



EASA Part-CAMO Approvals - User Guide for Nominated Personnel

UG.CAMO.00006-001

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DOCUMENT CONTROL SHEET

Reference documents

a) Contextual documents

Applicable regulations are listed in the form "FO.CAMO.00009 – EASA Part-CAMO Approvals – Documentation Index" last revision.

- 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) Internal documents

Applicable documents are listed in the form "FO.CAMO.00009 – EASA Part-CAMO Approvals – Documentation Index" last revision.

- FO.CAO.00156 - Resume

Log of issues

Issue	Issue date	
001	26/06/2023	First Issue. Migration and adaptation of the User Guide UG.CAO.00164-001 from FS.1.4 to FS.1.2. UG.CAO.00164-001 contextually deleted.





0. Introduction





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0.2. Definitions and abbreviations

Abbreviations	
AD	AIRWORTHINESS DIRECTIVE
AMC	ACCEPTABLE MEANS OF COMPLIANCE
AMO	APPROVED MAINTENANCE ORGANISATION
AMP	AIRCRAFT MAINTENANCE PROGRAMME
AMTO	APPROVED MAINTENANCE TRAINING ORGANISATION
AOC	AIR OPERATOR CERTIFICATE
AOG	AIRCRAFT ON GROUND
ARS	AIRWORTHINESS REVIEW STAFF.
CAO	CONTINUING AIRWORTHINESS ORGANISATION
CAMO	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION
CAME	CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION EXPOSITION
CDL	CONFIGURATION DEVIATION LIST
CRS	CERTIFICATE OF RELEASE TO SERVICE
DOA	DESIGN ORGANISATION APPROVAL
EASA	EUROPEAN UNION AVIATION SAFETY AGENCY
EU	EUROPEAN UNION
EWIS	Electrical WIRING INTERCONNECTION SYSTEM
FTS	FUEL TANK SAFETYGM GUIDANCE MATERIAL
HF	HUMAN FACTORS
IORS	INTERNAL OCCURENCE REPORTING SYSTEM
MCF	MAINTENANCE CHECK FLIGHT
MEL	MINIMUM EQUIPMENT LISTMOR MANDATORY OCCURRENCE REPORTING
NAA	NATIONAL AVIATION AUTHORITY
OEM	ORIGINAL EQUIPMENT MANUFACTURER
PPB	PRINCIPAL PLACE OF BUSINESS
SB	SERVICE BULLETIN
STCH	SUPPLEMENTAL TYPE CERTIFICATE HOLDER
TCH	TYPE CERTIFICATE HOLDER
WH	WORKING HOURS





0.3. Scope and applicability.

EASA is the Competent Authority for continuing airworthiness, maintenance and maintenance training organisations (AMO, AMTO, CAO and 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 organisations holding above mentioned approvals 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.

This user guide is applicable to EASA Part-M Subpart G and/or Part-CAMO applicant and EASA Part-M Subpart G and/or Part-CAMO organisations (hereafter called “CAMO” or “organisation”) having their principal place of business located outside the EU Member States or located in the EU Member States whose oversight is reallocated to EASA as established in Article 64 or Article 65 of the Basic Regulation.

This user guide is not applicable to continuing airworthiness organisations having their principal place of business located outside the EU Member States AND which are certified under the provisions of a bilateral agreement signed with the EU.

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

0.4. Purpose.

The purpose of this user guide is to describe:

- The definition of management personnel;
- How the organisation shall proceed when proposing management personnel for acceptance by the competent authority;
- The FO.CAO.00156 – Resume (also known as EASA Form 4) standard for an EASA Part-M Subpart G approval and the related completion instructions;
- The instructions to assist the CAMO on establishing minimum requirements for Management Personnel;
- The instructions to assist the assigned inspector on the acceptance process of the proposed post holder to EASA.

The EASA Form 4 standard to be used by a CAMO is made available for download in an electronic format on the EASA Web Site (<https://www.easa.europa.eu/domains/aircraft-products/continuing-airworthiness-organisations/part-m-approvals-foreign-camo-subpart-g>).

0.5. Entry into force

This User Guide comes into force 90 days after publication on the EASA website. Within this time frame the organisation shall assess the impact of this User Guide in the organisation’s procedures and when relevant propose a revision of the affected procedures to the assigned inspector.

The entry into force date of this User Guide does not supersede the need to comply with any other entry into force date(s) established by applicable regulations.





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0.6. Associated instructions

EASA has developed associated instructions (user guides, Forms, Templates and work instructions), that 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 organisation or NAA / QE / EASA, is addressed in the current revision of the “EASA Part-CAMO Approvals – Documentation Index”, FO.CAMO.00009-XXX (XXX identifies the revision number). Documents which are applicable to both NAA/QE/EASA and organisations are made available on the EASA Web Site (<https://www.easa.europa.eu/domains/aircraft-products/continuing-airworthiness-organisations/part-m-approvals-foreign-camo-subpart-g>).

