



**CIVIL AVIATION PUBLICATIONS**

**CIVIL AVIATION PUBLICATION**

**CAP 13**

**APPROVAL OF CONTINUING  
AIRWORTHINESS MANAGEMENT  
ORGANISATION (CAMO)**

**INDEX**



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### Bahrain CAA Publication Revisions Highlight Sheet

CAP: 13

TPM:    

The following pages have been revised to Revision 02 dated 18 January 2024.

Item	Paragraphnumber	Page(s)	Reason
1.	Revision Highlight	(1 of 2) – (2 of 2)	Indicate the current revisions affected
2.	Revision Record	1 of 1	Indicate the record of revisions
3.	Index	i-ii	Deletion of Checklist referred under Section-II and the Appendix 7 retained as Reserved
4.	LEP	iii	Indicate the current revisions status
<b>Section I</b>			
5.	3.1(c)	2	Amendment to the conditions on using the CAP
6.	5.1.2(f)	3	Clarification to the guidance on CAMO/AMO organisation
7.	5.2.1(a)	4	Incorporation of notes regarding post holder acceptance policy
8.	5.2.1(c), 5.2.1(o), 5.2.6.1(d), 5.3, 5.3(d), 5.3.2, 5.3.3.1, 5.3.3.2, 5.3.4.3, 5.4.2.1, 5.4.3.3, 5.4.3.5, 5.4.2.1, 5.4.3.3, 5.4.3.5, 5.5.1, 6.1(b), 7.1(a), 7.2, 8, 8	Respective pages	Removal of Appendix 7 reference as the same is maintained under form No. ALD/AIR/F147
9.	5.3.1.2	7	Incorporation of notes regarding post holder acceptance policy
10.	5.3.3.1	7	Correction to the checklist references
11.	5.4.1, 5.4.2.1, 5.4.3.3, 5.4.3.7, 5.5.1	9-12	Correction to the typographical error & checklist title amendment
12.	6.1	13	Correction to the checklist references and deletion of accountable manager statement from this Paragraph.
13.	7.1	14	checklist title amendment
14.	7.2	15	Correction to the checklist references and audit periodicity standardisation
15.	8	15-16	Introduce the record retention period
16.	9	17-18	Amendment to audit periodicity standardisation
17.	10.2.1	19	Clarification to the corrective action period



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Section II			
18.	1.3.1, 1.3.2	2 & 3	Incorporation of notes regarding post holder acceptance policy / Correction to the checklist references / Correction to the typographical error
19.	1.3.1(c)	2	Removal of Appendix 7 reference as the same is maintained under form No. ALD/AIR/F147
20.	2.2.6	4	Introduction of a Note to iterate the CAMO obligations
21.	2.3	4-5	Incorporation of note regarding post holder acceptance policy / Correction to the checklist references / Correction to the typographical error
22.	2.3(c)	4	Removal of Appendix 7 reference as the same is maintained under form No. ALD/AIR/F147
23.	Appendix 3	APP (3-1) & (3-2)	Amendment to the type of action required by the AM at Para 1.1(a) & 3.2(a)
24.	Appendix 4	APP (4-1), (4-2) & (4-3)	Incorporation of possible type of authorities and correction to required chapter references, deletion page references to the Exposition and Correction to the typographical error
25.	Appendix 5	APP (5-1), (5-3) & (5-6)	Amendment to the type of management required at Para 1.1, 1.2, 2 & 4.
26.	Appendix 5, Ch.4	APP (5-6)	Removal of irrelevant information on training of personnel
27.	Appendix 7	APP (7-1)	Removal of Appendix 7 reference as the same is maintained under form No. ALD/AIR/F147



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### REVISION RECORD

#### CAP 13 APPROVAL OF CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION (CAMO)

Revision No.	Date of Issue
Initial Issue	12 May 2022
Revision 1	19 June 2022
Revision 2	18 January 2024



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#### APPROVAL OF CONTINUING AIRWORTHINESS MANAGEMENT – ISSUE / ENEWAL

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Disclaimer: This document is published to guide the ANTR M Organisation and the BCAA in conducting the processes involved in Issue / Renewal of approvals to cover the management of continuing airworthiness and maintenance of Aircraft registered with the Kingdom of Bahrain and / or Component maintenance intended to be fitted on Aircraft registered with the Kingdom of Bahrain. These are only guidelines provided to outline the process and the regulation / requirements at ANTR PART-V and ANTR M will precede over these guidelines.





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### SECTION – I

#### CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION APPROVAL – ISSUE / RENEWAL

#### 1. INTRODUCTION

- a. Article 38 of the Civil Aviation Law No.14 of 2013 requires that no aircraft shall operate in the territory of the State without conducting maintenance of the aircraft, including engines and other equipment and systems approved in accordance with the applicable ANTR regulation and in conformity with the established laws, rules and regulations in vogue.
- b. Article 77 of the Civil Aviation Law No.14 of 2013 and “General Rules for Air Operator Certification” as stipulated under the ANTR OPS 1.175 of Subpart-C to ANTR OPS 1, requires that no aircraft operator may commence operation of any aircraft until it has obtained operational specifications that have been approved by the Civil Aviation Affairs. Such specifications shall form part of the licence granted to the aircraft operator. The AOC shall indicate the organisation responsible for continuing airworthiness of the aircraft intended for operation under the said AOC.
- c. This Civil Aviation Publication (CAP) provides information and the CAA’s administrative procedures which the Airworthiness Directorate inspectors shall follow when exercising their tasks and responsibilities regarding issuance, continuation, change, suspension or revocation of ANTR-M Aircraft Continuing Airworthiness Management Organization approvals and the Responsibilities / Obligations of the prospective and / or approved ANTR-M Organisation as the case may be and the Responsible Person(s) / Post Holder(s) appointed therein.

#### 2. REFERENCES

- (a) Civil Aviation Law
- (b) Air Navigation Technical Regulations (ANTR)
  - (1) ANTR Part V – General
  - (2) ANTR-M

#### 3. Approval of CAMO - Process

##### 3.1 Objective

- a. This CAP stipulates the procedures and guidelines to be followed by the organisation seeking approval and BCAA for granting approval to an applicant for issuance / extension / renewal of approval under the provisions of ANTR-M.
- b. Five-phase process shall be followed for grant of approval. The five-phase shall consist of:
  - i. Pre-application phase,



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- ii. Formal application phase,
- iii. Documentation evaluation phase,
- iv. Inspection and demonstration phase, and
- v. Certification phase.

The process normally takes three to six months depending on the scope of interest, preparedness and compliance by the applicant.

- c. It is important to note that this CAP on its own does not change, create, amend or permit deviations from regulatory requirements. The provision of this CAP is complimentary to the requirements of ANTR-M.

### 4. Resources of BCAA

- a. The Chief of Airworthiness Inspection will decide the number of inspectors required to be deputed for handling the approval process of the CAMO depends on the –
  - i. Size of the applicant organization
  - ii. Complexity of the organization approval applied for
  - iii. Intended scope of the facility, applicant intent to apply and the expected task required to be accomplished
  - iv. Number of sites / locations proposed to be covered by the approval
  - v. Nature of the services to be covered by the organization and its impact to aviation safety
- b. The Chief of Airworthiness Inspection will nominate a competent team for the CAMO approval process in accordance with the ANTR-M, comprising of inspectors –
  - i. appropriately qualified and have all necessary knowledge, experience and training to perform their allocated tasks and
  - ii. have received training/continuation training on ANTR-M and any other topics related to approval of a CAMO.

### 5. Approval Phases

#### 5.1 Phase 1; Pre-application phase

- 5.1.1 During this phase, the prospective applicant can make initial enquiry regarding regulatory requirements/ processes to be followed to obtain the approval.
- 5.1.2 Once an applicant's letter of intent has been submitted to BCAA, BCAA will schedule a pre-application meeting.
  - a. This meeting will take place at the office of DAL with the Chief of Airworthiness and Airworthiness Inspectors identified to meet the requirement at Para 4 above.
  - b. A briefing shall be given to the applicant during this meeting on the CAMO certification process under ANTR-M, applicable regulation, including guidance on the completion of the application form and document required to show compliance.



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- c. The Chief of Airworthiness is responsible to organise & conduct the pre-application meeting and offer guidance to the applicant to the extent possible.
- d. The applicant organisation should be represented (at a minimum), by the prospective Accountable Manager, the Quality Manager and Continuing Airworthiness Manager(s) identified / designated by the organisation.
- e. During the Pre-Application Phase, the prospective accountable manager shall designate an appropriate person as the focal point for the company during the CAMO certification process. This designated person must hold a senior position in the organisation and preferably the prospective Quality Manager / Continuing Airworthiness Manager to serve as a coordinator for the applicant during the CAMO Certification Process. One of the functions of this person will be to assure that all the findings issued by the BCAA are directed to, and properly addressed by the appropriate personnel within the organisation. It will be much more efficient for the certification team to track the status of findings and comments through this nodal person rather than several persons responsible for specific areas. Another function of this focal point will be to arrange the on-site visits and ensure that the appropriate personnel will be present and available.
- f. In case the applicant/ organisation is already holding a maintenance organisation approval under ANTR 145, it shall be explained that the CAMO is totally independent from the approved maintenance organisation and the personnel engaged in the management of the CAMO functions are not the employee(s) of the maintenance organisation.  
  
Notwithstanding the above, the provision of ANTR M, M.8, M.A.704, AMC2 ANTR M.A.704 & M.A.712 may be applied with careful integrated or disintegrated functions as identified, if the organisation prefers to operate a combined CAMO & AMO setup.
- g. A record of minutes of the meeting will be maintained in the relevant files.
- h. The Pre-Application meet should summarize the following:
  - i. Specify the regulation and the applicable procedures.
  - ii. Clarify the requirements related to the CAME.
  - iii. Clarify the associated requirements (maintenance data, aircraft maintenance programme, reliability programme, appropriately qualified / trained continuing airworthiness staff, airworthiness review staff, training of personnel etc.).
  - iv. Assess and determine, if the applicant's business activities justify the grant of ANTR-M approval.
  - v. Specify the need for appointing a focal point.

5.1.3 During the meeting, the applicant will be intimated to submit the formal application along with the requisite documents to the BCAA.

### **5.2. Phase 2; Formal Application Phase**

5.2.1 The applicant shall submit the application form (ALD/AIR/F156) along with Continuing Airworthiness Organisation Exposition (CAME) prepared in accordance with ANTR M.A.704. A guideline for completion of application form is given in Appendix-2. Submission of a formal application is interpreted by BCAA to mean that the applicant is



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aware of the regulations and rules applicable to the proposed maintenance operation, is prepared to show the method of compliance and is prepared for in-depth evaluation of the maintenance organization. The form shall be accompanied with the following documents:

- a) BCAA form ALD/AIR/F018 along with signed resume for post holders / Key Management Personnel [Guidelines for completion of BCAA form ALD/AIR/F018 is given in Appendix-3]

*Note 1: The Post Holder(s) as approved / accepted by the organisation holding approval from FAA / EASA / CAA-UK / TC may be considered acceptable to BCAA in view of existence of such details in CAME and its reference in CAME supplement. However, a copy each of the approved / accepted key management personnel form is retained in BCAA records.*

*Note 2: It is the responsibility of the organisation to notify the changes to such approved / accepted post holders along with the copy of relevant document(s).*

*Note 3: The Post Holder(s) as proposed by the domestic organisation seeking BCAA approval shall require approval / acceptance by BCAA, and submission of documents as given in sub-para (a) is a must.*

- b) Applicable fee in accordance with the Schedule of Charges published under CAP-18.
- c) Compliance checklist for ANTR M / internal audit report (ALD/AIR/F147) along with evidence in support of the requirement.
- d) CAME /Associated procedure Manual cross references to ANTR-M.
- e) Draft Aircraft Maintenance Programme(s) as applicable.
- f) Minimum Equipment List if and as applicable.
- g) Draft Aircraft Technical Log.
- h) Where appropriate the technical parts of the draft maintenance contracts between the operator and approved and ANTR-145 organisation.
- i) Where appropriate the technical parts of the contracts between the operator and the CAMO must be accepted by the BCAA.
- j) Where applicable the relevant technical part of draft contract for the subcontracted tasks along with the applicable procedures of the subcontracted organisation
- k) Evidence of registered name of organisation.
- l) Evidence for subscription to required technical publications / maintenance data from the respective aircraft manufacture & TC / STC holders commensurate with the intended scope of approval sought.
- m) SMS Manual along with associated documents, if applicable.
- n) Schedule of Events describing the list of activities, and/or facility acquisitions, which must be accomplished or made ready, including the dates on which they will be ready



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for the BCAA to inspect. The schedule should be realistic and contains sufficient flexibility to allow for unforeseen contingencies. A sample format of schedule of events is placed at Appendix-1.

- o) Statement of interest from the aircraft owners / operators / CAMO for seeking continuing airworthiness management support.

*Note: The intended scope of approval should be detailed as much as possible in the application ALD/AIR/F156. It should mention Aircraft Type / Series / Group sought.*

5.2.2 Upon receipt of application, the same will be scrutinised to determine eligibility and completeness of the application in conformity with ANTR-M.

5.2.3 Incorrect or incomplete application will not be processed further and the applicant notified accordingly.

5.2.4 The applicant should provide evidence of compliance to the following requirements:-

- a) **Personnel Requirements:** Compliance to ANTR M.A.706 Personnel requirements. The persons nominated in accordance with ANTR M.A.706 & M.A.707 to function as Accountable Manager, Continuing Airworthiness Manager, Quality Manager, and other post holders as applicable to the intended scope of activity.

