



REPUBLIC OF MAURITIUS

**DEPARTMENT OF CIVIL AVIATION**

Sir Seewoosagur Ramgoolam International Airport, Plaine Magnien

# **MAURITIUS CIVIL AVIATION REQUIREMENTS**

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## **MCAR PART - CAO**

### **Combined Airworthiness Organisation**

**ISSUE 1 | REV 0**

**30 April 2025**

## **Foreword**

MCAR-Part-CAO, or Combined Airworthiness Organisation, is a certification issued by the Authority for maintenance and airworthiness management organizations (CAMOs) that are smaller, simpler, and non-complex, and that operate on a non-commercial basis. It's a "small CAMO" specifically for non-complex, non-commercial aircraft operators.

This MCAR-Part-CAO is issued by the Authority in exercise of the powers conferred on it pursuant to the provisions of Regulation 135 of the Civil Aviation Regulations.

This MCAR-Part-CAO has been adapted from the EASA implementing rules Combined Airworthiness Organisations and shall become effective on 30 April 2025.

Any concerned operator, organisation, owner, etc shall demonstrate full compliance with the provisions of this MCAR by 31 October 2025.

Definitions of the terms used in this MCAR-Part-CAO, unless the context requires otherwise, are in MCAR-Definitions.

Any inconsistencies noted and proposal of alternate means of compliance should be addressed to the Authority for review, assessment and approval if required on the following email [civil-aviation@govmu.org](mailto:civil-aviation@govmu.org).



**T POKHUN**  
**Director of Civil Aviation**

**Record of Revisions**

<b>Revision Number.</b>	<b>Date of issue</b>	<b>Entered by</b>
Issue 1 Rev 0	30 April 2025	DCA

## **NOTE**

The content of this document is arranged as follows: the cover regulation (recitals and articles) with the implementing requirement (IR) or delegated act (DA) points, as regulation appears first, followed by the related acceptable means of compliance (AMC) and guidance material (GM) paragraph(s).

All elements (i.e. cover regulation, regulation, AMC, and GM) are colour-coded and can be identified according to the illustration below.

**Regulation**

**Acceptable means of compliance**

**Guidance material**

## **Table of Contents**

Foreword .....	1
Record of Revisions .....	2
NOTE .....	3
Table of Contents .....	4
GENERAL .....	6
CAO.1 General .....	6
SECTION A — ORGANISATION REQUIREMENTS .....	7
CAO.A.010 Scope .....	7
CAO.A.015 Application .....	7
AMC1 CAO.A.015 Application .....	7
CAO.A.017 Means of compliance .....	7
CAO.A.020 Terms of approval .....	8
GM1 CAO.A.020 Terms of approval .....	10
GM1 CAO.A.020(a) Terms of approval .....	11
AMC1 CAO.A.020(c) Terms of approval .....	11
CAO.A.025 Combined airworthiness exposition .....	13
AMC1 CAO.A.025 Combined airworthiness exposition (CAE) .....	14
AMC2 CAO.A.025 Combined airworthiness exposition (CAE) .....	19
CAO.A.030 Facilities .....	19
AMC1 CAO.A.030 Facilities .....	20
CAO.A.035 Personnel requirements .....	22
AMC1 CAO.A.035(c) Personnel requirements .....	22
AMC1 CAO.A.035(e) Personnel requirements .....	23
CAO.A.040 Certifying staff .....	23
CAO.A.045 Airworthiness review staff .....	24
AMC1 CAO.A.045 Airworthiness review staff .....	25
CAO.A.050 Components, equipment and tools .....	26
AMC1 CAO.A.050(a) Components, equipment and tools .....	26
CAO.A.055 Maintenance data and work orders .....	27
AMC1 CAO.A.055 Maintenance data and work orders .....	27
CAO.A.060 Maintenance standards .....	27
AMC1 CAO.A.060(g) Maintenance standards .....	28
AMC1 CAO.A.060(h) Maintenance standards .....	28
AMC2 CAO.A.060(h) Maintenance standards .....	29
CAO.A.065 Aircraft certificate of release to service .....	31
CAO.A.070 Component certificate of release to service .....	31
GM1 CAO.A.070 Component certificate of release to service .....	31
AMC1 CAO.A.070(a) Component certificate of release to service .....	32
CAO.A.075 Continuing-airworthiness management .....	38
AMC1 CAO.A.075 Continuing airworthiness management .....	39
CAO.A.080 Continuing airworthiness management data .....	39
AMC1 CAO.A.080 Continuing airworthiness management data .....	40
CAO.A.085 Airworthiness review .....	40
CAO.A.090 Record-keeping .....	40
CAO.A.095 Privileges of the organisation .....	41
GM1 CAO.A.095 Privileges of the organisation .....	43

**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

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AMC1 CAO.A.095(b)(3) Privileges of the organisation .....	43
CAO. CAO.A.100 Quality system and organisational review .....	44
GM1 CAO.A.100(a) Quality system and organisational review .....	45
AMC1 CAO.A.100(a) Quality system and organisational review .....	45
AMC1 CAO.A.100(b) Quality system and organisational review .....	46
GM1 CAO.A.100(b) and CAO.B.055 Quality system and organisational review and Continuing oversight .....	47
GM1 CAO.A.100(e) Quality system and organisational review .....	47
AMC1 CAO.A.100(f) Quality system and organisational review .....	48
CAO.A.105 Changes to the organisation .....	49
CAO.A.110 Continued validity .....	49
CAO.A.115 Findings.....	50
SECTION B — AUTHORITY REQUIREMENTS .....	51
CAO.B.010 Scope .....	51
CAO.B.017 Means of compliance .....	51
GM1 CAO.B.017 Means of compliance .....	51
CAO.B.020 Record-keeping.....	52
CAO.B.025 Mutual exchange of information .....	52
CAO.B.030 Responsibilities .....	53
CAO.B.035 Exemptions .....	53
CAO.B.040 Application.....	53
CAO.B.045 Initial certification procedure .....	53
GM1 CAO.B.045(a) Initial certification procedure .....	54
AMC1 CAO.B.045 Initial certification procedure .....	54
AMC2 CAO.B.045 Initial certification procedure .....	55
AMC1 CAO.B.045(c) Initial certification procedure .....	55
CAO.B.050 Issuance of the initial certificate .....	55
CAO.B.055 Continuing oversight .....	55
AMC1 CAO.B.055 Continuing oversight.....	56
AMC2 CAO.B.055 Continuing oversight.....	56
CAO.B.060 Findings .....	57
AMC1 CAO.B.060(a)(1) Findings .....	57
CAO.B.065 Changes.....	57
CAO.B.070 Suspension, limitation and revocation.....	58
APPENDICES TO MCAR-PART-CAO.....	59
Appendix I — Combined airworthiness organisation (CAO) certificate – DCA Form 3- CAO .....	59
APPENDICES TO AMC AND GM TO ANNEX VD (PART-CAO) .....	64
Appendix I to AMC1 CAO.B.045(c) and AMC1 CAO.B.055 — DCA Form 613..	64

## GENERAL

### CAO.1 General

For the purpose of this MCAR-Part-CAO:

- (1) the Authority shall be the Director of Civil Aviation.
- (2) 'owner' means the person responsible for the continuing airworthiness of the aircraft, including the following persons:
  - (i) the registered owner of the aircraft;
  - (ii) the lessee in the case of a leasing contract;
  - (iii) the operator.

## **SECTION A — ORGANISATION REQUIREMENTS**

### **CAO.A.010 Scope**

This MCAR establishes the requirements to be met by a Combined Airworthiness Organisation (CAO) in order to be issued, upon application, an approval for the maintenance and continuing airworthiness management of aircraft and components for installation thereon, and to continue carrying out those activities, where such aircraft are not classified as complex motor-powered aircraft and are not listed in the air operator certificate of an air carrier licensed in accordance with the Civil Aviation Regulations.

### **CAO.A.015 Application**

CAOs shall apply for the issuance of, or change to, a CAO approval to the Authority in a form and manner established by that Authority.

### **AMC1 CAO.A.015 Application**

An application should be made on a DCA Form 2 (Appendix III to AMC1 CAO.A.015) or an equivalent form that is acceptable to the Authority.

Draft documents should be submitted at the earliest opportunity so that the assessment of the application can begin. The initial certification or approval of changes cannot take place until the Authority has received the completed documents.

### **CAO.A.017 Means of compliance**

- (a) Alternative means of compliance to the acceptable means of compliance adopted by the Authority may be used by an organisation to demonstrate compliance with the Civil Aviation Regulations and its associated MCAR's.
- (b) When an organisation wishes to use alternative means of compliance, it shall, prior to using it, provide the Authority with a full description of those alternative means of compliance. That description shall include an assessment demonstrating compliance of alternative means of compliance with the Civil Aviation Regulations and its associated MCAR's.

The organisation may use those alternative means of compliance subject to prior approval by the Authority, and upon receipt of the notification as provided for in point CAO.B.017.



## **CAO.A.020 Terms of approval**

- (a) The CAO shall specify the approved scope of work in its combined airworthiness exposition (CAE), as provided for in point CAO.A.025.
  - (1) For aeroplanes of more than 2 730 kg maximum take-off mass (MTOM) and for helicopters of more than 1 200 kg MTOM or certified for more than 4 occupants, the scope of work shall indicate the particular aircraft types. Changes to this scope of work shall be approved by the Authority in accordance with point (a) of point CAO.A.105 and point (a) of point CAO.B.065.
  - (2) For complete turbine engines, the scope of work shall indicate the engine manufacturer or group or series or type or the maintenance task(s). Changes to this scope of work shall be approved by the Authority in accordance with point (a) of point CAO.A.105 and point (a) of point CAO.B.065.
  - (3) A CAO which employs only one person for both planning and carrying out of all maintenance tasks cannot hold privileges for the maintenance of:
    - (a) aeroplanes equipped with a turbine engine (in the case of aircraft-rated organisations);
    - (b) helicopters equipped with a turbine engine or with more than one piston engine (in the case of aircraft-rated organisations);
    - (c) complete piston engines of 450 HP and above (in the case of engine-rated organisations); and
    - (d) complete turbine engines (in the case of engine-rated organisations).
  - (4) For aircraft other than those mentioned in point (1), for components different from complete turbine engines and for non-destructive testing (NDT)-specialised services, the scope of work shall be controlled by the CAO in accordance with the procedure set out in point (a)(11) of point CAO.A.025. For maintenance of components different from complete engines, the scope of work shall be classified in accordance with the following system ratings:
    - (i) C1: air conditioning and pressurisation;
    - (ii) C2: auto flight;
    - (iii) C3: communications and navigation;
    - (iv) C4: doors and hatches;

- (v) C5: electrical power and lights;
- (vi) C6: equipment;
- (vii) C7: engine;
- (viii) C8: light controls;
- (ix) C9: fuel;
- (x) C10: helicopter and rotors;
- (xi) C11: helicopter transmission;
- (xii) C12: hydraulic power;
- (xiii) C13: indicating and recording system;
- (xiv) C14: landing gear;
- (xv) C15: oxygen;
- (xvi) C16: propellers;
- (xvii) C17: pneumatic and vacuum systems;
- (xviii) C18: protection from ice/rain/fire;
- (xix) C19: windows;
- (xx) C20: structural;
- (xxi) C21: water ballast; and
- (xxii) C22: propulsion augmentation.

Organisations obtaining an approval in accordance with this MCAR on the basis of an existing organisation approval issued in accordance with Subpart G or Subpart F of MCAR-Part-M or MCAR-Part-145, shall include in the scope of work all the necessary details to ensure that the privileges are identical to the ones included in the existing approval.

- (b) The CAO approval shall be issued on the basis of the template set out in Appendix I to this MCAR.
- (c) A CAO may fabricate, in conformity with maintenance data, a restricted range of parts for use in the course of undergoing work within its own facilities, as indicated in their CAE.

## **GM1 CAO.A.020 Terms of approval**

### **SCOPE OF WORK — AIRCRAFT CLASS**

In the combined airworthiness exposition (CAE), the following guidance can be used as a minimum aircraft information to be indicated while specifying the scope of work of an organisation in the aircraft class.

- (a) For aeroplanes above 2 730 kg maximum take-off mass (MTOM):

The particular aircraft types included (the use of the list of type ratings contained in the AMC to MCAR-Part-66 is acceptable).

- (b) For aeroplanes up to 2 730 kg MTOM:

- The type of propulsion (turbine engine, piston engine)
- The category (ELA1, ELA2, up to 2 730 kg)

- (c) For helicopters above 1 200 kg MTOM and four occupants:

The particular aircraft types included (the use of the list of type ratings contained in Appendix I to AMC to MCAR-Part-66 is acceptable).

- (d) For helicopters up to 1 200 kg MTOM and four occupants:

The type of propulsion (turbine engine, piston engine)

- (e) For sailplanes:

ELA1

- (f) For balloons:

- Hot-air balloons
- Gas-balloons
- Roziere balloons

- (g) For airships:

- The particular airship type for those which are not classified as ELA2
- For ELA2 airships, whether it covers hot-air airships or gas-airships

Each category or type of aircraft specified in the scope of work is to be completed with the privileges held (maintenance, continuing airworthiness management, airworthiness review, permit to fly) for that aircraft category or type.

## **GM1 CAO.A.020(a) Terms of approval**

### **EXAMPLES OF CHANGE TO THE SCOPE OF WORK**

In the case of helicopter Bell 206B model (above 1 200 kg MTOM) with regard to the scope of work, adding Bell 206L model to the scope of work would require approval by the Authority in accordance with point CAO.A.020(a)(1).

If the scope of work contains the Rotax 912 A Series complete piston engine, the combined airworthiness organisation (CAO) shall control changes to the scope of work for additional complete piston engines (e.g. Rotax 914 series or LOM M 332 Series) in accordance with CAO.A.105(b) through an approved procedure.

