



EASA Form 2-CAMO Instructions	Doc #	WI.CAMO.00014-001
	Approval Date	13/10/2023

## EASA Form 2-CAMO Instructions

### WI.CAMO.00014-001

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**DOCUMENT CONTROL SHEET**

<b>Reference documents</b>
<b>a) Procedures</b>
PR.ORG.00001 - Organisation application management PR.ORG.00002 - Organisation approval technical investigation PR.ORG.00003 - Organisation approval audit PR.ORG.00004 - Organisation surveillance PR.ORG.00005 - Non compliance management for organisation approval PR.ORG.00007 - Processing of article 65 transfer request
<b>b) Internal documents</b>
Applicable documents are listed in the form "FO.CAMO.00009 - EASA Part-CAMO Approvals - Documentation Index". FO.CAMO.00013 – Application for Part-CAMO Approval - Form 2-CAMO

<b>Log of issues</b>		
Issue	Issue date	Change description
001	13/10/2023	First issue. Migration and adaptation of the Work Instruction WI.CAO.00113-010 from FS.1.4 to FS.1.2 for Part-CAMO only.





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## 0. Introduction





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**0.2 Definitions and abbreviations.**

<b>Abbreviations</b>	
AMC	ACCEPTABLE MEANS OF COMPLIANCE
AOC	AIR OPERATOR CERTIFICATE
AOG	AIRCRAFT ON GROUND
CAME	CONTINUING AIRWORTINESS MANAGEMENT ORGANISATION EXPOSITION
CAMO	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
CAMOC	CONTINUING AIRWORTINESS MANAGEMENT OVERSIGHT COORDINATOR
EASA	EUROPEAN UNION AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
GM	GUIDANCE MATERIAL
NAA	NATIONAL AVIATION AUTHORITY
OMS	OVERSIGHT MANAGEMENT SOFTWARE
POA	PRODUCTION ORGANISATION APPROVAL
WH	WORKING HOURS





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### 0.3 Scope and applicability

EASA is the Competent Authority for continuing airworthiness management organisations (CAMO) whose principal place of business is located outside the EU, as established by Commission Regulation (EU) 1321/2014 applicable requirements.

Furthermore Articles 64 and 65 of Regulation (EU) 2018/1139 (the Basic Regulation) allow EASA to be (re)allocated the responsibility of competent authority responsible for the tasks related to certification, oversight and enforcement with respect to one or more CAMO holding such approval from one or more Member States, under certain circumstances. EASA is therefore responsible for the final approval of these organisations and for establishing procedures detailing how applications and approvals are managed.

The provisions of this work instruction are complementary to the requirements laid down in the Part-CAMO Annex of Commission Regulation (EU) 1321/2014 “as amended” and does not supersede or replace the associated regulatory requirements.

### 0.4 Purpose

This Work Instruction provides the EASA Form 2-CAMO filling instructions related to applications for an initial, change or surrender of EASA Part-CAMO approval.

The EASA Form 2-CAMO standard to be used for an EASA Part-CAMO approval is provided for download in a word format on the EASA Web Site (<https://www.easa.europa.eu/en/domains/aircraft-products/continuing-airworthiness-organisations/part-camo-part-cao>).

### 0.5 Entry into force

This Work Instruction does not introduce new requirements and comes into effect at the day of publication on the EASA website.

### 0.6 Associated instructions

EASA has developed associated instructions (User Guides, Forms, Templates and Work Instructions) to detail specific matters, which have to be considered as an integral part of this procedure.

A complete listing of these documents, together with their applicability to the CAMO or NAA / QE / EASA, is addressed in the current revision of the FO.CAMO.00009 “EASA Part-CAMO Approvals – Documentation Index”. Documents which are applicable to both NAA/QE/EASA and CAMO are made available on EASA Web Site (<https://www.easa.europa.eu/en/domains/aircraft-products/continuing-airworthiness-organisations/part-camo-part-cao>).

Each time a cross reference is provided to another document or another chapter / paragraph of the same document, this reference is identified with grey text.

### 0.7 Communication

All documents and correspondences between the organisation, the accredited NAA / QE and EASA shall be in the English language unless otherwise agreed by EASA.