All documents and correspondences between the organisation, the overseeing authority and EASA shall be in the English language unless otherwise agreed by EASA.





1. Management personnel





1.1. Definition of management personnel.

The Management Personnel may be classified as following:

The Accountable Manager {CAMO.A.305(a)/M.A.706(a)}

shall be the person having the corporate authority for ensuring that all continuing airworthiness management activities can be financed and carried out in accordance with Regulation (EU) 2018/1139 and delegated and implementing acts adopted on the basis thereof.

If the organisation is also approved as Air Carrier in accordance with Regulation (EC) No 1008/2008 the accountable manager shall be the accountable manager of the air carrier.

The nominated persons or groups of persons {CAMO.A.305 (a) (3)(4)(5) & (c)/M.A.706(c)}

shall be the groups of persons who is/are responsible

- a) for ensuring that the organisation always complies with the applicable continuing airworthiness management, airworthiness review and permit to fly requirements of Annex Vc (Part-CAMO), Annex I (Part-M) and Annex Vb (Part-ML);
- b) for managing the compliance monitoring function as part of the management system; and
- c) for managing the development, administration, and maintenance of effective safety management processes as part of the management system;

In any case these personnel shall have direct access to the Accountable Manager. This(ese) manager(s) should represent the management structure of the organisation, and be responsible for the daily operation of the organisation, for the day-to-day continuing airworthiness management activities, for ensuring that the organisation personnel work in accordance with the applicable procedures and regulatory requirements.

Dependent on the size of the operation and the organisational set-up, the continuing airworthiness management functions may be divided under individual managers or combined in any number of ways. The nominated personnel may delegate functions to other manager(s) working directly under their respective responsibility.

CAMO post holder {CAMO.A.305 (b) (2) & (c)/M.A.706(d)}

If the organisation is also approved as Air Carrier in accordance with Regulation (EC) No 1008/2008, in addition to the person or group of persons mentioned above, a person responsible for the management and supervision of continuing airworthiness (hereafter referred as **CAMO post holder**) shall be nominated. This person should not be employed by any Part-145 organisation contracted to the operator, unless agreed with the competent authority.



**Other Manager(s)**

Depending either on the size of the organisation or on the decision of the Accountable Manager, the organisation may appoint additional managers for any CAMO function(s). This(ese) manager(s) shall report ultimately to the nominated personnel identified to be responsible for the related EASA CAMO 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 which are responsibilities of the nominated personnel to whom he/she reports.

Deputy(s)

The CAME shall make clear who deputise for any particular nominated personnel in the case of lengthy absence of the said person (this may be done by detailing the procedures to appoint a deputy nominated person or by identifying directly the person by name in the CAME).

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.*

Airworthiness review staff

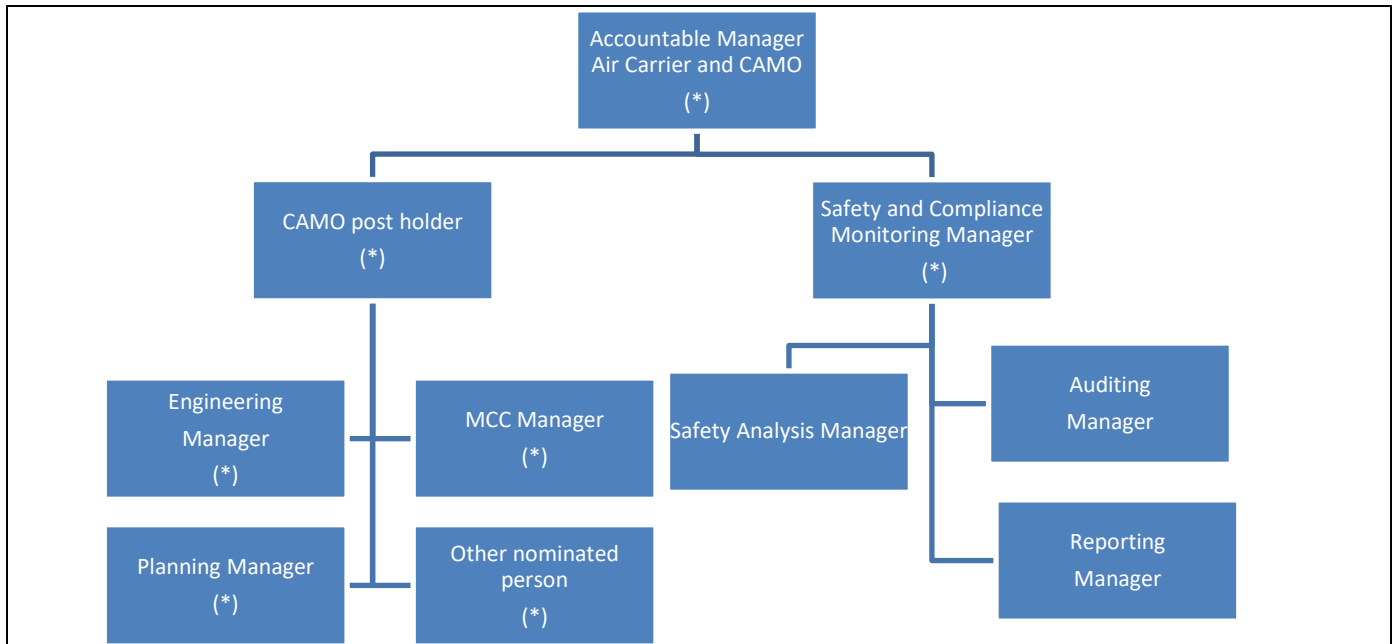
For Airworthiness review staff see chapter 5 of this UG.





