

AVIATION SAFETY FORMS MANUAL

Doc Ref: AS/FM/01

الهيئة العامة للطيران المدني
GENERAL CIVIL AVIATION AUTHORITY



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

GENERAL

Organisation Name:	
AOC Number (if applicable):	
Subpart G Approval Number:	
Address:	
Contact Name: Telephone No: Email :	
C.A.M.E Reference:	
Subpart G Organisation with AOC * Yes/No	
Stand Alone Subpart G Organisation * Yes/No (For non-commercial Air Transport Aircraft Only)	
Airworthiness Review Certificate Approval *Yes/No	
Compiled by : (Originator)	
Reviewed by : (GCAA Inspector) (GCAA Use Only)	
Date:	

* Delete as required on application



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

INSTRUCTIONS FOR COMPLETION

- 1) When completing the checklist it is important to make a positive statement showing how the organisation complies with any relevant part of Subpart G requirement shown in column (1) by indicating in column (2) the CAME and/or the procedure reference, and by detailing in column 4 the method of compliance. If any part is not relevant then N/A shall be inserted in column (3) and the reason of why the requirement is N/A shall be stated in the comments column (4).
- 2) If additional information is required to demonstrate compliance please use the space below or attach an appropriately referenced continuation sheet.
- 3) When an operator subcontracts the continuing airworthiness task(s) to another organisation, the details of task(s), the subcontracted organisation and the contract reference shall be provided in a continuation sheet.
- 4) Having completed the checklist, please return this document to the GCAA.
- 5) When the Compliance Check List has been completed and accepted by GCAA, a copy shall be appended to the CAME.

Note-1: In addition to the CAR M Subpart G regulations, AMC and GM material consideration shall be given.

Note-2: Where the term 'The Owner' is used this also means 'The Operator'.



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

Subpart G requirement Ref(1)	CAME/Proc. Ref(2)	N/A Ref(3)	Comments, Organisation/ GCAA Ref(4)	GCAA. Satis. Y/N Ref(5)
CAR M.701 Scope This Subpart establishes the requirements to be met by an organisation to qualify for the issue or continuation of an approval for the management of aircraft continuing airworthiness.				
CAR M.702 Application An application for issue or change of a continuing airworthiness management organisation approval shall be made on a form and in a manner established by the GCAA.				
CAR M.703 Extent of Approval				
(a) The approval is indicated on a certificate included in Appendix VI issued by the GCAA.				
(b) Notwithstanding paragraph (a), for commercial air transport, the approval shall be part of the air operator certificate issued by the GCAA, for the aircraft operated.				
(c) The scope of work deemed to constitute the approval shall be specified in the continuing airworthiness management exposition in accordance with point M.704.				
CAR M.704 Continuing Airworthiness Management Exposition				
(a) The continuing airworthiness management organisation shall provide a continuing airworthiness management exposition containing the following information: 1. A Statement signed by the Accountable Manager to confirm that the organisation shall work in accordance with Chapter and the Exposition at all times, and;				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

<p>2. The organisation scope of work, and;</p> <p>3. The title(s) and name(s) referred to in CAR M.706(a), CAR M.706(c) and CAR M.706(d), and;</p> <p>4. An organisation chart showing associate chains of responsibility between the persons referred to in CAR M.706(a), CAR M.706(c) and CAR M.706(d);</p> <p>5. A list of airworthiness review staff referred to in CAR M.707, and;</p> <p>6. A general description and location of facilities, and;</p> <p>7. Procedures specifying how the continuing airworthiness management organisation ensures compliance with this Chapter, and;</p> <p>8. The continuing airworthiness management exposition amendment procedures, and;</p> <p>9. For:</p> <ul style="list-style-type: none"> - aircraft used in commercial air transport operations, the list of approved aircraft maintenance programmes, - aircraft not used in commercial air transport operations, the list of approved aircraft maintenance programmes, or “generic” and/or “baseline” maintenance programmes for aircraft included within the scope of approval (as applicable). 				
(b) The continuing airworthiness management exposition and its amendments shall be approved by the GCAA.				
(c) Notwithstanding point (b), minor amendments to the exposition may be approved indirectly through an indirect approval procedure. The indirect approval procedure shall define the minor amendment eligible, be established by the continuing airworthiness management organisation as part				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