The nominated post holder shall not be employed by a ANTR 145 approved organisation (AMO). The nominated person or group of persons must meet the requirement of qualification and experience as detailed in M. A. 706 / M.A.707 of ANTR-M. It may be ensured that the proposed personnel must be competent to manage the continuing airworthiness of the aircraft types as per the proposed scope of approval.

- b) **Facility Requirements:** Compliance to ANTR M.A.705 Facility requirements and related AMC to ANTR M.A.705, as appropriate.

*Note:1 The documents listed above in 5.2.1(a), (d), (e), (f) and (g) require BCAA approval. Draft documents should be submitted at the earliest opportunity so that assessment of the application can begin. Grant of approval or change cannot be effected until the BCAA has received all necessary supporting documents complete in all respects. This information is required to enable the BCAA to conduct its assessment in order to determine the volume of oversight work necessary and the locations at which it will be accomplished.*

*Note:2 If considered appropriate for the assessment, the BCAA may request that at the time of initial application or change of the approval schedule the CAMO applicant provides a copy of the technical specifications of the contracts with ANTR-145 organisations to demonstrate that arrangements are in place for all base and scheduled line maintenance for an appropriate period of time.*

5.2.5 Formation of the certification team

5.2.5.1 Upon receipt of the intent of the application for approval of the CAMO and after the meeting as part of Pre-Application Phase, DAL / Chief of Airworthiness will form a team meeting the requirement of Para 4.b above and assign to oversee the CAMO approval process. The composition and size of the certification team may consist of a Team Leader



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to manage and lead the certification team. The size of the team is determined in accordance with the Para 4.a above.

### 5.2.6 Scheduling of Formal Application meeting

The chief of the airworthiness / the designated team leader will intimate the date of a formal application meeting. The certification team member detail may also be shared with the designated representative(s) of the applicant. Prior to scheduling the formal application meeting, the certification team will initially review the application package and make a determination of its acceptability within 15 working days. The team leader will provide written notification of acceptance or rejection of the formal application.

#### 5.2.6.1 The main objectives of the Formal Application Meeting are to:

- a) Introduce the Organization's Management personnel to the BCAA's CAMO Certification Team.
- b) Ensure that the applicant's team understands the CAMO approval process.
- c) Resolve the queries raised by the Applicant, if any.
- d) Provide an initial comment on the compliance Checklist (Form ALD/AIR/F147) provided by the applicant.
- e) Discuss and agree upon the target dates for the various phases outlined in the Schedule of Events. Schedule of Events will be scrutinised for realistic timelines which will be mutually agreed. Any change in the timelines may affect the process.

### 5.3. **Phase 3: Document Evaluation Phase**

The document evaluation phase involves the detailed examination of documents and manuals provided by the applicant to establish that every aspect required by the regulations is included and adequately covered. The application (ALD/AIR/F156) and the documents will be reviewed. The review and assessment shall consist of following items:

- a) Evaluation and acceptance of Post holders and other personnel and completion of BCAA form ALD/AIR/F018 along with signed resume for post holders / Key Management Personnel.
- b) Review of compliance to ANTR-M (Refer Form ALD/AIR/F147).
- c) Review of CAME, associated procedures and organization assessment report; form ALD/AIR/F142.
- d) Review of SMS Manual and associated procedures in accordance with the Chapter 4 of ICAO Annex 19.

*Note: Refer to Appendix-5 for the General Guidance for the evaluation criteria on various areas of the ANTR-M organisation.*

#### 5.3.1 Evaluation and acceptance of Post holders and other personnel and completion of BCAA form ALD/AIR/F018



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5.3.1.1 The Accountable Manger should demonstrate to BCAA that he has a reasonable understanding of applicable regulations and of his role within the approved organisation, but also that he has all necessary means, in particular financial, to fulfil the Accountable Manager's duties as detailed in the CAME. The Accountable Manager is accepted via approval of the CAME containing the Accountable Manager's commitment statement.

5.3.1.2 The proposed post holders are required to demonstrate to BCAA the appropriate essential requirements of qualification, experience in accordance with M.A.706 & M.A.707 and are competent to perform the function. If satisfied, the formal acceptance of the post holders is granted through the BCAA form ALD/AIR/F018 by BCAA. Once the post holders have been accepted by the BCAA, the names of the post holders shall be included in the CAME.

*Note 1: The Post Holder(s) as approved / accepted by the organisation holding approval from FAA / EASA / CAA-UK / TC may be considered acceptable to BCAA in view of existence of such details in CAME and its reference in CAME supplement. However, a copy each of the approved / accepted key management personnel form is retained in BCAA records.*

*Note 2: It is the responsibility of the organisation to notify the changes to such approved / accepted post holders along with the copy of relevant document(s).*

*Note 3: The Post Holder(s) as proposed by the domestic organisation seeking BCAA approval shall require approval / acceptance by BCAA, and submission of documents as given in sub-para (a) is a must.*

5.3.1.3 The organisation shall have adequate and appropriate Post Holders and support staff for Continuing Airworthiness Management, Quality System, Audit and Airworthiness Review. The list of such staff shall be maintained on real-time basis and controlled in accordance with the document control system of the organization and cross referred in CAME.

5.3.2 Review of compliance cum audit checklist (Refer to Form ALD/AIR/F147).

The continuing airworthiness organisation shall identify and analyze the continuing airworthiness process intended to be included in the ANTR-M approval and ensure compliance of such processes with ANTR-M requirements and any other circulars / advisories issued by the BCAA, time to time, related to Continuing Airworthiness Management of Aircraft.

The Certification Team will evaluate the compliance Checklist (Refer Form ALD/AIR/F147). If the compliance Checklist is indicative of not in compliance with the regulation, it should be returned to the CAMO together with the detailed observations / findings for their corrective action and resubmission.

5.3.3 Review of CAME and associated procedures:

5.3.3.1 Based upon the analysis /review [Refer to Subpart G Organisation Compliance cum Audit Checklist (Form ALD/AIR/F147) and Audit Recommendation / Report (Form ALD/AIR/F142), the organisation shall develop and provide the applicable draft of the CAME, including associated list(s) and procedure(s) as applicable covering all activities of the CAMO.



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5.3.3.2 The Certification Team will review the CAMO Organization's draft CAME including associated list(s) and procedure(s) as applicable to ensure full compliance with the applicable requirements and in order to establish that it complies with ANTR M.A.704 and as committed in the compliance checklist. The review will be conducted in accordance with the Recommendation Report (Form – ALD/AIR/F142). The Checklist must be used to record queries, topics to be checked on audit and unsatisfactory items. If the CAME & CAME procedures require further correction, development / improvement, it should be returned to the CAMO together with the comments summary as an attachment to an Audit Finding Form. The CAME must include the subject headings listed in AMC M.A.704 and Appendix to AMC 1 M.A.704 and reflect the preferred procedures. The BCAA inspector is required to establish that the procedures specified in the exposition are in compliance with the intent of ANTR-M and they are demonstrable, actually for the intended purpose and verify that the Accountable Manager signs the commitment statement.

5.3.3.3 Contracts for subcontracting continuing airworthiness management tasks by CAMOs should be included in the continuing airworthiness organisation exposition. The BCAA should verify that the standards set forth in AMC M.A. 711(a)(3) have been met when approving the exposition.

5.3.3.4 The BCAA while assessing the acceptability of the proposed subcontracted continuing airworthiness management tasks arrangements, will take into account, in the subcontracted organisation, all other such contracts that are in place irrespective of BCAA, in terms of sufficiency of resources, expertise, management structure, facilities and liaison between the CAMO, the subcontracted organisation and, where applicable, the contracted ANTR-145 maintenance organisation(s).

5.3.3.5 When the proposed exposition is not acceptable (i.e. procedures or required information not available or not adequate, not compliant with ANTR-M requirements and this CAP and therefore could not be reviewed within the allocated time, the assigned team leader is required to return the draft CAME back to the organisation for corrections. The assigned BCAA team / inspector will notify in writing the applicant of the non-compliance's and/or corrections. A copy of this notification letter should also be inserted in the CAMO's Certification file in correspondence section. The organisation will have to re-draft the CAME or correct the draft to cover the gaps identified to meet the ANTR-M requirements.

### 5.3.4 Corrective Actions

5.3.4.1 On the basis of the findings against the CAME, the CAMO is required to apply appropriate corrections / rectifications as necessary to show compliance to ANTR-M and resubmit for BCAA's review. The Certification Team members must ensure that all the observations / findings are corrected / rectified.

5.3.4.2 If after several exchanges, should the organisation still fail to produce the CAME to the acceptable standards (CAME and its associated procedures), BCAA may have to take the most appropriate action of termination of the application for a definite period.

5.3.4.3 CAME will be approved, when the CAME & its associated procedures are ensured to show full compliance to the ANTR-M and all the items identified in the, ALD/AIR/F142 –and to the required standards.

### 5.3.5 Review of SMS Manual





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5.3.5.1 The certification team will review the SMS for its required and acceptable standard. The team may take the help of suitably SMS trained inspector of BCAA for the SMS Manual review. In case any discrepancy observed during review, the same should be intimated to the organization in writing.

5.3.5.2 On being satisfied with the final review, the SMS Manual may be accepted for implementation by the CAMO.

### 5.4 Phase 4; Inspection and Demonstration Phase

Inspection in this phase will include organization facility inspections, including that of the sub-contracted organisation if required, inspection of continuing airworthiness control and planning system to ensure that the applicant's proposed continuing airworthiness control procedure are effective, and the facilities are actually in place and meet regulatory requirements. This may include interviews with personnel to ensure that procedures are transmitted and understood, particularly as relevant to management staff, their responsibilities and to the Quality Management System in place.

5.4.1 Internal audit report from the continuing airworthiness organisation's quality system

5.4.1.1 Once the draft of the CAME and the BCAA form ALD/AIR/F018 for post holders / Key Management Personnel are confirmed as being acceptable by the certification team, the organisation's Quality department shall audit the organisation in full for compliance with the CAME, associated procedure manual and ANTR-M regulation. All relevant regulation/guidance/maintenance data dealing with specific technical matters (i.e. post holders, continuing airworthiness support staff, airworthiness review staff, facility, contractual obligations, etc.) as applicable to the organisation, shall be also be consulted.

5.4.1.2 A statement signed by the organization's Quality Manager shall be provided to the BCAA before the BCAA audit takes place confirming that processes, facilities, documentation, personnel etc. relevant to the scope of approval have been reviewed and audited, showing compliance with ANTR-M requirements. This means that all findings raised during this internal audit must have been closed with appropriate corrective actions before issuing this statement. The relevant internal audit report(s) including the associated corrective actions shall be provided by the organisation along with the QM statement to the BCAA.

5.4.2 Preparation of the Audit

5.4.2.1 After receipt of the Quality Manager's statement and the internal quality audit report, the certification team may initiate the on-site assessment / inspection / audit in accordance with Organisation Compliance Cum Audit Checklist (Form ALD/AIR/F147) and —the Recommendation Report (Form ALD/AIR/F142) to assess the capability of the organisation to undertake the scope of approval applied. The organisation shall provide any necessary administrative support in order to complete the inspection.

The Team leader will:

- a) Liaise with the organisation for scheduling the audit, and
- b) Prepare and notify the organisation of the audit program.



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*Note: In case of any changes to the initial application, the organisation shall notify BCAA before the assessment / inspection / audit process takes place by sending a revised application form (ALD/AIR/F156).*

### 5.4.3 On-Site Inspection(s)

5.4.3.1 The certification team shall start the assessment audit with an opening meeting with the Accountable Manager and other Post Holders / Key Management Personnel. The on-site inspection phase will cover all the areas of ANTR-M such as post holders, continuing airworthiness support staff, airworthiness review staff, facility, contractual obligations, maintenance data, certification of maintenance, continuing airworthiness records, safety & quality policy procedures, exposition procedures, limitation, services, etc. and accordingly the CAMO is assessed for capability. The following points shall be considered when carrying out the meeting:

- a) Confirmation of the audit schedule including objectives and scope of the audit.
- b) Confirmation of the required interviews / availability of the people involved in the ANTR-M process.
- c) Explanation on the method used for reporting non conformities.
- d) Confirmation of the applicable regulation and standards.

5.4.3.2 During the on-site Audit, each member of certification team to be accompanied by a senior technical member, preferably the Quality Manager of the CAMO. The reason for being accompanied is to ensure that the organisation is fully aware of any findings during the audit.

5.4.3.3 Progressively complete the checklist - Organisation Compliance Cum Audit Checklist” (Form ALD/AIR/F147) and “Recommendation Report” form ALD/AIR/F142” and record any findings against the sub-paragraph of the ANTR-M requirement and the applicable area of the audit.

5.4.3.4 There must be a debriefing meeting with the Accountable Manager and nominated / accepted Post Holders at the end of every audit on all findings made during the audits.

5.4.3.5 All findings must be confirmed in writing to the organisation within 15 days from the date of audit. The audit report form should be in the form ALD/AIR/F142”. The certification team should inform the Chief of Airworthiness, the findings made during the audit who shall in turn inform the same to the Quality Manager with a copy to the Accountable Manager for necessary corrective action.

5.4.3.6 The certification team is required to inform the Chief of the Airworthiness about any inconsistencies with respect to the ANTR-M requirements such as adequacy of facility arrangements, post holders, continuing airworthiness support staff, airworthiness review staff, contractual obligations, maintenance data, certification of maintenance, continuing airworthiness records, safety & quality policy procedures, exposition procedures, limitation, services, training requirements, etc., required to meet the requirements of the approval scope and rating as detailed in ANTR-M.



