

# CIVIL AVIATION DIRECTORATE

Pantar Road, Lija LJA 2021, Malta Tel: +356 21222203, Fax: +356 25555634

e-mail: [civil.aviation@transport.gov.mt](mailto:civil.aviation@transport.gov.mt), url: [www.transport.gov.mt](http://www.transport.gov.mt)



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## PART- CAMO COMPLIANCE CHECK LIST

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

#### 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
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

#### 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
	<input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permits to Fly		
	<input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permits to Fly		
	<input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permits to Fly authorised		
	<input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permits to Fly		
	<input type="checkbox"/> Airworthiness review <input type="checkbox"/> Permits to Fly		
	<input type="checkbox"/> Airworthiness review <input type="checkbox"/> 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

## 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 \_\_\_\_\_

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**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	_____	_____	_____	_____	_____
<b>Total hours</b>	_____	_____	_____	_____	_____

**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	<input type="checkbox"/> Base	<input type="checkbox"/> Line	_____
Pre-contract audit Ref	_____	Date	_____
Contract Reference	_____	Date	_____
Aircraft covered	_____		

**2**

Name	_____	Approval Ref.	_____
Address	_____		
Type of Maintenance	<input type="checkbox"/> Base	<input type="checkbox"/> 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))

<b>1</b>	Name	Approval Ref.
	Address	
	Pre-contract audit Ref	
	Sub-contract Reference	Date
	Aircraft covered	

<b>2</b>	Name	Approval Ref.
	Address	
	Pre-contract audit Ref	
	Sub-contract Reference	Date
	Aircraft covered	

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## PART 2 - CAMO Compliance Check list

Item	AMC	GM	CAME Reference	Comments	(for TM CAD use)
<b>M.A.201 Responsibilities</b>					
(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)					
(i)					
(k)		GM M.A.201(k)			
<b>M.A.202 Occurrence reporting</b>					
(a)(1)					
(a)(2)					
	AMC M.A.202(a)				
(b)	AMC M.A.202(b)				
(c)					
(d)					
(e)					
<b>M.A.301 Continuing airworthiness tasks</b>					
(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)					

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(f)(4)					
	AMC M.A.301(f)				
(g)					
(h)					
(i)	AMC M.A.301(i)				
<b>M.A.302 Aircraft maintenance programme</b>					
(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				
<b>M.A.303 Airworthiness directives</b>					
<b>M.A.304 Data for modifications and repairs</b>					
(a)					
(b)					
(c)					
	AMC M.A.304				
<b>M.A.305 Aircraft continuing airworthiness record system</b>					
(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)(i)					
(e)(2)(i)					
	AMC M.A.305(e)(2)	GM M.A.305(e)(2)			
(e)(3)(i)					
(e)(3)(i)					

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(e)(3)(i) ii)	AMC M.A.305(e)(3)	GM M.A.305(e)(3)			
(e)(4)(i)					
(e)(4)(i) i)					
(e)(4)(i) ii)	ACM M.A.305(e)				
(f)	AMC M.A.305(f)				
(g)					
		GM M.A.305			
<b>M.A.306 Aircraft technical log system</b>					
(a)(1)					
(a)(2)					
(a)(3)					
(a)(4)					
(a)(5)					
	AMC M.A.306(a)				
(b)	AMC M.A.306(b)				
<b>M.A.307 Transfer of aircraft continuing airworthiness records</b>					
(a)	AMC M.A.307(a)				
(b)					
(c)					
<b>M.A.401 Maintenance data</b>					
(a)					
(b)(1)					
(b)(2)					
(b)(3)					
(b)(4)					
	AMC M.A.401(b)				
(c)	AMC M.A.401(c)				
<b>M.A.403 Aircraft defects</b>					
(a)					
(b)	AMC M.A.403(b)				
(c)					
(d)	AMC M.A.403(d)				
<b>CAMO.A.005 Scope</b>					
<b>CAMO.A.105 Competent authority</b>					
(a)					
(b)					
(c)					

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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)				



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(c)					
<b>CAMO.A.140 Access</b>					
(a)					
(b)					
<b>CAMO.A.150 Findings</b>					
(a)(1)					
(a)(2)					
(a)(3)					
(b)					
	AMC1 CAMO.A.150	GM1 CAMO.A.150			
<b>CAMO.A.155 Immediate reaction to a safety problem</b>					
(a)					
(b)					
<b>CAMO.A.160 Occurrence reporting</b>					
(a)					
(b)		GM1 CAMO.A.160(b)			
(c)					
(d)					
(e)					
	AMC1 CAMO.A.160				
	AMC2 CAMO.A.160	GM1 CAMO.A.160			
<b>CAMO.A.200 Management system</b>					
(a)(1)	AMC1 CAMO.A.200(a)(1)	GM1 CAMO.A.200(a)(1)			
(a)(2)	AMC1 CAMO.A.200(a)(2)	GM2 CAMO.A.200(a)(1)			
(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)					

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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				

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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)				

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(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)	GM1 CAMO.A.305(g)		
	AMC2 CAMO.A.305(g)			
	AMC3 CAMO.A.305(g)	GM2 CAMO.A.305(g)		
	AMC4 CAMO.A.305(g)			
	AMC5 CAMO.A.305(g)	GM3 CAMO.A.305(g)		
<b>CAMO.A.310 Airworthiness review staff qualifications</b>				
(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)			
<b>CAMO.A.315 Continuing airworthiness management</b>				
(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			

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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)				

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	AMC M.A.90(o)				
(p)					
(q)					
(r)					
(s)					
	AMC M.A.901	GM M.A.901			
<b>M.A.902 Validity of the airworthiness review certificate</b>					
(a)(1)					
(a)(2)					
(a)(3)					
(a)(4)					
(b)(1)					
(b)(2)					
(b)(3)					
(b)(4)					
(b)(5)					
(c)					
<b>M.A.903 Transfer of aircraft registration within the EU</b>					
(a)(1)	AMC M.A.903(a)1				
(a)(2)					
(b)	AMC M.A.903(b)				
<b>M.A.904 Airworthiness review of aircraft imported into the EU</b>					
(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)					
<b>M.A.905 Findings</b>					
(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

- 1.1. 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.
- 1.2. 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

- 2.1. 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.

#### 3. 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:
  - a. the right for information;
  - b. the right to access;
  - c. the right to rectification;
  - d. the right to erasure;
  - e. the right to restrict processing;
  - f. the right to object to processing;
  - g. the right to data portability;
  - h. the right to complain to a supervisory authority; and
  - i. 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.

#### 4. Retention period

- 4.1. 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.
- 4.2. 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.

#### 5. 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.

#### 6. 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)

#### 8. 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)