of the exposition and be approved by the GCAA.				
Note: - Account to be taken of AMC M.704. - GCAA have produced an Anybody's CAME for guidance. - Procedures shall be taken of CAR M Subparts C, D, E, H & I as appropriate.				
CAR M.705 Facilities The continuing airworthiness management organisation shall provide suitable office accommodation at appropriate locations for the personnel specified in CAR M.706. Note: Account shall be taken of AMC M.705.				
CAR M.706 Personnel Requirements				
(a) The organisation shall appoint an Accountable Manager, who has corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with this Part.				
(b) For commercial air transport the paragraph (a) Accountable Manager shall be the person who also has corporate authority for ensuring that all the operations of the operator can be financed and carried out to the standard required for the issue of an Air Operator's Certificate.				
(c) A person or group of persons shall be nominated with responsibility of ensuring that the organisation is always in compliance with Subpart. Such person(s) shall be ultimately responsible to the Accountable manager.				
(d) For commercial air transport, the Accountable Manager shall designate a nominated post holder. This person shall				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

be responsible for the management and supervision of continuing airworthiness activities, pursuant to paragraph (c).				
(e) The nominated post holder referred to in paragraph (d) shall not be employed by a CAR 145 approved organisation under contract to the operator, unless specifically agreed by the Authority.				
(f) The organization shall have sufficient appropriately qualified and trained staff for the expected work Guidance: Special attention to training such as Fuel tank entry or EWIS required for technical staff especially those involved with management of CDCCL, SB assessment, work planning and maintenance programme management.				
(g) All paragraph (c) and (d) persons shall be able to show relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness.				
(h) The qualification of all personnel involved in continuing airworthiness management shall be recorded.				
(i) Reserved.				
(j) The organisation shall define and keep updated in the continuing airworthiness management exposition the title(s) and name(s) of person(s) referred to in CAR M.706(a), CAR M.706(c) and CAR M.706(d).				
(k) For complex motor-powered aircraft and aircraft used for commercial air transport the organisation shall establish and control the competence of personnel involved in the continuing airworthiness management, airworthiness				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

review and/or quality audits in accordance with a procedure and to a standard agreed by the GCAA. Note: Account shall be taken of AMC M.706.				
CAR M.707 Airworthiness review staff				
<p>(a) To be approved to carry out airworthiness reviews an approved continuing airworthiness management organisation shall have appropriate airworthiness review staff to issue airworthiness review certificates or recommendations referred to in Section A, Subpart I of CAR-M.</p> <p>1. <u>For all aircraft used in commercial air transport, and aircraft above 2730 kg MTOM, except balloons, these staff shall have acquired:</u></p> <p>a) at least 5 years experience in continuing airworthiness, and;</p> <p>b) an appropriate licence in compliance with CAR 66 or an aeronautical degree or a national equivalent; and;</p> <p>c) normal aeronautical maintenance training, and;</p> <p>d) a position within the approved organisation with appropriate responsibilities, and;</p> <p>e) Notwithstanding points (a) to (d), the requirement laid down in CAR M.707(a)1(b) may be replaced by 5 years of experience in continuing airworthiness additional to those already required by point M.707(a)1(a).</p>				
<p>2. <u>For aircraft not used in commercial air transport of 2730 kg MTOM and below, these staff shall have acquired:</u></p> <p>a) at least 3 years experience in continuing airworthiness, and;</p> <p>b) an appropriate licence in compliance in compliance</p>				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

with CAR 66 or an aeronautical degree or national equivalent and; c) appropriate aeronautical maintenance training, and; d) a position within the approved organisation with appropriate responsibilities, and; e) Notwithstanding points (a) to (d), the requirement laid down in point CAR M.707(a)2(b) may be replaced by 4 years of experience in continuing airworthiness additional to those already required by point M.707(a)2(a).				
(b) Airworthiness review staff nominated by the approved continuing airworthiness organisation can only be issued an authorisation by the approved continuing airworthiness organisation when formally accepted by the GCAA after satisfactory completion of an airworthiness review under supervision of the GCAA or under the supervision of the organisation's airworthiness review staff in accordance with a procedure approved by the GCAA.				
(c) The organisation staff shall ensure that aircraft airworthiness review staff can demonstrate appropriate recent continuing airworthiness management experience.				
(d) Airworthiness Review staff shall be identified by listing each person in the continuing airworthiness management exposition together with their airworthiness review authorisation reference.				
(e) The organisation shall maintain a record of all airworthiness review staff, which shall include details of any appropriate qualification held together with a summary of relevant continuing airworthiness				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