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5.4.3.7 If the initial assessment / inspection / audit leads to significant and/or numerous discrepancies, this would show insufficient understanding / compliance of the organisation and a lack of effectiveness of the Quality system. In that case, BCAA may take the decision and inform the organisation accordingly with either or all of the following:

- a) To terminate the application. If the continuing airworthiness management organisation wish to re-apply for ANTR-M approval the need of submission of a new application in accordance with ANTR-M; or
- b) To limit the requested scope of work; or
- c) Not to accept the concerned post holders and/or nominated personnel as defined in ANTR-M, M.A.706 and / or M.A.707

5.4.3.8 For an initial audit the findings shall not be classified as Level 1 or 2 as the organisation is not approved. A maximum of three months is allowed to take corrective action for all the finding raised during the initial audit. Failure to close these findings during the agreed period without adequate justification could lead to terminate the application.

5.4.3.9 Depending on the extent and nature of the findings and the delay of corrective actions implementation, an additional audit may be necessary.

5.4.3.10 The CAMO responds to findings (if applicable) and resubmits the Audit Finding Form(s) with the full corrective action described on the form. Certification Team evaluates the corrective actions submitted for closures, where necessary, carry out a follow-up audit and accepts the corrective action submitted, closes the findings, and complete relevant part of the Form - ALD/AIR/F142, and all checklists used for the subject assessment / Audit. The Certification Team ensures that all inspection checklists are complete in all respect and no items left unattended.

*Note:1 The audit may be carried out on a product line type basis. For example, in the case of an organisation with Airbus A320 and Airbus A330 ratings, the audit may be concentrated on one type only for a full compliance check. Dependent upon the result, the additional type may only require a sample check that should at least cover the activities identified as weak for the first type.*

*Note:2 The privileges of the approved organisation should be taken into account, when determining the scope of the audit and activities of the organisation which will be assessed during the audit. Example- approval to carry out airworthiness reviews.*

### 5.4.4 Recommendation

Once the organization's compliance with ANTR-M has been established and all findings are closed, the Certification Team will make a recommendation for issue of ANTR-M approval to the continuing airworthiness management organisation. This includes the recommendation for CAME, associated documents / procedures approval and management personnel acceptance.

*Note: The approval will only be granted for the scope / activity, for which the prospective CAMO could show compliance to the ANTR-M requirement.*



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### 5.5 Phase 5; Certification Phase

The certification phase commences after the Chief of Airworthiness determines that all assessment processes have been completed in a satisfactory manner and that applicant has demonstrated compliance with the applicable requirements and has capability of fulfilling its responsibilities and of conducting an effective continuing airworthiness management.

5.5.1 The recommendation package (Document review and the on-site audit report including closure of findings) will be reviewed for compliance and accuracy. A quality review of the audit report (Form - ALD/AIR/F142) and Organisation Compliance Cum Audit Checklist” (Form – ALD/AIR/F147) should be carried out by the Chief of Airworthiness. The review should take into account the relevant paragraphs of ANTR-M, the details of finding and the closure action taken. Satisfactory review of the audit forms should be indicated by a signature on the audit Form - ALD/AIR/F142.

5.5.2 Upon completion of the required review and having satisfied with the application and the result of assessment / inspection / audit, the Chief of Airworthiness will forward the assessment package to DAL for final review and recommendation. Upon satisfaction by the Director Aeronautical Licensing (DAL), the package is submitted to the Unser Secretary to Civil Aviation Affairs (USCA) through Assistant Under Secretary for Air Transport, Aviation Safety and Security (AUATSS) for approval and appending signatures on the approval certificate.

5.5.3 On approval by USCA, following documents will be issued to the applicant:

- a) the approval certificate - Appendix VI to ANTR-M (Form ALD/AIR/F153);
- b) the approval letter of the CAME and other associated documents;
- c) the Post Holders / Key Management Personnel approval - BCAA form ALD/AIR/F018.

#### Points to Note:

1. The address at which Air Operator Certificate is issued / to be issued, the same address should be mentioned on the approval certificate. However, in case, the applicant has set-up CAMO facility other than the address on AOC, then this address should be reflected on the approval certificate and both the addresses should also be reflected in the CAME.
2. The table shown for the Approval Schedule (Form ALD/AIR/F153) (Appendix VI to ANTR-M) includes a field designated as ‘Aircraft type/series/group’. The intention is to give maximum flexibility to the BCAA to customise the approval to a particular organization.

Possible alternatives to be included in this field are the following:

- A specific type designation that is part of a type certificate, such as Airbus 340-211 or Boeing 787-200.
- A type rating (or series) as listed in ANTR-66 Appendix I to AMC, which may be further subdivided, such as Boeing 737-600/700/800, Boeing 737-600.

Reference to the engine type installed in the aircraft may or may not be included, as necessary.



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3. It is important to note that the scope of work defined in Approval Schedule (Form ALD/AIR/F153) (Appendix VI to ANTR-M) is further limited to the one defined in the Continuing Airworthiness Management Exposition (CAME). It is this scope of work in the CAME which ultimately defines the approval of the organisation. As a consequence, it is possible for the BCAA to endorse in Approval Schedule (Form ALD/AIR/F153).
4. Nevertheless, in all cases, BCAA should be satisfied that the organisation has the capability to manage the types/groups/series endorsed in the Approval Schedule (Form ALD/AIR/F153) (Appendix VI to ANTR-M).
5. Since the activities linked to continuing airworthiness management are mainly process oriented rather than facility / tooling-oriented, changes to the detailed scope of work defined in the CAME (either directly or through a capability list), within the limits already included in Form ALD/AIR/F153, may be considered as not affecting the approval and not subject to M.A.713. As a consequence, for these changes the BCAA may allow the use by the CAMO of the indirect approval procedure defined in M.A.704(b).

### 6. Change / Variation to ANTR M Organisation Approval (ANTR-M, M.A.713)

6.1 An application for change of ANTR-M Organisation approval should be made to the BCAA using the Application form - ALD/AIR/F156 along with the following documents for any of the changes listed under ANTR M.A.713:

- a) Soft and hard copy of amended CAME and associated procedure manuals;
- b) Compliance cum Audit Checklists (Form ALD/AIR/F147).
- c) Details of personnel including post holders.
- d) Highlights of the Changes / Variation applied and its effect on the existing system of the organisation.
- e) Applicable fees as per CAP 18 (Schedule of Charges).

6.2 In case of variation in the scope of existing approval including change in approved location, the procedure remains the same as followed for initial approval process. In this case the approved organization shall submit the relevant Part / Chapter / pages that affect the proposed variation to CAME and revised LEP along with the application.

In case of change in approved location, a detailed plan for keeping the approval valid during the interim / transition period shall also be submitted.

6.3 Approval to extend the privileges to cover additional Aircraft Type / Series / Group of the approved CAMO may be granted by the BCAA provided that the CAMO is able to demonstrate to the BCAA its capability to provide continuing airworthiness management to Bahrain registered aircraft in accordance with the applicable requirements under ANTR-M and the process (as deemed necessary) mentioned at Para 5 above.



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### 6.4 Changes to the Continuing Airworthiness Management Exposition (CAME)

- a) In the case of direct approval of changes in accordance with point M.A. 704(b), the BCCA shall verify that the procedures specified in the exposition are in compliance with ANTR-M before formally notifying the approved Organization of the approval.
- b) In the case of an indirect approval procedure is used for the approval of the changes in accordance with point M.A.704(c), the BCAA shall ensure (i) that the changes remain minor and (ii) that it has an adequate control over the approval of the changes to ensure they remain in compliance with the requirements of ANTR-M.

*Note 1: Changes in nominated persons. The BCAA should have adequate control over any changes to the personnel specified in M.A. 706(a), (c), (d) and (i). Such changes will require an amendment to the exposition.*

*Note 2: A simple exposition status sheet is maintained which contains information on when an amendment was received by the BCAA and when it was approved.*

*Note 3: The BCAA should define the minor amendments to the exposition which may be incorporated through indirect approval. In this case a procedure should be stated in the amendment section of the approved continuing airworthiness management exposition.*

*Note 4: Changes notified in accordance with M.A.713 are not considered minor. For all cases other than minor, the applicable part(s) of the form ALD/AIR/F142 should be used for the change.*

*Note 5: The CAMO should submit each exposition amendment to the BCAA whether it be an amendment for BCAA approval or an indirectly approved amendment. Where the amendment requires BCAA approval, the BCAA when satisfied, should indicate its approval in writing.*

Where the amendment has been submitted under the indirect approval procedure the BCAA should acknowledge receipt and convey acceptance to the changes in writing and only when such changes are made effective.

## 7. Renewal of an approval / Continued Validity of Approval (ANTR M.A.715)

7.1 An application for renewal of ANTR M Organisation approval should be made to the BCAA using the Application Form ALD/AIR/F156 along with the following documents;

- a) Audit report - Organisation Compliance cum Audit Checklist (Form ALD/AIR/F147) and status of closure of findings of the organisation;
- b) EASA / FAA / CAA UK (If they are the baseline for grant of approval by BCAA) audit summary and its closure action by the CAMO.
- c) National Aviation Authority's Audit Summary and closure actions of the findings since last renewal.
- d) CAMO's Internal Audit Summary and closure actions of the findings since last renewal.



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- e) Validity and scope of approval of organisation, as relevant.
- f) Copy of the latest AOC (If applicable)
- g) The Accountable Manager's statement;
- h) Applicable fees as per CAP 18 (Schedule of Charges).

7.2 Each organization must be completely reviewed (inspected / audited) by the internal quality system for compliance with ANTR M at periods not exceeding 12 months and by BCAA for compliance with ANTR-M at periods not exceeding 24 months. BCAA should use Organisation Compliance cum Audit Checklist (Form ALD/AIR/F147) and Audit report Form (ALD/AIR/F142) for assessment. It should be ensured that no finding is open at the time of renewal of approval.

The continuation of an approval is subject to the condition that the ANTR-M organization,

- is monitored by the Quality Manager in accordance with the documented procedures of the ANTR-M Quality System. The approval is considered valid subject to meeting all the applicable requirements of ANTR-M, the internal and BCAA audit findings are closed within the prescribed time with appropriate corrective actions and the conditions / limitations as given under the Certificate of Approval.
- No enforcement action is pending against the Organisation or its post holders including the Accountable Manager.
- No changes to the scope of approval of the organization noticed.
- AOC is valid (If applicable)

A meeting with the Accountable Manager shall be convened at least twice in every 12 (by the post holder(s) of internal quality system) / and 24 month (with the BCAA) to ensure he/she remains informed of significant issues arising during audits and to ensure he/she fully understands the significance of the approval.

*\* Renewal is every 12 months and audit is by 24 months.*

### 8. Records of ANTR-M Approved Organisation

CAMO - Records of a CAMO shall be retained for an adequate period that allows adequate traceability of the process of issue, continue, change, suspend or revoke each individual organization approval. Where a CAMO terminates its operations, all retained records shall be transferred to the owner / operator of the aircraft.

- 8.1 BCAA - The records pertaining to the approval / renewal / variations and oversight of ANTR M approved organisations shall be retained until at least five years after the CAMO approval becomes inactive.
- 8.2 BCAA - The records pertaining to the C of R, C of A, its renewal, Continuing Airworthiness Records and oversight of each aircraft shall be retained until two years after the aircraft has been permanently withdrawn from service.



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The records shall include as a minimum:

CAMO Certification file with BCAA	Record Keeping with ANTR-M Organisation
<p>a) Application(ALD/AIR/F156)</p> <p>b) BCAA form ALD/AIR/F018 along with supporting documents / evidence and copy of acceptance letter. In the case of foreign CAMOs the Key Management Personnel as accepted by EASA/FAA/UK-CAA/TC/NAA is considered acceptable to BCAA.</p> <p>c) Copy of CAME up to date. CAME approval letter</p> <p>d) Compliance cum audit checklist to ANTR-M [Form - ALD/AIR/F147] and Recommendation Report [Form ALD/AIR/F142]</p> <p>e) Form - ALD/AIR/F142, Parts 1, 2, 3, 4, 5</p> <p>f) Any reports other than the Form - ALD/AIR/F142, Parts 1, 2, 3, 4, 5 used by the team and Audit Finding Closure documents</p> <p>g) Approval Certificates - Appendix VI to ANTR-M, Form ALD/AIR/F153)</p> <p>h) Covering Letter to CAMO forwarding the Approval Certificates.</p>	<p>a) Copies of all formal correspondence.</p> <p>b) The records as mentioned in Para 5.2 above [except (k)].</p> <p>c) The continued oversight program including all audit records. The approval related (Issue, Renewal, Changes, Suspension, Revoking, Cancellation etc.) and periodic surveillance related records may be segregated from each other for ease of traceability.</p> <p>d) The organization approval certificate including any change thereto.</p> <p>e) A copy of the audit program listing the dates when audits are due and when audits were carried out.</p> <p>f) Details of any exemption and enforcement action(s).</p> <p>g) Reserved</p> <p>h) Up to date CAME expositions.</p> <p>i) Compliance checklist to ANTR-M Organisation Compliance cum Audit Checklist” (Form – ALD/AIR/F147)]</p> <p>j) Any reports other than the Form - ALD/AIR/F142 Parts 1, 2, 3, 4, 5 used by the internal audit team and Audit Finding Closure documents.</p>
<p>i) Any other relevant documents / forms / checklists / reports used for the assessment of the CAMO capabilities</p>	<p>g) Approval Certificates - Appendix VI to ANTR-M, Form ALD/AIR/F153)</p> <p>h) Covering Letter to CAMO forwarding the Approval Certificates.</p> <p>i) Any other relevant documents / forms / checklists / reports used for the assessment of the CAMO capabilities</p>





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### 9. Surveillance/ Audit

#### 9.1 Internal Audits by the Organisation

9.1.1 The Quality Manager of the approved organisation should develop procedure to carry out annual surveillance of their setup covering both planned and unplanned audits to ensure proper compliance of the documented procedures (such as CAME, Exposition Procedures, etc.) of the CAMO in all the areas of the organisation. The ANTR-M organisation shall derive an annual surveillance plane / programme and procedures, either as a comprehensive onetime activity or progressively throughout the year. However, the entire activities of the organisation must be covered within a period of one year. The ANTR-M organisation shall develop an internal audit procedure to cover the entire scope of surveillance activity including that of their contracted organisations in detailed manner to address the audit requirement, audit personnel requirement, corrective & preventive action measures, performance-based audit planning, monitoring system, report making, etc.

