31, 33, and 202 of the Civil Aviation Regulations 2016, the Director General makes this Airworthiness Notice ("Notice") – *Continuing Airworthiness Management Organisation (DCAM Part M Subpart G)*.

This Notice provides the requirement pertaining to the certificate of approval of a continuing airworthiness management organisation.

This Notice is published by the Director General under section 24O of the Civil Aviation Act 1969 [Act 3] and come into operation on 15th April 2016.

Non-compliance with this Notice

Any person who contravenes any provision in this Notice commits an offence and shall on conviction be liable to the punishment under section 24O of the Civil Aviation Act 1969 [Act 3].

A handwritten signature in blue ink, appearing to read 'Ghauri' or similar, followed by a horizontal line.

(Dato' Sri Azharuddin Abdul Rahman)
Director General of Civil Aviation
15th April 2016

CIVIL AVIATION REGULATIONS 2016
AIRWORTHINESS NOTICE – CONTINUING AIRWORTHINESS
MANAGEMENT ORGANISATION (DCAM PART M SUBPART G)

1.0 CITATION

This Notice may be cited as the Airworthiness Notice – Continuing Airworthiness Management Organisation (DCAM Part M Subpart G) [**Notice 6102**].

2.0 APPLICATION

2.1 The following persons shall be subject to this Notice—

- (a) an applicant for a certificate of approval under regulation 31(1)(a) of the MCAR;
- (b) holders of certificate of approval for continuing airworthiness management granted under regulation 31(1)(a) of the MCAR; or
- (c) an approved signatory under regulation 33 of the MCAR.

3.0 INTERPRETATION

In this Notice, unless the context otherwise requires—

“aircraft” shall have the same meaning assigned to it under the MCAR;

“CAMO” means approved continuing airworthiness management organisation which holds a valid certificate of approval granted under regulation 31(1)(a) of the MCAR;

“formal aeronautical maintenance training” means training (internal or external) supported by evidence on the following subjects—

- (a) relevant regulations pertaining to initial and continuing airworthiness;
- (b) relevant parts of operational requirements and procedures, if applicable;
- (c) the CAMO’s continuing airworthiness management exposition (CAME);
- (d) knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. For avoidance of doubt, relevant sample means that these courses should cover typical systems embodied in those aircraft being within the scope of approval. These courses should be at least at a level equivalent to Notice 1101 Level 1 General Familiarisation and could be imparted by either a maintenance training organisation approved in

accordance with Notice 1201, by the manufacturer, or by any other organisation accepted by the Director General; and

- (e) maintenance methods;

“Group A aircraft” means all large aircraft, aircraft used by a holder of an Air Operator Certificate (AOC), aircraft used by approved training organisation under regulation 64 of MCAR (AFTO) and aircraft used for the purpose of aerial work;

“large aircraft” means—

- (a) an aeroplane with a maximum certificated take-off mass exceeding 5,700 kg;
- (b) an aeroplane equipped with turbojet engine(s) or more than one turboprop engine;
- (c) a rotorcraft with a maximum certificated take-off mass exceeding 3,175 kg; or
- (d) a rotorcraft with more than one engine;

“MCAR” means Civil Aviation Regulations 2016;

“recent continuing airworthiness management experience” means the airworthiness review staff has either—

- (a) been involved in continuing airworthiness management activities for at least six months in every two year period;
- (b) conducted at least one airworthiness review in the last twelve month period; or
- (c) conducted a satisfactory level of airworthiness review under the supervision of the Director General or, if accepted by the Director General, under the supervision of another currently valid authorised airworthiness review staff of the concerned CAMO in accordance with an approved procedure in the CAME; and

“relevant engineering degree” means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies relevant to the maintenance and continuing airworthiness of aircraft or aircraft components.

4.0 APPLICATION FOR THE CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION APPROVAL (M.702)

4.1 The Director General may issue a certificate of approval if the Director General is satisfied that the applicant has fulfilled the following requirements and any other requirements under this Notice—

- (a) submission of an application form DCA/AW/6102-01 to the Director General and accompanied by the prescribed fee;

- (b) submission of a CAME in accordance with paragraph 7.0 of this Notice; and
- (c) submission of DCAM Form 4 forms for the nominated persons under paragraph 9.0 of this Notice.