1.2. CAMO organisation structure - examples.

1.2.1. Example 1. Organisation also approved as air carrier (as per CAMO.A.305 (b)/M.A.706(d))



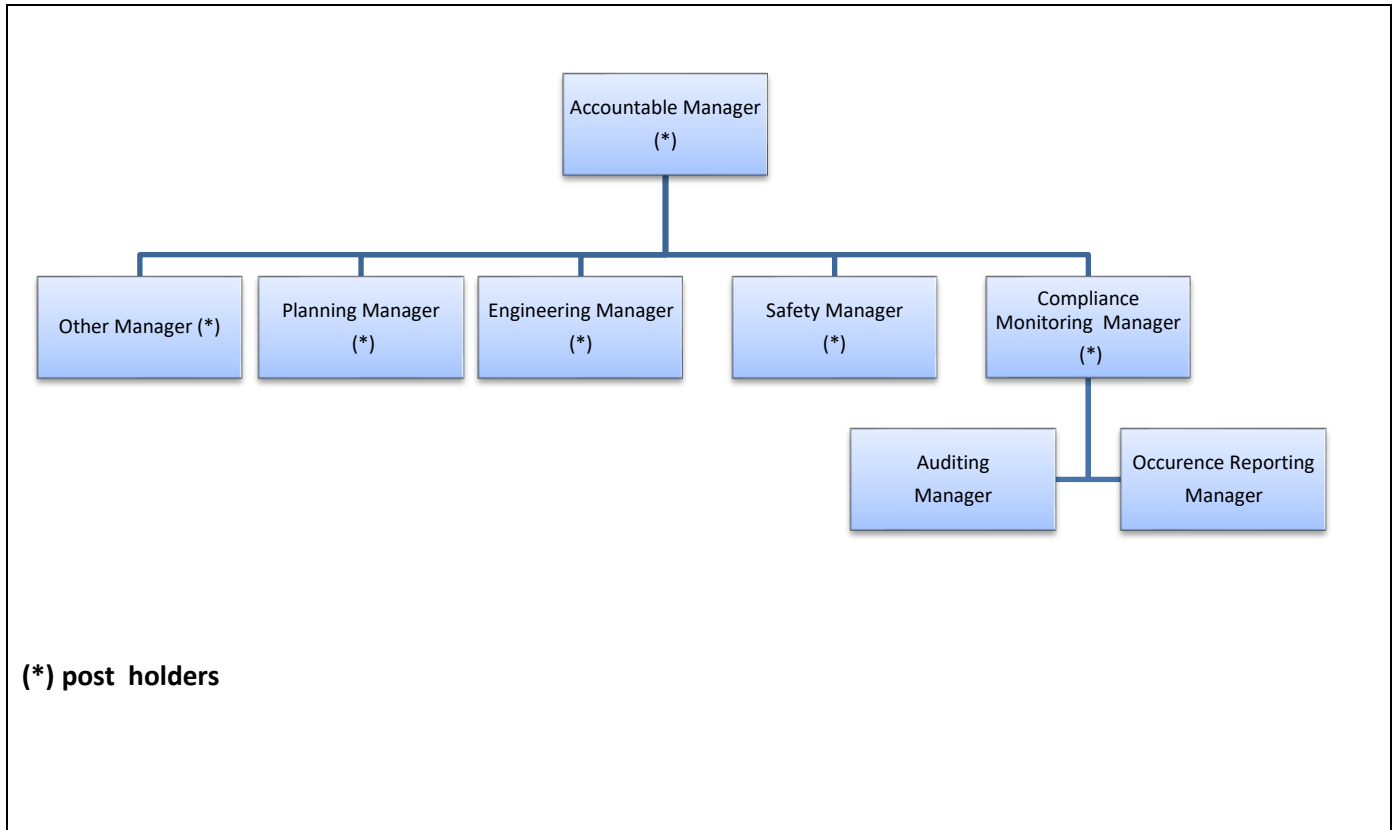
(*) post holders

Management personnel List	Deputies
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none"> • CAMO post holder ; • Safety and Compliance Monitoring Manager (Part-CAMO) or Quality Manager (Part-M only) Engineering Manager • Planning Manager; • Other nominated person (manager). 	<ul style="list-style-type: none"> • Deputy Engineering Manager; • Deputy Planning Manager; • Deputy Safety Manager; • Deputy Quality Manager; • ...
List of Other Managers: <ul style="list-style-type: none"> • Auditing Manager; • Occurrence Reporting Manager; • Any (Other) Manager 	Not required





1.2.2. Example 2.



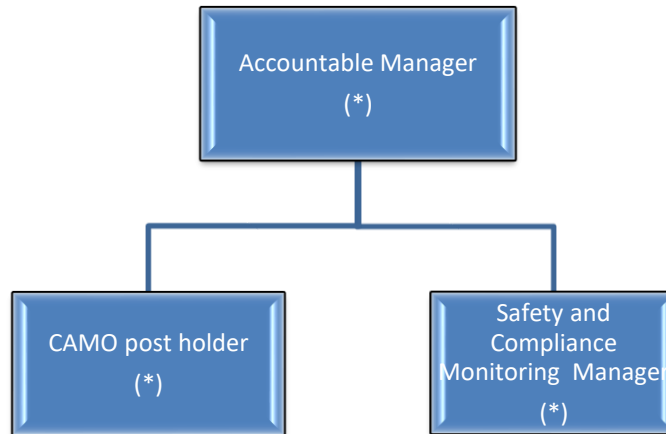
(*) post holders

Management personnel List	Deputies
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none"> • Safety Manager (Part-CAMO only); • Compliance Monitoring Manager (Part-CAMO) or Quality Manager (Part-MG) • Engineering Manager; • MCC Manager • Planning Manager • Other nominated person (manager) 	<ul style="list-style-type: none"> • Deputy Safety Manager; • Deputy Quality Manager; • Deputy CAMO post holder • Deputy Engineering Manager; •
List of Other Managers: <ul style="list-style-type: none"> • Auditing Manager; • Occurrence Reporting Manager; • Any (other) Manager 	Not required





1.2.3. Example 3 - small CAMO.



(*) post holders

<i>Management personnel List</i>	<i>Deputies</i>
Accountable Manager	Deputy Accountable Manager
List of nominated personnel: <ul style="list-style-type: none"> • CAMO post holder (may be also the Accountable Manager); • Safety and Compliance Monitoring Manager (Part-CAMO) or Quality Manager (Part-M) . 	<ul style="list-style-type: none"> • Deputy Maintenance Manager; • Deputy Safety and Compliance Monitoring Manager /Quality Manager.





1.3. Application to EASA