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## 1. EASA Form 2-CAMO completion instructions



**1.1 Administrative application data**General Notes:

- a. The EASA Form 2-CAMO shall be completed in English.
- b. Please complete the form in a clearly legible way.

<b>1. Your Reference</b>	<p>This is a <b>mandatory information</b> required for traceability purposes.</p> <p>The field shall be used to provide a <b>unique internal reference</b> to this application. This reference will be used as an identifier of your application</p> <p>If the organisation wants to <b>amend a previously submitted application</b> then the organisation shall submit a new Form 2-CAMO application indicating in this box the original internal reference + version 2 and it shall indicate that this Form 2-CAMO supersedes the previously submitted application.</p> <p>If the organisation wants to <b>cancel a previously submitted application</b>, then the organisation shall notify <a href="mailto:CAMO@easa.europa.eu">CAMO@easa.europa.eu</a> and indicate the reference of the application to be cancelled.</p>
<b>2. EASA Reference</b>	Please enter your approval number EASA.CAMO.XXXX or enter "Not applicable" for initial approval.
<b>3. Organisation Generic Email</b>	<p>Enter the generic email address of the organisation.</p> <p>The "generic" email address is to be used by EASA for formal email communication with your organisation to ensure an efficient and stable communication channel. This email address will be used for <b>all technical communication</b>, including:</p> <ul style="list-style-type: none"> <li>• The automatic technical notifications sent by the Organisation Management Software (OMS) used by EASA.</li> <li>• The delivery of the Form 3 or Form 14 approval certificate.</li> <li>• The notification of actions on the certificate.</li> <li>• The relevant technical communication.</li> </ul> <p>This address is aimed to be used even though people in charge leave the company. The address should remain independent from a person and therefore without people's name.</p> <p>Note: this field is mandatory for any application.</p>
<b>4. Administrative Contact Data and Billing Data</b>	
<b>4.1 Applicant Data</b>	Enter the applicant data requested in the following blocks
<b>4.1.1 Organisation Name and Address</b>	<p><b>EASA Account Number:</b> If known to you, please enter your EASA Account Number which follows the pattern 3XXXXX and can be found on any application acceptance letter received for previous applications.</p> <p><b>Registered Name:</b> Please enter the full <b>name of the company</b> <u>as it appears on the Certificate of Incorporation/Business Registration</u> or similar legal document stating name of the company.</p> <p><b>Trading name:</b> If you are using a Trade name differing from the registered company name, please indicate it here, otherwise enter "Not applicable".</p> <p><b>Street Number, Post Code, City and Country:</b> Please enter the full <b>Address of the company</b> <u>as it appears on the Certificate of Incorporation/Business Registration</u> or similar legal document stating the seat of the company.</p>





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<b>4.1.2 Contact Person</b>	The name and contact details specified in this section are those of the person responsible for the application. This person should be the same as the person in 6.2.
<b>4.2 Billing data</b>	This block may be left blank, if same as 4.1 Applicant Data
<b>4.2.1 Billing Address</b>	The (company) name and address specified in this section will be printed on the invoice/s EASA will issue. A (company) name deviating from the one entered in section 1 “Applicant Registered Name” can only be accepted by EASA upon justified request. A written statement, signed and stamped, from the legal entity which is taking responsibility to pay the EASA F&C invoice(s) is to be submitted together with the application. Please contact <a href="mailto:Applicant.Master@easa.europa.eu">Applicant.Master@easa.europa.eu</a> in case of questions.  <b>Please leave it blank if the Billing Address is the same as the registered name and address.</b>
<b>4.2.2 Contact Person</b>	The name and contact details specified in this section are those of the person that will be contacted for all issues connected with the EASA invoice/s (e.g. accounts payable clerk), responsible for ensuring the EASA terms of payment are honoured.
<b>4.2.3 Invoice Recipient Email</b>	<b>An electronic invoice copy will be issued to the email address indicated here.</b> The email address provided may also be a generic email address (can be the same as <b>Organisation Generic Email</b> )



