**PART- CAMO COMPLIANCE CHECK LIST**

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| The intent of the present document is to guide organizations during the Start-up and/or subsequent changes of a CAMO. It includes the most relevant inspection items.  This document shall be present with all relevant support documentation to TM-CAD as part of the application package. TM-CAD reserves the right to request additional information. |

**PART I – General Information**

|  |
| --- |
| **1 - TYPE OF APPLICATION** |

|  |  |
| --- | --- |
| initial application | change |
| revision of initial application | Notification of surrender |

|  |
| --- |
| **2 - TYPE OF CHANGES** |

|  |  |  |
| --- | --- | --- |
| Organisation name | Address(s) | Approval schedule |
| Subcontract organisation | Nominated persons | Other: Enter text. |

|  |
| --- |
| **3 - ORGANISATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| Registered name |  | | |
| Operating Address |  | | |
| Other |  | | |
| Contact Details |  | Phone Number (24/7) | +356 |
| Phone Number | +356 | Generic e-mail |  |

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| --- |
| **4 - SCOPE OF REQUESTED PART-CAMO APPROVAL** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Aircraft Type/series/group** | **Airworthiness review authorised** | **Permits to Fly authorised** | **Organisation(s) working under the quality system** | **Number of Aircraft** | **AMP Reference** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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| --- |
| **5 - Aircraft types already held by the applicant** *(not applicable for initial applications)* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Aircraft Type/series/group** | **Special authorisations** | **Number of Aircraft in the fleet** | **Flight hours flew in the last 12 Months** |
|  | Airworthiness review  Permits to Fly |  |  |
|  | Airworthiness review  Permits to Fly |  |  |
|  | Airworthiness review  Permits to Fly authorised |  |  |
|  | Airworthiness review  Permits to Fly |  |  |
|  | Airworthiness review  Permits to Fly |  |  |
|  | Airworthiness review  Permits to Fly |  |  |

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| **6 - MANUALS/DOCUMENTS** |

|  |  |  |  |
| --- | --- | --- | --- |
| CAME Reference: |  | Revision date |  |
| AMP Reference: |  | Revision date |  |
| Technical Log Reference |  | Revision date |  |
| Internal Audit Plan |  | Revision date |  |
| Manpower review |  | date |  |
| Training need analysis |  | date |  |
| Pre-application audit reference |  | date |  |

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| **7 - KEY PERSONNEL** |

**Accountable Manager**

|  |  |
| --- | --- |
| Name |  |
| Email address |  |
| Phone Number |  |

**Continuing Airworthiness Manager**

|  |  |
| --- | --- |
| Name |  |
| Email address |  |
| Phone Number |  |
| EASA Form 4 dated |  |

**Compliance (Monitoring) Manager**

|  |  |
| --- | --- |
| Name |  |
| Email address |  |
| Phone Number |  |
| EASA Form 4 dated |  |

**Safety Manager**

|  |  |
| --- | --- |
| **Name** |  |
| **Email address** |  |
| **Phone Number** |  |
| **EASA Form 4 dated** |  |

**Airworthiness Review Staff** *(if applicable)*

|  |  |
| --- | --- |
| Name |  |
| Email address |  |
| Phone Number |  |
| EASA Form 4 dated |  |
| Authorisation No |  |

|  |  |
| --- | --- |
| **Airworthiness Review Staff** *(if applicable)* | |
| Name |  |
| Email address |  |
| Phone Number |  |
| EASA Form 4 dated |  |
| Authorisation No |  |

|  |
| --- |
| **8 - NUMBER OF STAFF (Monthly basis)** *(staff employed by the organisation in order to comply with Part CAMO)* |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Nr of persons**  **Full Time** |  | **hours** |  | **Nr of persons**  **Part Time** |  | **hours** |  | **Total hours** |
| Continuing airworthiness Manager |  |  |  |  |  |  |  |  |  |
| Maintenance Planning |  |  |  |  |  |  |  |  |  |
| Engineering |  |  |  |  |  |  |  |  |  |
| Documentation |  |  |  |  |  |  |  |  |  |
| Other Position |  |  |  |  |  |  |  |  |  |
| Other Position |  |  |  |  |  |  |  |  |  |
| Other Position |  |  |  |  |  |  |  |  |  |
| Compliance Manager |  |  |  |  |  |  |  |  |  |
| Auditors |  |  |  |  |  |  |  |  |  |
| Safety Manager |  |  |  |  |  |  |  |  |  |
| Other safety personnel |  |  |  |  |  |  |  |  |  |
| **Total hours** |  |  |  |  |  |  |  |  |  |