## **AMC1 CAO.A.020(c) Terms of approval**

### **FABRICATION**

- (a) The agreement by the Authority for the fabrication of parts by the maintenance organisation should be formalised through the approval of a detailed procedure in the CAE. This AMC contains principles and conditions to be taken into account for the preparation of an acceptable procedure.
- (b) Fabrication, inspection, assembly and test should be clearly within the technical and procedural capability of the approved maintenance organisation.
- (c) The approved data necessary to fabricate the part is that approved by either the Authority, the type certificate (TC) holder, the MCAR-Part 21 design organisation approval holder, or the supplemental type certificate (STC) holder. Alternatively, the data can be declared by the declarant of a declaration of design compliance (in accordance with Part 21 Light Subpart C).
- (d) Items fabricated by an approved maintenance organisation may only be used by that organisation in the course of overhaul, maintenance, modifications, or repair of aircraft or components undergoing work within its own facilities. The permission to fabricate does not constitute approval for manufacturing, or for supplying externally and the parts do not qualify for certification on a DCA Form 1. This also applies to the bulk transfer or surplus inventory, in that locally fabricated parts are physically segregated and excluded from any delivery certification.
- (e) Fabrication of parts, modification kits, etc. for onward supply and/or sale may not be conducted under a CAO approval.
- (f) The data specified in point (c) may include repair procedures involving the fabrication of parts. Where the data on such parts is sufficient to facilitate fabrication, the parts may be fabricated by an approved maintenance organisation. Care should be taken to ensure that the data includes details on

part numbering, dimensions, materials, processes, and any special manufacturing techniques, special raw material specification or/and incoming inspection requirement and that the approved organisation has the necessary capability. That capability should be defined within the CAE. Where special processes or inspection procedures are defined in the approved or declared (in accordance with Part 21 Light Subpart C) data, which are not available at the approved maintenance organisation, that organisation cannot fabricate the part unless the TC/STC holder gives an approved alternative.

- (g) Examples of fabrication under the scope of a CAO approval can include but are not limited to the following:

- (1) fabrication of bushes, sleeves and shims;
- (2) fabrication of secondary structural elements and skin panels;
- (3) fabrication of control cables;
- (4) fabrication of flexible and rigid pipes;
- (5) fabrication of electrical cable looms and assemblies; and
- (6) formed or machined sheet metal panels for repairs.

It is not acceptable to fabricate any item to pattern unless an engineering drawing of the item is produced which includes any necessary fabrication processes and which is accepted by the Authority.

- (h) Where a TC holder or declarant of a declaration of design compliance or an approved or declared (in accordance with Part 21 Light Subpart G) production organisation, or a production organisation using Part 21 Light Subpart R is prepared to make available complete data which is not referred to in aircraft manuals or service bulletins, but provides manufacturing drawings for items specified in parts lists, the fabrication of these items is not considered to be within the scope of a CAO approval unless agreed otherwise by the competent authority in accordance with a procedure specified in the CAE.

- (i) Inspection and identification

Any locally fabricated part should be subject to an inspection stage before, separately, and preferably independently from, any inspection of its installation. The inspection should establish full compliance with the relevant manufacturing data, and the part should be unambiguously identified as fit for use by stating conformity to the approved or declared (in accordance with Part 21 Light Subpart C) data. Adequate records should be maintained of all such fabrication processes including heat treatment and the final inspections. All parts, except those with inadequate space, should carry a part number which clearly relates them to the manufacturing/inspection data. Additionally to the part number, the

approved maintenance organisation's identity should be marked on the part for traceability purposes.

### **CAO.A.025 Combined airworthiness exposition**

- (a) The CAO shall provide a manual containing at least the following information:
  - (1) a statement signed by the accountable manager confirming that the organisation will at all times work in accordance with the requirements of this MCAR and the CAE;
  - (2) the CAE's scope of work;
  - (3) the title(s) and name(s) of the person(s) referred to in points (a) and (b) of point CAO.A.035;
  - (4) an organisation chart showing the chains of responsibility between the person(s) referred to in points (a) and (b) of CAO.A.035;
  - (5) a list of certifying staff with their scope of approval, if such staff exist;
  - (6) a list of staff responsible for the development and approval of aircraft maintenance programmes (AMPs) with their scope of approval, if such staff exist;
  - (7) a list of airworthiness review staff with their scope of approval, if such staff exist;
  - (8) a list of staff responsible for the issuance of permits to fly, if such staff exist;
  - (9) a general description and location of the facilities;
  - (10) procedures specifying how the CAO shall ensure compliance with the requirements of this MCAR;
  - (11) the CAE amendment procedure, as provided for in point (b) of point CAO.A.105.
- (b) The initial CAE shall be approved by the Authority.
- (c) Amendments to the CAE shall be handled in accordance with point CAO.A.105.

**AMC1 CAO.A.025 Combined airworthiness exposition (CAE)**

This AMC provides an outline of the layout of an acceptable CAE.

Chapter	Description	MCAR reference
<b>PART A — GENERAL DESCRIPTION</b>		
A.1	Statement by accountable manager	CAO.A.025(a)(1); CAO.A.035(a)
A.2	General presentation of the organisation	CAO.A.035(a); CAO.A.100(e)
A.3	Description and location of the facilities	CAO.A.025(a)(9); CAO.A.030
A.4	Scope of work	CAO.A.020(a); CAO.A.025(a)(2); CAO.A.095(e); Appendix I point (a)
A.5	Exposition amendments and changes to the organisation	CAO.A.025(a)(11)/(c); CAO.A.105
A.6	Procedure for alternative means of compliance	CAO.A.017
A.7	Management personnel	CAO.A.025(a)(3); CAO.A.035(b); CAO.A.100(a)
A.8	Organisation chart	CAO.A.025(a)(4)
A.9	Manpower resources	CAO.A.035(d)
A.10	List of certifying staff	CAO.A.025(a)(5)
A.11	List of staff responsible for the development and approval of the aircraft	CAO.A.025(a)(6)

**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

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	maintenance programme (AMP)	
A.12	List of airworthiness review staff	CAO.A.025(a)(7); CAO.A.045(d)
A.13	List of staff responsible for the issuance of permits to fly	CAO.A.025(a)(8)
<b>PART B — GENERAL PROCEDURES</b>		
B.1	Quality (or organisational review) system	CAO.A.100(a)/(b)/(d)/(e)/(f)
B.2	Audit plan (or frequency and content of organisational review)	CAO.A.100(b)/(f)
B.3	Monitoring of maintenance contracts	CAO.A.100(b)(2)
B.4	Qualification, assessment and training of staff	CAO.A.035(c)/(d)/(e)/(f); CAO.A.040(a); CAO.A.045(a)/(b)/(c); CAO.A.060(a)
B.5	of certification authorisation	CAO.A.040(b)
B.6	Limited certification authorisation	CAO.A.040(c)
B.7	Subcontracting	CAO.A.095(a)(2)/(b)(3); CAO.A.100(f)
B.8	Maintenance data and continuing airworthiness management data	CAO.A.055(a); CAO.A.080
B.9	Records management and retention	CAO.A.035(e); CAO.A.040(d); CAO.A.045(e); CAO.A.050(b); CAO.A.060(j); CAO.A.075(a)/(b)(9);



**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

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		CAO.A.090; CAO.A.100(c); CAO.A.085
B.10	Carrying out the airworthiness review	CAO.A.085; CAO.A.095(c)
B.11	Conformity with approved flight conditions	CAO.A.095(d)
B.12	Issue of the permit to fly	CAO.A.095(d); CAO.A.045(a)
B.13	Procedure for the issue of a recommendation to the competent authority for the issue of a Part-66 licence in accordance with point 66.B.105 (limited to the cases where the competent authority for the Part-CAO approval and for the Part-66 licence is the same).	66.B.105
<b>PART C — MAINTENANCE PROCEDURES</b>		
C.1	Maintenance — _general	CAO.A.025(10)
C.2	Work order acceptance	CAO.A.055(b)
C.3	Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration, etc.)	CAO.A.050; CAO.A.060(d); CAO.A.030(b)
C.4	Maintenance facility (selection, organisation, cleanliness and environmental limitations)	CAO.A.060(b)/(e)/(f)
C.5	Maintenance accomplishment and maintenance standards	CAO.A.095(a)(1); CAO.A.060(c); Appendix I points (b)/(c)/(d)

**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

C.6	Prevention of maintenance error	CAO.A.060(g)/(i)
C.7	Critical maintenance tasks and error-capturing method	CAO.A.060(h)
C.8	Fabrication	CAO.A.020(c)
C.9	Certifying staff and responsibilities maintenance release	CAO.A.040(a); CAO.A.065; CAO.A.070; CAO.A.095(a)(4)
C.10	Defects arising during maintenance	CAO.A.075(b)(6)
C.11	Maintenance away from approved location	CAO.A.095(a)(3)
C.12	Procedure for component maintenance under aircraft or engine rating	Appendix I point (b)/(c)
C.13	Procedure for maintenance on installed engine (or component) under engine (or component) rating	Appendix I point (c)/(d)
C.14	Special procedures (specialised tasks, non-destructive testing (NDT), engine running, etc.)	CAO.A.030(a); Appendix I point (e)
C.15	Issue of airworthiness review certificate (ARC) under maintenance privilege	CAO.A.095(c)(2)
<b>PART D — CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES</b>		
D.1	Continuing airworthiness management — _general	CAO.A.025(10); CAO.A.095(b)(1); CAO.A.075(a)/(b)(7)/(b)(9)

**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

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D.2	Minimum equipment list (MEL) (and configuration deviation list (CDL)) application	CAO.A.075(a)
D.3	AMP development, control and periodic review	CAO.A.075(a)/(b)(1)/(b)(2); CAO.A.095(b)(2)
D.4	Airworthiness directives and other mandatory airworthiness requirements	CAO.A.075(a)/(b)(5)/(b)(8)
D.5	Modifications and repairs	CAO.A.075(b)(3)
D.6	Pre-flight inspection	CAO.A.075(a)
D.7	Defects	CAO.A.075(b)(6)
D.8	Establishment of contracts and work orders for the maintenance	CAO.A.075(a)/(b)(4)/(b)(7)
D.9	Coordination of maintenance activities	CAO.A.075(b)(8)
D.10	Mass and balance statement	CAO.A.075(a)/(b)(10)
D.11	Issue of ARC or ARC recommendation	CAO.A.095(c)(1)(i)
D.12	ARC extension	CAO.A.095(b)(4)/(c)(1)(ii)
D.13	Maintenance check flights	CAO.A.075(a)
<b>PART E — SUPPORTING DOCUMENTS</b>		
E.1	Sample documents	
E.2	List of subcontracted organisations	

**DEPARTMENT OF CIVIL AVIATION  
MCAR-PART-CAO**

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E.3	List of organisations contracted by the CAO	
E.4	Aircraft technical log system (if applicable)	
E.5	List of the currently approved alternative means of compliance	
E.6	Copy of contracts for subcontracted continuing airworthiness tasks	

### **AMC2 CAO.A.025 Combined airworthiness exposition (CAE)**

- (a) Personnel should be familiar with those parts of the CAE that are relevant to their tasks.
- (b) The CAO may use electronic data processing (EDP) for the publication of the CAE. Attention should be paid to the compatibility of the EDP systems with the necessary dissemination, both internally and externally, of the CAE.

### **CAO.A.030 Facilities**

The CAO shall ensure that all necessary facilities, including adequate office accommodation are provided for it to be able to carry out all the planned work.

In addition, where the scope of approval of the organisation includes maintenance activities, the CAO shall ensure that:

- (a) specialised workshops, hangars and bays provide adequate protection from contamination and the environment;
- (b) secure storage facilities are provided for components, equipment, tools and material, under conditions ensuring that unserviceable components and materials are segregated from all other components, material, equipment and tools, that the manufacturer's instructions for storage are complied with and that access to the storage facilities is restricted to authorised personnel.

## **AMC1 CAO.A.030 Facilities**

### **FACILITIES FOR AN ORGANISATION HOLDING MAINTENANCE PRIVILEGES**

- (a) Where a hangar is not owned by the organisation, it may be necessary to establish proof of tenancy. In addition, sufficiency of hangar space to carry out planned maintenance should be demonstrated by the preparation of a projected aircraft hangar visit plan relative to the AMP. The aircraft hangar visit plan should be updated on a regular basis.
- (b) For balloons and airships, a hangar may not be required where maintenance of the envelope and bottom-end equipment can more appropriately be performed outside, providing all necessary maintenance can be accomplished in accordance with ML.A.402. For complex repairs or component maintenance requiring a DCA Form 1, suitable approved workshops should be provided. The facilities and environmental conditions required for inspection and maintenance should be defined in the CAE.
- (c) Subject to agreement by the Authority, the organisation may use alternative suitable facilities other than a hangar at the approved location for certain aircraft maintenance tasks, provided that adequate protection from contamination and environment are ensured for the particular work package.
- (d) Protection from the weather elements relates to the normal prevailing local weather elements that are expected throughout any 12-month period. Aircraft hangar and aircraft component workshop structures should be to a standard that prevents the ingress of rain, hail, ice, snow, wind and dust, etc. Aircraft hangar and aircraft component workshop floors should be sealed to minimise dust generation.
- (e) Aircraft maintenance staff should be provided with an area where they may study maintenance instructions and complete continuing airworthiness records in a proper manner.
- (f) Special case for aircraft to which MCAR-Part-ML applies:
  - (1) It is acceptable not to have access to a hangar or dedicated workshops. Depending on the scope of work, other facilities are acceptable as long as protection is ensured from inclement weather and contamination. This may include, for example, working in the field or in non-aviation premises (closed or not).
  - (2) These facilities do not need to be individually approved by the Authority as long as the CAE describes for each type of facility the scope of work, the tooling and equipment available, and the permitted environmental conditions (weather, contamination).