9.1.2 A report should be raised each time an audit is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products.

9.1.3 If any finding of serious nature (Level-1) is detected during the audits, the same should be intimated to the DAL, ALD - BCAA immediately. The responsible post holder of the affected area should take appropriate action to mitigate the finding. The root cause analysis along with the measures taken to prevent such finding in future should be intimated in writing by Quality Manager to BCAA within the stipulated time frame specified in the CAME and the procedure manual.

9.1.4 In case there is any violation of the approved procedures, the Quality Manager is required to investigate the same and take necessary action under intimation to BCAA.

#### 9.2 Surveillance by BCAA

Subsequent to the issuance of a CAMO approval, BCAA will be responsible for continued surveillance and for conducting periodic inspections to ensure the operator's continued compliance with BCAA regulations, authorizations, limitations, and provisions of its CAMO approval certificate and operations specifications. These periodic inspections are components of a continuing safety oversight programme.

9.2.1 The Airworthiness Division of ALD, BCAA will carry out planned and unplanned (unannounced) surveillance inspection of organisation as per procedures detailed in TPM-GEN-04.

9.2.2 The BCAA as per the annual surveillance plane / programme and procedures, may carry out the audit either as a comprehensive onetime activity or progressively throughout the year. However, the entire activities of the organisation must be covered within the period specified (24 Months).

9.2.3 When CAMO sub-contracts continuing airworthiness management tasks, all sub-contracted organizations should also be audited by the BCAA at period not exceeding 24 months, as the case may be (credits as per the preceding paragraphs are permitted) to ensure they fully comply with M.A. Subpart G. For these audits, BCAA Inspector should always ensure that he/ she is accompanied throughout the audit by a senior technical member of the CAMO. All findings should be sent to and corrected by the CAMO.



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9.2.4 Credit may be claimed by the inspector(s) for specific item audits completed during the preceding 23 month period (as applicable) subject to four conditions:

- the specific item audit should be the same as that required by ANTR-M to the latest amendment, and
- there should be satisfactory evidence on record that such specific item audits were carried out and that all corrective actions have been taken, and
- the inspector(s) should be satisfied that there is no reason to believe standards have deteriorated in respect of those specific item audits being granted a back credit, and
- the specific item audit being granted a back credit should be audited not later than 24 months as applicable after the last audit of the item.

Where BCAA has decided that a series of audit visits are necessary to arrive at a complete audit of an organisation, the programme should indicate which aspects of the approval will be covered on each visit.

9.2.5 A report should be raised each time a surveillance is carried out describing what was checked and the resulting findings against applicable requirements, procedures and products. The outcome of the audit with the details of observation / findings will be forwarded to the Quality Manager for appropriate corrective action.

9.2.6 In case of any deviation / non-conformance to the regulation, approved procedures, the BCAA should take necessary action in accordance with the ANTR M.B.103 / M.B.707 / documented procedures of BCAA. The violations to the regulations shall be investigated as per the procedure detailed in TPM-GEN-04 and / or the Enforcement Policy and Procedure Manual and enforcement action as deemed fit will be applied on the violator(s).

## 10. Suspension / Cancellation / Revocation of Approval

10.1 Under the provisions of the Article 45 of Civil Aviation Law 14 of 2013, If BCAA determines that there is a significant failure to comply with the conditions to the certificate issued in pursuant to the ANTR-M Regulation, BCAA may suspend / cancel / revoke / withdraw the Certificate of Approval either in complete or partially.

In case of any revocation action on the CAMO Certificate / Approval by the FAA / EASA UK-CAA / TC / NAA (as the case may be), the BCAA Certificate of Approval is deemed to be invalid and stands automatically invalid.

10.1.1 The CAMO may appeal to the BCAA, within 30 days from the receipt of the letter of revocation, subject to submission of evidence in support of the appeal. The Certificate of Approval shall remain in temporary suspension pending the outcome of any appeal and should a special BCAA audit of such a CAMO be necessary, the cost of the audit shall be borne by the CAMO.

10.1.2 There shall be no right of appeal to BCAA when the relevant Competent Authority revokes or limits any approval / certificate it issued to the CAMO holding BCAA Certificate of Approval



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### 10.2 Description and actions on findings

#### 10.2.1 When during audits or by other means evidence is found showing non-compliance with the requirements of ANTR-M, the following actions shall be taken:

- (i) For level 1 findings, immediate action shall be taken to revoke, limit or suspend in whole or in part, depending upon the extent of the level 1 finding, the CAMO organisation approval, until successful corrective action has been taken by the organization. In practical terms a level 1 finding is where a significant non-compliance with ANTR-M is found. BCAA may grant 7 days for corrective action provided that the non-conformance does not lower the safety standards and hazards seriously endangers flight safety.

The following are examples of level 1 finding:

- Failure to gain access to the organisation during normal operating hours of the organisation in accordance with ANTR M.A.715(2) after two written requests.
- Failure to identify and ensure compliance to AMP, Maintenance data, Airworthiness Directives, replacement of life limited components on aircraft, implement reliability programme indications, any contractual agreements with the Owner / Operator or ANTR 145 Organisations related to the Continuing Airworthiness Tasks, etc. at the appropriate interval.

*Note: A complete product line is defined as all the aircraft, engine or component of a particular type.*

For a level 1 finding it may be necessary for the inspector / auditor to ensure that further maintenance and re-certification of all affected products is accomplished, dependent upon the nature of the finding. Further, the person or organisation accountable, referred to in point ANTR M.A.201 shall define a corrective action plan and demonstrate corrective action to the satisfaction of the BCAA within a period of 7 days, including appropriate corrective action to prevent reoccurrence of the finding and its root cause agreeable to BCAA.

The area / scope reported to have Level 1 findings, the organization shall refrain from exercising the privileges granted to such area / scope till such time the findings are addressed to the satisfaction of BCAA.

- (ii) For level 2 findings, the corrective action period granted must be appropriate to the nature of the finding but in any case, initially must not be more than 60 days. In certain circumstances and subject to the nature of the finding 60 days period may be extended up to 15 days subject to a satisfactory corrective action plan including action required to prevent recurrence is agreed. In practical terms where an inspector / auditor finds a non-compliance with ANTR-M against one product line, it is deemed to be a level 2 finding.

The following are example level 2 findings:

- One time use of a component without any serviceable tag.
- The training documents of the airworthiness review staff are incomplete.



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10.2.2 Action shall be taken to suspend in whole or part the approval in case of failure to comply within the timescale granted.

- (i) Where the organisation has not implemented the necessary corrective action within the stipulated period, necessary action shall be taken in line with requirements/guidelines as stipulated in the enforcement manual/ enforcement circular.

10.2.3 If, during oversight or by any other means, evidence is found by BCAA responsible for oversight in accordance with this ANTR M that shows a non-compliance with the applicable requirements of Regulation Civil Aviation Law 14 of 2013 by a person and / or organisation holding a licence, certificate, rating or attestation issued in accordance with said regulation the BCAA that identified the non-compliance shall take any enforcement measures necessary to prevent the continuation of that non-compliance. Such enforcement measures may lead to suspension and / or cancellation of organisation privilege(s) in total or partial and / or withdrawal of Form ALD/AIR/F018 of any post holder.



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### SECTION – II

#### APPROVAL OF FOREIGN AIRCRAFT CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION – ISSUE / RENEWAL

#### 1. Approval process of Foreign Aircraft Continuing Airworthiness Management Organization holding FAA / EASA / CAA-UK / TC approval.

##### 1.1 Applicability

This CAP is applicable to Foreign CAMOs.

##### 1.2 Conditions

1.2.1 The foreign CAMO organisation must hold a valid certificate of approval as a FAA Part 121 / 135 and/or an EASA / UK-CAA / TC Part M and a valid Certificate of Approval issued by BCAA for performing continuing airworthiness management on Bahrain registered aircraft. The Certificate of Approval issued by BCAA shall be limited to the scope covered under approvals held by the Foreign CAMO under FAA/ EASA / UK-CAA / TC and the authorisation that the BCAA may grant on the relevant BCAA CAME Supplement. These approvals / authorisations may also have additional limitations to the Foreign CAMO granted by BCAA through CAME supplements and subject to the scope contracted / intended to be contracted by the Bahraini aircraft operator / owner / ANTR M / ANTR 145 organisation.

1.2.2 For the release/ return to service of Bahrain registered aircraft, the Certificate of Approval must be quoted in the release to service statement

1.2.3 The Foreign CAMO should have an effective working independent quality monitoring (audit) system to ensure that it remains in compliance with the standard to which it is holding Approval (FAA FAR Part 121/135 or EASA Part M or UK-CAA / TC Part M, as applicable) issued and with the conditions specified in paragraph 10.2.1 above.

1.2.4 The Foreign CAMO must have a “BCAA CAME Supplement” to their applicable FAA Part 121 / 135 Manual; or EASA / UK-CAA / TC Part M Continuing Airworthiness Management Organisation Exposition (CAME), as appropriate, to address the additional conditions required by this CAP. The following items shall be addressed in CAME / Supplement and should be in conformity with the format as given under the Appendix-4 to this CAP:

*Note: An example of a BCAA CAME Supplement is included as Appendix-4 to this CAP.*

1.2.5 The Foreign CAMO accepts that BCAA may access the CAMO facilities during its normal working hours to verify compliance.

1.2.6 The approval issued by the Competent Authority (i.e. EASA / FAA / UK-CAA / TC) and recognised by BCAA, if found suspended / cancelled / revoked, the approval granted by the BCAA deemed to be suspended / cancelled / revoked with effect from the date of such action by FAA / EASA / UK-CAA / TC. The withdrawal of suspension / cancellation / revoking action by the competent authority, will not entitle the Foreign CAMO to exercise



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the privilege of the approval granted by BCAA, and the Foreign CAMO shall apply to BCAA for restoration / revalidation of the approval granted earlier by BCAA. The additional limitations if any imposed by the competent authority stands applied automatically to the approval granted by BCAA, which is not applicable in case of extension / enhancement to the scope of approval / limitation. The extension / enhancement to the scope of approval shall be entertained upon adherence to the requirement stipulated under the “changes to the scope of organisation”.

### 1.3 Approval Process

1.3.1 Applications of foreign firms holding approval under FAA / EASA / UK CAA / TC, seeking approval under ANTR M shall submit application Form ALD/AIR/F156. The form shall be accompanied with the following documents:

- a) BCAA form ALD/AIR/F018 along with signed resume for post holders / Key Management Personnel [Guidelines for completion of BCAA form ALD/AIR/F018 is given in Appendix-3]. The Key Management Personnel / Post Holders as accepted by the foreign authorities and mentioned in the approved CAME is considered acceptable in place of the ALD/AIR/F018.

*Note 1: The Post Holder(s) as approved / accepted by the organisation holding approval from FAA / EASA / CAA-UK / TC shall be referred in CAME supplement and a copy each of the approved / accepted key management personnel form is retained in BCAA records.*

*Note 2: It is the responsibility of the organisation to notify the changes to such approved / accepted post holders along with the copy of relevant document(s).*

- b) Applicable fee in accordance with the Schedule of Charges published under CAP-18
- c) Compliance Cum Audit Checklist as per Form ALD/AIR/F147 along with all necessary evidence in support of the requirements.
- d) In the case of a FAA FAR Part 121 / 135 Maintenance Organisation, a copy of the Air Agency Certificate and associated Operations Specification together with controlled copy of the Relevant Manual; In the case of an EASA Part-M continuing airworthiness management organisation, copy of Certificate of Approval and associated Approval Schedule together with controlled copy of the Continuing Airworthiness Management Organisation Exposition (CAME).
- e) Reserved
- f) If the Organisation holds approval under FAA / EASA / UK-CAA / TC regulation, then a CAME supplement as per Appendix-4.
- g) Reserved
- h) Reserved
- i) Reserved



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- j) Statement of intent from the aircraft owners / operator's organisation for seeking maintenance / continuing airworthiness management support.
- k) FAA/EASA / UK-CAA / TC and National Authority's certificate of approval and approved schedule of scope.
- l) Recent internal audit report.
- m) Resolution of the audit findings.

1.3.2 The five-phase certification process as derived in Section -I shall be applied subject to be in mutual agreement with respect to application of minimum required phases or combining of phase activities in a suitable manner to show and ensure compliance to the approval requirement. The approval will, in normal circumstances be issued only upon completion of required onsite audit and ensuring compliance to the ANTR 145 requirements. However, under the discretion of the Director of Aeronautical Licensing, the approval may be issued based on the assessment of the application and documents referred above in Para 1.3, prior to the five-phase certification / approval process for a period of one year subject to the condition that a formal assessment / inspection / audit carried out at a later date but not later than 24 months from the date of issue of such approval. The CAMO is subjected to the routine periodic audit as part of the scheduled surveillance programme defined in Section-I, Paragraph 9 above.

1.3.3 Approval for additional type rating to the approved scope of work of a Foreign CAMO that complies with paragraph 1.2 holding either FAA FAR Part 121/135 Certificate or EASA / UK-CAA / TC Part M Approval may be granted by the BCAA, provided that, it is able to demonstrate to the BCAA its compliance with the applicable requirements under ANTR-M. Approval of additional type rating to the existing scope of approval requires application and assessment / inspection / audit process as defined under Paragraph 1.3 shall be applied.

