



# CAME APPROVAL PROCEDURE

## PROCEDURE MANAGEMENT

|             | <b>Name</b> | <b>Title</b>                 | <b>date</b> | <b>Signature</b> |
|-------------|-------------|------------------------------|-------------|------------------|
| Prepared by | M. Merens   | Head of Airworthiness office | 13/08/07    |                  |
| Approved by | C. Waltzing | Director of Civil Aviation   | 13/08/07    |                  |

## REVISION FOLLOWUP

| <b>Document Revision</b> | <b>Change identification</b>                      | <b>Date</b> |
|--------------------------|---|-------------|
| 00                       | Initial   | 04/05/2005  |
| 01                       | Introduction of Form 300-5 for document approvals | 13/08/07    |



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## **1 GENERAL**

### **1.1 SCOPE**

The intent of this document is to describe DAC Luxembourg (DACL) procedure for the approval of the continuing airworthiness management exposition (CAME).

In particular, this document defines the DACL procedure regarding:

- the initial approval;
- the amendment approvals;

### **1.2 GLOSSARY**

**PART M:** Annex I of regulation 2042/2003

**PART 145:** Annex II of regulation 2042/2003

**CAME:** continuing airworthiness management exposition

**MOE:** maintenance organisation exposition

### **1.3 RELATED EASA PROCEDURE**

| <b>EASA Regulation</b> | <b>Article</b> | <b>Title</b>    |
|------------------------|----------------|-----------------|
| 2042/2003              | M.B.706        | CAME amendments |
| 2042/2003              | M.B.702(b)     | CAME approval   |

### **1.4 REFERENCED DOCUMENTS**

| <b>Document</b>                                 | <b>Issue</b> |
|---|--------------|
| Commission Regulation (CE) 2042/2003            | 20/11/2003   |
| Decision No 2003/19/RM -- AMC                   | 28/11/2003   |
| Form 300-5 – Demande d’approbation documentaire | As revised   |
| Form 341-1– CAME approval checklist             | As revised   |
|   |              |



## **2 PROCEDURE**

### **2.1 INITIAL APPROVAL**

The initial approval procedure is used for the approval of:

- the first CAME of an organisation undergoing PART M Subpart G approval;
- a major amendment to an existing CAME.

The applicant must request approval of the CAME using Form 300-5. On receipt of the request, DACL enters it into the approval tracking system and assigns it to one of its inspectors.

Compliance of the CAME with M.A.704(a) will be checked using Form 341-1 by the auditing surveyor or by an assigned inspector. Compliance with AMC material will be checked as appropriate.

The findings are communicated to the applicant in writing by the inspector. If acceptable corrections have been made to the CAME, approval is recommended on Form 341-1 and Form 300-5 to the auditing surveyor which issues CAME approval letter under the signature of an appropriately authorised member of the DACL.

### **2.2 AMENDMENT APPROVAL**

CAME amendments are classified as major or minor. Minor changes are those changes which do not affect the PART M Subpart G approval and which do not fall under M.A.713. All other changes are classified as major.

An organisation may use indirect approval for the approval of minor CAME changes if an approved procedure exists in their CAME.



An organisation may elect to supply amendments to its manual either as complete revisions or as individual changes. This has to be defined in their CAME under “Exposition amendment procedure”.

### ***2.2.1 CAME revision approvals***

CAME revision approval is identical to the initial approval procedure as defined in §2.1. Nevertheless, only the items concerned by the change shall be reviewed in Part 2 of Form 341-1, all other items shall be marked “N/R”.

Minor changes, if not approved indirectly, shall be recommended by the auditing surveyor using Form 341-1 without the usage of its Part 1 and Form 300-5.

Approval is documented through the issue of an approval letter under the signature of an appropriately authorised member of the DACL.

Reference shall be made to the approval letter in the reference pages of the CAME.

### ***2.2.2 Individual change approvals***

The application for approval of an individual CAME change shall not cover more than one CAME chapter and shall contain a cover page with at least the following information:

- A unique modification reference number
- A brief description of the modification
- The paragraph, section or chapter concerned by the modification
- The reason for the modification
- A proposed classification as minor or major

At the receipt of one or more individual CAME changes, the DACL auditing surveyor classifies each change as major or minor according to the preceding criteria. Major changes are approved individually through the initial approval procedure as defined in §2.1.



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Nevertheless, only the items concerned by the change shall be reviewed in Part 2 of Form 341-1, all other items shall be marked “N/R”.

Minor changes, if not approved indirectly, shall be recommended all together by the auditing surveyor using Form 341-1 without the usage of its Part 1 and Form 300-5.

Approval is documented through the issue of an approval letter under the signature of an appropriately authorised member of the DACL.

Every individually approved change may be integrated into any future CAME revision without any further approval. This revision shall be considered as DAC approved.

Reference shall be made to the approval letter(s) in the reference pages of the CAME.