- (3) The organisation should include, as part of the quality system/organisational review, a sampling of the compliance with these conditions during certain maintenance events.
- (g) It is acceptable to combine any or all of the office accommodation requirements into one office subject to the staff having sufficient room to carry out the assigned tasks.
- (h) Storage facilities for serviceable aircraft components should be clean, well ventilated and maintained at an even dry temperature to minimise the effects of condensation. The manufacturer's storage recommendations should be followed for those aircraft components identified in such published recommendations.
- (i) Adequate storage racks should be provided and strong enough to hold aircraft components and provide sufficient support for large aircraft components such that the component is not damaged during storage.
- (j) All aircraft components, wherever practicable, should remain packaged in their protective material to minimise damage and corrosion during storage. A shelf life control system should be utilised and identity tags used to identify components.
- (k) 'Segregation' refers to storing unserviceable components in a separate secured location from serviceable components.
- (l) Segregation and management of any unserviceable component should be ensured according to the pertinent procedure approved to that organisation.
- (m) Procedures should be defined by the organisation describing the decision process for the status of unserviceable components. This procedure should identify at least the following:
  - (1) role and responsibilities of the persons managing the decision process;
  - (2) description of the decision process to choose between maintaining, storing or mutilating a component; and
  - (3) traceability of decision.
- (n) Once unserviceable components or materials have been identified as unsalvageable in accordance with M.A.501(a)(3) or ML.A.504(c), the organisation should establish secure areas in which to segregate such items and to prevent unauthorised access. Unsalvageable components should be managed through a procedure to ensure that these components receive the appropriate final disposal according to M.A.504(b) or ML.A.504(d) or (e). The person responsible for the implementation of this procedure should be identified.

### **CAO.A.035 Personnel requirements**

- (a) The CAO shall appoint an accountable manager, who shall have an authority for ensuring that all activities of the organisation can be financed so that those activities are carried out in accordance with the requirements of this MCAR.
- (b) The accountable manager shall nominate a person or group of persons who shall be responsible for ensuring that the CAO is always in compliance with the requirements of this MCAR. Those person(s) shall ultimately be responsible to the accountable manager.
- (c) All persons referred to in point (b) shall have the relevant knowledge, background and experience related to continuing airworthiness management or maintenance, as appropriate for their functions.
- (d) The CAO shall have sufficient appropriately qualified staff for it to be able to carry out the planned work. The CAO shall be entitled to use temporarily subcontracted staff.
- (e) The CAO shall assess and record the qualification of all personnel.
- (f) Personnel who carry out specialised tasks, such as welding, or non-destructive testing ('NDT') inspection other than colour contrast inspections shall be qualified in accordance with an officially-recognised standard.

### **AMC1 CAO.A.035(c) Personnel requirements**

#### **KNOWLEDGE, BACKGROUND AND EXPERIENCE OF NOMINATED PERSON(S)**

Persons or group of persons nominated in accordance with point CAO.A.035(b) should have:

- (a) practical experience and expertise in the application of aviation safety standards and safe operating practices;
- (b) comprehensive knowledge of:
  - (1) MCAR-Part-M, MCAR-Part-ML and any associated requirements and procedures; and
  - (2) the CAE;
- (c) 5 years aviation experience of which at least 2 years should be from the aeronautical industry in an appropriate position;

- (d) knowledge of a relevant sample of the type(s) of aircraft or components that are within the scope of work. This knowledge may be demonstrated by documented evidence or by an assessment performed by the Authority.

Training courses, when used as documented evidence, should be as a minimum at a level equivalent to MCAR-Part-66 Appendix III Level 1 General Familiarisation, and could be provided by an MCAR- Part-147 organisation, by the manufacturer or by any other organisation accepted by the Authority; and

- (e) knowledge of:
  - (1) maintenance standards (including human factor principles); and
  - (2) quality system (or organisational review).

### **AMC1 CAO.A.035(e) Personnel requirements**

#### **QUALIFICATION ASSESSMENT**

- (a) Personnel involved in maintenance and continuing airworthiness management should be assessed for competence by 'on-the-job' evaluation and/or by examination relevant to their particular job role within the organisation before unsupervised work is permitted.
- (b) Adequate initial and recurrent training should be provided and recorded to ensure continued competence.

### **CAO.A.040 Certifying staff**

- (a) Certifying staff shall only exercise their privileges to release maintenance if the CAO has ensured:
  - (1) that these certifying staff meet the requirements of point (b) of point 66.A.20 of MCAR-Part-66;
  - (2) that these certifying staff have an adequate understanding of the relevant aircraft or aircraft component(s) to be maintained, or both, as well as of the organisation procedures required to perform such maintenance.
- (b) By derogation from point (a), in unforeseen circumstances where an aircraft is grounded at a location other than the main base where no appropriate certifying staff are available, the CAO contracted to provide maintenance support may issue a one-off certification authorisation, alternatively:



- (1) to one of their employees holding type qualifications for aircraft of similar technology, construction and systems;
- (2) to any person with no less than 3 years of maintenance experience and holding a valid ICAO aircraft maintenance licence rated for the aircraft type requiring certification, provided that there is no organisation approved in accordance with this MCAR at that location and that the contracted CAO obtains and holds on file evidence of the experience and licence of that person.

The issuance of a one-off certification authorisation shall be reported by the CAO to the Authority within 7 days of the issuance. The CAO issuing the one-off certification authorisation shall ensure that any such maintenance that could affect flight safety is rechecked.

- (c) By derogation from point (a), the CAO may use certifying staff qualified in accordance with the following requirements when providing maintenance support to operators involved in commercial operations, subject to appropriate procedures to be approved as part of the CAE:
  - (1) for a repetitive preflight airworthiness directive (AD) which specifically states that the flight crew may carry out such an AD, the CAO may issue a limited certifying-staff authorisation to the pilot-in-command on the basis of the flight crew licence held, provided that the CAO ensures that sufficient practical training has been carried out by the pilot-in-command so he/she can accomplish the AD to the required standard;
  - (2) in the case of aircraft operating away from a supported location, the CAO may issue a limited certifying-staff authorisation to the pilot-in-command, on the basis of the flight crew licence held, provided that the organisation ensures that sufficient practical training has been carried out so that such a commander can accomplish the task to the required standard.
- (d) The CAO shall record the details concerning certifying staff and maintain an up-to-date list of all certifying staff, together with details on their scope of approval, as part of the organisation's exposition.

#### **CAO.A.045 Airworthiness review staff**

- (a) In order for it to be approved to carry out airworthiness reviews and, if applicable, to issue permits to fly, a CAO shall have appropriate airworthiness review staff who shall comply with all of the following requirements:
  - (1) they acquired experience in continuing airworthiness of at least 1 year for sailplanes and balloons and of at least 3 years for all other aircraft;

- (2) they hold an appropriate licence issued in accordance with MCAR 66 or an aeronautical degree or equivalent, or they acquired experience in continuing airworthiness in addition to that referred to in point (1) of at least 2 years for sailplanes and balloons and at least 4 years for all other aircraft;
  - (3) they acquired appropriate aeronautical-maintenance training.
- (b) Before the CAO issues an authorisation to an airworthiness review staff to perform airworthiness review, the CAO shall nominate the person who will perform an airworthiness review of an aircraft under supervision of the Authority or under the supervision of a person already authorised as airworthiness review staff of the CAO. If this supervision is satisfactory, the competent authority shall formally accept the staff to become airworthiness review staff.
- (c) The CAO shall ensure that its airworthiness review staff can demonstrate appropriate recent continuing airworthiness experience.
- (d) Each airworthiness review staff shall be identified in the CAE in a list that contains the airworthiness review authorisation referred in point (b).
- (e) The CAO shall maintain a record of all its airworthiness review staff, which shall include details of any appropriate qualification and a summary of relevant continuing airworthiness experience and training of the person concerned, as well as a copy of his or her authorisation. It shall retain that record for a period of at least 2 years after the date at which the person concerned no longer works for the CAO.

#### **AMC1 CAO.A.045 Airworthiness review staff**

- (a) Airworthiness review staff already authorised to perform airworthiness review for an organisation approved in accordance MCAR-Part-M Subpart F, MCAR-Part-M Subpart G, MCAR-Part-CAMO or MCAR-Part-145 is considered to be authorised in accordance with MCAR-Part-CAO when such organisation applies for an MCAR-Part-CAO approval. This means that no additional supervision is needed to be authorised to be accepted to continue carrying out airworthiness reviews. This does not supersede the requirement for the organisation to ensure that all personnel is competent for the job they are authorised.
- (b) 'Experience in continuing airworthiness' in CAO.A.045(a) refers to any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.
- (c) 'Appropriate recent continuing airworthiness experience' in CAO.A.045(c) refers to the fact that in order to keep the validity of the airworthiness review staff authorisation, the airworthiness review staff should have either:

- (1) been involved in continuing airworthiness management activities for at least 6 months in every 2-year period; or
  - (2) conducted at least one airworthiness review in the last 12-month period.
- (d) In order to restore the validity of the authorisation, the airworthiness review staff should conduct at a satisfactory level an airworthiness review under the supervision of the competent authority or, if accepted by the Authority, under the supervision of another currently valid authorised airworthiness review staff of the CAO concerned in accordance with an approved procedure.
- (e) A person that holds a relevant engineering degree or an aircraft maintenance technician qualification with additional education should be considered as holding the equivalent to an aeronautical degree. 'Relevant engineering degree' refers to an engineering degree from mechanical, electrical, electronic, avionics or other studies relevant to the maintenance and continuing airworthiness of aircraft/aircraft components.

#### **CAO.A.050 Components, equipment and tools**

- (a) The CAO shall:
  - (1) hold the equipment and tools specified in the maintenance data provided for in point CAO.A.055, or verified equivalents as listed in the CAE, as necessary for day-to-day maintenance within the scope of the organisation's approval;
  - (2) have a procedure to ensure that it has access to all other equipment and tools necessary to carry out its work, used only on an occasional basis, where needed.
- (b) The CAO shall ensure that the tools and equipment it uses are controlled and calibrated to an officially recognised standard. It shall keep records of such calibrations and the standards used and comply with point CAO.A.090.
- (c) The CAO shall inspect, classify and appropriately segregate all incoming components in accordance with points M.A.501 and M.A.504 of MCAR-Part-M or with points ML.A.501 and ML.A.504 of MCAR-Part-ML, as applicable.

#### **AMC1 CAO.A.050(a) Components, equipment and tools**

- (a) The tools 'necessary for day-to-day maintenance' refers to those needed to perform standard maintenance practices plus those needed in order to complete the normal servicing tasks as well as those needed up to the

annual/100-hour or equivalent inspections and which are common to the majority of aircraft contained in the scope of approval.

- (b) The availability of tools rarely used because the particular maintenance task is very rarely performed can be handled through a procedure in accordance with CAO.A.050(a)(2).

### **CAO.A.055 Maintenance data and work orders**

- (a) The CAO shall hold and use applicable current maintenance data specified in point M.A.401 of MCAR-Part-M or in point ML.A.401 of MCAR-Part-ML, as applicable, in the performance of maintenance, including modifications and repairs. However, in the case of customer-provided maintenance data, it shall only be required to hold such data when the work is in progress.
- (b) Before the commencement of maintenance, a written work order shall be agreed between the CAO and the person or organisation requesting maintenance, in a manner that clearly establishes the maintenance to be carried out.

### **AMC1 CAO.A.055 Maintenance data and work orders**

It is not required to continuously hold all the maintenance data. It is acceptable to have a procedure to ensure that the specific maintenance data required for a particular maintenance activity will be available before that maintenance takes place.

### **CAO.A.060 Maintenance standards**

When performing maintenance, the CAO shall comply with all of the following requirements:

- (a) ensure that any person performing maintenance is qualified in accordance with the requirements of this MCAR;
- (b) ensure that the area in which maintenance is carried out is well organised and clean (no dirt or contamination);
- (c) use the methods, techniques, standards and instructions specified in the maintenance data and work orders referred to in point CAO.A.055;
- (d) use the tools, equipment and material specified in point CAO.A.050;

- (e) ensure that maintenance is performed in accordance with any environmental limitations specified in the maintenance data referred to in point CAO.A.055;
- (f) ensure that proper facilities are used in case of inclement weather or lengthy maintenance;
- (g) ensure that the risk of multiple errors during maintenance and the risk of errors being repeated in identical maintenance tasks are minimised;
- (h) ensure that an error-capturing method is implemented after the performance of any critical maintenance task;
- (i) perform a general verification after completion of maintenance in order to ensure that the aircraft or component is clear of all tools, equipment and any extraneous parts and material and that all access panels removed have been refitted;
- (j) ensure that all maintenance performed is properly recorded and documented.

#### **AMC1 CAO.A.060(g) Maintenance standards**

- (a) To minimise the risk of errors and to prevent omissions, the approved CAO when performing maintenance, should ensure that:
  - (1) every maintenance task is signed off only after completion;
  - (2) the grouping of tasks for the purpose of sign-off allows critical steps to be clearly identified; and
  - (3) any work performed by personnel under supervision (i.e. temporary staff, trainees) is checked and signed off by an authorised person.
- (b) To minimise the possibility of an error being repeated in identical tasks that involve removal/installation or assembly/disassembly of several components of the same type fitted to more than one system, whose failure could have an impact on safety, the approved CAO when performing maintenance should plan different persons to perform identical tasks in different systems. However, when only one person is available, then this person should perform re-inspection of the tasks as described in AMC2 CAO.A.060(h).

#### **AMC1 CAO.A.060(h) Maintenance standards**

##### **CRITICAL MAINTENANCE TASKS**

The following maintenance tasks should primarily be reviewed to assess their impact on safety:

- (a) tasks that may affect the control of the aircraft's flight path and attitude, such as the installation, rigging and adjustments of flight controls;
- (b) tasks that may affect aircraft stability control systems (autopilots, fuel transfer);
- (c) tasks that may affect the propulsive force of the aircraft, including the installation of aircraft engines, propellers and rotors; and
- (d) the overhaul, calibration or rigging of engines, propellers, transmissions and gearboxes.

## **AMC2 CAO.A.060(h) Maintenance standards**

### **INDEPENDENT INSPECTION**

Independent inspection is one possible error-capturing method.

- (a) What is an independent inspection

An independent inspection is an inspection, which is performed by an 'independent qualified person', of a task carried out by an 'authorised person', taking into account that:

- (1) the 'authorised person' is the person who performs the task or supervises the task, and assumes the full responsibility for the completion of the task in accordance with the applicable maintenance data;
- (2) the 'independent qualified person' is the person who performs the independent inspection and attests to the satisfactory completion of the task, and that no deficiencies have been found. The 'independent qualified person' does not issue a certificate of release to service (CRS); therefore, he or she is not required to hold certification privileges;
- (3) the CRS is issued by the 'authorised person' after the independent inspection has been carried out satisfactorily; and
- (4) the work card system should record the identification of each person, the date and the details of the independent inspection, as necessary, before the CRS is issued.

