

# Compliance Checklist (EU) No 1321/2014 PART-CAO up to Amdt. (EU) No 2020/270 CAO initial application or change



CAO.A.	AMC/GM	Content	CAE Reference	Comments	Status
015	AMC1 CAO.A.015	<b>Application</b> Application in a form and manner established by ACG (FORM 2)			
017(b)		<b>Means of compliance</b> If an alternate to an AMC wishes to be used: provide ACG with a full description of the alternative means of compliance (AltMoC)			
020(a)		<b>Terms of approval</b> Scope of work shall be specified in the CAE			
020(a)(1)	GM1 CAO.A.020 GM1 CAO.A.020(a)	<b>Terms of approval</b> Scope of work for aeroplanes of more than 2730 kg MTOM and helicopters of more than 1200 kg MTOM or certified for more than 4 occupants; changes			
020(a)(2)		<b>Terms of approval</b> For complete turbine engines, the scope of work shall indicate the engine manufacturer or group or series or type or the maintenance task(s); changes			
020(a)(3)		<b>Terms of approval</b> Planning and carrying out maintenance by a CAO which employs only one person			
020(a)(4)		<b>Terms of approval</b> Scope of work controlled by the CAO according to a procedure; component classification			
020(c)	AMC1 CAO.A.020(c)	<b>Terms of approval</b> Fabrication in conformity with maintenance data			
025	AMC1 CAO.A.025 AMC2 CAO.A.025	<b>Combined airworthiness exposition (CAE)</b> Layout of an acceptable CAE according AMC			
025(a)(1)		<b>CAE</b> Statement signed by the accountable manager			
025(a)(2)		<b>CAE</b> Scope of work			
025(a)(3)		<b>CAE</b> Title(s) and name(s) of the person(s)			
025(a)(4)		<b>CAE</b> Organisation chart			

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025(a)(5)		<b>CAE</b> List of certifying staff with their scope of approval			
025(a)(6)		<b>CAE</b> List of staff responsible for the development and approval of aircraft maintenance programmes			
025(a)(7)		<b>CAE</b> List of airworthiness review staff with their scope of approval			
025(a)(8)		<b>CAE</b> List of staff responsible for issuance of permits to fly			
025(a)(9)		<b>CAE</b> General description and location of the facilities			
025(a)(10)		<b>CAE</b> Procedures specifying how the CAO shall ensure compliance			
025(a)(11)		<b>CAE</b> CAE amendment procedure			
025(b)		<b>CAE</b> Approval of CAE			
025(c)		<b>CAE</b> CAE amendments according CAO.A.105			
030	AMC1 CAO.A.030	<b>Facilities</b> Facilities, including adequate office accommodation			
030(a)		<b>Facilities (for maintenance)</b> Specialised workshops, hangars and bays			
030(b)		<b>Facilities (for maintenance)</b> Secure storage facilities are provided for components, equipment, tools and material; segregation			
035(a)		<b>Personnel requirements</b> Accountable manager			
035(b)		<b>Personnel requirements</b> Nominate a person or group of persons with the responsibility of ensuring that the organisation always complies with requirements			

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035(c)	AMC1 CAO.A.035(c)	<b>Personnel requirements</b> Knowledge, background and experience related to continuing airworthiness management or maintenance, as appropriate			
035(d)		<b>Personnel requirements</b> Sufficient appropriately qualified staff to be able to carry out the planned work			
035(e)	AMC1 CAO.A.035(e)	<b>Personnel requirements</b> Assess and record the qualification of all personnel			
035(f)		<b>Personnel requirements</b> Specialised tasks, such as welding or NDT			
040(a)(1)		<b>Certifying staff</b> Requirements of Part-66 for aircraft certifying staff; national requirements for component certifying staff			
040(a)(2)		<b>Certifying staff</b> Adequate understanding of the relevant aircraft or aircraft component(s) and procedures			
040(b)		<b>Certifying staff</b> One-off certification authorisation; report to ACG			
040(c)		<b>Certifying staff</b> Maintenance support to operators involved in commercial operations			
040(c)(1)		<b>Certifying staff</b> For a repetitive preflight AD limited certifying-staff authorisation to the pilot-in-command			
040(c)(2)		<b>Certifying staff</b> In the case of aircraft operating away from a supported location limited certifying-staff authorisation to the pilot-in-command			
040(d)		<b>Certifying staff</b> Record of details concerning certifying staff and up-to-date list			
045	AMC1 CAO.A.045	<b>Airworthiness review staff (ARS)</b> ARS already authorised; experience; validity of authorisation			