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| **9 - CONTRACTED MAINTENANCE**  *(Only in case of commercial air transport, when the operator is not appropriately approved to Part-145)* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | Name |  | Approval Ref. | | |  | |
| Address |  | | | | | |
| Type of Maintenance | Base  Line | | | | | |
| Pre-contract audit Ref |  | | Date |  | |  |
| Contract Reference |  | | Date |  | |  |
| Aircraft covered |  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2** | Name |  | Approval Ref. | | |  | |
| Address |  | | | | | |
| Type of Maintenance | Base  Line | | | | | |
| Pre-contract audit Ref |  | | Date |  | |  |
| Contract Reference |  | | Date |  | |  |
| Aircraft covered |  | | | | | |

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| --- |
| **10 - SUB-CONTRACTED ORGANISATIONS** *(iaw* ***Appendix II to AMC1 CAMO.A.125(d)(3)*** *)* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | Name |  | Approval Ref. | | |  | |
| Address |  | | | | | |
| Pre-contract audit Ref |  | | | | | |
| Sub-contract Reference |  | | Date |  | |  |
| Aircraft covered |  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2** | Name |  | Approval Ref. | | |  | |
| Address |  | | | | | |
| Pre-contract audit Ref |  | | | | | |
| Sub-contract Reference |  | | Date |  | |  |
| Aircraft covered |  | | | | | |