management experience and training and a copy of the authorisation. This record shall be retained until two years after the airworthiness review staff have left the organisation. Note: Account shall be taken of AMC M.707.				
M.708 Continuing Airworthiness Management				
(a) All continuing airworthiness management shall be carried out in accordance to the prescriptions of CAR M. Subpart C.				
(b) For every aircraft managed, the approved continuing airworthiness management organisation shall: 1. Develop and control a maintenance programme for the aircraft managed including any applicable reliability program. 2. Present the aircraft maintenance program and its amendments to the Authority for approval, unless covered by indirect approval procedures in accordance with point CAR M.302(c), and provide a copy of the program to the owner/operator of aircraft, if applicable. 3. Manage the approval of modifications and repairs. 4. Ensure that all maintenance is carried out in accordance with the approved maintenance program and released in accordance with CAR M. Subpart H, 5. Ensure that all applicable airworthiness directive and operational directives with a continuing airworthiness impact are applied, 6. Ensure that all defects discovered during scheduled				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

<p>maintenance or reported are corrected by an appropriately approved maintenance organisation.</p> <p>7. Ensure that the aircraft is taken to an appropriately approved maintenance organisation whenever necessary.</p> <p>8. Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service limited parts, and component inspection to ensure the work is carried out properly.</p> <p>9. Manage and archive all continuing airworthiness records and/or operator's technical log.</p> <p>10. Ensure that the mass and balance statement reflects the current status of aircraft.</p> <p>11. ensure that the following information are provided to the CAR 145 AMO to facilitate the issuance of a CFFF:</p> <p style="padding-left: 40px;">(a) Conditions which necessitated operation of aircraft under a CFFF; and</p> <p style="padding-left: 40px;">(b) Any other condition which affects safe operation of aircraft, if any; and</p> <p>12. ensure that all information related to a CFFF are provided to the operator/owner to ensure safe operation of the aircraft under a CFFF.</p>				
<p>(c) In the case of complex motor-powered aircraft, or aircraft used by air carriers or for commercial air transport, or aircraft used for commercial specialised operations or commercial ATO operations, when the continuing airworthiness management organisation is not appropriately approved to CAR-145 or CAR-M Subpart F, the organisation shall in consultation with the operator,</p>				



SECTION:	AIRWORTHINESS FORMS				AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST				
establish a written maintenance contract with a CAR-145/ CAR-M Subpart F approved organisation or another operator, detailing the functions specified under CAR M.301(2), CAR M.301(3), CAR M.301(5) and CAR M.301(6), ensuring that all maintenance is ultimately carried out by a CAR-145/ CAR-M Subpart F approved maintenance organisation and defining the support of the quality functions of CAR M.712(b). The aircraft base, scheduled line maintenance and engine maintenance contracts, together with all amendments, shall be acceptable to the GCAA.					
(d) Notwithstanding point (c), the contract may be in the form of individual work orders addressed to the CAR145 or Section A, Subpart-F maintenance organisation in the case of: 1. an aircraft requiring unscheduled line maintenance, 2. component maintenance, including engine maintenance.					
Note: - Account shall taken of AMC M.708 - All Subpart C tasks and AMC need to be cross referred - Consideration to CAR 21 subpart D changes - Consideration to CAR 21 Subpart M for repairs - Consideration to subpart G/owner contracts (Appendix 1)					



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

CAR M.709 Documentation				
(a) The approved continuing airworthiness management organisation shall hold and use applicable current maintenance data in accordance with point M.401 for the performance of continuing airworthiness tasks referred to in point M.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 required by point M.714.				
(b) For aircraft not used by air carriers or for commercial Air Transport included in the AOC of the Section A, Subpart G, the approved continuing airworthiness management organisation may develop "baseline" and/or "generic" maintenance programmes in order to allow for the initial approval and/or the extension of the scope of an approval without having the contracts referred to in Appendix I to CAR-M. These "baseline" and/or "generic" maintenance programmes however do not preclude the need to establish an adequate Aircraft Maintenance Programme in compliance with point M.302 in due time before exercising the privileges referred to in point M.711.				
CAR M.710 Airworthiness Review				
(a) To satisfy the requirement for the airworthiness review of an aircraft referred to in point M.901, a full documented review of the aircraft records shall be carried out by the approved continuing airworthiness management organisation in order to be satisfied that:				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