1.3.4 Renewal of the approval of the CAMO will be processed as per Paragraph 7 of Section-I to this CAP.

1.3.5 Changes to the CAMO will be processed as per Paragraph 1.3 of Section- II to this CAP.

## **2. Approval process of Foreign Aircraft Continuing Airworthiness Management Organization holding approvals other than from FAA / EASA / UK-CAA / TC**

### **2.1 Applicability**

This CAP is applicable to CAMO holding National Aviation Authority's CAMO approval for Continuing Airworthiness Management to Bahraini registered aircraft except as required in ANTR M (M.A. 501).

### **2.2 Conditions**

2.2.1 The foreign CAMO must hold a valid certificate of approval from NAA and a valid Certificate of Approval issued by BCAA for performing work on maintaining Bahrain registered aircraft. The Certificate of Approval issued by BCAA will indicate the scope and activities and as mentioned in the BCAA approved CAME. These approvals / authorisations should be in line with the scope contracted / intended to be contracted by the Bahraini aircraft operator / owner / ANTR M organisation.





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2.2.2 Reserved

2.2.3 The Foreign CAMO should have an effective working independent quality monitoring (audit) system to ensure that it remains in compliance with the standard to which it is holding Approval (NAA) issued and with the conditions specified in paragraph 10.2.1 above.

2.2.4 The FAMO must have a “BCAA approved CAME”.

*Note: The CAME must meet the requirement as per ANTR M.A.704, AMC M.A.704.*

2.2.5 The Foreign CAMO accepts that BCAA may access the Organisation’s facilities during its normal working hours to verify compliance.

2.2.6 The approval issued by the NAA, if found suspended / cancelled / revoked, the approval granted by the BCAA deemed to be suspended / cancelled / revoked with effect from the date of such action by NAA. The withdrawal of suspension / cancellation / revoking action by the NAA, will not entitle the Foreign CAMO to exercise the privilege of the approval granted by BCAA, and the Foreign CAMO shall apply to BCAA for restoration / revalidation of the approval granted earlier by BCAA. The additional limitations if any imposed by the NAA stands applied automatically to the approval granted by BCAA, which is not applicable in case of extension / enhancement to the scope of approval / limitation. The extension / enhancement to the scope of approval shall be entertained upon adherence to the requirement stipulated under the “changes to the scope of organisation”.

*Note: It is the obligation of the CAMO to notify the BCAA with details, the action of suspension / cancellation / revoking by the NAA.*

### 2.3 Approval Process

Applications of foreign firms holding approval under NAA, seeking approval under ANTR-M shall submit application Form ALD/AIR/F156. The form shall be accompanied with the following documents:

a) BCAA form ALD/AIR/F018 along with signed resume for post holders / Key Management Personnel [Guidelines for completion of BCAA form ALD/AIR/F018 is given in Appendix-3].

*Note: The evaluation / interview as necessary may be carried out for the acceptance of Post Holders and other personnel as applicable and BCAA form ALD/AIR/F018 are generated.*

b) Applicable fee in accordance with the Schedule of Charges published under CAP-18

c) Compliance Cum Audit Checklist (Form – ALD/AIR/F147) along with all necessary evidence in support of the requirements.

d) A copy of the NAA’s Certificate of Approval, associated Approval Schedule, together with controlled copy of the NAA approved CAME.

e) Reserved



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- f) A CAME prepared in accordance with the ANTR M.A.704, AMC M.A.704.
- g) Reserved
- h) Reserved
- i) Schedule of Events describing the list of activities, and/or facility acquisitions, which must be accomplished or made ready, including the dates on which they will be ready for the BCAA to inspect. The schedule should be realistic and contains sufficient flexibility to allow for unforeseen contingencies. A sample format of schedule of events is placed at Appendix-1.
- j) Statement of interest from the aircraft owners / operators for seeking maintenance / continuing airworthiness management support.
- k) Recent internal audit report.
- l) Resolution of the audit findings.

The five-phase certification process as derived in Section - I shall be applied in mutual agreement with respect to application of minimum required phases or combining of phase activities in a suitable manner to show and ensure compliance to the approval requirement. The phase activities may also be combined in a suitable manner. The approval may be issued based on the assessment of the application and documents referred above in Para 2.3 and a formal assessment / inspection / audit carried out by BCAA team.

### 2.4 Changes / Renewal to CAMO Scope

- 2.4.1 Approval for additional type rating to the approved scope of work of a Foreign CAMO that complies with paragraph 2.2 and holding approval issued by BCAA, may be granted, provided that, it is able to demonstrate to the BCAA its compliance with the applicable requirements under ANTR-M. Approval of additional type rating to the existing scope of approval requires application and certification process as defined under Paragraph 2.3 shall be applied.
- 2.4.2 Renewal of the approval of the CAMO will be processed as per Paragraph 7 of Section-I to this CAP.

Note: Foreign Organisations not holding approvals either issued by EASA/ FAA / UK-CAA / TC and / or by National Aviation Authorities shall follow the process as defined under the Section-I to this CAP

Refer to the following chapters of Section-I for the activities mentioned therein with respect to the organisations covered under the Section-II.1 & II.2 of this CAP.

- a. Chapter 6 for Change to ANTR-M organisation approval (ANTR-M, M.A.713)
- b. Chapter 7 for Renewal of an approval (ANTR-M, M.A.715)
- c. Chapter 8 for Records of ANTR-M Approved Organisation
- d. Chapter 9 for Surveillance/ Audit
- e. Chapter 10 for Suspension / Cancellation / Revocation of Approvals



## CIVIL AVIATION PUBLICATIONS

### Appendix-1

#### Sample format for Schedule of Events:

Sl. No.	Events	Event Starting Day		Event Completion Day		Target	Remarks
		Planned	Actual	Planned	Actual		
1	<b>Pre-Application Phase</b>						
	Submission of Intent letter by the Prospective CAMO.						
	Pre-Application Meeting	Within 2 weeks from the intent letter					
2	<b>Formal Application Phase</b>						
	Submission of formal application and its supporting documents by the Prospective CAMO.	D - 90					
	1 <sup>st</sup> Review Meeting			D - 75			
3	<b>Document Evaluation Phase</b>						
	2 <sup>nd</sup> Review Meeting		D - 80		D - 15		
4	<b>Inspection and Demonstration Phase</b>						
	3 <sup>rd</sup> Review Meeting			D - 50		D - 10	
	4 <sup>th</sup> Review Meeting			D - 40			
	Final Review Meeting			D - 30			
5	<b>Certification Phase</b>						
		D - 10		D - 5			

**Notes:**

1. D – is the estimated day for grant of approval as per the “Standards of Services”. It’s again an indicative period and subject to change due to the Organisation’s preparedness for the ANTR-M approval process.
2. The number Review Meetings may vary depending upon the scope and again organisation’s preparedness.



## CIVIL AVIATION PUBLICATIONS

### Appendix-2

#### Instruction for Filling Application Form - ALD/AIR/F156

Item No.	Description	Instructions
	Application for	Please Tick the appropriate Heading
1	Registered Commercial Name of the applicant	Please enter the full <b>name of the company</b> as it appears on the Certificate of Incorporation/ Registration or similar legal document stating name of the company. A copy of the Certificate of Incorporation/ Registration or similar legal document stating name of the company shall be provided together with an Initial application or an application for name change.
	Also mention the Trading Name if it is different	If the organisation is using a Trade name differing from the registered company name, otherwise enter “Not applicable”.
2	Address requiring approval	Enter the address of the Principal Place of Business (PPB) as per ANTR-M regulation i.e. the registered office of the undertaking within which the principal financial functions and operational control of the activities referred to in this Regulation are exercised. Enter the address(es) of any additional site(s) used by the organisation, where ANTR-M functions are exercised or having offices (eg. Office of the Accountable Manager, Records Archive, etc).
	Contact Details	Please mention official telephone number, Fax and Email of Accountable Manager, Quality manager, Organisation general email and Nodal Official, if any.
3	Scope of approval relevant to the application (indicate only in the case of issue or variation) (Applicable only in the case of a new ANTR-M Applicant)	Please describe the scope of the application. In case of an initial application basically the organisation shall summarise the requested ratings.
4	Fee as per schedule of charges	(indicate the value and the transaction reference No.)
	Name, Position and signature of the (proposed*) Accountable Manager	Please enter the full details of the proposed Accountable Manager. The term “proposed” only remains applicable until the application has been approved. <b>Important note:</b> Please do not forget to sign the application form, unsigned application will not be accepted.
	Place & Date	Enter the date of signature and the place in which the Accountable Manager* office is located. Note: In case of a new ANTR-M Applicant or in case of change of Accountable the signature of the proposed Accountable Manager is required.



## CIVIL AVIATION PUBLICATIONS

### Appendix-3

#### Guideline for filling BCCA form ALD/AIR/F018 - Post Holders / Key Management Personnel

#### 1. Management personnel

1.1. The Management Personnel may be classified as following:

a) **The Accountable Manager** [M.A.706(a)]:

Shall be the person having the corporate authority for ensuring that all maintenance /continuing airworthiness management required by the customer can be financed and carried out to the standard required by ANTR-M;

b) **The nominated personnel** [M.A.706]:

Shall be the group of person who is/are responsible for ensuring that the organisation complies with ANTR-M. In any case these personnel shall directly report to the Accountable Manager. This / These manager(s) may delegate ANTR-M functions to other manager(s) working directly under their respective responsibility;

c) **The deputy nominated personnel** [M.A.706]:

Shall be the group of person who are nominated to deputise any particular nominated personnel in case of lengthy absence of the said person.

d) **Other Manager(s)** [M.A.706]:

Depending either on the size of the organisation or on the decision of the Accountable Manager, the organisation may appoint additional managers for any ANTR-M function(s). This manager(s) shall report ultimately to the nominated personnel identified to be responsible for the related ANTR-M function(s) and therefore by definition are not to be considered themselves as nominated personnel. As a consequence a manager can be only assigned duties (not responsibilities) of the nominated personnel to whom he/she reports.

#### 2. Management personnel requiring BCAA form ALD/AIR/F018.

2.1. The following table summarises the various cases when an CA Form ALD/AIR/F018 is required, recommended or not required in order for the management personnel to be acceptable to the Competent Authority.

Management personnel	BCAA Form ALD/AIR/F018 <b>Required</b>	BCAA Form ALD/AIR/F018 <b>Recommended</b>	BCA A Form ALD/AIR/F018 <b>Not Required</b>
Accountable Manager & her/his deputy		X	
Nominated Personnel	X		
Other Manager(s)			X
Deputy nominated personnel			X*



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*\*The CAME procedure shall make clear who deputise for any particular nominate personnel in the case of lengthy absence of the said person. In any case it is the responsibility of the organisation to ensure that the deputy personnel demonstrates an equivalent level of qualifications and experience of the nominated personnel.*

*Note: A deputy Accountable Manager or deputy nominated person is not intended to replace the post holder for an indefinite period of time. This particularly applies when the Accountable Manager or a nominated person leaves the organisation; in such a case the new post holder has to be appointed in a reasonable period of time to be agreed with the competent authority.*

### 3. Acceptance of the Post Holders - BCAA Form ALD/AIR/F018

#### 3.1 Review of the documental evidences

The **BCAA Form ALD/AIR/F018** is aimed to demonstrate that the post holder is a person holding the minimum knowledge, background and experience according to the Minimum requirements for post holder given below which is relevant to the position he/she holds. The **BCAA Form ALD/AIR/F018s** are reviewed by the Chief of Airworthiness. However, the Accountable Manager's acceptance is done by the USCA or by virtue of proposed Accountable Manager's signature in exposition statement.

#### 3.2 Interview

The **BCAA Form ALD/AIR/F018** approval / acceptance process may be complemented by an interview of the proposed post holder(s) by the Chief of Airworthiness. In the case of Accountable Manager it is prerogative of the USCA.

The objective of the interview is to ensure through sample checks that the requirements of the Minimum requirements for **BCAA Form ALD/AIR/F018** post holder is met with particular reference to the following areas:

- a) An acceptable working knowledge/understanding of the maintenance / continuing airworthiness management organisation procedures and the ANTR-M requirements as applicable.
- b) An acceptable level of English language proficiency.

3.3 During initial approval process, a meeting with the Accountable Manager shall be convened to verify his compliance with the criteria addressed in Minimum requirements for **BCAA Form ALD/AIR/F018** post holder.

#### 3.4 Change of BCAA Form ALD/AIR/F018 post holder.

In case of change of **BCAA Form ALD/AIR/F018** post holder, the decision to run an interview is at the discretion of the Chief of Airworthiness and it is USCA in the case of Accountable Manager, based upon his knowledge and the confidence with the quality system of the maintenance organisation.



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However, the interview is to be considered mandatory in case of Post Holders. The Key Management Personnel / Post Holders as accepted by the foreign authorities and mentioned in the approved CAME is considered acceptable in place of the ALD/AIR/F018.

### 3.5 **Formal acceptance of the BCAA Form ALD/AIR/F018 post holder (s).**

Once the Chief of Airworthiness is satisfied by:

- a) the **BCAA Form ALD/AIR/F018** documental evidence.
- b) the interview where applicable.
- c) the **BCAA Form ALD/AIR/F156**;
- d) the CAME,

He/she will recommend the acceptance of the **BCAA Form ALD/AIR/F018** post holders and formally notify the organisation in written along with signed copy of the **BCAA Form ALD/AIR/F018**.