| **PART 2 - CAMO Compliance Check list** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **AMC** | **GM** | **CAME Reference** | **Comments** | | **(for TM CAD use)** |
| **M.A.201 Responsibilities** | | | | | | |
| (a)(1) |  |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (a)(3) |  |  |  |  | |  |
| (a)(4) |  |  |  |  | |  |
| (b)(1) |  |  |  |  | |  |
| (b)(2) |  |  |  |  | |  |
| (e)(1) |  |  |  |  | |  |
| (e)(2) | AMC M.A.201(e)(2) | GM M.A.201(e) |  |  | |  |
| (e)(3) |  |  |  |  | |  |
| (f)(1) |  |  |  |  | |  |
| (f)(2) |  |  |  |  | |  |
| (f)(3) |  |  |  |  | |  |
| (g)(1) |  |  |  |  | |  |
| (g)(2) |  |  |  |  | |  |
| (g)(3) |  |  |  |  | |  |
| (h)(1) |  |  |  |  | |  |
| (h)(2) |  |  |  |  | |  |
| (h)(3) |  |  |  |  | |  |
| (j) |  |  |  |  | |  |
| (k) |  | GM M.A.201(k) |  |  | |  |
| **M.A.202 Occurrence reporting** | | | | | | |
| (a)(1) |  |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
|  | AMC M.A.202(a) |  |  |  | |  |
| (b) | AMC M.A.202(b) |  |  |  | |  |
| (c) |  |  |  |  | |  |
| (d) |  |  |  |  | |  |
| (e) |  |  |  |  | |  |
| **M.A.301 Continuing airworthiness tasks** | | | | | | |
| (a) | AMC M.A.301(a) |  |  |  | |  |
| (b) | AMC M.A.301(b) |  |  |  | |  |
| (c) | AMC M.A.301(c) |  |  |  | |  |
| (d) |  |  |  |  | |  |
| (e) | AMC M.A.301(e) |  |  |  | |  |
| (f)(1) |  |  |  |  | |  |
| (f)(2) |  |  |  |  | |  |
| (f)(3) |  |  |  |  | |  |
| (f)(4) |  |  |  |  | |  |
|  | AMC M.A.301(f) |  |  |  | |  |
| (g) |  |  |  |  | |  |
| (h) |  |  |  |  | |  |
| (i) | AMC M.A.301(i) |  |  |  | |  |
| **M.A.302 Aircraft maintenance programme** | | | | | | |
| (a) |  | GM M.A.302(a) |  |  | |  |
| (b) |  |  |  |  | |  |
| (c) |  |  |  |  | |  |
| (d)(1) |  |  |  |  | |  |
| (d)(2)(i) |  |  |  |  | |  |
| (d)(2)(ii) |  |  |  |  | |  |
|  | AMC M.A.302(d) |  |  |  | |  |
| (e) |  |  |  |  | |  |
| (f) |  |  |  |  | |  |
| (g) | AMC M.A.302(g) |  |  |  | |  |
| (h) |  |  |  |  | |  |
|  | AMC M.A.302 |  |  |  | |  |
| **M.A.303 Airworthiness directives** | | | | | | |
|  |  |  |  |  | |  |
| **M.A.304 Data for modifications and repairs** | | | | | | |
| (a) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| (c) |  |  |  |  | |  |
|  | AMC M.A.304 |  |  |  | |  |
| **M.A.305 Aircraft continuing airworthiness record system** | | | | | | |
| (a) | AMC M.A.305(a) |  |  |  | |  |
| (b)(1) | AMC M.A.305(b)1 |  |  |  | |  |
| (b)(2) |  |  |  |  | |  |
| (b)(3) |  |  |  |  | |  |
| (c)(1) | AMC M.A.305(c)1 |  |  |  | |  |
| (c)(2) | AMC M.A.305(c)2 | GM M.A.305(c)2 |  |  | |  |
| (c)(3) | AMC M.A.305(c)3 |  |  |  | |  |
| (c)(4) |  |  |  |  | |  |
| (d)(1) |  | GM M.A.305(d) |  |  | |  |
| (d)(2) |  |  |  | |  |
| (e)(1) | AMC M.A.305(e)(1) |  |  |  | |  |
| (e)(2)(i) |  |  |  |  | |  |
| (e)(2)(ii) |  |  |  |  | |  |
| (e)(2)(iii) |  |  |  |  | |  |
|  | AMC M.A.305(e)(2) | GM M.A.305(e)(2) |  |  | |  |
| (e)(3)(i) |  |  |  |  | |  |
| (e)(3)(ii) |  |  |  |  | |  |
| (e)(3)(iii) |  |  |  |  | |  |
|  | AMC M.A.305(e)(3) | GM M.A.305(e)(3 |  |  | |  |
| (e)(4)(i) |  |  |  |  | |  |
| (e)(4)(ii) |  |  |  |  | |  |
| (e)(4)(iii) |  |  |  |  | |  |
|  | ACM M.A.305(e) |  |  |  | |  |
| (f) | AMC M.A.305(f) |  |  |  | |  |
| (g) |  |  |  |  | |  |
|  |  | GM M.A.305 |  |  | |  |
| **M.A.306 Aircraft technical log system** | | | | | | |
| (a)(1) |  |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (a)(3) |  |  |  |  | |  |