- (b) Qualifications of personnel performing independent inspections

The organisation should have procedures to demonstrate that the 'independent qualified person' has been trained and has gained experience in the specific control systems to be inspected. This training and experience could be demonstrated, for example, by:

- (i) holding an MCAR-Part-66 licence in the same subcategory as the licence subcategory or equivalent necessary to release or sign off the critical maintenance task; or
  - (ii) holding An MCAR-Part-66 licence in the same category and specific training in the task to be inspected; or
  - (iii) having received appropriate training and having gained relevant experience in the specific task to be inspected.
- (c) How to perform an independent inspection

The independent inspection should ensure, for example, the correct assembly, locking and sense of operation of the parts involved. When inspecting control systems that have undergone maintenance, the 'independent qualified person' should consider the following points independently:

- (1) all those parts of the system that have actually been disconnected or disturbed should be inspected for their correct assembly and locking;
  - (2) the system as a whole should be inspected for full and free movement over the complete range;
  - (3) cables should be tensioned correctly with adequate clearance at secondary stops;
  - (4) the operation of the control system as a whole should be observed to ensure that the controls operate in the correct sense;
  - (5) if different control systems are interconnected so that they affect each other, all the interactions should be checked through the full range of the applicable controls; and
  - (6) software that is part of the critical maintenance task should be checked; for example, its version and its compatibility with the aircraft configuration.
- (d) What to do in unforeseen cases when only one person is available

#### RE-INSPECTION

- (1) Re-inspection is subject to the same conditions as the independent inspection is, except that the 'authorised person' performing the maintenance task is also acting as 'independent qualified person' and performs the inspection.
- (2) For critical maintenance tasks, re-inspection should only be used in unforeseen circumstances when only one person is available to carry out the task and perform the independent inspection. The circumstances cannot be considered to be unforeseen if the person or organisation has



not assigned a suitable 'independent qualified person' to that particular task.

- (3) The CRS is issued by the 'authorised person' after the re-inspection has been performed satisfactorily.
- (4) The work card system should record the identification of the 'authorised person' and the date and the details of the re-inspection, as necessary, before the CRS is issued.

### **CAO.A.065 Aircraft certificate of release to service**

At the completion of any aircraft maintenance carried out in accordance with this MCAR, an aircraft CRS shall be issued in accordance with point M.A.801 of MCAR-Part-M or point ML.A.801 of MCAR-Part-ML, as applicable.

### **CAO.A.070 Component certificate of release to service**

- (a) At the completion of all component maintenance in accordance with this MCAR, a component CRS shall be issued in accordance with point M.A.802 of MCAR-Part-M or point ML.A.802 of MCAR-Part-ML, as applicable. A DCA Form 1 shall be issued in accordance with Appendix II to MCAR-Part-M, except as provided for in points (b) or (d) of point M.A.502 of MCAR-Part-M and point ML.A.502 of MCAR-Part-ML and for components fabricated in accordance with point (c) of point CAO.A.020.
- (b) The DCA Form 1 referred to in point (a) may be generated from a computer database.

### **GM1 CAO.A.070 Component certificate of release to service**

#### **COMPONENTS MAINTAINED BY A CAO**

Appendix II to MCAR-Part-M, point (5), blocks 12 and 14a describe how the component maintenance release is formalised by the CAO on DCA Form 1.

Used components maintained by a CAO appropriately approved for component maintenance and released on a DCA Form 1 cannot be installed on complex motor-powered aircraft or aircraft used by an air carrier licensed in accordance with the Civil Aviation Regulations.



**AMC1 CAO.A.070(a) Component certificate of release to service**

1. An aircraft component which has been maintained off the aircraft requires the issuance of a CRS for such maintenance and another CRS in regard to being installed properly on the aircraft when such installation occurs. When an organisation maintains a component for use by the same organisation, a DCA Form 1 may not be necessary depending upon the organisation's internal release procedures defined in the CAE.
2. In the case of components in storage prior to MCAR-Part-145, MCAR-Part-M and MCAR-Part-21 and not released on a DCA Form 1 or equivalent in accordance with M.A.501(a)(1) or ML.A.501(a), or removed serviceable from a serviceable aircraft or from an aircraft which has been withdrawn from service, the following applies:
  - 2.1. An DCA Form 1 may be issued for an aircraft component which has been:
    - maintained before MCAR-Part-145 or MCAR-Part-M became effective, or manufactured before MCAR-Part-21 became effective;
    - used on an aircraft and removed in a serviceable condition. Examples include leased and loaned aircraft components;
    - removed from aircraft which have been withdrawn from service, or from aircraft which have been involved in abnormal occurrences such as accidents, incidents, heavy landings or lightning strikes;
    - maintained by an unapproved organisation.
  - 2.2. An appropriately rated MCAR-Part-CAO maintenance organisation may issue a DCA Form 1 as detailed in points 2.5 to 2.9, as appropriate, in accordance with the procedures detailed in the CAE as approved by the Authority. The appropriately rated MCAR-Part-CAO maintenance organisation is responsible for ensuring that all reasonable measures have been taken to ensure that only approved and serviceable aircraft components are issued with a DCA Form 1 under this point 2.
  - 2.3. For the purposes of this point 2 only, 'appropriately rated' refers to an organisation with an approval class rating for the type of component or for the product in which it may be installed.
  - 2.4. A DCA Form 1 issued in accordance with this point 2 should be issued by signing in block 14b and stating 'Inspected/Tested' in block 11. In addition, block 12 should specify:
    - 2.4.1. when the last maintenance was carried out and by whom;

- 2.4.2. if the component is unused, when the component was manufactured and by whom with a cross reference to any original documentation which should be included in the Form;
  - 2.4.3. a list of all airworthiness directives (ADs), repairs and modifications known to have been incorporated. If no ADs or repairs or modifications are known to be incorporated, then this should be so stated;
  - 2.4.4. the detail of life used for service life-limited parts being any combination of fatigue, overhaul or storage life;
  - 2.4.5. for any aircraft component having its own maintenance history record, reference to the particular maintenance history record as long as the record contains the details that would otherwise be required in block 12. The maintenance history record and acceptance test report or statement, if applicable, should be attached to the DCA Form 1.
- 2.5. New/unused aircraft components
- 2.5.1. Any unused aircraft component in storage without a DCA Form 1 up to the effective date(s) for MCAR-Part 21 that was manufactured by an organisation acceptable to the Authority at the time may be issued with a DCA Form 1 by an appropriately rated maintenance organisation approved under MCAR-Part-CAO. DCA Form 1 should be issued in accordance with the following points, which should be included in a procedure within the CAE.

Note 1: It should be understood that the release of a stored but unused aircraft component in accordance with this point represents a maintenance release under MCAR-Part-CAO and not a production release under MCAR-Part 21. It is not intended to bypass the production release procedure for parts and subassemblies intended for fitment on the manufacturers' own production line.

    - (a) An acceptance test report or statement should be available for all used and unused aircraft components that are subject to acceptance testing after manufacturing or maintenance as appropriate.
    - (b) The aircraft component should be inspected for compliance with the manufacturer's instructions and limitations for storage and condition including any requirement for limited storage life, inhibitors, controlled climate and special storage containers. In addition, or in the absence of specific storage instructions, the aircraft

component should be inspected for damage, corrosion and leakage to ensure good condition.

- (c) The storage life used of any storage life-limited parts should be established.

2.5.2. If it is not possible to establish satisfactory compliance with all applicable conditions specified in point 2.5.1 (a) to (c) inclusive, the aircraft component should be disassembled by an appropriately rated organisation and subjected to a check for incorporated ADs, repairs and modifications and inspected/tested in accordance with the maintenance data to establish satisfactory condition and, if relevant, all seals, lubricants and life-limited parts replaced. Upon satisfactory completion after reassembly, a DCA Form 1 may be issued stating what was carried out and the reference to the maintenance data included.

## 2.6. Used aircraft components removed from a serviceable aircraft

2.6.1. Serviceable aircraft components removed from a Mauritian registered aircraft may be issued with a DCA Form 1 by an appropriately rated organisation subject to compliance with this point 2.6.1.

- (a) The organisation should ensure that the component was removed from the aircraft by an appropriately qualified person.
- (b) The aircraft component may only be deemed serviceable if the last flight operation with the component fitted revealed no faults on that component or related system.
- (c) The aircraft component should be inspected for satisfactory condition including in particular damage, corrosion or leakage and compliance with any additional maintenance data.
- (d) The aircraft record should be researched for any unusual events that could affect the serviceability of the aircraft component such as involvement in accidents, incidents, heavy landings or lightning strikes. Under no circumstances may a DCA Form 1 be issued in accordance with this point 2.6 if it is suspected that the aircraft component has been subjected to extremes of stress, temperatures or immersion which could affect its operation.
- (e) A maintenance history record should be available for all used serialised aircraft components.

- (f) Compliance with known modifications and repairs should be established.
- (g) The flight hours/cycles/landings as applicable of any service life-limited parts including time since overhaul should be established.
- (h) Compliance with known applicable airworthiness directives should be established.
- (i) Subject to satisfactory compliance with this point 2.6.1, a DCA Form 1 may be issued and should contain the information as specified in point 2.4 including the aircraft from which the aircraft component was removed.

2.6.2. Serviceable aircraft components removed from a non-Mauritian registered aircraft may only be issued with a DCA Form 1 if the components are leased or loaned from the maintenance organisation approved under MCAR-Part-CAO that retains control of the airworthiness status of the components. A DCA Form 1 may be issued and should contain the information as specified in point 2.4 including the aircraft from which the aircraft component was removed.

2.7. Used aircraft components removed from an aircraft withdrawn from service

Serviceable aircraft components removed from a Mauritian registered aircraft withdrawn from service may be issued with a DCA Form 1 by a maintenance organisation approved under MCAR-Part-CAO subject to compliance with this point 2.7.

- (a) Aircraft withdrawn from service are sometimes dismantled for spares. This is considered to be a maintenance activity and should be accomplished under the control of an organisation approved under MCAR-Part-CAO, employing procedures approved by the Authority.
- (b) To be eligible for installation, components removed from such aircraft may be issued with a DCA Form 1 by an appropriately rated organisation following a satisfactory assessment.
- (c) As a minimum, the assessment will need to satisfy the standards set out in points 2.5 and 2.6 as appropriate. This should, where known, include the possible need for the alignment of scheduled maintenance that may be necessary to comply with the maintenance programme applicable to the aircraft on which the component is to be installed.

- (d) Irrespective of whether the aircraft holds a certificate of airworthiness or not, the organisation responsible for certifying any removed component should ensure that the manner in which the components were removed and stored are compatible with the standards required by MCAR-Part-CAO.
- (e) A structured plan should be formulated to control the aircraft disassembly process. The disassembly is to be carried out by an appropriately rated organisation under the supervision of certifying staff, who will ensure that the aircraft components are removed and documented in a structured manner in accordance with the appropriate maintenance data and disassembly plan.
- (f) All recorded aircraft defects should be reviewed and the possible effects these may have on both normal and standby functions of removed components are to be considered.
- (g) Dedicated control documentation is to be used as detailed by the disassembly plan, to facilitate the recording of all maintenance actions and component removals performed during the disassembly process. Components found to be unserviceable are to be identified as such and quarantined pending a decision on the actions to be taken. Records of the maintenance accomplished to establish serviceability are to form part of the component maintenance history.
- (h) Suitable MCAR-Part-CAO facilities for the removal and storage of removed components are to be used which include suitable environmental conditions, lighting, access equipment, aircraft tooling and storage facilities for the work to be undertaken. While it may be acceptable for components to be removed, given local environmental conditions, without the benefit of an enclosed facility, subsequent disassembly (if required) and storage of the components should be in accordance with the manufacturer's recommendations.

2.8. Used aircraft components maintained by organisations not approved in accordance with MCAR-Part-M Subpart F, MCAR-Part-CAO or MCAR-Part-145

For used components maintained by a maintenance organisation not approved under MCAR-Part-M Subpart F, MCAR-Part-CAO or MCAR-Part-145, due care should be taken before acceptance of such components. In such cases, an appropriately rated maintenance organisation approved under MCAR-Part-CAO should establish satisfactory conditions by:

- (a) dismantling the component for sufficient inspection in accordance with the appropriate maintenance data;

- (b) replacing all service life-limited components when no satisfactory evidence of life used is available and/or the components are in an unsatisfactory condition;
- (c) reassembling and testing as necessary the component; and
- (d) completing all certification requirements as specified in CAO.A.070.

In the case of used components maintained by an FAA Part-145 repair station (USA) or by a TCCA CAR573 approved maintenance organisation (Canada), an EASA Part-145, Part-CAO or Part-M Subpart F approval, that does not hold an MCAR-Part-145, MCAR-Part-CAO or MCAR-Part M the conditions (a) through (d) described above may be replaced by the following conditions:

- (a) availability of a Form 8130-3 (FAA) or TCCA 24-0078 (TCCA) or an Authorized Release Certificate Form One (TCCA); or a DCA Form 1;
- (b) verification of compliance with all applicable airworthiness directives;
- (c) verification that the component does not contain repairs or modifications that have not been approved in accordance with MCAR-Part 21;
- (d) inspection for satisfactory condition including in particular damage, corrosion or leakage; and
- (e) issuance of a DCA Form 1 in compliance with points 2.2, 2.3 and 2.4.

These alleviated requirements are based on the fact that credit can be taken for their technical capabilities and their competent authority oversight, as attested by the following documents:

- Maintenance Annex Guidance (MAG) between the FAA and EASA
- Maintenance Annex Guidance (MAG) between the TCCA and EASA

2.9. Used aircraft components removed from an aircraft involved in an accident or 'incident'

Such components should only be issued with a DCA Form 1 when processed in accordance with point 2.7 and a specific work order including all additional necessary tests and inspections made necessary by the accident or incident. Such a work order may require input from

the TC holder or original manufacturer as appropriate. This work order should be referenced in block 12.