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045(a)		<b>ARS</b> CAO shall have appropriate ARS as applicable			
045(a)(1)		<b>ARS</b> Experience in continuing airworthiness			
045(a)(2)		<b>ARS</b> Appropriate licence or aeronautical degree or additional experience			
045(a)(3)		<b>ARS</b> Appropriate aeronautical-maintenance training			
045(b)		<b>ARS</b> Airworthiness review under supervision			
045(c)		<b>ARS</b> Demonstration of appropriate recent continuing airworthiness experience			
045(d)		<b>ARS</b> ARS identified in the CAE			
045(e)		<b>ARS</b> Record of details of any appropriate qualification, experience and training			
050(a)(1)	AMC1 CAO.A.050(a)	<b>Components, equipment and tools</b> Equipment and tools specified in the maintenance data or equivalents listed in CAE			
050(a)(2)	AMC1 CAO.A.050(a)	<b>Components, equipment and tools</b> Procedure to ensure access to other equipment and tools used only on an occasional basis			
050(b)		<b>Components, equipment and tools</b> Tools and equipment are controlled and calibrated to an officially recognised standard; records			
050(c)		<b>Components, equipment and tools</b> Inspection, classification and appropriate segregation of all incoming components			
055(a)	AMC1 CAO.A.055	<b>Maintenance data and work orders</b> Current maintenance data			
055(b)		<b>Maintenance data and work orders</b> Written work order between CAO and person or organisation requesting maintenance			

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060(a)		<b>Maintenance standards</b> Any person performing maintenance is qualified			
060(b)		<b>Maintenance standards</b> Maintenance carried out is well organised and clean			
060(c)		<b>Maintenance standards</b> Methods, techniques, standards and instructions specified in maintenance data			
060(d)		<b>Maintenance standards</b> Tools, equipment and material			
060(e)		<b>Maintenance standards</b> Maintenance performed in accordance with environmental limitations			
060(f)		<b>Maintenance standards</b> Proper facilities			
060(g)	AMC1 CAO.A.060(g)	<b>Maintenance standards</b> Risk of multiple errors during maintenance			
060(h)	AMC1 CAO.A.060(h) AMC2 CAO.A.060(h)	<b>Maintenance standards</b> Error-capturing method			
060(i)		<b>Maintenance standards</b> general verification after completion of maintenance			
060(j)		<b>Maintenance standards</b> All maintenance performed is properly recorded and documented			
065		<b>Aircraft certificate of release to service</b> At the completion of any aircraft maintenance carried out, an aircraft CRS shall be issued			
070(a)	GM1 CAO.A.070 AMC1 CAO.A.070(a)	<b>Component certificate of release to service</b> At the completion of all component maintenance carried out, a component CRS shall be issued			
070(b)		<b>Component certificate of release to service</b> EASA form 1 generated from computer database			
075	AMC1 CAO.A.075	<b>Continuing-airworthiness management</b>			
075(a)		<b>Continuing-airworthiness management</b> Continuing airworthiness management shall be carried out in accordance with Part-M or Part-ML, as applicable			

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075(b)(1)		<b>Continuing-airworthiness management</b> Develop and control maintenance programme			
075(b)(1)(i)		<b>Continuing-airworthiness management</b> Approval of maintenance programme for aircraft complying with Part-ML			
075(b)(1)(ii)		<b>Continuing-airworthiness management</b> Approval of maintenance programme for aircraft complying with Part-M			
075(b)(2)		<b>Continuing-airworthiness management</b> Copy of AMP to the owner			
075(b)(3)		<b>Continuing-airworthiness management</b> Data used for any modification and repairs			
075(b)(4)		<b>Continuing-airworthiness management</b> All maintenance is performed in accordance with the AMP and released properly			
075(b)(5)		<b>Continuing-airworthiness management</b> All applicable ADs and all operational directives with a continuing airworthiness impact are implemented			
075(b)(6)		<b>Continuing-airworthiness management</b> All defects discovered during maintenance or reported are corrected			
075(b)(7)		<b>Continuing-airworthiness management</b> Aircraft is brought for maintenance to an appropriately approved organisation or to independent certifying staff			
075(b)(8)		<b>Continuing-airworthiness management</b> Coordination of scheduled maintenance, application of ADs, replacement of service-life-limited parts and component inspection			
075(b)(9)		<b>Continuing-airworthiness management</b> Manage and archive all continuing-airworthiness records and, if applicable, the aircraft technical log			
075(b)(10)		<b>Continuing-airworthiness management</b> Mass-and-balance statement reflects the current status of the aircraft			