| (a)(4) |  |  |  |  | |  |
| (a)(5) |  |  |  |  | |  |
|  | AMC M.A.306(a) |  |  |  | |  |
| (b) | AMC M.A.306(b) |  |  |  | |  |
| **M.A.307 Transfer of aircraft continuing airworthiness records** | | | | | | |
| (a) | AMC M.A.307(a) |  |  |  | |  |
| (b) |  |  |  |  | |  |
| (c) |  |  |  |  | |  |
| **M.A.401 Maintenance data** | | | | | | |
| (a) |  |  |  |  | |  |
| (b)(1) |  |  |  |  | |  |
| (b)(2) |  |  |  |  | |  |
| (b)(3) |  |  |  |  | |  |
| (b)(4) |  |  |  |  | |  |
|  | AMC M.A.401(b) |  |  |  | |  |
| (c) | AMC M.A.401(c) |  |  |  | |  |
| **M.A.403 Aircraft defects** | | | | | | |
| (a) |  |  |  |  | |  |
| (b) | AMC M.A.403(b) |  |  |  | |  |
| (c) |  |  |  |  | |  |
| (d) | AMC M.A.403(d) |  |  |  | |  |
| **CAMO.A.005 Scope** | | | | | | |
|  |  |  |  |  | |  |
| **CAMO.A.105 Competent authority** | | | | | | |
| (a) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| (c) |  |  |  |  | |  |
| **CAMO.A.115 Application for an organisation certificate** | | | | | | |
| (a) | AMC1 CAMO.A.115 |  |  |  | |  |
| (b)(1) |  | GM1 CAMO.A.115(b) |  |  | |  |
| (b)(2) | AMC1 CAMO.A.115(b)(2) |  |  | |  |
|  | AMC2 CAMO.A.115 |  |  |  | |  |
| **CAMO.A.120 Means of compliance** | | | | | | |
| (a) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| **CAMO.A.125 Terms of approval and privileges** | | | | | | |
| (a) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| (c) |  |  |  |  | |  |
| (d)(1) |  |  |  |  | |  |
| (d)(2) |  |  |  |  | |  |
| (d)(3) | AMC1 CAMO.A.125(d)(3) |  |  |  | |  |
| (d)(4) |  |  |  |  | |  |
| (d)(5) |  |  |  |  | |  |
| (e)(1) |  | GM1 CAMO.A.125(e) |  |  | |  |
| (e)(2) |  |  |  | |  |
| (f) |  | GM1 CAMO.A.125(f) |  |  | |  |
| **CAMO.A.130 Changes to the organisation** | | | | | | |
| (a)(1) |  | GM1 CAMO.A.130(a)(1)  GM2 CAMO.A.130(a)(1) |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (a)(3) |  |  |  |  | |  |
| (a)(4) |  |  |  |  | |  |
| (b) |  | GM1 CAMO.A.130(b) |  |  | |  |
| (c) |  |  |  |  | |  |
|  | AMC1 CAMO.A.130 | GM1 CAMO.A.130 |  |  | |  |
|  | AMC2 CAMO.A.130 |  |  | |  |
| **CAMO.A.135 Continued validity** | | | | | | |
| (a)(1) |  |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (a)(3) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| (c) |  |  |  |  | |  |
| **CAMO.A.140 Access** | | | | | | |
| (a) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| **CAMO.A.150 Findings** | | | | | | |
| (a)(1) |  |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (a)(3) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
|  | AMC1 CAMO.A.150 | GM1 CAMO.A.150 |  |  | |  |
| **CAMO.A.155 Immediate reaction to a safety problem** | | | | | | |
| (a) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| **CAMO.A.160 Occurrence reporting** | | | | | | |
| (a) |  |  |  |  | |  |
| (b) |  | GM1 CAMO.A.160(b) |  |  | |  |
| (c) |  |  |  |  | |  |
| (d) |  |  |  |  | |  |
| (e) |  |  |  |  | |  |
|  | AMC1 CAMO.A.160 | GM1 CAMO.A.160 |  |  | |  |
|  | AMC2 CAMO.A.160 |  |  | |  |
| **CAMO.A.200 Management system** | | | | | | |
| (a)(1) | AMC1 CAMO.A.200(a)(1) | GM1 CAMO.A.200(a)(1)  GM2 CAMO.A.200(a)(1) |  |  | |  |
| (a)(2) | AMC1 CAMO.A.200(a)(2) | GM1 CAMO.A.200(a)(2) |  |  | |  |
| (a)(3) | AMC1 CAMO.A.200(a)(3) | GM1 CAMO.A.200(a)(3)  GM2 CAMO.A.200(a)(3) |  |  | |  |
| (a)(4) | AMC1 CAMO.A.200(a)(4) | GM1 CAMO.A.200(a)(4) |  |  | |  |