3. A certificate should not be issued for any component when it is known that the component is unserviceable except in the case of a component undergoing a series of maintenance processes at several approved maintenance organisations and the component needs a certificate for the previous maintenance process carried out for the next approved maintenance organisation to accept the component for subsequent maintenance processes. In such a case, a clear statement of limitation should be endorsed in block 12.
4. The certificate is to be used for export/import purposes, as well as for domestic purposes, and serves as an official certificate for components from the manufacturer/maintenance organisation to users. It should only be issued by organisations approved by the Authority as applicable within the scope of the approval.

#### **CAO.A.075 Continuing-airworthiness management**

- (a) All continuing airworthiness management shall be carried out in accordance with the requirements of Subpart C of MCAR-Part-M or Subpart C of MCAR-Part-ML, as applicable.
- (b) For every aircraft managed, the CAO shall:
  - (1) develop and control the AMP for the aircraft managed and:
    - (i) in the case of aircraft complying with MCAR-Part-ML, approve the AMP and its amendments, or
    - (ii) in the case of aircraft complying with MCAR-Part-M, present the AMP and its amendments to the Authority for approval, unless the approval is covered by an indirect approval procedure in accordance with point (c) of point M.A.302 of MCAR-Part-M;
  - (2) provide a copy of the AMP to the owner;
  - (3) ensure that data used for any modification and repairs complies with points M.A.304 or ML.A.304, as applicable;
  - (4) ensure that all maintenance is performed in accordance with the AMP and released in accordance with Section A, Subpart H of MCAR-Part-M, Section A of MCAR-Part-145 or Section A, Subpart H of MCAR-Part-ML, as applicable;
  - (5) ensure that all applicable ADs and all operational directives with a continuing airworthiness impact are implemented;



- (6) ensure that all defects discovered during maintenance or reported are corrected by an appropriately approved maintenance organisation or by independent certifying staff;
- (7) ensure that the aircraft is brought for maintenance to an appropriately approved organisation or to independent certifying staff, whenever necessary;
- (8) coordinate the scheduled maintenance, application of ADs, replacement of service-life-limited parts and component inspection in order to ensure the work is carried out properly;
- (9) manage and archive all continuing-airworthiness records and, if applicable, the aircraft technical log;
- (10) ensure that the mass-and-balance statement reflects the current status of the aircraft.

#### **AMC1 CAO.A.075 Continuing airworthiness management**

- (a) The CAO holding the CAO.A.095(b) privilege is in charge of the continuing airworthiness management and this includes the tasks specified respectively in M.A.301 points (b), (c), (f), (g) and (h), and ML.A.301 points (b), (c), (d) and (e).
- (b) If the CAO does not hold the appropriate maintenance privilege, then the CAO should conclude a contract with the appropriate maintenance organisation(s) in agreement with the owner/operator.
- (c) The CAO bears the responsibility for the airworthy condition of the aircraft for which it performs the continuing airworthiness management. Thus, it should be satisfied before the intended flight that all required maintenance has been properly carried out.
- (d) The fact that the CAO has contracted a maintenance organisation should not prevent it from checking at the maintenance facilities on any aspect of the contracted work to fulfil its responsibility for the airworthiness of the aircraft.
- (e) The contract between the CAO and the maintenance organisation(s) should specify in detail the responsibilities and the work to be performed by each party.

#### **CAO.A.080 Continuing airworthiness management data**

The CAO shall hold and use applicable current maintenance data specified in point M.A.401 of MCAR-Part-M or point ML.A.401 of MCAR-Part-ML, as applicable, for the performance of the continuing airworthiness management tasks referred to in point



CAO.A.075 of this MCAR-Part-CAO. That data may be provided by the owner, subject to a contract as referred in points M.A.201(h)(2) or M.A.201(i)(1) or M.A.201(i)(3) of MCAR-Part-M, or points ML.A.201(e)(1) or ML.A.201(f) of MCAR-Part-ML, in which case the CAO only needs to hold such data for the duration of the contract, unless where it is to retain the data pursuant to point CAO.A.090(b) of this MCAR-Part-CAO.

### **AMC1 CAO.A.080 Continuing airworthiness management data**

When there is no contract yet for continuing airworthiness management, there is no need to hold the current continuing airworthiness management data.

### **CAO.A.085 Airworthiness review**

The CAO shall perform any airworthiness reviews in accordance with point M.A.901 of MCAR-Part-M or point ML.A.903 of MCAR-Part-ML, as applicable.

### **CAO.A.090 Record-keeping**

- (a) The CAO shall retain the following records:
- (1) the maintenance records necessary to demonstrate that all requirements of this MCAR have been met for the issuance of the CRS, including the subcontractor's release documents; the CAO shall provide a copy of each CRS to the owner of the aircraft, together with a copy of any specific repair or modification data used for the repairs or modifications carried out;
  - (2) the continuing airworthiness management records required by any of the following:
    - (i) point M.A.305 and, if applicable, point M.A.306 of MCAR-Part-M;
    - (ii) point ML.A.305 of MCAR-Part-ML;
  - (3) where the CAO has the privilege referred to in point (c) of point CAO.A.095, it shall retain a copy of each airworthiness review certificate (ARC) issued in accordance with point (a) of point ML.A.901 of MCAR-Part-ML and recommendation issued or, as applicable, extended, together with all supporting documents;
  - (4) where the CAO has the privilege referred to in point (d) of point CAO.A.095, it shall retain a copy of each permit to fly issued in accordance with point 21.A.729 of MCAR-Part-21 .

- (b) The CAO shall retain a copy of the records described in point (a)(1), and any associated maintenance data, for a period of 3 years from the date at which it released to service the aircraft or aircraft component to which the work relates.
- (c) The CAO shall retain a copy of the records referred to in points (a)(2) to (a)(4) for a period of 2 years from the date at which the aircraft has been permanently withdrawn from service.
- (d) All records shall be stored in a manner that ensures protection from damage, alteration and theft.
- (e) All computer hardware used for backup of the maintenance records shall be stored in a different location from that containing those data and in an environment that ensures that they remain in good condition.
- (f) Where the continuing airworthiness management of an aircraft is transferred to another organisation or person, all the records retained under points (a)(2) to (a)(4) shall be transferred to that organisation or person. From the moment of the transfer, points (b) and (c) shall apply to that organisation or person.
- (g) Where the CAO terminates its operation, all retained records shall be transferred as follows:
  - (1) the records referred to in point (a)(1) shall be transferred to the last owner or customer of the respective aircraft or component or shall be stored as specified by the Authority;
  - (2) the records referred to in point (a)(2) to (a)(4) shall be transferred to the owner of the aircraft.

### **CAO.A.095 Privileges of the organisation**

The CAO shall have the following privileges:

- (a) Maintenance
  - (1) Maintain any aircraft or component for which it is approved at the locations specified in the approval certificate and the CAE.
  - (2) Arrange for the performance of specialised services at another organisation appropriately qualified under the control of the CAO, in accordance with the appropriate procedures set out in the CAE and approved by the Authority.
  - (3) Maintain any aircraft or component for which it is approved at any location, where the need of such maintenance arises either from the

unserviceability of the aircraft or the need for supporting occasional maintenance, in accordance with the conditions specified in the CAE.

- (4) Issue certificates of release to service upon completion of maintenance, in accordance with point CAO.A.065 or CAO.A.070.
- (b) Continuing airworthiness management
  - (1) Manage the continuing airworthiness of any aircraft for which it is approved.
  - (2) Approve the AMP, in accordance with point (b)(2) of point ML.A.302, for aircraft managed in accordance with MCAR-Part-ML.
  - (3) Carry out limited continuing airworthiness tasks with any contracted organisation working under their quality system, as listed on the approval certificate.
  - (4) Extend, in accordance with point M.A.901(f) of MCAR-Part-M or point ML.A.901(c) of MCAR-Part-ML, an ARC that has been issued by the Authority, another organisation or person as applicable.
- (c) Airworthiness review:
  - (1) A CAO with its principal place of business in Mauritius, the approval of which includes the privileges referred to in point (b), may be approved to carry out airworthiness reviews in accordance with point M.A.901 of MCAR-Part-M or point ML.A.903 of MCAR-Part-ML, as applicable, and:
    - (i) issue the related ARC or recommendation for the issuance of the ARC;
    - (ii) extend the validity of an existing ARC.
  - (2) A CAO with its principal place of business in Mauritius, the approval of which includes the privileges referred to in point (a), may be approved to carry out airworthiness reviews in accordance with point ML.A.903 of MCAR-Part-ML and issue the related ARC.
- (d) Permit to fly

A CAO with its principal place of business in Mauritius, the approval of which includes the privileges referred to in point (c), may be approved to issue a permit to fly in accordance with point (d) of point 21.A.711 of MCAR-Part-21 for those aircraft for which it can issue the ARC when it attests conformity with the approved flight conditions, in accordance with an adequate procedure provided for in the CAE.
- (e) A CAO may be approved for one or more privileges.

## **GM1 CAO.A.095 Privileges of the organisation**

A CAO can be approved to perform airworthiness reviews although it does not hold the privileges of continuing airworthiness management (for aircraft to which MCAR-Part-ML is applicable). This means that the certificate will show the boxes 'maintenance' and 'airworthiness reviews' ticked.

## **AMC1 CAO.A.095(b)(3) Privileges of the organisation**

### **SUBCONTRACTING OF CONTINUING AIRWORTHINESS TASKS**

- (a) The CAO may subcontract certain continuing airworthiness management tasks to qualified organisations. The subcontracted organisation performs the continuing airworthiness management tasks as an integral part of the CAO quality system, irrespective of any other approval held by the subcontracted organisation (including CAMO, CAO or MCAR-Part-145 approval).
- (b) The CAO remains accountable for the satisfactory completion of the continuing airworthiness management tasks irrespective of any contract that may be established.
- (c) In order to fulfil this responsibility, the CAO should be satisfied that the actions taken by the subcontracted organisation meet the standards required by Part-CAO. Therefore, the CAO management of such activities should be accomplished by:
  - (1) active control through direct involvement; and/or
  - (2) endorsing the recommendations made by the subcontracted organisation.
- (d) In order to retain ultimate responsibility, the CAO should limit subcontracted tasks to the activities specified below:
  - (1) airworthiness directive analysis and planning;
  - (2) service bulletin analysis;
  - (3) planning of maintenance;
  - (4) reliability monitoring, engine health monitoring;
  - (5) maintenance programme development and amendments; and
  - (6) any other activities, which do not limit the CAO responsibilities, as agreed by the Authority.

- (e) The CAO's controls associated with subcontracted continuing airworthiness management tasks should be reflected in the associated contract and be in accordance with the CAO policy and procedures defined in the CAE. When such tasks are subcontracted, the quality system is considered to be extended to the subcontracted organisations.
- (f) With the exception of engines and auxiliary power units, contracts would normally be limited to one organisation per aircraft type for any combination of the subcontracted activities. Where contracts are made with more than one organisation, the CAO should demonstrate that adequate coordination controls are in place and that the individuals' responsibilities are clearly defined in the related contracts.
- (g) Contracts should not authorise the subcontracted organisation to subcontract elements of the continuing airworthiness management tasks to other organisations.
- (h) The Authority should exercise oversight of the subcontracted activities through the CAO approval. The contracts should be acceptable to the Authority. The CAO should only subcontract to organisations which are specified by the Authority on DCA Form 3-CAO (page 2, block titled 'List of organisation(s) working under a quality system').
- (i) The subcontracted organisation should agree to notify the CAO of any changes affecting the contract as soon as practical. The CAO should then inform its Authority. Failure to do so may invalidate the competent authority's acceptance of the contract.
- (j) Appendix II to AMC1 CAMO.A.125(d)(3) provides information on the subcontracting of continuing airworthiness management tasks by the CAMO. The same principles may be applied to the CAO.

#### **CAO. CAO.A.100 Quality system and organisational review**

- (a) To ensure that the CAO continues to meet the requirements of this MCAR, this organisation shall establish a quality system and designate a quality manager.
- (b) The quality system shall monitor the carrying out of the activities of the organisation covered by this MCAR. It shall monitor in particular:
  - (1) that all those activities are performed in accordance with the approved procedures;
  - (2) that all contracted maintenance tasks are carried out in accordance with the contract;

- (3) that the organisation continues to comply with the requirements of this MCAR.
- (c) The records of that monitoring shall be retained for at least the previous 2 years.
- (d) Where the organisation holding a CAO approval is additionally approved in accordance with another MCAR other than this MCAR, the quality system may be combined with that required by the other MCAR's.
- (e) A CAO shall be considered as a small CAO when one of the following condition is met:
  - (1) the scope of the CAO does only contain aircraft covered by MCAR- Part-ML.
  - (2) the CAO does not exceed 10 full-time equivalent staff involved in maintenance.
  - (3) the CAO does not exceed 5 full-time equivalent staff involved in continuing airworthiness management.
- (f) In the case of a small CAO, the quality system may be replaced by regular organisational reviews, subject to the approval of the Authority. In that case, the CAO shall not contract continuing airworthiness management tasks to other parties.

### **GM1 CAO.A.100(a) Quality system and organisational review**

#### **QUALITY SYSTEM — GENERAL**

- (a) The primary objectives of the quality system are to provide an independent monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures, and to request actions where non-compliances are identified.
- (b) The independence of the quality system is established by always ensuring that audits are carried out by personnel who are not responsible for the functions, procedures or products that are audited.

### **AMC1 CAO.A.100(a) Quality system and organisational review**

#### **QUALITY SYSTEM — FEEDBACK**

- (a) The quality system should include a feedback system: it should ensure that all findings resulting from the independent audits are properly investigated and corrected in a timely manner. It should address who is required to rectify each

non-compliance and the procedure to be followed if rectification is not completed within appropriate timescales. The procedure should enable the accountable manager to be kept informed of any safety issues and the extent of compliance with MCAR-Part-CAO.

- (b) The audit reports referenced in AMC1 CAO.A.100(b) should be sent to the relevant department for rectification action giving target rectification dates. Rectification dates should be discussed with such department before the quality department or nominated auditor confirms such dates in the report. The relevant department is required to rectify findings and inform the quality manager or the auditor of such rectification.
- (c) The accountable manager should hold regular meetings with staff to check the progress of any corrective actions. If these meetings are delegated to the quality manager on a day-to-day basis, then the accountable manager should:
  - (1) meet the senior staff involved at least twice per year to review the overall performance of the compliance monitoring function; and
  - (2) receive at least a half-yearly summary report on non-compliance findings.