<ol style="list-style-type: none"> 1. airframe, engine and propeller flying hours and associated flight cycles have been properly recorded; and 2. the flight manual is applicable to the aircraft configuration and reflects the latest revision status; and 3. all the maintenance due on the aircraft according to the approved maintenance programme has been carried out, and; 4. all known defects have been corrected or, when applicable, carried forward in a controlled manner, and; 5. all applicable airworthiness directives have been applied and properly registered, and; 6. all modifications and repairs applied to the aircraft have been registered and are in compliance with CAR 21, and; 7. all service life limited components installed on the aircraft are properly identified, registered and have not exceeded their approved service life limit, and; 8. all maintenance has been released in accordance with this CAR-M, and; 9. the current mass and balance statement reflects the configuration of the aircraft and is valid, and; 10. the aircraft complies with the latest revision of its type design accepted by the GCAA. 				
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SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

11. if required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of CAR-21).				
12. A flight test report, if required by the GCAA, and in accordance with CAR Part V, Chapter 2, Section 10.				
(b) The airworthiness review staff of the approved continuing airworthiness management organisation shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to CAR-66 shall be assisted by such qualified personnel				
(c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that: <ul style="list-style-type: none"> 1. all required markings and placards are properly installed; and 2. the aircraft complies with its approved flight manual; and 3. the aircraft configuration complies with the approved documentation; and 4. no evident defect can be found that has not been addressed according to point M.403; and 5. no inconsistencies can be found between the aircraft and the paragraph (a) documented review of records. 				
(d) By derogation to point M.901(a), the airworthiness review can be anticipated by a maximum period of 90 calendar days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check.				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002		
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST			
(e)	The airworthiness review certificate (AWF-ARC-15b) or the recommendation for the issue of the airworthiness review certificate (AWF-ARC-15a) referred to in Appendix III to CAR-M can only be issued: 1. By airworthiness review staff appropriately authorised in accordance with point M.707 on behalf of the approved continuing airworthiness management organization; and 2. When satisfied that the airworthiness review has been completely carried out and that there is no non-compliance which is known to endanger flight safety.			
(f)	Upon issue, the original airworthiness review certificate shall be forwarded to the GCAA for endorsement.			
(g)	Airworthiness review tasks shall not be sub-contracted.			
(h)	Should the outcome of the airworthiness review be inconclusive or show discrepancies on the aircraft linked to deficiencies in the content of the maintenance program, the GCAA shall be informed as soon as practicable but in any case within 72 hours of the organisation identifying the condition to which the review relates. The airworthiness review certificate shall not be issued until all findings have been closed.			
Note:				
-	Account shall be taken of AMC M.710			



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

<ul style="list-style-type: none"> - <i>There shall be procedures for Airworthiness Review staff to produce a compliance report confirming as a minimum all listed areas have been reviewed.</i> - <i>Procedures to be developed to show how physical survey is conducted and the extent of the survey.</i> - <i>Copy of physical survey to be submitted, with document review compliance reports.</i> 				
CAR M.711 Privileges of the Organisation				
<p>(a) A continuing airworthiness management organisation approved in accordance with Subpart G of CAR-M may:</p> <ol style="list-style-type: none"> 1. manage the continuing airworthiness of aircraft; except those involved in commercial air transport, as listed on the approval certificate; 2. manage the continuing airworthiness of commercial air transport when listed both on its approval certificate and on its Air Operator Certificate (AOC); 3. arrange to carry out limited continuing airworthiness tasks with any contracted organisation, working under its quality system, as listed on the approval certificate; and 4. Reserved 				
<p>(b) An approved continuing airworthiness management organisation may, additionally, be approved to carry out airworthiness reviews referred to in point M.710 and:</p> <ol style="list-style-type: none"> 1. issue the related airworthiness review certificate 				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