A CAMO organisation applying for an initial application or application for change of post holder shall provide EASA with the EASA Form 2, Form 4 (EASA Part-M subpart G only) and the relevant evidences for training, experience and competence (refer to the table **table “Minimum requirements for EASA post holders”** of this user guide). In addition the organisation shall provide a draft of CAME to the assigned inspector.

Before proposing a post holder to EASA, the organisation must ensure that:

- This person is compliant with the requirements addressed in EASA Part-CAMO/ EASA Part-M subpart G regulation “as amended” and with the minimum criteria addressed in the **table “Minimum requirements for EASA post holders”**;
- The evidences of the training and/or experience as required are enclosed
- If required (EASA Part-M subpart G only), the EASA Form 4 is used and filled according to the below instructions **“EASA Form 4 completion instruction”**; The EASA Form 4 is signed by the post holder himself attesting that the information are accurate and compliant to MOE requirements.

Notes:

- An EASA Form 4 previously accepted by EASA for a different position or in a different 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.
- Even though a Form 4 is not required for the Accountable Manager and any nomination in a Part-CAMO organisation, it is recommended to provide the information in a similar format.





2. Acceptance of CAMO post holders





2.1. Review of the documental evidences.

The organisation shall submit to EASA a written résumé of the proposed person's qualifications including the evidences of the training and experience to demonstrate the EASA post holder is a person holding the minimum knowledge, background and experience according to the table "Minimum requirements for EASA post holders" of this user guide, which is relevant to the position he/she holds. The résumé and the according documents are reviewed by the assigned inspector.