| (a)(5) |  | GM1 CAMO.A.200(a)(5) |  |  | |  |
| (a)(6) | AMC1 CAMO.A.200(a)(6)  AMC2 CAMO.A.200(a)(6)  AMC3 CAMO.A.200(a)(6)  AMC4 CAMO.A.200(a)(6) | GM1 CAMO.A.200(a)(6) |  |  | |  |
| (a)(7) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| (c) |  |  |  |  | |  |
| (d) |  |  |  |  | |  |
| **CAMO.A.202 Internal safety reporting scheme** | | | | | | |
| (a) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| (c)(1) |  |  |  |  | |  |
| (c)(2) |  |  |  |  | |  |
| (d) |  |  |  |  | |  |
| (e) |  |  |  |  | |  |
|  | AMC1 CAMO.A.202 | GM1 CAMO.A.202 |  |  | |  |
| **CAMO.A.205 Contracting and subcontracting** | | | | | | |
| (a)(1) |  |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
|  |  | GM1 CAMO.A.205 |  |  | |  |
| **CAMO.A.215 Facilities** | | | | | | |
|  | AMC1 CAMO.A.215 |  |  |  | |  |
| **CAMO.A.220 Record-keeping** | | | | | | |
| (a)(1) |  |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (a)(3) |  |  |  |  | |  |
| (a)(4) |  |  |  |  | |  |
| (a)(5) |  |  |  |  | |  |
| (a)(6) |  |  |  |  | |  |
| (b)(1)(i) |  |  |  |  | |  |
| (b)(1)(ii) |  |  |  |  | |  |
| (b)(2) |  |  |  |  | |  |
| (c)(1)(i) |  |  |  |  | |  |
| (c)(1)(ii) | AMC1 CAMO.A.220(c)(1)(ii) |  |  |  | |  |
| (c)(2) |  |  |  |  | |  |
| (c)(3) |  |  |  |  | |  |
| (d) |  |  |  |  | |  |
| (e) |  |  |  |  | |  |
| (f) |  |  |  |  | |  |
|  | AMC1 CAMO.A.220 |  |  |  | |  |
|  | AMC2 CAMO.A.220 |  |  |  | |  |
|  |  |  |  |  | |  |
| **CAMO.A.300 Continuing airworthiness management exposition (CAME)** | | | | | | |
| (a)(1) | AMC1 CAMO.A.300(a)(1) |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (a)(3) |  |  |  |  | |  |
| (a)(4) |  |  |  |  | |  |
| (a)(5) |  |  |  |  | |  |
| (a)(6) |  |  |  |  | |  |
| (a)(7) |  |  |  |  | |  |
| (a)(8) |  |  |  |  | |  |
| (a)(9) |  |  |  |  | |  |
| (a)(10) |  |  |  |  | |  |
| (a)(11)(i) |  |  |  |  | |  |
| (a)(11)(ii) |  |  |  |  | |  |
| (a)(11)(iii) |  |  |  |  | |  |
| (a)(11)(iv) |  |  |  |  | |  |
| (a)(11)(v) |  |  |  |  | |  |
| (a)(12) |  |  |  |  | |  |
| (a)(13) |  |  |  |  | |  |
| (a)(14) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| (c) |  |  |  |  | |  |
|  | AMC1 CAMO.A.300 | GM1 CAMO.A.300 |  |  | |  |
|  | AMC2 CAMO.A.300 |  |  | |  |
| **CAMO.A.305 Personnel requirements** | | | | | | |
| (a)(1) |  |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (a)(3) | AMC1 CAMO.A.305(a)(3) | GM1 CAMO.A.305(a)(3) |  |  | |  |
| (a)(4) |  |  |  |  | |  |
| (a)(5) |  | GM1 CAMO.A.305(a)(5) |  |  | |  |
|  | AMC1 CAMO.A.305(a)(4);(a)(5) |  |  |  | |  |
| (a)(6) |  |  |  |  | |  |
| (a)(7) |  |  |  |  | |  |
|  | AMC1 CAMO.A.305(a) |  |  |  | |  |
| (b)(1) |  |  |  |  | |  |
| (b)(2) | AMC1 CAMO.A.305(b)(2) |  |  |  | |  |
| (c) | AMC1 CAMO.A.305(c) |  |  |  | |  |
| (d) | AMC1 CAMO.A.305(d) |  |  |  | |  |
| (e) |  |  |  |  | |  |
| (f) |  | GM1 CAMO.A.305(f) |  |  | |  |
| (g) | AMC1 CAMO.A.305(g)  AMC2 CAMO.A.305(g)  AMC3 CAMO.A.305(g)  AMC4 CAMO.A.305(g)  AMC5 CAMO.A.305(g) | GM1 CAMO.A.305(g)  GM2 CAMO.A.305(g)  GM3 CAMO.A.305(g) |  |  | |  |
| **CAMO.A.310 Airworthiness review staff qualifications** | | | | | | |
| (a)(1) |  |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (a)(3) | AMC1 CAMO.A.310(a)(3) |  |  |  | |  |
| (a)(4) |  |  |  |  | |  |
|  | AMC1 CAMO.A.310(a) |  |  |  | |  |
| (b) |  |  |  |  | |  |
| (c) | AMC1 CAMO.A.310(c) |  |  |  | |  |
| (d) | AMC1 CAMO.A.310(d) |  |  |  | |  |