**1.2 Technical application data**

5. Identification of Activity													
<b>5.1 Application Type</b>	<b>Initial application:</b> Tick this box when applying for an initial approval.												
	<b>Art. 64/65 Regulation (EU) 2018/1139:</b> Tick this box if the oversight of the organisation is transferred to EASA pursuant to art. 64 or 65 of Regulation (EU) 2018/1139. <b>Aircraft Maintenance Programme (AMP):</b> Tick this box if the approval of the AMP is delegated to EASA pursuant to Commission Regulation (EU) 1321/2014 Annex I (Part-M), Section General, M.1 paragraph 3(ii).												
	<b>Revision of the Initial Application:</b> Tick this box in the case the organisation intends to revise its application before the approval is granted. Please select the box corresponding to the type of change(s). [Multiple selection is possible].												
	<b>Application for change:</b> Tick this box in the case the organisation intends to apply for a change. Fields where no change occurred shall stay blank. Please select the box corresponding to the type of change(s). [Multiple selection is possible].												
	<table border="1"> <tr> <td>Organisation name</td> <td>This box is self-explanatory. Select this box when applying for a change of registered name or change of trading name.</td> </tr> <tr> <td>Address data / locations</td> <td>Select this box when applying for addition, removal or changes to addresses where continuing airworthiness functions are performed.</td> </tr> <tr> <td>Nominated persons</td> <td>This box is self-explanatory. Select this box when applying for a change of nominated persons.</td> </tr> <tr> <td>Scope</td> <td>Select this box when applying for: <ul style="list-style-type: none"> <li>Addition, removal of the ratings (A1, A2, A3, A4)</li> <li>Changes to the approved scope of work</li> </ul> </td> </tr> <tr> <td>Contact details</td> <td>Select this box when applying for: <ul style="list-style-type: none"> <li>Change to the billing address</li> <li>Change to the generic email address</li> </ul> </td> </tr> <tr> <td>Others</td> <td>The organisation shall select this box when the change is not described in any of the other boxes.</td> </tr> </table>	Organisation name	This box is self-explanatory. Select this box when applying for a change of registered name or change of trading name.	Address data / locations	Select this box when applying for addition, removal or changes to addresses where continuing airworthiness functions are performed.	Nominated persons	This box is self-explanatory. Select this box when applying for a change of nominated persons.	Scope	Select this box when applying for: <ul style="list-style-type: none"> <li>Addition, removal of the ratings (A1, A2, A3, A4)</li> <li>Changes to the approved scope of work</li> </ul>	Contact details	Select this box when applying for: <ul style="list-style-type: none"> <li>Change to the billing address</li> <li>Change to the generic email address</li> </ul>	Others	The organisation shall select this box when the change is not described in any of the other boxes.
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Scope	Select this box when applying for: <ul style="list-style-type: none"> <li>Addition, removal of the ratings (A1, A2, A3, A4)</li> <li>Changes to the approved scope of work</li> </ul>												
Contact details	Select this box when applying for: <ul style="list-style-type: none"> <li>Change to the billing address</li> <li>Change to the generic email address</li> </ul>												
Others	The organisation shall select this box when the change is not described in any of the other boxes.												
<b>Notification of surrender:</b> Tick this box in the case the organisation intends to surrender its EASA Part-CAMO approval. Only information section 1, 2, 3, 6 and the signature under 11 are deemed necessary.													
<b>5.2 Terms of Part-CAMO Approval and scope of work relevant to this application</b>	<p>Please describe the scope of the application, providing a summary and any additional information. List, in bullet points, the new scope or the changes to the existing approval you are requesting for, and mention the section numbers of the change.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>Change of compliance monitoring manager with effect from DD/MM/YYYY (6.2).</li> <li>Addition of subcontracted organisation (8).</li> <li>Removal of an aircraft type from the existing Scope of Work (7a).</li> <li>Addition of Airworthiness Review/Permit to Fly privileges (7a).</li> </ul> <p><b>In case of application for revision of initial application, only indicate the relevant change.</b></p>												





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**6. Technical Contact Data** (the contacts responsible for this application)

**6.1. Accountable Manager** Please enter the full details of the proposed Accountable Manager. The term “proposed” only remains applicable until the application has been approved.