2.2. Interview.

The EASA post holder acceptance process may be complemented by an interview of the proposed post holder(s) by the assigned inspector.

The objective of the interview¹ is to ensure through sample checks that the requirements of the table "Minimum requirements for EASA post holders" of this user guide are met by the EASA post holder(s), with particular reference to the following areas:

- An acceptable working knowledge/understanding of the organisation procedures and the EASA Part-CAMO/Part-M requirements as applicable;
- An acceptable level of English.

2.2.1. During initial approval process.

A meeting with the Accountable Manager shall be convened to verify his compliance with the criteria addressed in table "Minimum requirements for EASA post holders" of this user guide.

During the on-site audit of the initial investigation process, every EASA post holder has to be met and in addition interviewed at the discretion of the assigned inspector.

2.2.2. Change of EASA post holders.

In case of change of EASA post holder, the decision to run an interview is at the discretion of the assigned inspector, based upon his knowledge and the confidence with the management/quality system of the organisation.

However, the interview is to be considered mandatory in case of frequent and significant changes of the EASA post holders that may compromise the organisational stability, such as in the following examples:

- Simultaneous replacement of the Accountable Manager and Safety or Compliance Monitoring/Quality Manager;
- Simultaneous replacement of the Accountable Manager and CAMO post holder
- When the same EASA post holder position is replaced more than once in a period of one year.

The interview of the proposed EASA post holder(s) will be preferably performed during an on-site audit of the organisation. It could also be performed by teleconference or by meeting the assigned inspector at his/her office when the on-site interview cannot be performed as planned by the inspector.

¹ This interview is recorded by the Competent Authority





2.3. Formal acceptance of the EASA post holder(s).

Once the assigned inspector is satisfied by:

- the documental evidences;
- the interview where applicable;
- the FO.CAO.00155 - Application for Part-145 and Part-CAO/Part-CAMO Approval (EASA Form 2);
- the FO.CAO.00156 - Resume (EASA Form 4, applicable for Part-M Subpart G only);
- the CAME.

He/she will recommend the acceptance of the EASA post holders.

Based upon this recommendation EASA will formally notify the organisation (copy the assigned inspector) by letter its acceptance of the CAME and the post holders.

For Part-CAMO organisations the approval of the CAME constitutes formal acceptance of personnel.





3. Minimum requirements for EASA post holders



**3.1. Minimum requirements for EASA Accountable Manager .**

Management Personnel EASA Position	ACCOUNTABLE MANAGER/ Deputy AM
Requirement	
Evidence of basic understanding	Safety and Quality Systems
	CAME
	Part-CAMO/Part-M
	Human Factor
Evidence of full understanding	"Accountable manager statement"
	"Safety quality policy"
Evidence of	corporate authority for financing Continuing Airworthiness activities
Evidence of	corporate authority for financing all the Operator's operations (licensed air carriers in accordance with Regulation (EC) No 1008/2008)

When the accountable manager is not the chief executive officer, a statement is required that the proposed person has direct access to the chief executive officer and has the necessary funding allocation for the continuing airworthiness management activities sought. AMC1 CAMO.A.305(a)/ M.A.706(a)(b).





3.2. Minimum requirements for post holders .

CAMO.A.305(c)/M.A.706(g)

	Management Personnel EASA Position	CAMO POST HOLDER & Other nominated person	SAFETY MANAGER (applicable to Part- CAMO only)	COMPLIANCE MONITORING MANAGER /QUALITY MANAGER / Deputy QM
	Knowledge of			
1.	Safety & Quality Systems	full understanding	full understanding	full understanding
2.	CAME	full understanding	full understanding	full understanding
3.	Applicable regulations and procedures (e.g. Part-M, Part-145, Part-CAMO, Part- CAO, Part-21)	full understanding	full understanding	full understanding
4.	Maintenance Methods (3)	full understanding	full understanding	full understanding
5.	AOC holder's operations specifications when applicable (e.g. ETOPS, RVSM, PBN, ...)	full understanding	full understanding	full understanding
6.	relevant parts of operational requirements and procedures	full understanding	full understanding	full understanding
7.	relevant parts of the AOC holder's operations manual when applicable	full understanding	full understanding	full understanding
8.	Fuel Tank Safety training (1) (2)	Phase1+2+Contin.	Phase1+Contin.	Phase1
9.	EWIS (2)	Initial +Contin.	Initial +Contin.	Initial +Contin.
10.	Human Factor principles	full understanding	full understanding	full understanding
11.	Safety Training incl. Human Factors(2) (Part-CAMO only)	Initial +Contin.	Initial +Contin.	Initial +Contin.
12.	Relevant sample of aircraft type(s) (4)	training course	training course	training course
13.	Specific Requirements	Other specific knowledge relevant for the job position	Specific requirements of the safety manager see paragraph 3.3	Knowledge and experience in compliance monitoring, manuals and procedures related to the task, audit techniques, reporting, and recording