- 4.2 The application forms under paragraphs 4.1(a) and 4.1(c) of this Notice shall be signed by the nominated accountable manager.
- 4.3 The Director General may issue a provisional certificate of approval for continuing airworthiness management if the organisation complies with the applicable requirements under this Notice.
- 4.4 The holder of a provisional certificate of approval shall be entitled to perform continuing airworthiness management activity in accordance with the terms and conditions specified in the provisional certificate of approval.
- 4.5 The holder of a provisional certificate of approval shall not be entitled to issue airworthiness review report or to issue permit to fly.
- 4.6 The Director General may issue the certificate of approval if he is satisfied that the organisation who holds a provisional certificate of approval has demonstrated technical competency and has fulfilled applicable requirements under this Notice.
- 4.7 The provisional certificate of approval issued under paragraph 4.3 of this Notice is terminated upon the issuance of the certificate of approval in accordance with paragraph 4.6 of this Notice.

5.0 APPLICATION FOR THE RENEWAL OR VARIATION OF CERTIFICATE OF APPROVAL

- 5.1 An application to renew or vary the certificate of approval shall be made to the Director General by submitting—
 - (a) an application form DCA/AW/6102-1 and accompanied by the prescribed fee; and
 - (b) proposed amendments of CAME (if any).
- 5.2 The Director General may renew or vary the certificate of approval if the Director General is satisfied that the CAMO has fulfilled all applicable requirements under this Notice.

6.0 EXTENT OF APPROVAL (M.703)

- 6.1 The terms of approval are indicated on the certificate of approval issued by the Director General.

6.2 The scope of work deemed to constitute the approval shall be specified in the CAME in accordance with paragraph 7.1(b) of this Notice.

7.0 CONTINUING AIRWORTHINESS MANAGEMENT EXPOSITION (M.704)

7.1 The CAMO shall submit a CAME containing the following information—

- (a) a statement signed by the nominated accountable manager to confirm that the CAMO will work in accordance with this Notice and the CAME at all times;
- (b) the CAMO's scope of work;
- (c) the title(s) and name(s) of person(s) referred to in paragraphs 9.1, 9.3, 9.4, 9.5 and 9.10 of this Notice;
- (d) a CAMO's organisation chart showing associated chains of responsibility between the person(s) referred to in paragraphs 9.1, 9.3, 9.4, 9.5 and 9.10 of this Notice;
- (e) a list of the airworthiness review staff, referred to in paragraph 9.10 of this Notice, authorised to issue airworthiness review report in accordance with paragraph 14.2 and, where applicable, to issue permit to fly in accordance with paragraph 14.3 of this Notice;
- (f) a general description and location of the facilities;
- (g) procedures specifying how the CAMO ensures compliance with this Notice;
- (h) the CAME amendment procedures;
- (i) the list of approved aircraft maintenance programmes;
- (j) the procedures specifying how the CAMO ensures its subcontractors' compliance with the applicable contractual obligations; and
- (k) any other information as required by the Director General.

7.2 The CAME and any amendments made to the CAME shall be subject to the approval of the Director General.

7.3 Notwithstanding paragraph 7.2 of this Notice, any minor amendments to the CAME may be made by the CAMO in accordance with amendment procedure contained in the CAME. The type of amendments which is considered as minor amendments shall be specified in the amendment procedure in the CAME.

8.0 FACILITIES (M.705)

The CAMO shall provide suitable office accommodation at appropriate locations for the personnel specified in paragraph 9.0 of this Notice.

9.0 PERSONNEL REQUIREMENTS (M.706)

- 9.1 The CAMO shall nominate 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 Notice.
- 9.2 In the case of a holder of an AOC, the accountable manager referred to in paragraph 9.1 of this Notice shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out in accordance with the requirements for the issuance of an AOC.
- 9.3 The CAMO shall nominate a person or group of persons who—
 - (a) have the responsibility of ensuring that the CAMO is always in compliance with this Notice; and
 - (b) shall be responsible to the accountable manager.
- 9.4 The CAMO shall nominate a person, with responsibility for monitoring the quality system, including the associated feedback system. The nominated person shall have direct access to the accountable manager to ensure that the accountable manager is kept properly informed on quality and compliance matters.
- 9.5 In the case of a holder of an AOC, the accountable manager shall nominate a person who shall be responsible for the management and supervision of continuing airworthiness management activities, pursuant to paragraph 9.3 of this Notice.
- 9.6 The nominated person referred to in paragraph 9.5 of this Notice shall belong to the CAMO and not belong to the AMO, under contract to the owner (or in the case of lease, to the lessee) unless otherwise approved by the Director General.
- 9.7 The CAMO shall ensure that it has sufficient appropriately qualified personnel for the expected work.
- 9.8 All persons referred to in paragraphs 9.3, 9.4 and 9.5 of this Notice shall be able to show sufficient knowledge, background and appropriate experience related to aircraft continuing airworthiness to the satisfaction of the Director General.
- 9.9 The CAMO shall keep in record the qualification of all personnel involved in continuing airworthiness management.
- 9.10 For a CAMO to issue an airworthiness review report in accordance with paragraph 14.2 of this Notice, the CAMO shall appoint persons authorised to issue airworthiness review report. The appointment of these persons as an

approved signatory for the issuance of airworthiness review report shall be in accordance with paragraph 10.0 of this Notice.