### **AMC1 CAO.A.100(b) Quality system and organisational review**

#### **QUALITY SYSTEM — INDEPENDENT AUDIT**

- (a) An essential element of the quality system is the independent audit.
- (b) The independent audit should be an objective process of routine sample checks of all aspects of the organisation's ability to carry out continuing airworthiness management and/or maintenance to the standards required by the Civil Aviation Regulations and its associated MCAR's. It should include some product sampling (e.g. product audit) as this is the end result of the process.
- (c) The independent audit should provide an objective overview of the complete set of continuing-airworthiness-management- and/or maintenance-related activities.
- (d) The organisation should establish an audit plan to show when and how often the activities as required by MCAR-Part-M, MCAR-Part-ML and MCAR-Part-CAO will be audited.
- (e) The audit plan should ensure that all aspects of MCAR-Part-CAO compliance are verified every year, including all the subcontracted activities, and the auditing may be carried out as a complete single exercise or (sub)divided over the annual period. The independent audit should not require each procedure to be verified against each product line when it can be shown that the particular



procedure is common to more than one product line and the procedure has been verified every year without resultant findings. Where findings have been identified, the particular procedure should be verified against other product lines until the findings have been rectified, after which the independent audit procedure may revert to a 1-year interval for the particular procedure.

- (f) Provided that there are no safety-related findings, the audit planning cycle specified in this AMC may be increased by up to 100 %, subject to agreement by the Authority.
- (g) Where the organisation has more than one location approved, the quality system should include a description of how these locations are integrated into the system, and include a plan to audit each location at a frequency consistent with the extent of activity at the particular location, not exceeding 2 years.
- (h) A report should be issued each time an audit is carried out describing what was checked and the resulting non-compliance findings against applicable requirements and procedures.

### **GM1 CAO.A.100(b) and CAO.B.055 Quality system and organisational review and Continuing oversight**

#### **THE USE OF INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) FOR PERFORMING REMOTE AUDITS**

Similar provisions to those in GM1 145.A.65(c)(1) and 145.B.30 apply.

### **GM1 CAO.A.100(e) Quality system and organisational review**

An organisation that holds both maintenance and continuing airworthiness management privileges can be considered to be at the same time:

- a small CAO for one privilege; and
- not a small CAO for the other privilege.

In these situations, the organisation is not considered to be a small CAO as a whole.



**AMC1 CAO.A.100(f) Quality system and organisational review**

**ORGANISATIONAL REVIEW**

- (a) The primary objectives of organisational review are to provide a monitoring function on how the organisation ensures compliance with the applicable requirements, policies and procedures, and to request actions where non-compliances are identified.
- (b) The CAO should identify the:
  - (1) person responsible for the organisational review;
  - (2) frequency of the reviews;
  - (3) scope and content of the reviews;
  - (4) persons accomplishing the reviews;
  - (5) procedure for planning, performing and processing review findings; and
  - (6) procedure for ensuring corrective actions are carried out in the appropriate time frame.
- (c) Appendix II to AMC1 CAO.A.100(f) should be used to manage the organisational reviews.
- (d) The following continuing airworthiness management activities should not be considered to be subcontracting and, as a consequence, they may be performed without a quality system, although they need to be described in the CAE and be approved by the Authority:
  - (1) Subscription to a technical publisher that provides maintenance data (aircraft maintenance manuals, illustrated parts catalogues, service bulletins, etc.).
  - (2) Contracting the use of a software tool for the management of CAO.A.080 continuing airworthiness data and CAO.A.090 records, provided that:
    - (i) if the tool is used by several organisations, each organisation has access to its own data only;
    - (ii) introduction of data can only be performed by personnel of the CAO; and
    - (iii) the data can be retrieved at any time.

### **CAO.A.105 Changes to the organisation**

- (a) In order to enable the competent authority to determine continued compliance with this MCAR, the CAO shall notify the Authority of any proposal to carry out any of the following changes, before such changes take place:
  - (1) changes affecting the information contained in the approval certificate laid down in Appendix I and the terms of approval of this MCAR;
  - (2) changes of the persons referred to in points CAO.A.035(a) and (b);
  - (3) changes in the aircraft types covered by the scope of work referred to in point (a)(1) of point CAO.A.020 in the case of aeroplanes of more than 2 730 kg maximum take-off mass (MTOM) and in the case of helicopters of more than 1 200 kg MTOM or certified for more than 4 occupants;
  - (4) changes in the scope of work referred to in point (a)(2) of CAO.A.020 in the case of complete turbine engines;
  - (5) changes in the control procedure set out in point (b) of this point.
- (b) Any other changes in locations, facilities, equipment, tools, material, procedures, scope of work and staff shall be controlled by the CAO through a control procedure provided for in the CAE. The CAO shall submit a description of those changes and the corresponding CAE amendments to the competent authority within 15 days from the day on which the change took place.

### **CAO.A.110 Continued validity**

- (a) An approval shall be issued for a period of 12 months or such period which may be lesser or higher as deemed necessary by the Authority. and shall remain valid subject to:
  - (1) the organisation remaining in compliance with the requirements of this MCAR, in particular how the findings are handled in accordance with point CAO.A.115;
  - (2) the Authority being granted access to the organisation to determine continued compliance with the requirements of this MCAR;
  - (3) the Authority not having surrendered or revoked the approval.
- (b) Upon surrender or revocation of the approval, the organisation shall return the approval certificate to the Authority.

### **CAO.A.115 Findings**

- (a) A Level 1 finding is any significant non-compliance with MCAR-Part-CAO requirements which lowers the safety standard and seriously hazards flight safety.
- (b) A Level 2 finding is any non-compliance with the MCAR-Part-CAO requirements which may lower the safety standard and possibly hazard flight safety.
- (c) After receiving a notification of a finding in accordance with point CAO.B.060, the CAO shall adopt a corrective action plan and demonstrate to the satisfaction of the Authority that it has taken the necessary corrective action to address the finding within the time period set by the Authority.

## SECTION B — AUTHORITY REQUIREMENTS

### CAO.B.010 Scope

This Section establishes the administrative requirements to be met by the Authority in connection to the requirements for organisations set out in Section A.

### CAO.B.017 Means of compliance

- (a) The Authority shall develop Acceptable Means of Compliance ('AMC') that may be used to demonstrate compliance with the Civil Aviation Regulations and its associated MCAR's.
- (b) Alternative means of compliance may be used to demonstrate compliance with the Civil Aviation Regulations and its associated MCAR's.
- (c) The Authority shall establish a system to consistently evaluate that all alternative means of compliance used by organisations under its oversight allow for the establishment of compliance with the Civil Aviation Regulations and its associated MCAR's.
- (d) The Authority shall evaluate all alternative means of compliance proposed by an organisation in accordance with point CAO.A.017 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.

When the Authority finds that the alternative means of compliance are in accordance with the Civil Aviation Regulations and its associated MCAR's, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be used and, if applicable, amend the approval or certificate of the applicant accordingly;
- (2) notify the Agency of their content, including copies of all relevant documentation.

### GM1 CAO.B.017 Means of compliance

#### ALTERNATIVE MEANS OF COMPLIANCE

Alternative means of compliance that are used by a CAO, may be used by another CAO only if they are processed again in accordance with point CAO.B.017(d).

### **CAO.B.020 Record-keeping**

- (a) The Authority shall establish a system of record-keeping that allows adequate traceability of the process to keep the records for issuing, continuing, changing, suspending or revoking each issued certificate.
- (b) The records of the Authority for the oversight of organisations approved in accordance with this MCAR shall include, as a minimum:
  - (1) the application for an organisation approval;
  - (2) the organisation approval certificate, including any changes thereto;
  - (3) a copy of the audit programme of the organisation, listing the dates at which audits were carried out and when they are due;
  - (4) the continuing-oversight records, including all audit records, as provide for in point CAO.B.055;
  - (5) all findings, actions required to close the findings and recommendations;
  - (6) copies of all relevant correspondence with the organisation;
  - (7) details of any exemption in accordance with point CAO.B.035 and enforcement actions;
  - (8) any report from other competent authorities relating to the oversight of the organisation;
  - (9) CAE and its amendments;
  - (10) copies of any other document approved by the Authority.
- (c) The retention period for the records listed under point (b) shall be at least 5 years.
- (d) All records shall be made available to the competent authority of another Member State or the Agency, upon request.

### **CAO.B.025 Mutual exchange of information**

- (a) Where necessary for the performance of their tasks under this MCAR, the competent authorities shall exchange information.
- (b) In the case of a potential safety threat involving several Member States, the competent authorities concerned shall assist each other in carrying out the necessary oversight action.

### **CAO.B.030 Responsibilities**

The competent authority shall conduct the necessary inspections and investigations in order to verify and ensure that the organisations for which it is responsible in accordance with point CAO.1 meets the requirements of Section A of this MCAR.

### **CAO.B.035 Exemptions**

Where the Authority grants an exemption from the requirements of this MCAR in accordance with the Civil Aviation Regulations, the Authority shall record the exemption. It shall retain those records as provided for in point (b)(6) of point CAO.B.020.

### **CAO.B.040 Application**

Where facilities of the CAO are located in more than one State, the initial certification procedure and continued oversight of the approval shall be carried out in cooperation with the competent authorities designated by the Member States in whose territory the other facilities are located.

### **CAO.B.045 Initial certification procedure**

- (a) Where it has been established that the organisation meets the requirements laid down in points (a) and (b) of CAO.A.035, the Authority shall formally notify the applicant about the acceptance of the personnel.
- (b) The Authority shall ensure that the procedures specified in the CAE comply with Section A, and that the accountable manager has signed the commitment statement referred to in point (a)(1) of CAO.A.025.
- (c) The Authority shall verify that the organisation complies with Section A.
- (d) The Authority shall convene a meeting with the accountable manager at least once during the investigation for approval to ensure that he or she fully understand the significance of the approval and the statement referred to in point (a)(1) of CAO.A.025
- (e) All findings in accordance with point CAO.B.060 shall be confirmed in writing to the applicant organisation.
- (f) Before issuing the approval the Authority shall close all be findings after the organisation has corrected them.

## **GM1 CAO.B.045(a) Initial certification procedure**

### **FORMAL ACCEPTANCE OF MANAGEMENT STAFF**

The approval by the Authority of the CAE, containing in accordance with CAO.A.025(a)(3) the nominative list of CAO.A.035(a) and (b) persons, constitutes the formal notification of acceptance by the competent authority of this personnel.

## **AMC1 CAO.B.045 Initial certification procedure**

### **VERIFICATION OF COMPLIANCE**

- (a) In order to verify the organisation's compliance with the applicable requirements, the Authority should conduct an audit of the organisation, including interviews of the personnel, and inspections carried out at the organisation's facilities.
- (b) The Authority should only conduct such an audit if it is satisfied that the application and the supporting documentation are in compliance with the applicable requirements.
- (c) The audit should focus on the following areas:
  - (1) the management structure, including the names and qualifications of personnel required by points CAO.A.035(b), and the adequacy of the organisation and its management structure;
  - (2) the personnel:
    - (i) the adequacy of the number of staff, and their qualifications and experience with regard to the intended terms of approval and the associated privileges;
    - (ii) the validity of licences and/or authorisations, as applicable;
  - (3) the quality system (or organisational review);
  - (4) the facilities and their adequacy regarding the organisation's scope of work;
  - (5) the documentation required by Part-CAO, including:
    - (i) the verification that the procedures specified in the CAE comply with the applicable requirements; and
    - (ii) the verification that the accountable manager has signed the exposition statement.

- (d) If an application for an organisation certificate is refused, the applicant should be informed of the right of appeal that exists under national law.

### **AMC2 CAO.B.045 Initial certification procedure**

#### **MAINTENANCE DATA**

The organisation is not required to continuously hold all the maintenance data. It is acceptable to have a procedure to ensure that the specific maintenance data required for a particular maintenance activity will be available before that maintenance takes place.

However, the organisation should be able to demonstrate its maintenance capability and find means to comply with CAO.A.050(a) when it does not hold all current applicable maintenance data before the approval.

### **AMC1 CAO.B.045(c) Initial certification procedure**

A DCA Form 613 should be used for this activity (see Appendix I to AMC1 CAO.B.045(c) and AMC1 CAO.B.055(b)).

### **CAO.B.050 Issuance of the initial certificate**

- (a) Where the Authority has established that the applicant complies with point CAO.B.045, it shall issue the certificate, using the DCA Form 3-CAO template laid down in Appendix I and specifying the terms of approval.
- (b) The Authority shall include the reference number of the CAO as specified in the DCA Form 3-CAO template laid down in Appendix I.

### **CAO.B.055 Continuing oversight**

- (a) The Authority shall establish and keep up-to-date, an oversight programme, specifying all CAOs to which it has issued a certificate and the dates at which it has audited and is scheduled to audit those CAOs.
- (b) The Authority shall audit at periods not exceeding 24 months each CAO to which it has issued an approval. Those audits shall concentrate, in particular, on the changes to the organisation notified to it in accordance with the procedure specified in point (b) of point CAO.A.105.



- (c) A relevant sample of the aircraft managed by the CAO, if the organisation is approved to do so, shall be surveyed at every 24-month period. The size of the sample shall be decided by the Authority based on the result of prior audits and earlier product surveys.
- (d) The Authority shall confirm in writing any finding during those audits to the CAO.
- (e) The Authority shall record any findings during those audits, any actions required to close the findings and any recommendations issued.
- (f) The Authority shall convey a meeting with the accountable manager of the CAO at least once every 24 months.

### **AMC1 CAO.B.055 Continuing oversight**

At the successful conclusion of the audit(s), including verification of the CAE, an audit report form should be completed by the auditing surveyor including all recorded findings, closure actions and the recommendation. A DCA Form 613 should be used for this activity (see Appendix I to AMC CAO.B.045(c) and CAO.B.055(b)).

A review of DCA Form 613 audit report form should be carried out by a competent independent person nominated by the Authority. Satisfactory review of the audit form should be indicated by a signature on the audit form.