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14.	Language	ability to read, write and communicate to an understandable level in the English language (6)
		an equivalent knowledge of the language(s) in which the instructions for continuing airworthiness instructions are written





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Management Personnel EASA Position	CAMO POST HOLDER & Other nominated manager	SAFETY MANAGER (applicable to Part-CAMO only)	COMPLIANCE MONITORING MANAGER /QUALITY MANAGER / Deputy QM
Background & Experience	Level		
15. Background and satisfactory experience related to aircraft continuing airworthiness management	A relevant engineering degree or an aircraft maintenance technician qualification with additional education that is acceptable to the competent authority. (5) <ul style="list-style-type: none"> Five years relevant work experience of which at least two years should be from the aeronautical industry in an appropriate position. Practical experience and expertise in the application of aviation safety standards and safe operating practices, 		

Notes:

- (1)** Fuel Tank Safety training applicable only to organisations involved in the continuing airworthiness management of large airplanes (Appendix III to AMC4 CAMO.A.305(g)/Appendix XII to AMC M.A.706(f) and AMC1 M.B.102(c) — Fuel Tank Safety training
- (2)** These courses could be imparted by the Part CAMO/MG organisation, or by a Part 147 organisation, or by any other organisation accepted by the competent authority.
Initial safety training should cover all the topics of the training syllabus specified in GM2 CAMO.A.305(g) either as a dedicated course or else integrated within other training. The syllabus may be adjusted to reflect the particular nature of the organisation. The syllabus may also be adjusted to suit the particular nature of work for each function within the organisation.
- (3)** Knowledge of Maintenance Methods can be demonstrated by experience and/or appropriate training.
- (4)** "Relevant sample" means that those courses should cover typical aircraft and aircraft systems that are within the scope of approval.
Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be provided by a Part-147 organisation or by the manufacturer.
- (5)** 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies that are relevant to the maintenance and/or continuing airworthiness of aircraft/aircraft components;
This may be replaced by 5 years of experience in addition to the work experience already mentioned in item 15 . These additional 5 years should cover an appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks;
- (6)** The CAME should be available in the English language however, it may also be written in a second language (English and the language of the country where the organisation is located) (refer to "EASA Part-CAMO Approvals - User Guide for CAME (CAMO-AOC)", UG.CAMO.00004)
- (7)** The role of the Compliance monitoring manager cannot be combined with a function or position involved in the continuing airworthiness management.
If the functions related to compliance monitoring or safety management are combined with other duties, the organisation should ensure this does not result in any conflicts of interest. In particular, the compliance monitoring function should be independent from the continuing airworthiness management functions.





3.3 Specific requirements for safety manager .

GM3 CAMO.A.305(g)

The competency of a safety manager should include in addition to the items in the table “Minimum requirements for EASA post holders”, but not be limited to, the following:

- (a) knowledge of ICAO standards and European requirements on safety management;
- (b) an understanding of management systems, including compliance monitoring systems;
- (c) an understanding of risk management;
- (d) an understanding of safety investigation techniques and root cause methodologies;
- (e) an understanding of HF;
- (f) understanding and promotion of a positive safety culture;
- (g) operational experience related to the activities of the organisation;
- (h) safety management experience;
- (i) interpersonal and leadership skills, and the ability to influence staff;
- (j) oral and written communications skills;
- (k) data management, analytical and problem-solving skills





4. EASA Form 4 completion instructions (Part MG only).





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FO.CAO.00156 – Resume (EASA FORM 4)

Block	Subject	Completion Instructions	Note
1	Organisation name	Enter the Organisation name	
2	Approval number relevant to the item (1)	Enter the EASA approval number	<i>For initial applications it is intended the provisional approval number issued by EASA which is in “pending” status</i>
3	First Name/Surname	Enter the First Name/Surname of the person proposed to hold the position identified in item (5).	<i>Title means any personal title (ex. Mr, Mrs, Ms, Dr., etc.)</i>
4	Details of Management Personnel required to accepted	Select the applicable Regulation by ticking the relevant box	
5	Position for the EASA approval	Select the position for which the person indicated in item (3) is proposed. Refer to the table in paragraph 3 of this user guide, line “Management personnel” for further reference.	<p><i>For standardization purposes, a predefined list of positions is given in the EASA Form 4 published by EASA and only one may be selected. The EASA responsibilities associated to those standard positions are flexible and have to be established in the CAME.</i></p> <p><i>In case a nominated person holds a role which covers more than one of the predefined positions (e.g. Logistic Manager and Outsourcing Manager and Production Planning Manager, etc.), the organisation can select either:</i></p> <ul style="list-style-type: none"> <i>the preferred position between the ones available, subject to clearly defining in the CAME all the EASA responsibilities associated to that position, or;</i> <i>Fill one EASA Form 4 for each different position hold.</i>