- 9.11 The nominated persons under paragraphs 9.1, 9.3, 9.4 and 9.5 shall be subjected to acceptance by the Director General;
- 9.12 The CAMO shall define and keep updated in the CAME the title(s) and name(s) of person(s) referred to in paragraphs 9.1, 9.3, 9.4, 9.5 and 9.10 of this Notice.
- 9.13 The CAMO shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness review and/or quality audits in accordance with the procedures contained in the CAME and the requirements by the Director General.

10.0 AIRWORTHINESS REVIEW STAFF (M.707)

- 10.1 To be approved to carry out the airworthiness reviews and, if applicable, to issue the permit to fly, a CAMO shall have appropriately qualified airworthiness review staff as follows:
 - (a) For the purpose of conducting airworthiness review for Group A aircraft, the airworthiness review staff shall have acquired—
 - (i) at least 5 years' experience in continuing airworthiness;
 - (ii) an appropriate license issued in accordance with Notice 1101 or relevant engineering degree acceptable to the Director General;
 - (iii) formal aeronautical maintenance training; and
 - (iv) a position within the approved organisation with appropriate responsibilities.
 - (b) Notwithstanding paragraphs 10.1(a) of this Notice, the requirements laid down in paragraph 10.1(a)(ii) of this Notice may be replaced by 5 years of experience in continuing airworthiness as an addition to the requirement under paragraph 10.1(a)(i) of this Notice.
 - (c) For the purpose of conducting airworthiness review for other aircraft not specified under paragraph 10.1(a) of this Notice, these airworthiness review staff shall have acquired—
 - (i) at least 3 years' experience in continuing airworthiness;
 - (ii) an appropriate licence issued in accordance with Notice 1101 or relevant engineering degree acceptable to the Director General;
 - (iii) appropriate aeronautical maintenance training; and

- (iv) a position within the approved organisation with appropriate responsibilities.
 - (d) Notwithstanding paragraphs 10.1(c) of this Notice, the requirements laid down in paragraph 10.1(c)(ii) of this Notice may be replaced by 4 years of experience in continuing airworthiness as an addition to the requirement under paragraph 10.1(c)(i) of this Notice.
- 10.2 Airworthiness review staff nominated by the CAMO can only be issued an authorisation by the CAMO when formally accepted as an approved signatory by the Director General.
- 10.3 The CAMO shall ensure that aircraft airworthiness review staff have—
- (a) been involved in continuing airworthiness management activities for at least six months in every two year period;
 - (b) conducted at least one airworthiness review in the last twelve month period; or
 - (c) conducted a satisfactory level of airworthiness review under the supervision of the Director General or, if accepted by the Director General, under the supervision of another currently valid authorised airworthiness review staff of the concerned CAMO in accordance with an approved procedure in the CAME.
- 10.4 Authorised airworthiness review staff shall be identified by listing each person in the CAME together with their airworthiness review authorisation reference.
- 10.5 The CAMO shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness management experience and training, a copy of the authorisation and a copy of approved signatory issued by the Director General. This record shall be retained until two (2) years after the airworthiness review staff have left the CAMO.

11.0 CONTINUING AIRWORTHINESS MANAGEMENT (M.708)

- 11.1 The CAMO shall ensure that all continuing airworthiness management be carried out according to the requirements under paragraph 5.0 of Notice 6101.
- 11.2 For every aircraft managed, the CAMO shall—
- (a) develop and control a maintenance programme for the aircraft managed including any applicable reliability programme;
 - (b) present the aircraft maintenance programme and its amendments to the Director General for approval and provide a copy of the approved

programme to the owner (or in the case of lease, to the lessee), if applicable;

- (c) manage the approval of modification and repairs;
- (d) ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with paragraph 7.9 of Notice 6501 or paragraph 15.0 of Notice 6502, as applicable;
- (e) ensure that all applicable airworthiness directives and, operational directives with a continuing airworthiness impact, are applied;
- (f) ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organisation;
- (g) ensure that the aircraft is taken to an appropriately approved maintenance organisation, whenever necessary;
- (h) coordinate scheduled maintenance, the accomplishment of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly;
- (i) manage and archive all continuing airworthiness records including aircraft journey log; and
- (j) ensure that the mass and balance statement reflects the current status of the aircraft.