*Note:1 The evidences associated to the **BCAA Form ALD/AIR/F018** are to be kept in the relevant file by the Certification Team.*

*Note:2 The acceptance of Airworthiness Review Recommendation Staff is also done through ALD/AIR/F018*



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### 4. Instruction for Filling up of **BCAA Form ALD/AIR/F018** for the Post Holders

Item No.	Description	Instructions
1	Name of the Organisation	Please enter the full <b>name of the company</b> as it appears on the Certificate of Incorporation/ Registration or similar legal document stating name of the company. A copy of the Certificate of Incorporation/ Registration or similar legal document stating name of the company shall be provided together with an Initial application or an application for name change.
2	ANTR-M (CAMO) Organisation Approval No.	Not applicable in the case of Initial Issue of CAMO. For any change of Post Holder proposals, mention the existing CAMO approval No. as printed on the CAMO approval certificate.
3	Name of the nominated management person	Enter the Name of the person proposed to hold the position
4	Position	Enter the position for which the person indicated in item (3) is proposed for approval
5	Qualifications relevant to the item (4) position	Enter the qualifications held by the person indicated in item (3) which are relevant to the item (4) position and evidences to be provided.
6	Work experience relevant to the item(4) position	List the previous work experiences of the person indicated in item (3) which are relevant to the item (4) position in the following format: Period from / to, Position covered, Responsibilities, Company/Organisation details.
7	Signature & Date	Signature of the person indicated in item (3) intended to be held and the date of signing the form.
8	Name of the Accountable Manager / Signatory Authority	The nominated person at (3) is for the post of Accountable manager, this nomination must be proposed by the Owner / Signatory Authority of the organisation.
9	Signature of the Accountable Manager / Signatory Authority of the organisation	The nominated person at (3) is for the post of Accountable manager, this form must be certified by the Owner / Signatory Authority of the organisation. The nominated person is for the post of other than Accountable Manager, this form must be certified by the Accountable Manager whose position is accepted in principal.

*Note 1: Attach a detailed Resume / Curriculum Vitae dated & signed by the person indicated in item (3)*

*Note 2: Attach the relevant evidence to this Form (eg.: Aircraft type training courses, training certificates, etc.) or attach a printout issued by the organization internal training system, dated & signed by the person indicated in item (3)*





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### Minimum Requirement for BCAA Form ALD/AIR/F018 Post Holder

Management Personnel BCAA Form ALD/AIR/F018 – (Position)		Knowledge – BCAA Form ALD/AIR/F018 - Qualification relevant to the Position - ANTR-M Environment		Background and Experience BCAA Form ALD/AIR/F018 – (Work Experience)	
		Requirement	Provide Evidence of	Requirement	Provide Evidence of
Accountable Manager (*)	M.A.706(a) & (b)	Basic Understanding of ANTR- M	CAME & ANTR-M Training	Not Required	Not Required
Continuing Airworthiness Manager	Nominated persons M.A.706, AMC M.A.706 and AMC M.A.706 (e)(f) & (k)	Working Knowledge of ANTR-M; To meet the requirements of AMC M.A.706, AMC M.A.706 and AMC M.A.706 (e)(f) & (k)	Comprehensive knowledge of the CAME and any associated requirement and procedure.	Background and satisfactory experience related to aircraft continuing airworthiness management - AMC M.A.706, AMC M.A.706 and AMC M.A.706 (e)(f) & (k)	Background and satisfactory experience related to aircraft continuing airworthiness management - AMC M.A.706, AMC M.A.706 and AMC M.A.706 (e)(f) & (k)
Quality Manager					
Airworthiness Review & Recommendation Staff	M.A.707	M.A.707(a)(1), AMC M.A.707(a), AMC M.A.707(a)(1)		M.A.707(a)(1), AMC M.A.707(a), AMC M.A.707(a)(1), AMC M.A.707(b), AMC M.A.707(c)	Experience requirement provided in M.A.707(a)(1), AMC M.A.707(a), AMC M.A.707(a)(1), AMC M.A.707(b), AMC M.A.707(c)



## CIVIL AVIATION PUBLICATIONS

### Appendix-4

#### Sample of CAME Supplement

### COVER PAGE

Foreign Aircraft Continuing Airworthiness Management Organisation Name and Facility Address:-

.....

.....

Organisation's \*EASA / \*FAA / UK-CAA / \*TC / \*NAA (Specify the Authority Name & Address) Approval No.: .....

(\* ) delete as appropriate.

BCAA Certificate of Approval No.: .....



## **CIVIL AVIATION PUBLICATIONS**

### **Bahrain CAA CAME Supplement**

This CAME Supplement specimen is required to be prepared by maintenance organisations seeking Bahrain CAA approval.

The Continuing Airworthiness Organisation Exposition (CAME) of such organisations (EASA / UK-CAA / TC Part M / NAA) must be acceptable to Bahrain CAA in general in order to be supplemented by the CAME Supplement.

The potential organisations may use this specimen as guidance, they may alter the content, however, the alterations must be acceptable to Bahrain CAA.

A draft copy of the supplement must be forwarded to Bahrain CAA for comments and final approval.

The approval of the CAME Supplement will be by way of Bahrain CAA stamping and signing the List of Effective Pages.



## CIVIL AVIATION PUBLICATIONS

### PREAMBLE

This Supplement does not form part of the \*EASA / FAA / UK-CAA / TC / NAA \_\_\_\_\_ (*Specify authority details*) approved \*Continuing Airworthiness Management Exposition (CAME) / Manual (*Specify Exposition Reference*) as the case may be.

This Bahrain CAA Supplement, together with the \* EASA / UK-CAA / TC / NAA Requirements Part-M Organisation's Aircraft Continuing Airworthiness Management Exposition (CAME) / \* FAA Requirements Part-121/135 Manual (*Strike out whichever are not applicable*), forms the basis of approval by Bahrain Civil Aviation Affairs (Bahrain CAA) for the management of continuing airworthiness under the regulatory control of Bahrain CAA.

Continuing Airworthiness Management carried out in accordance with the above established \*CAME / Manual (*Strike out whichever are not applicable*) and this Supplement is approved as being in compliance with Article 38& 77 of Civil Aviation Law 14 of 2013.

A comparison chart of the ANTR-M requirement with the organisation's CAME sections/parts reference is given in this Supplement.

Whenever references are made to the NAA, EASA or FAA or UK-CAA / TC in the CAME, it shall also mean Bahrain CAA, unless otherwise stated in this Supplement.

#### Notes:

1. *This Specimen Supplement gives guidance on the subjects which need to be addressed and translated into working procedures to ensure compliance with ANTR-M as revised time-to-time. The Supplement must be customized to satisfy Foreign CAMO procedures.*
2. *(\*) mention as appropriate.*





## CIVIL AVIATION PUBLICATIONS

### DISTRIBUTION LIST

The following is a distribution list for this Supplement. Copies of this Supplement, together with the CAME, may be distributed to customers and other parties on request but such external distribution shall be subjected to the approval of the Quality Manager and shall not form part of the controlled circulation.

<b>COPY NUMBER</b>	<b>DEPARTMENT/AUTHORITY</b>



### CIVIL AVIATION PUBLICATIONS

#### TABLE OF CONTENTS AND LIST OF EFFECTIVE PAGES (LEPs)

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## CIVIL AVIATION PUBLICATIONS

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## CIVIL AVIATION PUBLICATIONS

### 1. CORPORATE COMMITMENT BY THE ACCOUNTABLE MANAGER

- 1.1 This Supplement, together with the CAME document reference (company CAME reference No.) defines the organisation and procedures upon which Bahrain Civil Aviation Affairs (Bahrain CAA) approval of **(company name)** Continuing Airworthiness Management Organisation is based.
- 1.2 These procedures are approved by the undersigned and must be complied with, as applicable, when work orders are being progressed under the terms of Bahrain CAA's ANTR-M approval.
- 1.3 It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by Bahrain CAA from time to time where these new or amended regulations are in conflict with these procedures.
- 1.4 It is understood that Bahrain CAA will approve this organisation whilst Bahrain is satisfied that the procedures are being followed and work standards maintained. It is further understood that Bahrain CAA reserves the right to suspend, vary or cancel the approval of the organisation if Bahrain CAA has evidence that procedures are not followed or standards not upheld.
- 1.5 It is stated that this ANTR-M organisation shall allow access to BCAA, the premises of the organisation to conduct investigation associated with the BCAA approval whenever required.
- 1.6 The .....(*Company Title of the person*) has been delegated as the Accountable Manager for BCAA ANTR-M functions.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**(To be signed by the CEO / the Signatory)**

**(To be signed by the Accountable Manager)**

**For and on Behalf of (company name)**

**For and on Behalf of (company name)**



## CIVIL AVIATION PUBLICATIONS

### 2. The Safety Policy

The safety policy of ----- (*Organisation Name*) is to **maintain highest standards of safety in respect to personnel, products and services at all times.**

To ensure that the products released from the organisation always meet the safety requirements of personnel and public who uses it.

#### 2.1 Objective of the Safety Policy

- To recognise **safety as a prime consideration** at all times for all the staff.
- To ensure that safety standards are not reduced by commercial imperatives.
- To apply **human factors principles.**
- To **maintain safety standards and practices throughout the organisation** as specified in the maintenance data, associated technical literature and as per safety placards displayed.
- To **encourage a culture of open reporting of all issues related to safety** and suggest procedural/system improvements.
- To provide safety awareness training for management and staff.

### 3 The Quality Policy

The Quality Policy of ----- (*Organisation Name*) is to ensure highest level of quality work and services for its customers while remaining competitive in terms of cost and time schedules.

#### 3.1 Objectives of the Quality Policy

- To establish a quality system to produce products meeting airworthiness standards.
- To recognize that compliance with procedures, standard practices, quality systems and regulations is the primary motive of all employees.
- To ensure good use of resources and pay particular attention to carry out correct maintenance at the first attempt.
- To recognise the need for all personnel to co-operate with internal / external and regulatory audits.
- To encourage personnel to report all continuing airworthiness management / maintenance related errors/incidents.
- To use only approved and specified materials, tools and equipment.
- To use always current and updated technical literature.
- To engage appropriately qualified, competent and trained personnel for performing continuing airworthiness management / maintenance activities.
- To train all organisation staff to be aware of human factors and provide continuous training.
- To be responsible and obliged to comply with this policy, to strive to both maintain and improve quality standards at every opportunity.



### CIVIL AVIATION PUBLICATIONS

- To satisfy itself that the Maintenance through its management, facilities and technical procedures is maintaining the operator's aircraft and/or aircraft components in a safe and airworthy manner.
- To maintain a quality feedback system by Quality Assurance Section, which ensures that all findings resulting from the independent quality audits of **(company name)** are properly investigated. To ensure that through feedback system findings are corrected in a timely manner, thus, enabling Quality Assurance Manager to be informed of safety issues and the extent of compliance with ANTR M at all times.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

**(To be signed by the Accountable Manager)**

**For and on Behalf of (company name)**



## CIVIL AVIATION PUBLICATIONS

### 4. MANAGEMENT PERSONNEL

A list of management personnel is given in the CAME (CAME section, part \_\_\_\_\_ etc.) for which Bahrain CAA Form ALD/AIR /F018 are submitted.

### 5. DUTIES AND RESPONSIBILITIES OF MANAGEMENT PERSONNEL

5.1 The duties and responsibilities of the management personnel are given in (CAME section, part \_\_\_\_\_ etc.) of the CAME.

5.2 Whenever reference is made to the NAA, EASA or FAA or UK-CAA / TC in the CAME, it shall also mean Bahrain CAA, unless otherwise stated. Hence, each manager is responsible to Bahrain CAA for their respectively areas.

### 6. MANAGEMENT ORGANISATION CHART

As depicted in EASA Part-M / FAA RSM / CAA-UK Part-M, NAA-Part M, CAME Section \_\_\_\_\_.

### 7. SCOPE OF WORK

To list the Aircraft Type / Series / Group granted by Bahrain CAA, as shown on Page 2 of the Approval Certificate.

**(Aircraft Type / Series / Group to be listed here)**

#### 7.1 BCAA Approval Limitations

This section should clearly mention the scope of work approved by BCAA based on the \*EASA Part-M / \*FAA FAR Part-121/135 / \*UK-CAA / \*TC Part-M / NAA-Part M Approval it held (*Strike out whichever are not applicable*), the CAMO contract or agreement made with Bahrain Owner / Operator or ANTR 145 organisation.

The BCAA approval is valid only within the geographical locations of operation where the holder is approved under \*EASA Part-M / \*FAA FAR Part-121/135 / \*UK-CAA / \*TC Part-M, NAA-Part M (*Strike out whichever are not applicable*) unless otherwise so authorized by the BCAA.

### 8. LIST OF AIRWORTHINESS REVIEW STAFF

8.1 Refer to CAME Part \_\_\_\_, for the "List of Airworthiness Review Staff".

8.2 Airworthiness Review Staff performing work on a Bahrain CAA registered aircraft shall be conversant with the latest Bahrain CAA requirements and in particular the content of Bahrain CAA Supplement. A training record to prove the implementation of this commitment will be maintained.



## CIVIL AVIATION PUBLICATIONS

### 9. **Airworthiness review Recommendation**

- 9.1 For detailed description of airworthiness review process, refer to CAME Part \_\_\_\_.
- 9.2 (Company Name) will make an Airworthiness review Recommendation to Bahrain CAA(BCAA) for the issuance/renewal of a Certificate of Airworthiness (C of A) as defined in ANTR M.A.901 for the aircraft managed under (company name) scope of approval.
- 9.3 The recommendation may only be made by the authorised airworthiness review staff on behalf of the (company name) when satisfied that the review has been carried out in accordance with the procedures detailed in the approved CAME Part\_\_\_\_, and when satisfied that there is no non-compliance which is known to endanger flight safety.
- 9.4 The recommendation will be made using company review checklist, in addition to BCAA form ALD/AIR/005 and ALD/AIR/006 survey report.