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6	Title within the Organisation	Enter the effective title of the person indicated in item (3) which is in use within the organisation. This box can be left blank if the title is the same as already indicated in block (5)	<i>This block allows to associate a person to one of the predefined positions indicated in block (5) and also providing the actual title in use within the organisation. For example, for the block (5) position of "Quality Manager" the actual title within the organisation may be "Director Quality Compliance Monitoring"</i>
7	Qualifications relevant to the position	Enter the qualifications hold by the person indicated in item (3) which are relevant to the item (5) position. Refer to the table in paragraph 3 of this user guide, column "Knowledge" for the minimum requirements that apply to the position identified in item (3) and evidences to be provided. Note: making in this block only reference to an attached document (e.g. CV, etc.) without entering the minimum qualification relevant to the position is not acceptable.	<i>In order to provide the evidences associated to the declared qualifications:</i> <ul style="list-style-type: none"> • <i>Attach the relevant evidence to the EASA Form 4 (ex. Aircraft type training courses, training certificates, etc.)</i> <p style="text-align: center;"><i>or</i></p> <ul style="list-style-type: none"> • <i>Attach a copy of a training evidence issued by the organisations internal training system.</i>
8	Work experience relevant to the item position	List the previous work experiences of the person indicated in item (3) which are relevant to the item (5) position in the following format: <i>period from/to- Position covered- company/organisation</i> Refer to the table in paragraph 3 of this user guide, block "background and experience" for the minimum requirements that apply to the position identified in item (5). Note: making in this block only reference to an attached document (e.g. CV, etc.) without entering the minimum work experience relevant to the position is not acceptable.	
n/a	Date	Enter the date in which the EASA Form 4 is signed by the person indicated in item (3)	
n/a	Signature	Enter the signature of the person indicated in item (3)	The EASA Form 4 must be signed by the proposed person himself/herself.





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5. Airworthiness review staff





5.1. Airworthiness review staff.

Airworthiness review staff (ARS) are only required if the CAMO wants to be granted the privileges to perform airworthiness reviews (CAMO.A.125(e)/M.A.711(b)) and, if applicable, to issue permit to fly (CAMO.A.125(f)/M.A.711(c)).

Only approved organisations having their principal place of business in one of the EU Member States, may be granted the above privileges.

The organisation shall nominate appropriate competent staff in compliance with the following subchapters . An ARS authorisation can only be issued to a person by that organisation, when the person has been formally accepted by the competent authority.

5.2. Acceptance of the Airworthiness review staff.

AMC1 CAMO.A.310(c)

The approval by the competent authority of the CAME, containing, as specified in point CAMO.A.300(a)(8), the nominative list of CAMO.A.305(e) personnel, constitutes the formal acceptance by the competent authority of the airworthiness review staff of a Part-CAMO organisation.

The inclusion of an airworthiness review staff in such CAME list also constitutes the formal authorisation by the organisation .

M.A.707

The formal acceptance by the competent authority of the airworthiness review staff for a Part M Subpart G organisation is granted through the corresponding FO.CAO.00156 – Resume (EASA Form 4).

5.3. Position in the Organisation.

AMC1 CAMO.A.310(a)/ AMC M.A.707(a)5The airworthiness review staff should have a position in the organisation independent from the airworthiness management process or with overall authority on the airworthiness management process of complete aircraft.

Independence from the airworthiness management process may be achieved, among other ways, as follows:

- By being authorised to perform airworthiness reviews only on aircraft for which the person has not participated in their management. For example, performing airworthiness reviews on a specific aircraft type, while being involved in the continuing airworthiness management of a different aircraft type.
- A CAMO holding a maintenance organisation approval may nominate maintenance personnel from their maintenance organisation as airworthiness review staff, as long as they are not involved in the airworthiness management of the aircraft. These personnel should not have been involved in the release to service of that particular aircraft (other than maintenance tasks performed during the physical survey of the aircraft or performed as a result of findings discovered during such physical survey) to avoid possible conflict of interests.
- By nominating as airworthiness review staff personnel from the compliance monitoring/quality department of the CAMO. In such case the independence in regard to the audit function need to be ensured

Overall authority on the airworthiness management process of complete aircraft may be achieved, among other ways, as follows:

- By nominating as airworthiness review staff the accountable manager or the nominated post holder.
- By being authorised to perform airworthiness reviews only on those particular aircraft for which the person is responsible for the complete continuing airworthiness management process