11.3 In the case of all Group A aircraft, when the CAMO is not a maintenance organisation approved in accordance with Notice 6501, the CAMO shall in consultation with the owner (or in the case of lease, with the lessee), establish a written maintenance contract with a maintenance organisation approved in accordance with Notice 6501 including—

- (a) detailing the functions specified under paragraphs 5.1(b), 5.1(c), 5.1(e) and 5.1(f) of Notice 6101;
- (b) ensuring that all maintenance is ultimately carried out by a maintenance organisation approved in accordance with Notice 6501; and
- (c) defining the support of the quality functions described in paragraph 15.2 of this Notice.

11.4 Notwithstanding paragraph 11.3 of this Notice, the contract may be in the form of individual work orders addressed to the maintenance organisation approved in accordance with Notice 6501 in the case of—

- (a) an aircraft requiring unscheduled line maintenance; or

- (b) component maintenance.

12.0 DOCUMENTATION

(M.709)

The CAMO shall hold and use applicable current maintenance data for the performance of continuing airworthiness tasks referred to in paragraph 11.0 of this Notice. This data may be provided by the owner (or in the case of lease, by the lessee), subject to an appropriate contract being established with such an owner (or in the case of lease, with the lessee). In such case, the CAMO shall only keep such data for the duration of the contract, except when required by paragraph 17.0 of this Notice.

13.0 AIRWORTHINESS REVIEW

(M.710)

- 13.1 For the purpose of fulfilling the requirements for the airworthiness review of an aircraft referred to in paragraph 11.1 of Notice 6101, the CAMO shall carry out a full documentation review of the aircraft records in order to be satisfied that—

- (a) airframe, engine and propeller flying hours and associated flight cycles have been properly recorded;
- (b) the flight manual is applicable to the aircraft configuration and reflects the latest revision status;
- (c) all the maintenance due on the aircraft according to the approved maintenance programme has been carried;
- (d) all known defects have been corrected or, when applicable, carried forward in a controlled manner;
- (e) all applicable airworthiness directives have been applied and properly registered;
- (f) all modifications and repairs applied to the aircraft have been registered and are approved in accordance with the Director General specified requirements;
- (g) all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit;
- (h) all maintenance has been released in accordance with this Notice;
- (i) the current mass and balance statement reflects the configuration of the aircraft and is valid;
- (j) the aircraft complies with the latest revision of its type design; and

- (k) if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft.
- 13.2 The airworthiness review staff of the CAMO shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to the aircraft type being surveyed shall be assisted by such qualified personnel.
- 13.3 The airworthiness review staff shall ensure that during physical survey of the aircraft—
- (a) all required markings and placards are properly installed;
 - (b) the aircraft complies with its approved flight manual;
 - (c) the aircraft configuration complies with the approved documentation;
 - (d) all defect has been addressed according to paragraph 6.3 of Notice 6101; and
 - (e) no inconsistencies can be found between the aircraft and the documentation review of records specified in paragraph 13.1 of this Notice.
- 13.4 The airworthiness review may be performed up to a maximum of 90 days prior to the expiry of the certificate of airworthiness, without loss of continuity of the airworthiness review pattern, to allow the physical survey of the aircraft to take place during a maintenance check. Otherwise, the new expiry date of the certificate of airworthiness will be a year from the date of the submission of a satisfactory airworthiness review report.
- 13.5 An airworthiness review report shall only be issued, by airworthiness review staff approved under regulation 33 of MCAR and appropriately authorised in accordance with paragraph 9.10 of this Notice, if such airworthiness review staff is satisfied that the airworthiness review has been properly carried out and there is no non-compliance which is known to endanger flight safety.
- 13.6 A copy of any airworthiness review report issued for an aircraft shall be sent to the Director General together with the application for the issuance or renewal of the certificate of airworthiness in accordance with Notice 8301.
- 13.7 Airworthiness review tasks shall not be sub-contracted.
- 13.8 In the event the outcome of the airworthiness review is inconclusive, the Director General shall be informed by the CAMO as soon as practicable within 72 hours from the moment the CAMO identifies the condition to which the review relates. The airworthiness review report shall not be issued until all findings have been closed.

14.0 PRIVILEGES OF THE ORGANISATION (M.711)

14.1 The CAMO may exercise the following privileges subject to the approval of the Director General—

- a) manage the continuing airworthiness of aircraft as specified in paragraph 11 of this Notice;
- b) perform any of the continuing airworthiness management functions as specified in paragraph 11 of this Notice;
- c) arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under the CAMO quality system, as listed on the approval certificate; and
- d) arrange to establish a contract in accordance with Appendix 1 of Notice 6101 for limited continuing airworthiness tasks with any CAMO, working under the contracted CAMO quality system, as listed on the contracted CAMO approval certificate.

