

**KCASR 8, PART M, SUBPART G**  
**(CAMO) ORGANIZATION COMPLIANCE QUESTIONNAIRE**

<b>Organisation Name:</b>		<b>AOC Number:</b> (If Applicable)	
<b>Address:</b>			
<b>Contact Name:</b>		<b>Tel No:</b>	<b>Signed on behalf of Organisation:</b>
		<b>Email:</b>	
<b>C.A.M.E Reference:</b>			
<b>Reviewed by; (DGCA)</b> DGCA Use Only		<b>Signature:</b>	<b>Date</b>

**Instructions for completion:**

When completing this document, it is important to make a positive statement showing how the organisation complies with any relevant part of the Subpart G requirement (column 1) by indicating in column (2) the CAME or procedure reference, if any part is not relevant then N/A should be inserted in column (3). It should be stated in the comments column (4) why the part is not applicable.

Column (4) should give details of method of compliance.

If additional information is required to demonstrate compliance, please use the space below or attach an appropriately referenced continuation sheet.

Where the term 'The Owner' is used this also means 'The Operator'.

Once completed please return this document to the Kuwait DGCA.

When an operator subcontracts continuing airworthiness task (s) to another organisation, the task, subcontracted organisation and contract reference should be inserted in column (4).

When the Organization Compliance List has been completed and accepted by the DGCA a copy should be appended to the CAME.

Note: in addition to the KCASR 8, Part M Subpart G Regulations, AMC & GM material should be taken into consideration when preparing your CAME.

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Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments By Organisation (4) (Please use this section to clarify the means of compliance with the specific requirement, as necessary. If the task is contracted out, the subcontracted organisation and contract reference should be inserted here)	DGCA use Satisfactory Y/N (5)
<b>M.A.701 Scope</b>				
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.				
<b>M.A.702 Application</b>				
An application for issue or variation of a continuing airworthiness management organisation approval shall be made on a form and in a manner established by the Kuwait DGCA.				
<b>M.A.703 Extent of approval</b>				
a) The grant of approval is indicated by the issue of the certificate included in Appendix VI by the Kuwait DGCA.				
b) Notwithstanding paragraph (a), for commercial air transport, the approval shall be part of the air operator certificate issued by the Kuwait DGCA, for the aircraft operated.				
c) The scope of work deemed to constitute the approval shall be specified in the approved continuing airworthiness management exposition in accordance with point M.A.704				
<b>M.A.704 Continuing airworthiness management exposition</b>				
a) The continuing airworthiness management organization shall provide a continuing airworthiness management exposition containing the following information:				
1. A statement signed by the accountable manager to confirm that the organization will work in accordance with this Part and the exposition at all times, and;				

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2. The organization's scope of work, and;				
3. The title(s) and name(s) of person(s) referred to in M.A.706(a) ,M.A.706(c), M.A.706(d)and M.A.706(i);				
4. An organization chart showing associated chains of responsibility between the person(s) referred to in M.A.706(a) ,M.A.706(c), M.A.706(d)and M.A.706(i);				
5. A list of the airworthiness staff referred to in point M.A.707				
6. A general description and location of the facilities, and;				
7. Procedures specifying how the continuing airworthiness management organization ensures compliance with the KCASR Part M, and;				
8. The continuing airworthiness management exposition amendment procedures.				
9. The list of approved aircraft maintenance programmes, or, for aircraft not involved in commercial air transport, the list of "generic" and "baseline" maintenance programmes.				
b) The CAME and its amendments shall be approved by the Kuwait DGCA				
c) Notwithstanding paragraph (b), minor amendments to the exposition may be approved indirectly through an indirect approval procedure. The indirect approval shall define the minor amendment eligible. (the procedures must be approved by the Kuwait DGCA)				

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<b>M.A.705 Facilities</b>				
The continuing airworthiness management organization shall provide suitable office accommodation at appropriate locations for the personnel specified in M.A.706.				
<b>M.A.706 Personnel requirements</b>				
(a) The organization 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 the responsibility of ensuring that the organization is always in compliance with this 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 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 KCASR Part-145 approved organization under contract to the operator, unless specifically agreed by the Kuwait DGCA.				