### **AMC2 CAO.B.055 Continuing oversight**

#### **SUBCONTRACTED ACTIVITIES**

- (a) If a CAO subcontracts continuing airworthiness management tasks, all subcontracted organisations should also be audited by the Authority at periods not exceeding 24 months to ensure that the subcontracted continuing airworthiness management tasks are carried out in compliance with Part-CAO, Part-M and Part-ML, as applicable.
- (b) If a CAO subcontracts specialised maintenance tasks, the Authority should determine whether the subcontracted organisation needs to be audited and included in the oversight programme, taking into account the specific nature and complexity of the subcontracted activities and the results of previous oversight activities of the CAO. Consideration may also be given to subcontracted organisation holding an organisation approval or a certification to an industry standard.
- (c) For these audits, the Authority inspector should ensure that he or she is accompanied throughout the audit by a senior technical member of the CAO.

NOTE: When a CAO subcontracts tasks, the Authority should also ensure that the CAO has sufficient control over the subcontracted organisation.

## **CAO.B.060 Findings**

- (a) When during audits or by any other means, evidence is found showing non-compliance to the Part-CAO requirements, the Authority shall take the following actions:
  - (1) for Level 1 findings, immediate action shall be taken by the Authority to revoke, limit or suspend in whole or in part, depending upon the extent of the Level 1 finding, the CAO approval, until successful corrective action has been taken by the organisation; and
  - (2) for Level 2 findings, the Authority shall grant a corrective action period of no more than 3 months, appropriate to the nature of the finding — in certain circumstances, at the end of this first period and subject to the nature of the finding, the Authority can extend this 3-month period subject to a satisfactory corrective action plan.
- (b) Action shall be taken by the Authority to suspend in whole or in part the approval in case of failure to comply within the timescale set out by the Authority.

## **AMC1 CAO.B.060(a)(1) Findings**

### **LEVEL 1 FINDINGS**

Where a level 1 finding directly relates to an aircraft, the Authority should inform the State in which the aircraft is registered.

For a level 1 finding related to maintenance, it may be necessary for the Authority to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding.

## **CAO.B.065 Changes**

- (a) Upon receiving an application for a change in accordance with point (a) of point CAO.A.105, the Authority shall verify the organisation's compliance with the applicable requirements before issuing the approval of the change.
- (b) The Authority may indicate the conditions under which the CAO shall operate during the change unless the Authority determines that the organisation's certificate shall be suspended because of the nature or extent of the changes.

- (c) For changes not requiring prior approval, the Authority shall assess during the oversight activities that the CAO complies with the approved control procedure provided for in point (b) of point CAO.A.105 and complies with the applicable requirements.

### **CAO.B.070 Suspension, limitation and revocation**

The Authority shall:

- (a) suspend an approval on reasonable grounds in the case of a potential safety threat; or
- (b) suspend, revoke or limit an approval pursuant to point CAO.B.060.

## **APPENDICES TO MCAR-PART-CAO**

### **Appendix I — Combined airworthiness organisation (CAO) certificate – DCA Form 3-CAO**

- (a) Within the approval class(es) and rating(s) established by the Authority, the scope of work specified in the CAE defines the exact limits of approval. It is therefore essential that the approval class(es) and rating(s) and the organisations scope of work are matching.
- (b) An aircraft rating, in relation to the maintenance privileges, means that the CAO may carry out maintenance on the aircraft and any component (including engines), in accordance with aircraft maintenance data or, if agreed by the Authority, in accordance with component maintenance data, only whilst such components are fitted to the aircraft. Nevertheless, such aircraft-rated CAO may temporarily remove a component for maintenance in order to improve access to that component except when such removal creates the need for additional maintenance not eligible for the requirements of point (b). This will be subject to a control procedure in the CAE to be approved by the Authority.
- (c) An engine rating (turbine, piston or electrical) means that the CAO may carry out maintenance on the uninstalled engine and engine components, in accordance with engine maintenance data or, if agreed by the Authority, in accordance with component maintenance data, only whilst such components are fitted to the engine. Nevertheless, such engine-rated CAO may temporarily remove a component for maintenance in order to improve access to that component except when such removal creates the need for additional maintenance not eligible for the requirements of point (c). An engine-rated CAO may also carry out maintenance on an installed engine during base and line maintenance subject to a control procedure in the CAE to be approved by the Authority.
- (d) A component rating (other-than-complete engines) means that the CAO may carry out maintenance on uninstalled components (excluding complete engines) intended for fitment to the aircraft or engine. This CAO may also carry out maintenance on an installed component (other-than-complete engines) during base and line maintenance or at an engine maintenance facility subject to a control procedure in the CAE to be approved by the Authority.
- (e) An non-destructive testing (NDT) rating is a self-contained rating not necessarily related to a specific aircraft, engine or other component. The NDT rating is only necessary for a CAO that carries out NDT as a particular task for another organisation. A CAO approved with an aircraft, engine or component rating may carry out NDT on products they are maintaining subject to the CAE containing NDT procedures, without the need for an NDT rating.

**REPUBLIC OF MAURITIUS**

**DEPARTMENT OF CIVIL AVIATION**

**COMBINED AIRWORTHINESS ORGANISATION CERTIFICATE**

Reference: MU.CAO.[XXXX]

Pursuant to the Civil Aviation Regulations and its associated Requirements and subject to the conditions specified below, the Authority hereby certifies:

[COMPANY NAME AND ADDRESS]

as a combined airworthiness organisation in compliance with Section A of MCAR-Part-CAO to THE Civil Aviation Regulations

**CONDITIONS:**

- (a) this approval is limited to that specified in the terms of approval attached, and in the 'Scope of work' Section of the approved combined airworthiness exposition, as referred to in MCAR-Part-CAO to the Civil Aviation Regulations; and
- (b) this approval requires compliance with the procedures specified in the approved combined airworthiness exposition; and
- (c) this approval is valid whilst the approved combined airworthiness organisation remains in compliance with MCAR-Part-CAO to the Civil Aviation Regulations; and
- (d) where the approved combined airworthiness organisation contract out, under their quality system, the service of one or several organisations, this approval remains valid subject to such organisation(s) fulfilling applicable contractual obligations; and
- (e) subject to compliance with the foregoing conditions, this approval shall remain valid until [DATE] unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue of the approval certificate:

Date of this revision of the approval certificate:

Revision No:

Signed:

For Director of Civil Aviation

**COMBINED AIRWORTHINESS ORGANISATION TERMS OF APPROVAL**

Reference: MU.CAO.XXXX

Organisation: [COMPANY NAME AND ADDRESS]

CLASS	RATING	PRIVILEGES(***)
<b>AIRCRAFT (**)</b>	Aeroplanes — other-than-complex motor-powered aircraft (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Aeroplanes up to 2 730 kg maximum take-off mass (MTOM) (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Helicopters — other-than-complex motor-powered aircraft (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Helicopters up to 1 200 kg MTOM, certified for a maximum of up to 4 occupants (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Airships (**) <input type="checkbox"/>	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
	Balloons (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly

**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

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	Sailplanes (**)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Continuing-airworthiness management <input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permit to fly
<b>COMPONENTS (**)</b>	Complete turbine engines (**)	<input type="checkbox"/> Maintenance
	Complete piston engines (**)	
	Electrical engines (**)	
	Components other than complete engines (**)	
<b>SPECIALISED SERVICES (**)</b>	Non-destructive testing (NDT) (**)	<input type="checkbox"/> NDT

**LIMITATIONS**

(to be included only for organisations rated for aeroplanes, helicopters or complete engines, if they only have one person planning and performing all maintenance tasks)

The following maintenance is excluded from the scope of work (\*\*):

- maintenance on aeroplanes equipped with a turbine engine;
- maintenance on helicopters equipped with a turbine engine or with more than one piston engine; and
- maintenance on complete piston engines of 450 HP and above, and on complete turbine engines.

List of organisation(s) working under a quality system (\*\*)

These terms of approval are limited to the products, parts and appliances, and to the activities specified in the 'Scope of work' Section of the approved combined airworthiness exposition,

Combined airworthiness exposition reference: .

Date of original issue of the exposition:

Date of last revision approved: .....Revision No:

Signed:

For Director of Civil Aviation

(\*\*) delete as appropriate if the organisation is not approved.

(\*\*\*) complete as appropriate





**DEPARTMENT OF CIVIL AVIATION  
MCAR-PART-CAO**

<b>Part-CAO APPROVAL RECOMMENDATION REPORT</b>		<b>DCA FORM 613</b>				
<b>Part 2: Part-CAO Compliance audit review</b> The five columns may be labelled and used as necessary to record the approval product line or facility, including the subcontractor's, reviewed. Against each column used regarding the following Part-CAO points, 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 if an item is not applicable; or N/R if it is applicable but it was not reviewed.						
Point	Subject					
M.A.201(c)	Maintenance responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ML.A.201(c)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M.A.403(b)	Aircraft defects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ML.A.403(b)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.017	Means of compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.020	Terms of approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.025	Combined airworthiness exposition (See Part 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.030	Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.035	Personnel requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.040	Certifying staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.045	Airworthiness review staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.050	Components, equipment and tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.055	Maintenance data and work orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.060	Maintenance standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.065	Aircraft certificate of release to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAO.A.070	Component certificate of release to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

CAO.A.075	Continuing-airworthiness management	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CAO.A.080	Continuing-airworthiness management data	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CAO.A.085	Airworthiness review	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CAO.A.090	Record-keeping	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CAO.A.095	Privileges of the organisation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CAO.A.100	Quality system and organisational review	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CAO.A.105	Changes to the organisation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Authority inspector(s):		Signature(s):
Authority office:		Date of DCA Form 613 Part 2 completion:

**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

**Part-CAO APPROVAL RECOMMENDATION REPORT** **DCA FORM 613**

Part 3: Compliance with the combined airworthiness exposition (CAE) 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 if an item is not applicable; or N/R if it is applicable but it was not reviewed.

<b>Part A</b>		<b>GENERAL DESCRIPTION</b>
A.1	<input type="checkbox"/>	Statement by the accountable manager
A.2	<input type="checkbox"/>	General presentation of the organisation
A.3	<input type="checkbox"/>	Description and location of the facilities
A.4	<input type="checkbox"/>	Scope of work
A.5	<input type="checkbox"/>	Exposition amendments and changes to the organisation
A.6	<input type="checkbox"/>	Procedure for alternative means of compliance
A.7	<input type="checkbox"/>	Management personnel
A.8	<input type="checkbox"/>	Organisation chart
A.9	<input type="checkbox"/>	Manpower resources
A.10	<input type="checkbox"/>	List of certifying staff
A.11	<input type="checkbox"/>	List of staff responsible for the development and approval of the AMP
A.12	<input type="checkbox"/>	List of airworthiness review staff
A.13	<input type="checkbox"/>	List of staff responsible for the issuance of permits to fly
<b>Part B</b>		
		<b>GENERAL PROCEDURES</b>
B.1	<input type="checkbox"/>	Quality (or organisational review) system
B.2	<input type="checkbox"/>	Audit plan (or frequency and content of organisational review)
B.3	<input type="checkbox"/>	Monitoring of maintenance contracts
B.4	<input type="checkbox"/>	Qualification, assessment and training of staff
B.5	<input type="checkbox"/>	One-off certification authorisation
B.6	<input type="checkbox"/>	Limited certification authorisation
B.7	<input type="checkbox"/>	Subcontracting
B.8	<input type="checkbox"/>	Maintenance data and continuing airworthiness management data
B.9	<input type="checkbox"/>	Records management and retention
B.10	<input type="checkbox"/>	Carrying out the airworthiness review
B.11	<input type="checkbox"/>	Conformity with approved flight conditions

**DEPARTMENT OF CIVIL AVIATION  
MCAR-PART-CAO**

<b>Part-CAO APPROVAL RECOMMENDATION REPORT</b>		<b>DCA FORM 613</b>
Part 3: Compliance with the combined airworthiness exposition (CAE) 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 if an item is not applicable; or N/R if it is applicable but it was not reviewed.		
B.12	<input type="checkbox"/>	Issue of the permit to fly
<b>Part C                      MAINTENANCE PROCEDURES</b>		
C.1	<input type="checkbox"/>	Maintenance — general
C.2	<input type="checkbox"/>	Work order acceptance
C.3	<input type="checkbox"/>	Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration, etc.)
C.4	<input type="checkbox"/>	Maintenance facility (selection, organisation, cleanliness and environmental limitations)
C.5	<input type="checkbox"/>	Maintenance accomplishment and maintenance standards
C.6	<input type="checkbox"/>	Prevention of maintenance error
C.7	<input type="checkbox"/>	Critical maintenance tasks and error-capturing method
C.8	<input type="checkbox"/>	Fabrication
C.9	<input type="checkbox"/>	Certifying staff responsibilities and maintenance release
C.10	<input type="checkbox"/>	Defects arising during maintenance
C.11	<input type="checkbox"/>	Maintenance away from approved location
C.12	<input type="checkbox"/>	Procedure for component maintenance under aircraft or engine rating
C.13	<input type="checkbox"/>	Procedure for maintenance on installed engine (or component) under engine (or component) rating
C.14	<input type="checkbox"/>	Special procedures (specialised tasks, non-destructive testing (NDT), engine running, etc.)
C.15	<input type="checkbox"/>	Issue of ARC under maintenance privilege
<b>Part D                      CONTINUING AIRWORTHINESS MANAGEMENT PROCEDURES</b>		
D.1	<input type="checkbox"/>	Continuing airworthiness management — general
D.2	<input type="checkbox"/>	MEL (and CDL) application
D.3	<input type="checkbox"/>	AMP development, control and periodic review
D.4	<input type="checkbox"/>	Airworthiness directives and other mandatory airworthiness requirements
D.5	<input type="checkbox"/>	Modifications and repairs
D.6	<input type="checkbox"/>	Pre-flight inspection
D.7	<input type="checkbox"/>	Defects

**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

<b>Part-CAO APPROVAL RECOMMENDATION REPORT</b>		<b>DCA FORM 613</b>
Part 3: Compliance with the combined airworthiness exposition (CAE) 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 if an item is not applicable; or N/R if it is applicable but it was not reviewed.		
D.8	<input type="checkbox"/>	Establishment of contracts and work orders for the maintenance
D.9	<input type="checkbox"/>	Coordination of maintenance activities
D.10	<input type="checkbox"/>	Mass and balance statement
D.11	<input type="checkbox"/>	Issue of ARC or ARC recommendation
D.12	<input type="checkbox"/>	ARC extension
D.13	<input type="checkbox"/>	Maintenance check flights
<b>Part E                      SUPPORTING DOCUMENTS</b>		
E.1	<input type="checkbox"/>	Sample documents
E.2	<input type="checkbox"/>	List of subcontracted organisations
E.3	<input type="checkbox"/>	List of organisations contracted by the CAO
E.4	<input type="checkbox"/>	Aircraft technical log system (if applicable)
E.5	<input type="checkbox"/>	List of the currently approved alternative means of compliance
E.6	<input type="checkbox"/>	Copy of contracts for subcontracted continuing airworthiness tasks
<div style="display: flex; justify-content: space-between;"> <span>CAE reference:</span> <span>CAE amendment:</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Authority audit staff:</span> <span>Signature(s):</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Authority office:</span> <span>Date of DCA Form 613 Part 3 completion:</span> </div>		

**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

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<b>Part-CAO APPROVAL RECOMMENDATION REPORT</b>	<b>DCA FORM 613</b>
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Part 4: Findings regarding Part-CAO 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 them to take the necessary corrective action.