2. issue a recommendation for the airworthiness review to the GCAA.				
Note: Account shall be taken of AMC M.711.				
CAR M.712 Quality System				
(a) To ensure that the approved continuing airworthiness management organisation continues to meet the requirements of this Subpart, it shall establish a quality system and designate a quality manager to monitor compliance with, and the adequacy of, procedures required to ensure airworthy aircraft. Compliance monitoring shall include a feedback system to the accountable manager to ensure corrective action as necessary.				
(b) The quality system shall monitor activities carried out under Section A, Subpart G activities. It shall at least include the following functions: <ol style="list-style-type: none"> 1. monitoring that all Section A, Subpart G activities are being performed in accordance with the approved procedures, and; 2. monitoring that all contracted maintenance is carried out in accordance with the contract, and; 3. monitoring the continued compliance with the requirements of this CAR. 				
(c) The records of these activities shall be stored for at least two years.				
(d) Where the approved continuing airworthiness management organisation is approved in accordance with				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

another CAR, the quality system may be combined with that required by the other CAR.				
(e) In case of commercial air transport the Section A, Subpart G quality system shall be an integrated part of the operator's quality system.				
(f) In the case of a small organisation not managing the continuing airworthiness of aircraft used in commercial air transport, the quality system may be replaced by regular organisational reviews subject to the approval of the GCAA, except when the organisation issues airworthiness review certificates for aircraft above 2730 kg MTOM. In the case where there is no quality system, the organisation shall not contract continuing airworthiness management tasks to other parties.				
Note: Account shall be taken of AMC to CAR M.712,				
CAR M.713 Changes to the Approved Continuing Airworthiness Organisation				
In order to enable the GCAA to determine continued compliance with this CAR, the approved continuing airworthiness management organisation shall notify it of any proposal to carry out any of the following changes, before such changes take place:				
<ol style="list-style-type: none"> 1. the name of the organisation. 2. the location of the organisation. 3. additional locations of the organisation. 4. the accountable manager. 				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

5. any of the persons specified in CAR M.706(c).				
6. the facilities, procedures, work scope and staff that could affect the approval.				
In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity.				
Note: Account shall be taken of AMC M.713.				
CAR M.714 Record Keeping				
(a) The continuing airworthiness management organisation shall record all details of work carried out. The records required by CAR M.305 and if applicable CAR M.306 shall be retained.				
(b) If the continuing airworthiness management organisation has the privilege referred to in point M.711(b), it shall retain a copy of each airworthiness review certificate and recommendation issued together with all supporting documents.				
(c) Reserved				
(d) The continuing airworthiness management organisation shall retain a copy of all records referred to in point (b) until two years after the aircraft has been permanently withdrawn from service.				
(e) The records shall be stored in a manner that ensures protection from damage, alteration and theft.				



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

(f) All computer hardware used to ensure backup shall be stored in a different location from that containing the working data in an environment that ensures they remain in good condition.				
(g) Where continuing airworthiness management of an aircraft is transferred to another organisation or person, all retained records shall be transferred to the said organisation or person. The time periods prescribed for the retention of records shall continue to apply to the said organisation or person				
(h) Where a continuing airworthiness management organisation terminates its operation, all retained records shall be transferred to the owner of the aircraft.				
Note: Account shall be taken of AMC M.714				
CAR M.715 Continued validity of approval				
<p>(a) An approval shall be issued for an unlimited duration. It shall remain valid subject to:</p> <ol style="list-style-type: none"> 1. the organisation remaining in compliance with this CAR and any additional conditions prescribed in the approval certificate, in accordance with the provisions related to the handling of findings as specified by the GCAA, and in ; 2. the GCAA being granted access to the organisation to determine continued compliance with this CAR, and; 				

AVIATION SAFETY FORMS MANUAL

Doc Ref: AS/FM/01

الهيئة العامة للطيران المدني
GENERAL CIVIL AVIATION AUTHORITY



SECTION:	AIRWORTHINESS FORMS	AWF-ARC-002
TITLE:	CAR M SUBPART G COMPLIANCE CHECK LIST	

3. The approval not being surrendered or revoked.				
(b) Upon surrender or revocation, the approval certificate shall be returned to GCAA,				
CAR M.716 Findings				
Refer to GCAA SAFETY AFFAIRS AUDIT STANDARDS For Finding categorization and process. https://www.gcaa.gov.ae/en/ePublication/ layouts/GCAA/ePublication/DownloadFile.aspx?Um/en/ePublication/admin/LibraryPdf/Standards/GCAA SAFETY AFFAIRS AUDIT STANDARD.pdf				
VORSY , refer to CAAP 57				