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(f) The organization shall have sufficient appropriately qualified staff for the expected work.				
(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) For organisations producing Airworthiness Review Reports in accordance with Subpart I to KCASR 8 - Part M, the organisation shall nominate persons authorised to do so, subject to approval by the Kuwait DGCA.				
(j) The organization shall define and keep updated in the CAME the title(s) and name(s) of person(s) referred to in M.A.706 (a), M.A.706(c), M.A.706 (d) and M.A.706 (i)				
(k) For large aircraft and for aircraft used for commercial air transport the organization shall establish and control the competence of personnel involved in continuing airworthiness management and/or quality audits in accordance with procedures and to a standard agreed by the Kuwait DGCA.				
<b>M.A.707 Airworthiness review staff</b>				
a) To be approved to carry out airworthiness reviews and prepare Airworthiness Review Reports, an approved continuing airworthiness management organization shall have appropriate airworthiness review staff to issue airworthiness review reports (See Appendix III).				

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1. For all aircraft used in commercial air transport, and aircraft above 2730 kg MTOM, except balloons, these staff shall have acquired:				
i. at least five years' experience in continuing airworthiness, and				
ii. an appropriate license in compliance with KCASR Part-66 or an aeronautical degree or a national equivalent; and				
iii. formal aeronautical maintenance training; and				
iv. A position within the approved organization with appropriate responsibilities.				
v. Notwithstanding points (i) to (iv), the license requirement laid down in point M.A.707(a)1(ii) may be replaced by five years of experience in continuing airworthiness additional to those already required by point M.A.707(a)1(i).				
2. For aircraft not used in commercial air transport of 2730 kg MTOM and below, and balloons, these staff shall have acquired:				
i. at least three years' experience in continuing airworthiness; and				
ii. an appropriate license in compliance with KCASR Part-66 or an aeronautical degree or a national equivalent; and				
iii. appropriate aeronautical maintenance training; and				
iv. a position within the approved organization with appropriate responsibilities				

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v. Notwithstanding points (i) to (iv), the requirement laid down in point M.A.707(a)2(ii) may be replaced by four years of experience in continuing airworthiness additional to those already required by point M.A.707(a)2(i).				
b) Airworthiness review staff nominated by the approved continuing airworthiness organization can only be issued an authorization by the approved continuing airworthiness organization when formally accepted by the Kuwait DGCA after satisfactory completion of an Airworthiness Review Report under supervision.				
c) The organization 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 organization 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 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 organization.				
<b>M.A.708 Continuing airworthiness management</b>				
a) All continuing airworthiness management shall be carried out according to the prescriptions of M.A Subpart C.				

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b) For every aircraft managed, the approved continuing airworthiness management organization shall:				
1. Develop and control a maintenance programme for the aircraft managed including any applicable reliability programme,				
2. Present the aircraft maintenance programme and its amendments to the Kuwait DGCA for approval, unless covered by an indirect approval procedure in accordance with point M.A.302(c), and provide a copy of the programme to the owner of non-commercially operated aircraft,				
3. Manage the approval of modification and repairs,				
4. Ensure that all maintenance is carried out in accordance with the approved maintenance programme and released in accordance with M.A. Subpart H,				
5. Ensure that all applicable airworthiness directives and operational directives with a continuing airworthiness impact are applied,				
6. Ensure that all defects discovered during scheduled maintenance or reported are corrected by an appropriately approved maintenance organization,				
7. Ensure that the aircraft is taken to an appropriately approved maintenance organization whenever necessary,				



Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments By Organisation (4) (Please use this section to clarify the means of compliance with the specific requirement, as necessary. If the task is contracted out, the subcontracted organisation and contract reference should be inserted here)	DGCA use Satisfactory Y/N (5)
8. Coordinate scheduled maintenance, the application of airworthiness directives, the replacement of service life limited parts, and component inspection to ensure the work is carried out properly,				
9. Manage and archive all continuing airworthiness records and/or operator's technical log.				
10. Ensure that the mass and balance statement reflects the current status of the aircraft.				
c) In the case of commercial air transport, when the operator is not appropriately approved to KCASR Part-145, the operator shall establish a written maintenance contract between the operator and KCASR Part-145 approved organization or another operator, detailing the functions specified under M.A.301-(a)(2), M.A.301-(a)(3), M.A.301-(a)(5) and M.A.301-(a)(6), ensuring that all maintenance is ultimately carried out by a KCASR Part 145 approved maintenance organization and defining the support of the quality functions of M.A.712 (b). The aircraft base, scheduled line maintenance and engine maintenance contracts, together with all amendments, shall be accepted by the Kuwait DGCA. However, in the case of:				
1. An aircraft requiring unscheduled line maintenance, the contract may be in the form of individual work orders addressed to KCASR Part-145 maintenance organization.				
2. Component maintenance, including engine maintenance, the contract as referred to in paragraph (c) may be in the form of individual work orders addressed to the KCASR Part-145 maintenance organization.				

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Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments By Organisation (4) (Please use this section to clarify the means of compliance with the specific requirement, as necessary. If the task is contracted out, the subcontracted organisation and contract reference should be inserted here)	DGCA use Satisfactory Y/N (5)
<b>M.A.709 Documentation</b>				
(a) The approved continuing airworthiness management organization shall hold and use applicable current maintenance data in accordance with point M.A.401 for the performance of continuing airworthiness tasks referred to in point M.A.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 organization only needs to keep such data for the duration of the contract, except when required by point M.A.714.				
(b) For aircraft not involved in commercial air transport, the approved continuing airworthiness management organization 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 KCASR Part 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.A.302 in due time before exercising the privileges referred to in point M.A.711.				

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<b>M.A.710 Airworthiness review</b>				
(a) To satisfy the requirement for an M.A.901 airworthiness review of an aircraft, a full documented review of the aircraft records shall be carried out by the airworthiness review staff of the approved continuing airworthiness management organization in order to be satisfied that:				
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 approved according to Part-21 or equivalent, 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 Part M, and;				

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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 approved /accepted by the Kuwait DGCA;				
11. If required, the aircraft holds a noise certificate corresponding to the current configuration of the aircraft in compliance with Subpart I of the KCASR 8, Part-21.				
(b) The airworthiness review staff of the approved continuing airworthiness management organization shall carry out a physical survey of the aircraft. For this survey, airworthiness review staff not appropriately qualified to Part- 66 shall be assisted by such qualified personnel.				
(c) Through the physical survey of the aircraft, the airworthiness review staff shall ensure that:				
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 M.A.403, and;				
5. No inconsistencies can be found between the aircraft and the paragraph (a) documented review of records.				

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(d) By derogation to M.A.901 (a) an airworthiness review can be anticipated by a maximum period of 30 days without loss of continuity of the airworthiness review pattern, to allow the physical review to take place during a maintenance check.				
(e) The airworthiness review report (Form 15) referred to in Appendix III to KCASR 8, Part- M can only be issued:				
1. By airworthiness review staff appropriately authorised in accordance with point M.A.707 on behalf of the approved continuing airworthiness management organization or by the Kuwait DGCA 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) A copy of any airworthiness review report issued shall be sent to the-Kuwait DGCA of that aircraft no later than 30 days from the date of issue or renewal of the Certificate of Airworthiness.				
(g) Airworthiness review tasks shall not be sub-contracted.				
(h) Should the outcome of the airworthiness review be inconclusive, the Kuwait DGCA shall be informed as soon as practicable but in any case within 72 hours of the organization identifying the conditions to which the review relates.				
<b>M.A.711 Privileges of the organization</b>				
(a) A continuing airworthiness management organization approved in accordance with, Subpart G of Part M may:				