14.2 The CAMO may additionally be approved to carry out airworthiness reviews referred to in paragraph 13.0 of this Notice and to issue—

- (a) the related airworthiness review report; and
- (b) a recommendation for the issue or renewal of Certificate of Airworthiness.

14.3 The CAMO referred to in paragraph 14.2 of this Notice, may additionally be approved to issue a permit to fly for the particular aircraft attesting conformity with approved flight conditions, in accordance with the approved procedure in the CAME referred to in paragraph 7.0 of this Notice.

15.0 QUALITY SYSTEM (M.712)

15.1 For the purpose of ensuring that the CAMO continues to meet the requirements of this subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.

15.2 The quality system shall monitor activities carried out and shall at least include the following functions—

- (a) Monitoring that all activities carried out under this Notice are being performed in accordance with the approved procedures;
- (b) Monitoring that all contracted maintenance is carried out in accordance with the contract;

- (c) Monitoring the continued compliance with the requirements of this Notice; and
- (d) Monitoring that all subcontracted continuing airworthiness management tasks is carried out in accordance with the contractual obligations.

15.3 The records of these activities shall be stored for at least two (2) years.

15.4 Where the CAMO is also a maintenance organisation approved in accordance with Notice 6501 or 6502, the quality systems may be combined.

16.0 CHANGES TO THE CAMO (M.713)

Unless with the approval of the Director General, no holder of certificate of approval shall make any changes to—

- (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 paragraph 9.3, 9.4, 9.5 or 9.10 of this Notice; and
- (f) the facilities, procedures and scope of work,

17.0 RECORD-KEEPING (M.714)

17.1 The CAMO shall record all details of work carried out. The records required by paragraph 5.5 of Notice 6101 and, if applicable, paragraph 5.6 of Notice 6101 shall be retained.

17.2 If the CAMO has the privilege referred to in paragraphs 14.2 or 14.3 of this Notice, it shall retain a copy of each airworthiness review report and permit to fly, together with all supporting document.

17.3 The CAMO shall retain a copy of all records listed in paragraph 17.2 of this Notice until two (2) years after the aircraft has been permanently withdrawn from service.

17.4 The records shall be stored in a manner that ensures protection from damage, alteration and theft.

17.5 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.

- 17.6 Where continuing airworthiness management of an aircraft is transferred to another CAMO, all retained records shall be transferred to the said CAMO. The duration prescribed under paragraph 17.3 of this Notice for the retention of records shall continue to apply to the said CAMO.
- 17.7 Where a CAMO ceases to hold the certificate of approval under regulation 31 of MCAR, all retained records shall be transferred to the owner (or in the case of lease, to the lessee) of the aircraft.

18.0 CONTINUED VALIDITY OF APPROVAL (M.715)

- 18.1 A provisional certificate of approval issued by the Director General shall be valid for a period not exceeding 1 year and shall not be renewed. Upon expiry of the provisional certificate of approval, the application for the certificate of approval is terminated.
- 18.2 A certificate of approval issued by the Director General shall be valid for a period not exceeding 1 year.
- 18.3 The conditions for the provisional certificate of approval or certificate of approval are as follows—
- (a) The approval is limited to that specified in the provisional certificate of approval or certificate of approval;
 - (b) The provisional certificate of approval or certificate of approval requires compliance with the procedures specified in the CAME;
 - (c) The approval is valid whilst the organisation remains in compliance with this Notice; and
 - (d) The approval shall remain valid unless the certificate has been surrendered, suspended or revoked.
- 18.4 Upon revocation, the certificate shall be returned to the Director General.

19.0 FINDINGS (M.716)

- 19.1 A level 1 finding is any significant non-compliance with requirements laid down in this Notice which lowers the safety standard and hazards seriously the flight safety. The certificate of approval shall cease to be in force immediately until acceptable corrective action has been taken by the CAMO.
- 19.2 A level 2 finding is any non-compliance with requirements laid down in this Notice which could lower the safety standard and possibly hazard the flight safety. If the CAMO fails to accomplish the corrective action to the satisfaction of Director General within 14 days after receipt of notification of findings, unless

otherwise agreed by the Director General, the CAMO approval shall cease to be in force until acceptable corrective action has been taken by the CAMO.

- 19.3 After receipt of notification of findings, the applicant or holder of the CAMO approval shall define a preventive action and demonstrate the preventive action to the satisfaction of the Director General within 90 days unless otherwise agreed by the Director General.