### 10. **MANPOWER RESOURCES**

- 10.1 The manpower resources policy is given in Part \_\_\_\_, of the CAME.

### 11. **FACILITY**

Refer to approved CAME Part \_\_\_\_\_ .

### 12. **CHANGES TO THE APPROVED CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION**

- 12.1 The Quality Manager shall notify Bahrain CAA as soon as practicable of any of the following changes:
- The name of the organisation
  - The location of the organisation
  - Additional locations of the organisation
  - The accountable manager
  - Any of the senior persons specified in ANTR-M, M.A.706
  - The facilities, work scope and staff that could affect the approval.

### 13. **SUPPLEMENT AMENDMENT PROCEDURES**

- 13.1 The Quality Manager is responsible for amending this Supplement and submitting the amendments to BAHRAIN CAA for approval.
- 13.2 Whenever the Expositions / Manuals of EASA or FAA or CAA-UK is amended, the Quality Manager shall ensure that the changes affecting Bahrain CAA Supplement are also addressed simultaneously for Bahrain CAA approval.
- 13.3 No change to the Supplement definitions, or its operation, will be made or incorporated until formal notification and ratification had been received from Bahrain CAA.



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13.4 For the Bahrain CAA requirement, the total exposition comprise the following parts:

- Part 1 Management
- Part 2 Continuing Airworthiness Procedures
- Part 3 Quality System Procedures
- Part 5 Appendices
- Bahrain CAA SUP Bahrain CAA Supplement to the CAME

13.5 Bahrain CAA approval of the Supplement will be made by stamping the List of Effective Pages of the Supplement.

**NOTE: CAME and MOE may be combined if the organisation holds Part 145 in addition to Part Subpart G. (refer to AMC ANTR M.A.704.)**

## 14. REPORTING OF UNAIRWORTHY CONDITIONS

14.1 **(company name)** will report to Bahrain CAA, the aircraft type certificate holder and the operator, of any condition of the aircraft or aircraft component that could seriously hazard the aircraft.

14.2 The report shall be made in accordance with Bahrain CAA Mandatory Occurrence Reporting (MOR) scheme CAP 05 and shall contain all pertinent information about the condition known.

14.3 Report shall be made as soon as is practicable but in any case within three days of identifying the condition to which the report relates.

## 15. STAFF QUALIFICATION AND TRAINING PROCEDURE

15.1 The Certifying Staff Qualification and Training Procedures are given in Part \_\_\_\_, of the CAME.

## 16. COMPANY AUTHORISATION PROCEDURE

16.1 The Company Authorisation procedure is given in the **(company's manual name)**.

## 17. AIRCRAFT OR AIRCRAFT COMPONENT MAINTENANCE / CONTINUING AIRWORTHINESS MANAGEMENT TASKS EXEMPTION PROCESS CONTROL

17.1 In the event of a need to seek alternate means of compliance from any Bahrain CAA requirement, internal application will be made to the Quality Manager who will process the application to Bahrain CAA. **(Company name)** will not implement any exemption request until specific and formal approval has been obtained from Bahrain CAA.

17.2 Instances in which Concession shall be sought from Bahrain CAA requirement include:

- i) Performing work outside **(company name)** approved facilities.
- ii) Performing work outside **(company name)** scope of work
- iii) Introduction of new Bahrain CAA requirements that **(company name)** cannot meet within the compliance period.
- iv) Any deviation from the Exposition Document procedures.



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17.3 The Quality Manager shall liaise with Bahrain CAA for all concession matters requiring Bahrain CAA approval.

17.4 In all cases the customer/operator will be in the communication loop.

### 18. DOCUMENTATION IN USE AND ITS COMPLETION

18.1 The continuing airworthiness management / maintenance documentation in use and the procedures for completion, is given in Part \_\_\_\_\_, of the CAME .

### 19. SAFETY MANAGEMENT SYSTEM (SMS)

19.1 The Safety Management System (SMS) is given in Part \_\_\_\_\_, of the CAME.

### 20. COMPARISON CHART OF CAME CROSS REFERENCES TO ANTR-M

ANTR Subpart G	MANAGEMENT DESCRIPTION	PART 1
	Corporate commitment by the accountable manager	
	Quality Policy	
	Management Personnel	
	Duties and responsibilities of the management personnel	
	Management Organisation Chart	
	List of Airworthiness Review Staff	
	Manpower resources	
	General description of the facilities at each address intended to be approved.	
	Organisations intended scope of work	
	Notification procedure to the Bahrain CAA regarding changes to the organisations activities/approval/location/personnel.	
	Exposition amendment procedures including, if applicable, delegated procedures.	



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### BCAA FORM 1

1. Civil Aviation Affairs Kingdom of Bahrain		2. <b>AUTHORISED RELEASE CERTIFICATE</b> BCAA Form 1			3. Form Tracking Number	
4. Organisation Name and Address						
6. Item		7. Description	8. Part No.	9. Qty.	10. Serial No.	11. Status/Work
12. Remarks						
13a. Certifies that the items identified above were manufactured in conformity to: <input type="checkbox"/> approved design data and are in condition for safe operation <input type="checkbox"/> non-approved design data specified in block 12.		14a. <input type="checkbox"/> ANTR 145.A.50 Release to Service <input type="checkbox"/> Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with ANTR 145 and in respect to that work the items are considered ready for release to service.				
13b. Authorised Signature		13c. Approval/Authorisation Number		14b. Authorised Signature		14c. Certificate/Approval Ref. No.
13d. Name		13e. Date (dd mmm yyyy)		14d. Name		14e. Date (dd mmm yyyy)
<b>USER/INSTALLER RESPONSIBILITIES</b> This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different that the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. Statements in blocks 13a and 14a do not constitute installation certification. In all cases the aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.						





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### Appendix-5

#### **General guidance to the Inspectors of BCAA & Auditors of the ANTR-M Organisations with respect to approval issue / renewal process of the organisation.**

These are only a guidance and not replacement to the ANTR-M requirement and showing compliance to each part of the ANTR-M as applicable is an obligation and responsibility of the Organisation wishes to obtain and / or continue holding the granted approval.

#### **1. Quality Management**

##### 1.1 General

Good Quality Management is an essential ingredient of the CAMO. Whilst the Quality manager being a postholder he/she must be approved / accepted by the BCAA. The highest standard of quality of aircraft continuing airworthiness management / maintenance is very much dependent on the competence of the personnel who complete the tasks. Thus responsibility for quality control management is best vested in a competent production work force which completes the tasks and is qualified to accept responsibility for certification of them, in accordance with prescribed procedures. A capable quality manager and a robust quality management system will make the CAMO perform well to the requirements of ANTR-M.

##### 1.2 Quality Definitions

The definitions of quality, quality control and quality assurance are;

- (a) quality of a product or service is the degree to which it meets the requirements of the customer, including the relevant airworthiness requirements;
- (b) quality control is a management system for programming and coordinating the ongoing efforts of the various groups in an organisation to permit the completion of aircraft continuing airworthiness management / maintenance in accordance with the requirements of the airworthiness authority and any specific requirements / documented procedure of the organisation or customer; and
- (c) quality assurance is the overall authority for the supervision of quality standards to verify that the standards are appropriately complied with and, if necessary, to initiate corrective and preventive actions for improvement of the system functioning.

##### 1.3 Quality Assurance

No system of quality management is complete without an element of quality assurance. This provides, through an independent audit system, the necessary feedback to the management of the approved organisation to ensure that:



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- (a) through product sampling, the requirements of the customer, including those related to airworthiness, are being satisfied;
- (b) the procedures of the organisation are being complied with and that they remain appropriate for the undertakings of the organisation; and
- (c) the organisation remains in compliance with the requirements and conditions of the approval granted by the airworthiness authority.

The organization's systems for quality control and assurance should take into account all of the facilities and procedures utilized to ensure continuing airworthiness, where activities take place affecting the airworthiness of the aircraft and product quality for subjects not directly related to airworthiness. Quality control should therefore be effective throughout the continuing airworthiness management and quality auditing should ensure that control is being properly applied and achieving satisfactory results.

### 1.4 Quality Staff

In recognition of the key importance of this activity in continuing airworthiness, it is essential for the manager of the quality department to have direct access to the Accountable Manager on quality issues. The organisation's quality control policies and systems should be described in the approved exposition, together with the quality assurance audit programme in respect of product, facility and procedures.

Staff assigned to quality control and assurance duties should be:

- (a) sufficiently experienced in the company systems and procedures and technically knowledgeable of the aircraft being managed so as to enable them to perform their duties satisfactorily;
- (b) experienced in the techniques of quality control and assurance or receive suitable training before taking up their duties; and
- (c) given clearly defined terms of reference and responsibility within the organisation and having reporting lines to senior management.

### 1.5 Quality Audits

The department responsible for quality control and assurance should arrange for independent quality audit checks to be carried out in accordance with the audit programme. Emphasis should be placed on the company systems employed to achieve and ensure airworthiness, their suitability and effectiveness.

All quality checks should be recorded and assessed, and any criticisms forwarded to the person responsible for the particular facility or procedure for corrective action. There should be a feedback system for confirming to the quality assurance staff that corrective and preventive action has been taken and to ensure that persons concerned with any audit deficiency are made aware of both the adverse report and the outcome.

*Note: Refer to ANTR M.A.712 & its AMCs*



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### 2. Continuing Airworthiness Management Exposition (CAME)

The CAME specified in ANTR-M should provide clear guidance to personnel on how the activities included in the airworthiness authority approval are managed, on their personal responsibilities and on how compliance with the appropriate continuing airworthiness requirements is achieved. It should also include a statement of the organisation's policies and objectives.

*Note: Refer to ANTR M.A.704, AMCs to ANTR M.A.704 and Appendix to AMC ANTR M.A. 704 (Anybody's CAME) for the content of the Exposition The Approved CAMO Organisation must provide a CAME, which is an integral part of the approval of the organisation. The exposition and the subsequent amendments to the exposition must therefore be approved by the CAA.*

The purpose of the exposition and CAME procedures for an approved organisation are:

- (a) to provide to the personnel the necessary information to enable them to fulfil their various roles in complying with the terms and conditions of the approval and the relevant airworthiness requirements;
- (b) to provide airworthiness management for the maintenance activities undertaken by the organisation; and
- (c) to substantiate to the BCAA how the activities included in the approval and the relevant airworthiness requirements will be satisfied.

Compliance with its contents will assure compliance with the requirements of ANTR M, which is a pre-requisite to obtaining and retaining an approved continuing airworthiness management / maintenance organisation certificate. The Exposition must be made available to the certifying staff person(s) specified under ANTR M.A.706 & M.A. 707 who should be reasonably familiar with its contents. The organisation should specify in the CAME who should amend the exposition particularly in the case where there are several parts.

The quality manager should be responsible for monitoring the amendment of the CAME, unless otherwise agreed by the BCAA, including associated procedures manuals and submission of the proposed amendments to the BCAA. However, the BCAA may agree via a procedure stated in the amendment section of the CAME that some defined class of amendments may be incorporated without prior approval by the BCAA.

The CAME should cover the objectives and contents given in ANTR M.A.704, AMCs to ANTR M.A.704 and Appendix to AMC ANTR M.A. 704 (Anybody's CAME).

### 3. Personnel

- 3.1 CAMO approval can only be granted to an organisation headed by an Accountable Manager, who is responsible to the BCAA for ensuring compliance with the terms and conditions of the approval. Such Person shall have Corporate & Financial Authority for ensuring that all required continuing airworthiness management tasks can be performed to the satisfaction of the ANTR-M. This approach provides a guarantee to the BCAA that responsibility for corrective



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action for any deficiencies identified by the BCAA is vested at the highest level in the organization's management structure, thus ensuring that the necessary executive authority (including finance, where applicable) will be available. When the Accountable Manager is not the Chief Executive Officer, the BCAA will need to be assured that such an Accountable Manager has direct access to Chief Executive Officer and has a sufficiency of fund allocation.

BCAA may reject an Accountable Manager where there is clear evidence that they previously held a senior position in any approved organisation and abused that position by not complying with the particular requirements.

Formal acceptance of the Accountable Manager is indicated via approval of the Continuing Airworthiness Management Exposition containing the Accountable Manager's commitment statement. The interview may be conducted for the nominated Accountable Manager by the Under Secretary to the Civil Aviation Affairs, as required before acceptance. Even though a Form ALD.AIR/F018 is not mandatory for the Accountable Manager, the submission of such a form is recommended by BCAA.

- 3.2 The organisation should employ sufficient personnel to plan, perform, supervise and inspect the activities included in the approval. It is important to determine that such organisations have the necessary personnel to match the anticipated workload without any reduction in the standards accepted by the Airworthiness Inspection Section.

Nominated Persons/Post Holder positions shall be depicted in the CAME. Examples of the positions are: Continuing Airworthiness Manager, Airworthiness Review Staff, Quality Manager, etc.

An organisation applying for an initial application or application for change of Nominated Persons/Post-Holder shall provide BCAA with form ALD/AIR/F018, for any person nominated under ANTR M.A 706 / M.A.707.

In addition to the required forms, the organisation shall provide a draft of the original or revised CAME (as applicable) to the BCAA.

Before proposing a Nominated Person/Post-Holder to BCAA, the CAMO must ensure that:

- 1) The person is compliant with the requirements addressed in the relevant subsection of ANTR M.A.706 & 707.
- 2) The person has completed the training, as specified by AMC M.A.706 & 707 as applicable.
- 3) The form ALD/AIR/F018 is to be signed by the Accountable Manager attesting that the information provided is accurate in respect of Nominated Person/Post-Holder and in compliance with the organisation's CAME requirements.
- 4) The evidences of the training and/or experience as required by the ANTRs are to be included in the application.