| **CAMO.A.315 Continuing airworthiness management** | | | | | | |
| (a) |  |  |  |  | |  |
| (b)(1) |  | GM1 CAMO.A.315(b)(1) |  |  | |  |
| (b)(2) |  |  |  |  | |  |
| (b)(3) | AMC1 CAMO.A.315(b)(3) |  |  |  | |  |
| (b)(4) | AMC1 CAMO.A.315(b)(4) |  |  |  | |  |
| (b)(5) |  | GM1 CAMO.A.315(b)(5) |  |  | |  |
| (b)(6) |  |  |  |  | |  |
| (c)(1) |  |  |  |  | |  |
| (c)(2) |  |  |  |  | |  |
|  | AMC1 CAMO.A.315(c) |  |  |  | |  |
|  | AMC2 CAMO.A.315(c) |  |  |  | |  |
| (d)(1) |  | GM1 CAMO.A.315(d) |  |  | |  |
| (d)(2) |  |  |  | |  |
| (e) |  |  |  |  | |  |
|  | AMC1 CAMO.A.315 |  |  |  | |  |
|  |  |  |  |  | |  |
| **CAMO.A.320 Airworthiness review** | | | | | | |
|  |  |  |  |  | |  |
| **CAMO.A.325 Continuing airworthiness management data** | | | | | | |
|  | AMC1 CAMO.A.325 | GM1 CAMO.A.325  GM2 CAMO.A.325 |  |  | |  |
| **M.A.901 Aircraft airworthiness review** | | | | | | |
| (a) |  | GM M.A.901(a) |  |  |  | |
| (b)(1) |  |  |  |  |  | |
| (b)(2) |  |  |  |  |  | |
|  | AMC M.A.901(b) |  |  |  |  | |
| (c)(1) |  |  |  |  |  | |
| (c)(2) | AMC M.A.901(c)2, e(2) and (f) |  |  |  |  | |
| (d)(1) |  |  |  |  |  | |
| (d)(2) |  |  |  |  |  | |
|  | AMC M.A.901(d) |  |  |  |  | |
| (e)(1) |  |  |  |  |  | |
| (e)(2) | AMC M.A.901(c)2, e(2) and (f) |  |  |  |  | |
| (f) | AMC M.A.901(c)2, e(2) and (f) |  |  |  |  | |
| (g) |  |  |  |  |  | |
| (h)(1) |  |  |  |  |  | |
| (h)(2) |  |  |  |  |  | |
| (i)(1) |  |  |  |  |  | |
| (i)(2) |  |  |  |  |  | |
| (i)(3) |  |  |  |  |  | |
|  | AMC M.A.901(i) |  |  |  |  | |
| (j) |  |  |  |  |  | |
| (k)(1) |  |  |  |  |  | |
| (k)(2) |  |  |  |  |  | |
| (k)(3) |  |  |  |  |  | |
| (k)(4) |  |  |  |  |  | |
| (k)(5) |  |  |  |  |  | |
| (k)(6) |  |  |  |  |  | |
| (k)(7) |  |  |  |  |  | |
| (k)(8) |  |  |  |  |  | |
| (k)(9) |  |  |  |  |  | |
| (k)(10) |  |  |  |  |  | |
| (k)(11) |  |  |  |  |  | |
|  | AMC M.A.901(k) |  |  |  |  | |
| (l) | AMC M.A.901(l) and (m) |  |  |  |  | |
| (m)(1) |  |  |  |  |  | |
| (m)(2) |  |  |  |  |  | |
| (m)(3) |  |  |  |  |  | |
| (m)(4) |  |  |  |  |  | |
| (m)(5) |  |  |  |  |  | |
|  | AMC M.A.901(l) and (m) |  |  |  |  | |
| (n) | AMC M.A.901(n) |  |  |  |  | |
| (o)(1) |  |  |  |  |  | |
| (o)(2) |  |  |  |  |  | |
|  | AMC M.A.90(o) |  |  |  |  | |
| (p) |  |  |  |  |  | |
| (q) |  |  |  |  |  | |
| (r) |  |  |  |  |  | |
| (s) |  |  |  |  |  | |
|  | AMC M.A.901 | GM M.A.901 |  |  |  | |
| **M.A.902 Validity of the airworthiness review certificate** | | | | | | |
| (a)(1) |  |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (a)(3) |  |  |  |  | |  |
| (a)(4) |  |  |  |  | |  |
| (b)(1) |  |  |  |  | |  |
| (b)(2) |  |  |  |  | |  |
| (b)(3) |  |  |  |  | |  |
| (b)(4) |  |  |  |  | |  |
| (b)(5) |  |  |  |  | |  |
| (c) |  |  |  |  | |  |
| **M.A.903 Transfer of aircraft registration within the EU** | | | | | | |
| (a)(1) | AMC M.A.903(a)1 |  |  |  | |  |
| (a)(2) |  |  |  |  | |  |
| (b) | AMC M.A.903(b) |  |  |  | |  |
| **M.A.904 Airworthiness review of aircraft imported into the EU** | | | | | | |
| (a)(1) | AMC M.A.904(a)1 |  |  |  | |  |
| (a)(2) | AMC M.A.904(a)2 |  |  |  | |  |
| (a)(3) |  |  |  |  | |  |
| (b) | AMC M.A.904(b) |  |  |  | |  |
| (c) |  |  |  |  | |  |
| (d) |  |  |  |  | |  |
| (e) |  |  |  |  | |  |
| **M.A.905 Findings** | | | | | | |
| (a) |  |  |  |  | |  |
| (b) |  |  |  |  | |  |
| (c) |  |  |  |  | |  |