**5.4. Minimum Requirements for EASA Airworthiness Review Staff.**

CAMO.A.310/M.A.707

Check List 1: Topics to be reviewed before to grant /extend an EASA Airworthiness Review Staff individual authorisation

EASA regulation / Requirements	
1. General	The person hold (a) an appropriate EASA Part-66 license (1) , or
	(b) an aeronautical degree or a national equivalent (2) , or
	(c) 5 years of experience in continuing airworthiness additional to those already required as experience below. (4)
2. Experience	The person has at least 5 years of experience in continuing airworthiness. (4)
3. Training	i) The person received a type training which covers typical aircraft and aircraft systems that are within the scope of authorisation. (3)
4. Additional Training	ii) The person received an Initial SAFETY TRAINING (INCLUDING HUMAN FACTORS) per syllabus GM2 CAMO.A.305(g).
	iii) The person received an appropriate training to the CAME and associated procedures/lists.
	iv) The person received an appropriate training to relevant parts of initial and continuing airworthiness regulations incl. Part 21, Part 145/CAO,annex I (Part M), Vb (Part ML) and/or Vc (Part CAMO) and/or annex Va (Parte T) as applicable.
	v) The person received the initial FTS training if applicable, (Appendix III to AMC4 CAMO.A.305(g) and Appendix XII to AMC1 M.A.706(f) and AMC1 M.B.102(c) — Fuel Tank Safety training) consistent en Level 1 + Level 2 .
	vi) The person received the EWIS training (refer to AMC 20-22 for further details) if applicable .
	vii) The person received training to the operator procedures, such as but not limited to the relevant parts of operations manual, MEL, Log Book, etc.
	viii) Knowledge of Maintenance Methods (can be demonstrated by experience and/or appropriate training). (5)
5. Position in the organisation	The person has a position in the organisation (a) independent from the airworthiness management process, or (b) with overall authority on the airworthiness management process of complete aircraft.

Notes:

- (1) An appropriate licence in compliance with Annex III (Part-66) is any one of the following:
 - a category B1 or L licence in the subcategory of the aircraft reviewed, or
 - a category B2 or C licence, or
 - in the case of piston-engine non-pressurised aeroplanes of 2 000 kg MTOM and below, a category B3 licence.
- (2) A relevant engineering degree or an aircraft maintenance technician qualification with additional education that is acceptable to the competent authority. 'Relevant engineering degree' means an engineering degree from aeronautical, mechanical, electrical, electronic, avionic or other studies that are relevant to the maintenance and/or continuing airworthiness of aircraft/aircraft components
- (3) Knowledge of a relevant sample of the type(s) of aircraft gained through a formalised training course. These courses should be at least at a level equivalent to Part-66 Appendix III Level 1 General Familiarisation and could be provided by a Part-147 organisation, by the manufacturer, or by any other organisation accepted by the competent authority.
'Relevant sample' means that these courses should cover typical aircraft and aircraft systems that are within the scope of work.
- (4) 'Experience in continuing airworthiness' means any appropriate combination of experience in tasks related to aircraft maintenance and/or continuing airworthiness management and/or surveillance of such tasks.





- (5) 'Maintenance Methods' means the full understanding of records for the release of maintenance, the different types of maintenance programmes (based on specific checks at required intervals or based on equalised checks), the difference between Hard Time Components and components controlled "on-condition" or by "trend-monitoring", or when and how maintenance deferment is possible.

Check List 2: Topics to be reviewed before renewal of an EASA Airworthiness Review Staff individual authorisation

EASA regulation / Requirements	
Recurrent training	The person received recurrent training that covers up-to-date information on Safety and Human Factors, FTS, Organisation procedures, Aviation legislations, EWIS as applicable to the organisation scope of approval and individual authorization held. For recurrent safety training see AMC3 CAMO.A.305(g)(c).
Recent experience	The person has <ul style="list-style-type: none"> (a) been involved in continuing airworthiness management activities for at least 6 months in every 2-year period, <li style="text-align: center;">or (b) conducted at least one airworthiness review in the last 12-month period.

5.5. Airworthiness Review under Supervision .

CAMO.A.310(c)/AMC M.A.707(b)

Any

- a) new airworthiness review staff, or
 - b) airworthiness review staff not showing sufficient recent experience,
- need to conduct an airworthiness review under the supervision of the competent authority.

If upfront agreed with the competent authority the airworthiness review can be performed under the supervision of another currently authorised airworthiness review staff of the organisation in accordance with an approved CAME procedure. In this case evidence for the at a satisfactory level completed airworthiness review need be provided to the competent authority.

For the extension of the scope of authorization the extent of the supervision will be determined on a case to case basis by the competent authority.