Part 2 or 3 ref.	Audit reference(s): Findings	level	Corrective action		
			Date Due	Date closed	Reference

**DEPARTMENT OF CIVIL AVIATION  
MCAR-PART-CAO**

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<b>Part-CAO APPROVAL RECOMMENDATION REPORT</b>	<b>DCA FORM 613</b>
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Part 5: Part-CAO approval or continued approval or change recommendation\*

Name of organisation:

Approval reference:

Audit reference(s):

The following Part-CAO terms of approval are recommended for this organisation:

Or, it is recommended that the Part-CAO terms of approval specified in DCA Form 3-CAO referenced ..... should be continued.

Name of recommending Authority inspector:

Signature of recommending Authority inspector:

Authority office:

Date of recommendation:

DCA Form 613 review:

Date:

\*delete as appropriate



## **Appendix II to AMC1 CAO.A.100(f) — Organisational review**

Depending on the complexity of the small organisation (number and type of aircraft, number of different fleets, privilege to perform airworthiness reviews, etc.), the organisational review system may vary from a system using the principles and practices of a quality system (except for the requirement of independence) to a simplified system adapted to the low complexity of the organisation and the aircraft managed.

As a core minimum, the organisational review system should have the following features, which should be described in the CAE:

(a) Identification of the person responsible for the organisational review programme

By default, this person should be the accountable manager, unless he or she delegates this responsibility to (one of) the [CAO.A.035\(b\)](#) person(s).

(b) Identification and qualification criteria for the person(s) responsible for performing the organisational reviews

These persons should have a thorough knowledge of the regulations and of the organisation procedures. They should also have knowledge of audits, acquired through training or through experience (preferably as an auditor, but also possibly because they actively participated in several audits conducted by the DCA Mauritius).

(c) Elaboration of the organisational review programme

(1) Checklist(s) covering all items necessary to be satisfied that the organisation delivers a safe product and complies with the regulation. All procedures described in the CAE should be addressed.

(2) A schedule for the accomplishment of the checklist items. Each item should be checked at least every 12 months. The organisation may choose to conduct one full review annually or to conduct several partial reviews.

(d) Performance of organisational reviews

- Each checklist item should be answered using an appropriate combination of:
- review of records, documentation, etc.;
- sample check of aircraft under contract or being maintained under a work order;
- interview of personnel involved;
- review of discrepancies and internal reports (e.g. notified difficulties when using current procedures and tools, systematic deviations from procedures, etc.);
- review of complaints filed by customers.

(e) Management of findings and occurrence reports

All findings should be recorded and notified to the affected persons.

- (1) All findings that lower the safety standard and seriously hazard flight safety should be immediately notified to the DCA Mauritius and all necessary actions on aircraft in service should be immediately taken.
- (2) All occurrence reports should be reviewed with the aim of continuous improvement of the system by identifying possible corrective and preventive actions. This should be done in order to find prior indicators (e.g. notified difficulties when using current procedures and tools, systematic deviations from procedures, unsafe behaviours, etc.), and dismissed alerts that, had they been recognised and appropriately managed before the event, could have resulted in the undesired event being prevented.
- (3) Corrective and preventive actions should be approved by the person responsible for the organisational review programme and implemented within a specified time frame.
- (4) Once the person responsible for the organisational review programme is satisfied that the corrective action is effective, the closure of the finding should be recorded along with a summary of the corrective action.
- (5) The accountable manager should be notified of all significant findings and, on a regular basis, of the global results of the organisational review programme.

Below is a typical example of a simplified organisational review checklist, **to be adapted as necessary to cover the CAE procedures used and the privileges held by the organisation**:

**1. Scope of work**

- Check that all aircraft under contract are covered in DCA Form 3-CAO.
- Check that the scope of work in the CAE is consistent with DCA Form 3-CAO.
- Check that no work has been performed outside the scope of DCA Form 3-CAO and the CAE.
- Is it justified to retain in the approved scope of work aircraft types for which the organisation has no longer aircraft under contract?

**2. Maintenance data**

- Check that the maintenance data is present and up to date for the ongoing maintenance activity.
- Check that no change has been made to the maintenance data from the design approval holder (DAH) or the declarant of a declaration of design compliance without the DAH or declarant being notified.

**3. Equipment and tools**

- Check the availability of maintenance equipment and tools against the lists in the CAE and check if they are still appropriate with regard to the maintenance data.
- Check tools for proper calibration (sample check).

**4. Stores**

- Do the stores meet the criteria of the CAE procedures?
- Check by sampling some items in the store for presence of proper documentation and any overdue items.

**5. Certification of maintenance**

- Has maintenance on products and components been properly certified?
- Have implementations of modifications/repairs been carried out with appropriate approval of such modifications/repairs (sample check)?

**6. Maintenance contracted**

- Sample check of maintenance records:
- Existence and adequacy of the work order;
- Data received from the maintenance organisation:
  - valid CRS including any deferred maintenance;
  - list of removed and installed components and copy of the associated DCA Form 1 or equivalent.
- Obtain a copy of the current approval certificate (DCA Form 3) of the maintenance organisations contracted.

**7. Maintenance subcontracted**

Check that subcontractors for specialised services are properly controlled by the organisation.

**8. Relations with the owners/operators — maintenance**

- Has maintenance been carried out with suitable work orders?
- When a maintenance contract has been signed with an owner/operator, have the obligations of the contracts been respected by both parties?

**9. Relations with the owners/operators — continuing airworthiness management**

- Has a contract (in accordance with Appendix I to Part-M or Appendix I to Part-ML) been signed with each external owner/operator, covering all the aircraft whose airworthiness is managed by the CAO?
- Have the owners/operators under contract fulfilled their obligations identified in the contract? As appropriate:
  - Are the pre-flight checks correctly performed? (interview of pilots)

- Is the technical log or equivalent correctly used (record of flight hours/cycles, defects reported by the pilot, identification of what maintenance is next due, etc.)?
- Have flights occurred with overdue maintenance or with defects not properly rectified or deferred? (sample check from the aircraft records)
- Has maintenance been performed without notifying the CAO (sample check from the aircraft records, interview of the owner/operator)?

#### **10. Maintenance records**

- Have the maintenance actions been properly recorded?
- Perform a sample check of maintenance records (including DCA Form 1 or equivalent, and certificates of conformity) to ensure completeness and storage during the appropriate periods.

#### **11. Continuing airworthiness records**

- Perform a sample check of continuing airworthiness records to ensure completeness and storage during the appropriate periods.
- Is storage of computerised data properly ensured?

#### **12. Airworthiness review and permit to fly records**

Perform a sample check of airworthiness review and permit to fly records to ensure completeness and storage during the appropriate periods.

#### **13. Airworthiness situation of the fleet**

Does the continuing airworthiness status (AD, maintenance programme, life-limited components, deferred maintenance, ARC validity) show any expired items? If so, are the aircraft grounded?

#### **14. Aircraft maintenance programme (AMP) development and control**

- For Part-ML aircraft, ensure that the AMP has been approved by the CAO and has been subject to annual review.
- For Part-M aircraft, check that all revisions to the DAH or the declarant of a declaration of design compliance instructions for continuing airworthiness (ICA), since the last review, have been (or are planned to be) incorporated in the maintenance programme, unless otherwise approved by the DCA Mauritius.
- Has the maintenance programme taken into account all modifications or repairs?
- Have all maintenance programme amendments been approved at the right level (CAO, DCA Mauritius or indirect approval)?
- Does the status of compliance with the maintenance programme reflect the latest approved maintenance programme?
- How has the organisation managed:
  - the tolerances (variations) to the AMP intervals?

- the deviations from the maintenance tasks to be performed in accordance with the AMP?
- Have the deviations from the DAH or the declarant of a declaration of design compliance ICA in the development of the AMP been properly justified and recorded?

**15. ADs (and other safety measures mandated by the DCA Mauritius or EASA)**

- Have all ADs issued since the last review been incorporated into the AD status?
- Does the AD status correctly reflect the AD content: applicability, compliance date, periodicity, etc.? (sample check on ADs)

**16. Modifications/repairs**

- Are all modifications/repairs listed in the corresponding status approved in accordance with M.A.304 or ML.A.304? (sample check on modifications/repairs)
- Have all the modifications/repairs which have been installed since the last review been incorporated in the corresponding status? (sample check from the aircraft/component logbooks or equivalent)

**17. Personnel**

- Check that the current accountable manager and other nominated persons are correctly identified in the approved CAE.
- If the number of personnel has decreased or if the activity has increased, check that the organisation has still sufficient and adequate staff.
- Check that the qualification of all new personnel (or personnel with new functions) has been appropriately assessed.
- Check that the staff has been trained, as necessary, to cover changes in:
  - regulations;
  - DCA Mauritius publications;
  - the CAE and associated procedures;
  - the approved scope of work;
  - maintenance data (significant ADs, ICA amendments, etc.).

**18. Occurrence reporting procedures**

Check that reporting is properly performed, actions taken and recorded.

**19. Airworthiness review and permit to fly procedures**

- Have airworthiness reviews been properly performed and the airworthiness review certificate or recommendation been properly issued?
- Have permits to fly been properly issued and the approved flight condition been complied with?

**DEPARTMENT OF CIVIL AVIATION  
MCAR-PART-CAO**

**Appendix III to AMC1 CAO.A.015 — DCA Form 2**

The provisions of [Appendix IX to AMC M.A.602 and AMC M.A.702](#) DCA Form 2 apply.

**DCA Form 2 Application**



Department of Civil Aviation

<b>REPUBLIC OF MAURITIUS</b> <b>Department of Civil Aviation</b>				
Application for				
Department of Civil Aviation Mauritius	Approval	Initial issue	Variation	Renewal
	MCAR Part 145	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MCAR Part CAMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MCAR Part CAO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Registered name of applicant Submit document of incorporation of organisation				
2. Trade name (if different)				
3. Addresses requiring approval				
4. Telephone/Fax	E-Mail			
5. Scope of approval relevant to this application	See page 2 for possibilities in the case of a MCAR Part CAMO, Part CAO or Part 145 approval			
6. Position and name of the (proposed*) Accountable Manager				
7. Signature of the (proposed*) Accountable Manager				
8. Position and name of the (proposed*) Compliance Monitoring Manager				
9. Signature of the (proposed*) Compliance Monitoring Manager				
10. Place & Location for which approval is being sought				
Declaration by person making the application <i>I declare that the above particulars and documents submitted with this application are true in every respect</i>				
11. Date				
12. Name, signature and designation of applicant				
<p><b>Note (1): Applications should be addressed to:</b>            Director of Civil Aviation            Department of Civil Aviation            Sir Seewoosagur Ramgoolam International Airport, Plaine Magnien            Mauritius</p> <p><b>Note (2): Applicable fees are as per the Regulations in force in Mauritius</b>            * delete as applicable</p> <p><i>This application must be accompanied by all necessary supporting documents</i></p>				

**DEPARTMENT OF CIVIL AVIATION**  
**MCAR-PART-CAO**

**DCA Form 2 Application**



Department of Civil Aviation

**SCOPE OF APPROVAL**

	RATING	LIMITATION	BASE	LINE
CLASS AIRCRAFT	A1 Aeroplanes above 5700 kg	[Rating reserved to Maintenance Organisations approved in accordance with MCAR Part 145] [State aeroplane manufacturer or group or series or type]	[YES / NO]	[YES / NO]
	A2 Aeroplanes 5700 kg and below	[State aeroplane manufacturer or group or series or type]	[YES / NO]	[YES / NO]
	A3 Helicopters	[State helicopter manufacturer or group or series or type]	[YES / NO]	[YES / NO]
	A4 Aircraft other than A1, A2 and A3	[State aircraft series or type]	[YES / NO]	[YES / NO]
ENGINES	B1 Turbine	[State engine series or type]		
	B2 Piston	[State engine manufacturer or group or series or type]		
	B3 APU	[State engine manufacturer or series or type]		
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUS	C1 Air cond and press	[State aircraft type or aircraft manufacturer or component manufacturer or the particular component and/or cross refer to a capability list in the exposition and/or the maintenance task(s).]		
	C2 Auto Flight			
	C3 Comms and Nav			
	C4 Doors – Hatches			
	C5 Electrical power & lights			
	C6 Equipment			
	C7 Engine APU			
	C8 Flight Controls			
	C9 Fuel			
	C10 Helicopter – Rotos			
	C11 Helicopter – Trans			
	C12 Hydraulic Power			
	C13 indicating Recording system			
	C14 Landing gear			
	C15 Oxygen			
	C16 Propellers			
	C17 Pneumatic & vacuum			
	C18 Protection ice/rain/fire			
	C19 Windows			
	C20 Structural			
	C21 Water ballast			
	C22 Propulsion augmentation			
SPECIALISED SERVICES	D1 Non Destructive Testing	[State particular NDT method(s)]		

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