I hereby confirm that the above data is correct and complete.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Signature: |  | Date: |  |

**Data Protection Notice**

*All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be granted to other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.*

**Data Protection Privacy Notice**

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP. 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

1. **The information we collect and how we use it**
   1. From this application, Transport Malta collects different types of information; which information is that required by Law and is used explicitly for the service requested through this form. It is to be noted that if the required information is not provided the said application cannot be processed.
   2. The primary purpose for collecting this information is mainly to process the application for the requested service, however, your Personal Information may also be used for related purposes that amongst others include: sending notifications, renewal of licence/certificate after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.
2. **To whom we disclose information**
   1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below:

* Any law enforcement body that may have any reasonable requirement to access your personal information;
* Third party entities that may be entrusted by Transport Malta to process part of or all the data related to this service.

1. **Data Subject Rights**

3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:

1. the right for information;
2. the right to access;
3. the right to rectification;
4. the right to erasure;
5. the right to restrict processing;
6. the right to object to processing;
7. the right to data portability;
8. the right to complain to a supervisory authority; and
9. the right to withdraw consent.

3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt). We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.

3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.

3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

1. **Retention period**
   1. Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.
   2. Once the service related to your application is provided, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.
2. **Security**

5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the service requested through this application form.

5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

1. **Governing Law**

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act).

**7. Data Protection Officer**

7.1. Transport Malta has a Data Protection Officer (“DPO”) who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: [dataprotection.tm@transport.gov.mt](mailto:dataprotection.tm@transport.gov.mt)

1. **Contacting us**

8.1. Please address any questions, comments and requests regarding the application process to [civil.aviation@transport.gov.mt](mailto:civil.aviation@transport.gov.mt)