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080	AMC1 CAO.A.080	<b>Continuing-airworthiness management data</b> Applicable current maintenance data for the performance of the continuing airworthiness management tasks			
085		<b>Airworthiness review</b> Airworthiness review in accordance with Part-M or Part-ML, as applicable			
090(a)(1)		<b>Record-keeping</b> Maintenance records			
090(a)(2)		<b>Record-keeping</b> Continuing airworthiness management records			
090(a)(3)		<b>Record-keeping</b> Copy of each ARC and recommendation issued			
090(a)(4)		<b>Record-keeping</b> Copy of each permit to fly issued			
090(b)		<b>Record-keeping</b> Retain a copy of maintenance records for a period of 3 years			
090(c)		<b>Record-keeping</b> Retain a copy of continuing airworthiness management records, ARC, recommendations and permit to fly			
090(d)		<b>Record-keeping</b> Protection from damage, alteration and theft			
090(e)		<b>Record-keeping</b> Storage of computer hardware used for backup of the maintenance records			
090(f)		<b>Record-keeping</b> Transfer of records to another organisation or person			
090(g)		<b>Record-keeping</b> Transfer of records due to termination of the CAO's operation			
095(a)(1)		<b>Privileges of the organisation (maintenance)</b> Maintenance of aircraft or component			

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095(a)(2)		<b>Privileges of the organisation (maintenance)</b> Specialised services at another organisation appropriately qualified under the control of the CAO			
095(a)(3)		<b>Privileges of the organisation (maintenance)</b> Maintenance of aircraft or component for which it is approved at any location, where the need of such maintenance arises			
095(a)(4)		<b>Privileges of the organisation (maintenance)</b> Issuing of CRS			
095(b)(1)		<b>Privileges of the organisation (continuing airworthiness management)</b> Management of continuing airworthiness			
095(b)(2)		<b>Privileges of the organisation (continuing airworthiness management)</b> Approve maintenance programme (for Part-ML)			
095(b)(3)	AMC1 CAO.A.095(b)(3)	<b>Privileges of the organisation (continuing airworthiness management)</b> Carry out limited continuing airworthiness tasks with any contracted organisation listed on certificate			
095(b)(4)		<b>Privileges of the organisation (continuing airworthiness management)</b> Extend an ARC that has been issued by the competent authority, another CAO or a CAMO			
095(c)(1)(i)		<b>Privileges of the organisation (airworthiness review)</b> Issuance of the related ARC or recommendation for the issuance			
095(c)(1)(ii)		<b>Privileges of the organisation (airworthiness review)</b> Extension of the validity of an existing ARC			
095(c)(2)		<b>Privileges of the organisation (airworthiness review)</b> Airworthiness reviews with maintenance privileges only			
095(d)		<b>Privileges of the organisation (permit to fly)</b> Issuance of permits to fly			



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095(e)		<b>Privileges of the organisation</b> CAO may be approved for one or more privileges			
100(a)	GM1 CAO.A.100(a) AMC1 CAO.A.100(a)	<b>Quality system and organisational review</b> Quality system and quality manager			
100(b)(1)	AMC1 CAO.A.100(b)	<b>Quality system and organisational review</b> Activities are performed in accordance with the approved procedures			
100(b)(2)		<b>Quality system and organisational review</b> Contracted maintenance tasks are carried out in accordance with the contract			
100(b)(3)		<b>Quality system and organisational review</b> Organisation continues to comply with the requirements			
100(c)		<b>Quality system and organisational review</b> Records of that monitoring shall be retained for at least the previous 2 years			
100(d)		<b>Quality system and organisational review</b> Combined quality system			
100(e)	GM1 CAO.A.100(e)	<b>Quality system and organisational review</b> Small CAO conditions			
100(f)	AMC1 CAO.A.100(f)	<b>Quality system and organisational review</b> For small CAO: quality system may be replaced by regular organisational reviews			
105(a)(1)		<b>Changes to the organisation</b> Changes affecting the information contained in the approval certificate			
105(a)(2)		<b>Changes to the organisation</b> Changes of the persons referred to in points CAO.A.035(a) and (b)			
105(a)(3)		<b>Changes to the organisation</b> Changes in the aircraft types			
105(a)(4)		<b>Changes to the organisation</b> Changes in the scope of work in case of complete turbine engines			
105(a)(5)		<b>Changes to the organisation</b> Changes in the control procedure			

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105(b)		<b>Changes to the organisation</b> Other changes in locations, facilities, equipment, tools, material, procedures, scope of work;			
110(a)(1)		<b>Continued validity</b> Compliance with regulation			
110(a)(2)		<b>Continued validity</b> Access of competent authority members to organisation			
110(a)(3)		<b>Continued validity</b> Certificate not being surrendered or revoked			
110(b)		<b>Continued validity</b> Revocation or surrender: certificate shall be returned to ACG			
115(a)		<b>Findings</b> Level 1 finding			
115(b)		<b>Findings</b> Level 2 finding			
115(c)		<b>Findings</b> Corrective action plan			