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*Note: A Nominated Person/Post-Holder previously accepted by BCAA for a different position or in a different CAMO Organisation cannot constitute a demonstration of acceptability for a new position. However, such evidence could be provided as an element to support the new application.*

*Note: Refer to AMCs to ANTR M.A.706 & 707 as applicable*

### 3.3 Acceptance of Nominated Persons / Post Holders

#### 3.3.1 Review of the Documental Evidence

The form ALD/AIR/F018 is aimed to demonstrate that the Nominated Person/Post-Holder meets the minimum knowledge, background and experience required by the ANTRs which are relevant to the position he/she is nominated for. The form ALD/AIR/F018 is to be reviewed by the assigned Inspector.

#### 3.3.2 Interview

The Nominated Persons/Post Holder acceptance process may be complemented by an interview of the proposed Nominated Person/Post-Holder by a board headed by Chief of Airworthiness Inspection with assigned inspector as member. The interview is conducted also to the newly nominated post holders for the changes if any to the existing post holders requested by the organization.

The objective of the interview is to ensure the competence of the Nominated Persons/Post Holder, with particular reference to the following areas:

- a) Relevant knowledge, background and satisfactory experience related to the proposed position within CAMO Organisation;
- b) Working knowledge of the BCAA ANTRs, as applicable to proposed position.
- c) Acceptable spoken and written knowledge of English language.

Once the assigned certification team is satisfied by:

- i) the form ALD/AIR/F018 & attached documental evidences;
- ii) the interview where applicable;
- iii) the CAME,

The interview will typically be conducted at BCAA. If the nominated post holder is located at a location other than Bahrain and could not be held due to valid reasons, the interview may be conducted via teleconference.

The team will recommend the acceptance of the Nominated Persons/Post-Holders to the Chief Airworthiness Inspection.



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Upon acceptance of this recommendation, the Chief Airworthiness Inspection will formally notify the CAMO by letter of the BCAA's acceptance. A signed copy of the Form ALD/AIR/F018 will be attached.

### 3.4 Withdrawal of BCAA Acceptance of Nominated Persons/Post-Holder

The BCAA may determine that a Nominated Persons/Post-Holder no longer meets the requirements to hold a specified position.

Should this determination be made, the Chief Airworthiness Inspection will formally advise the CAMO by letter of the BCAA's decision to withdraw the Nominated Person's/Post-Holder's authority.

The letter will inform the organisation that it is to appoint an individual to temporarily carry out the duties of the Nominated Persons/Post-Holder and provide a date by which the organisation is to submit application for a new Nominated Person/Post-Holder.

## 4. Training policy

The continuing airworthiness management organisation (CAMO) must ensure that all CAMO personnel receive initial and continuation training appropriate to their assigned tasks and responsibilities. Air transport is an industry which must adapt to technology in a constant state of evolution. Training provided to personnel engaged in aircraft continuing airworthiness management / maintenance needs to mirror this state of change.

It is strongly recommended that policies for initial and refresher training be considered in the assessment for approval by the airworthiness authority.

The training policy / procedure shall also identify the training needs of a person / group of persons on any capacity, depending upon their position, level, exiting qualification, skill, competence, scope of work assigned and analysis of the level of knowledge required to be imparted as part of initial and subsequent continual training programme.

It is important to note that training shall not be limited to providing knowledge of the products for which the organization is approved. There is a need to ensure that all personnel are given training on the company procedures associated with the approval.

Human Factors aspects are recognized to be an essential element in any aviation activity. The training programme is required to include training in knowledge and skills related to human performance, including coordination with maintenance personnel and flight crew.

*Note: Guidance material relating to such training may be found in the Human Factors Training Manual (ICAO Doc 9683).*



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### 5. Facility requirements

Facilities appropriate to the work must be available. Adequate office facility should be available for personnel engaged in the management of quality, Continuing Airworthiness Management and airworthiness review.

*Note: Refer to AMCs to ANTR M.A.705*

### 6. Airworthiness and Maintenance Data

The approved continuing airworthiness management organisation shall hold and use applicable current maintenance data in accordance with M.A.401 for the performance of continuing airworthiness tasks referred in ANTR M.A.708. This data may be provided by the owner or the operator, subject to an appropriate contract being established with such an owner or operator. In such case, the continuing airworthiness management organisation only needs to keep such data for the duration of the contract, except when otherwise required by ANTR M.A.714.

*Note: Refer to ANTR M.A.401, 708 & 714 and its AMCs / GMs as relevant.*

### 7. Contracted Work

It is accepted practice for operators to contract out their Continuing Airworthiness Management requirement. It is acceptable to permit approved CAMO organisations to subcontract work to

another CAMO organisations which are either approved or not approved by the airworthiness authority or not approved for the activities under consideration.

In the acceptance of this practice, consideration should be given to the following points;

- (a) the organisation has its approval extended to include the subcontracted work; it assesses the competence of the subcontractor;
- (b) the approved organisation retains responsibility for quality control and release of subcontracted activities, according to the appropriate airworthiness requirements; and
- (c) necessary procedures should be in place for the control of subcontracted activities, together with terms of reference for the personnel responsible for their management.
- (d) such subcontractor's facility is allowed to be inspected by BCAA.

### 8. Safety Management

ANTR Volume III, Part 19 requires CAMOs to establish a safety management system in order to achieve an acceptable level of safety in the continuing airworthiness management / maintenance of the aircraft. The organisation is required to establish a SMS in accordance with a SMS manual. As part of their safety programme, an operator / approved organisation must implement a safety management system acceptable to the CAA that, as a minimum:

- (a) identifies safety hazards;



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- (b) ensures that remedial action necessary to maintain an acceptable level of safety is implemented;
- (c) provides for continuous monitoring and regular assessment of the safety level achieved; and
- (d) aims to make continuous improvement to the overall level of safety.

A safety management system must clearly define lines of safety accountability throughout an operator / approved organisation including a direct accountability for safety on the part of senior management.

### 9. Internal Audit / INSPECTOR AUDIT

#### 9.1 General

The CAMO / BCAA shall determine by whom, and how the audit shall be conducted. For example, for a large organisation, it will be necessary to determine whether one large team audit or a short series of small team audits or a long series of single man audits are most appropriate for the particular situation. In all cases CAMO shall conduct the audit of the proposed facility covering all aspects and submit the report as mentioned in chapter 13 to BCAA. BCAA shall communicate its plan with the operator, in order for the operator in liaison with the organisation to make all arrangements necessary for the BCAA audit, including travel, accommodation and inspector(s) per diem.

BCAA auditing inspector / team should always ensure that he/she is accompanied throughout the audit by a senior technical member of the organisation. Normally this is the quality manager. The reason for being accompanied is to ensure the organisation is fully aware of any findings during the audit. The auditing inspector shall inform the senior technical member of the organisation at the end of the audit visit on all findings made during the audit.

The following lists are not exhaustive but include the principal audit checks which need to be considered, especially on the initial inspection. Inspections for renewal may be conducted on the quality control and assurance section to determine the same level of auditing.

#### I. Airworthiness Data Related checks:

Ensure that a system / procedure established for

- (a) Ensuring compliance with maintenance programme and mandatory continuing airworthiness requirements and ensuring that only work instructions reflecting the latest amendment standards are used;
- (b) Taking action in respect of items carried forward, not completed during the particular inspection or maintenance task;
- (c) Compliance with manufacturer's and the organisation's standard specifications and procedures;





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- (d) Assessment of manufacturer's service information, determining its application to aircraft types maintained and the recording of compliance or embodiment;
- (e) Ensuring adequacy of aircraft maintenance data / manuals and other technical information appropriate to each aircraft type, including engines, propellers and other equipment, and the continuing receipt of revisions and amendments, availability of continuing airworthiness data, (e.g., Airworthiness Directives, life limits, etc.);
- (f) Assurance that all the organisation's manuals and documents, both technical and procedural, are kept up to date.
- (g) Damage shall be assessed, and modifications and repairs carried out using data approved by the BCAA and/or approved design organisation.
- (h) Maintenance of a register of manuals and technical literature held within the organisation, their locations and current amendment status; and
- (i) A system is in place between the organisation, the operator and the applicable ANTR Part 145 organization for the transfer of records.

## II. Control Procedures

Checks on the organisation's general airworthiness control procedures for:

- (a) monitoring the practices of the organisation in respect of scheduling or pre-planning maintenance tasks to be carried out and the acceptability of facilities provided;
- (b) Monitoring the practices of the organisation in respect of ADs review for applicability and call up, and where necessary inclusion in the maintenance programme (in case of repetitive ADs).
- (c) Ensure all defects and deferred defects are appropriately corrected
- (d) operation of the system for service difficulty reporting required by the BCAA;
- (e) Independency of Airworthiness review personnel from the continuing airworthiness personnel;
- (f) the effectiveness and adequacy of training, including continuation training and the recording of personnel experience, training and qualifications for grant of authorization;
- (g) the effectiveness of technical instructions issued to all personnel concerned;
- (h) the adequacy of personnel in terms of qualifications, numbers and ability in all areas required to support the activities included in the approval granted by the airworthiness authority;
- (i) the effectiveness and completeness of the quality audit programme;
- (j) maintaining logbooks and other required records and ensuring that these documents are assessed in accordance with the BCAA requirements;
- (k) ensuring that repairs are only carried out in accordance with approved repair schemes and practices;
- (l) control of sub-contractors;



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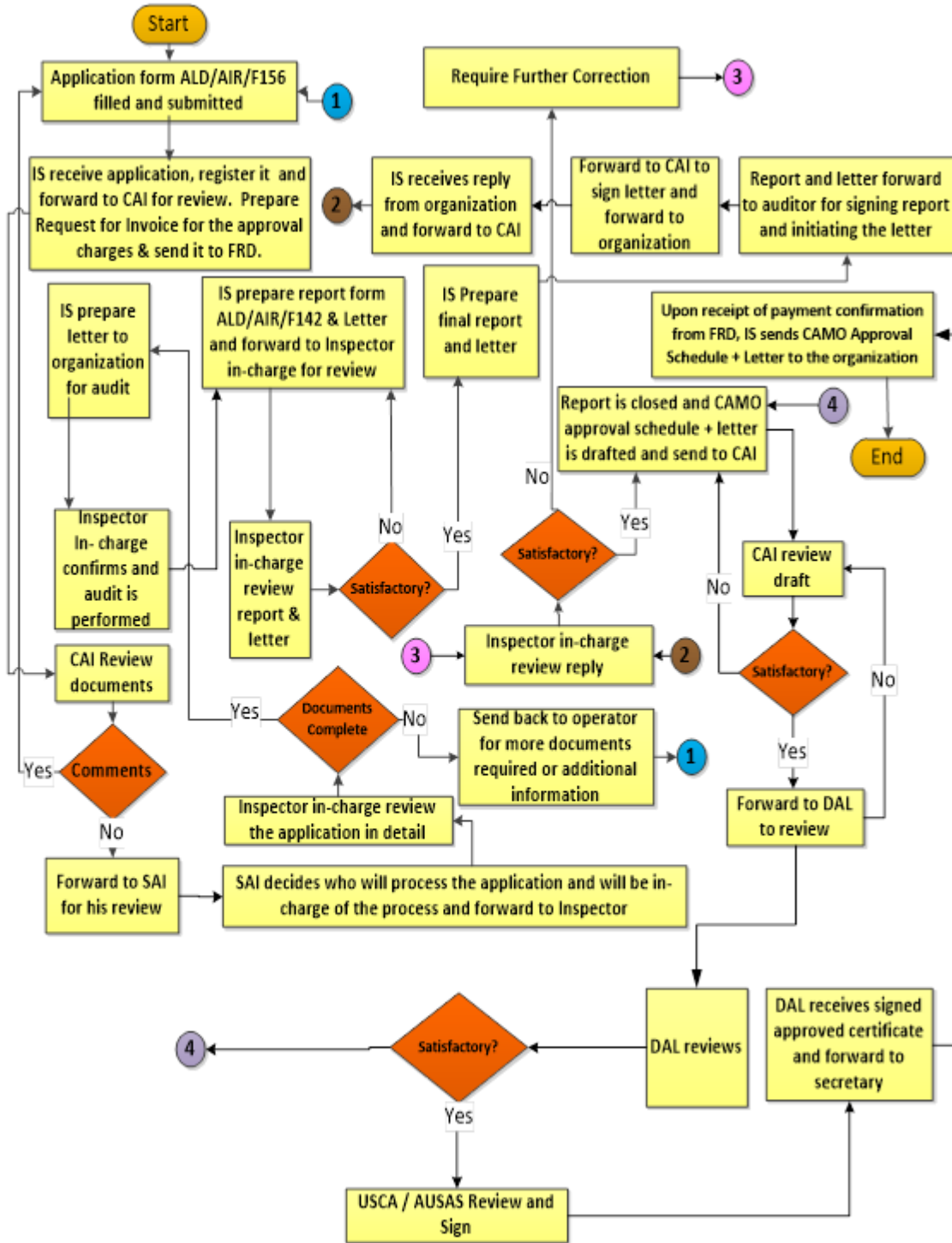
- (m) control of activities sub-contracted to it, such as management of the operator's maintenance programme;
- (n) monitoring "Exemption process control" and monitoring "Concession control for deviation from organisation's procedures";
- (o) effective liaison between the AMO and the operator's CAMO; and
- (p) follow-up internal reporting/occurrences.



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**APPENDIX-6**

**CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION APPROVAL  
PROCESS FLOW CHART**





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### **Appendix-7**

**RESERVED**