In case of application for a change of Accountable Manager:

- Please enter here the details of the proposed Accountable Manager.
- Please mark in **block 5.1 (Application for change)** “Nominated persons”.

**Note: this field is mandatory for any application.**

**6.2 Compliance Monitoring Manager** The person identified here is intended to be the person in the organisation who is in charge of maintaining the relationship with the Competent Authority.

The name and contact details specified in this section are those of the person responsible for the application (see box 4.1.2). The “Compliance Monitoring” will also act as the contact person in case EASA has administrative questions related to the application.

In case of application for a change of Compliance Monitoring:

- Please enter here the details of the proposed Compliance Monitoring.
- Please mark in **block 5.1 (Application for change)** “Nominated persons”.

**Note: this field is mandatory for any application.**

**7a. Scope of requested Part-CAMO Approval**

**Scope of requested Part-CAMO Approval** Within the applicable rating, select the requested aircraft model and the engine type fitted thereon (refer to “Part-66 Type rating endorsement” column on this [list](#)), as well as subcontracted organisations if any. If a request for Airworthiness Review/Permits to Fly privileges is submitted, mark with “X” the relevant box, otherwise leave the related box blank.

Airworthiness Review/Permits to Fly privileges are not applicable to CAMO having its principal place of business outside the EASA Member States.

In case of application of art. 64 or 65 of Basic Regulation 2018/1139, detail the scope of work already held by the organisation.

In case of application for change of the scope of work, only the parts of this table affected by the change shall be completed.

Add rows as applicable.

**7b. Scope of requested AMP Approval**

**Scope of requested AMP Approval** Please fill in the information as follow:

AMP Reference	Considering that the AMP is a controlled document, it needs to have a unique reference identification. The format and content of such reference identification is totally at discretion of the CAMO.
Aircraft type / series / group (with engine type)	For initial application: list all aircraft types/models covered by the AMP, including the types/models of the engines. In case of application for change of the scope of work, only the aircrafts affected by the change shall be listed.
AMP issue (initial or revision)	This box is self-explanatory, fill in the AMP Issue/Revision/Temporary Revision number.
AMP issue date	This box is self-explanatory, fill in the AMP Issue/Revision/Temporary Revision date.

Add rows as applicable.





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8. Subcontracted Organisations address data	
<b>Subcontracted organisations address data</b>	<p>Please list address(es) data of subcontracted organisation(s) working under this approval.</p> <p>In case of application for change, list only the subcontracted organisation(s) affected by the requested change.</p> <p>Add rows as applicable.</p>
9. Other EASA approvals held by the applicant	
<b>Other EASA approval held by the applicant</b>	<p>If the organisation holds other EASA approval(s), please indicate the relevant approval number. If the EASA Part-CAMO approval is linked to an EASA AOC, the AOC number shall be also reported.</p>
10. Applicant’s declaration and acceptance of the Terms of Use for the EASA Oversight Management Software (OMS Service)	
<p>Please note that the reference to “OMS” is a generic reference to the oversight management software used by EASA, where the specific name may be subject to change.</p>	
<b>Date/Location</b>	Enter the date of signature and the place in which the Compliance Monitoring Manager office is located.
<b>Name of the Compliance Monitoring Manager</b>	Enter the name and surname of the Compliance Monitoring Manager.
<b>Signature of the Manager</b>	Signature of the Compliance Monitoring Manager.
11. Applicant’s declaration and acceptance of the General Conditions and Terms of Payment	
<b>Date/Location</b>	Enter the date of signature and the place in which the Accountable Manager* office is located.
<b>Name of the Accountable Manager</b>	Enter the name of the Accountable Manager*.
<b>Signature of the Accountable Manager</b>	<p>Signature of the Accountable Manager*.</p> <p><b>Important note:</b> Please do not forget to sign the application form. EASA does not accept unsigned applications.</p>
<p>* In case of a new Part-CAMO Applicant or in case of change of the Accountable Manager, the name, location, and signature of the proposed Accountable Manager is required.</p>	