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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 aircraft 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 organization, working under its quality system, as listed on the approval certificate;				
4. Reserved				
(b) An approved continuing airworthiness organization may, additionally, be approved to carry out airworthiness reviews referred to in point M.A.710 and:				
(1) Issue an airworthiness review report and to make a recommendation for the certificate of airworthiness renewal to the Kuwait DGCA.				
(2) Reserved				
<b>M.A.712 Quality system</b>				
(a) To ensure that the approved continuing airworthiness management organization 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.				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments By Organisation (4) (Please use this section to clarify the means of compliance with the specific requirement, as necessary. If the task is contracted out, the subcontracted organisation and contract reference should be inserted here)	DGCA use Satisfactory Y/N (5)
(b) The quality system shall monitor M.A. Subpart G activities. It shall at least include the following functions:				
1. Monitoring that all M.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 Part.				
(c) The records of these activities shall be stored for at least two years.				
(d) Where the approved continuing airworthiness management organization is approved in accordance with another KCASR Part, the quality system may be combined with that required by the other Part.				
(e) In case of commercial air transport the M.A. Subpart G quality system shall be an integrated part of the operator's quality system.				

Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments By Organisation (4) (Please use this section to clarify the means of compliance with the specific requirement, as necessary. If the task is contracted out, the subcontracted organisation and contract reference should be inserted here)	DGCA use Satisfactory Y/N (5)
(f) In the case of a small organization not managing the continuing airworthiness of aircraft used in commercial air transport, the quality system may be replaced by regular organizational reviews subject to the approval of the Kuwait DGCA, except when the organization issues airworthiness review reports for aircraft above 2730 kg MTOM other than balloons. In the case where there is no quality system, the organization shall not subcontract continuing airworthiness management tasks to other parties.				
<b>M.A.713 Changes to the approved continuing airworthiness organization</b>				
<p>In order to enable the Kuwait DGCA to determine continued compliance with this Part, 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:</p> <ol style="list-style-type: none"> <li>1. The name of the organization.</li> <li>2. The location of the organization.</li> <li>3. Additional locations of the organization.</li> <li>4. The accountable manager.</li> <li>5. Any of the persons specified in M.A.706(c).</li> <li>6. The facilities, procedures, work scope and staff that could affect the approval.</li> </ol> <p>In the case of proposed changes in personnel not known to the management beforehand, these changes shall be notified at the earliest opportunity</p>				



Subpart G requirement (1)	CAME / Proc. Ref (2)	N/A (3)	Comments By Organisation (4) (Please use this section to clarify the means of compliance with the specific requirement, as necessary. If the task is contracted out, the subcontracted organisation and contract reference should be inserted here)	DGCA use Satisfactory Y/N (5)
<b>M.A.714 Record-keeping</b>				
(a) The continuing airworthiness management organization shall record all details of work carried out. The records required by M.A.305 and if applicable M.A.306 shall be retained.				
(b) If the continuing airworthiness management organization has the privilege of M.A.711 (b), it shall retain a copy of each airworthiness review report issued, together with all supporting documents.				
(c) Reserved				
(d) The continuing airworthiness management organization shall retain a copy of all records listed in paragraph (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.				
(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 organization or person, all retained records shall be transferred to the said organization or person. The time periods prescribed for the retention of records shall continue to apply to the said organization or person.				
(h) Where a continuing airworthiness management organization terminates its operation, all retained records shall be transferred to the owner of the aircraft				

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<b>M.A.715 Continued validity of approval</b>				
(a) An approval shall be valid for 2 years from the date of issuance. It shall remain valid subject to:				
1. The organization remaining in compliance with this Part, in accordance with the provisions related to the handling of findings as specified under M.B.705 and;				
2. The Kuwait DGCA being granted access to the organization to determine continued compliance with this Part, and;				
3. The approval not being surrendered or revoked.				
(b) Upon surrender or revocation, the approval certificate shall be returned to the Kuwait DGCA.				
<b>M.A.716 Findings</b>				
(a) A level 1 finding is any significant non-compliance with KCASR Part-M requirements which lowers the safety standard and hazards seriously the flight safety.				
(b) A level 2 finding is any non-compliance with the KCASR Part-M requirements which could lower the safety standard and possibly hazard the flight safety.				
(c) After receipt of notification of findings according to M.B.705, the holder of the continuing airworthiness management organization approval shall define a corrective action plan and demonstrate corrective action to the satisfaction of the Kuwait DGCA within a period agreed with the Kuwait DGCA.				