



BCAR -M SUBPART G APPROVAL RECOMMENDATION REPORT

Part 1: General

Name of organisation:

Approval reference:

Requested approval rating/

Competent Authority Form 14 or AOC dated*:

Other approvals held (if app.)

Address of facility(ies) audited:

Audit period: from: to:

Date(s) of audit(s):

Audit reference(s):

Persons interviewed:

BCAA Inspector:

Signature(s):

BCAA office:

Date of Form 13 part 1 completion:



M.A. SUBPART G APPROVAL RECOMMENDATION REPORT
COMPETENT AUTHORITY FORM 13

Part 2: M.A. Subpart G Compliance Audit Review

The five columns may be labeled and used as necessary to record the approval product line or facility, including subcontractor's, reviewed. Against each column used of the following M.A. Subpart G subparagraphs please either tick (√) the box if satisfied with compliance, or cross (X) the box if not satisfied with compliance and specify the reference of the Part 4 finding next to the box, or enter N/A where an item is not applicable, or N/R when applicable but not reviewed.

Para	Subject								
M.A.703	Extent of approval								
M.A.704	Continuing airworthiness management exposition (see Part 3)								
M.A.705	Facilities								
M.A.706	Personnel requirements								
M.A.707	Airworthiness review staff								
M.A.708	Continuing airworthiness management								
M.A.201	Responsibilities								
M.A.202	Occurrence reporting								
M.A.302	Aircraft maintenance programme								



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M.A.303	Airworthiness directives	<input type="text"/>
M.A.304	Data for modifications and repairs	<input type="text"/>
M.A.305	Aircraft continuing airworthiness record system	<input type="text"/>
M.A.306	Operator's technical log system	<input type="text"/>
M.A.307	Transfer of aircraft continuing airworthiness records	<input type="text"/>
M.A.709	Documentation	<input type="text"/>
M.A.710	Airworthiness review	<input type="text"/>
M.A.711	Privileges of the organisation	<input type="text"/>
M.A.712	Quality system	<input type="text"/>
M.A.713	Changes to the approved continuing airworthiness organisation	<input type="text"/>
M.A.714	Record keeping	<input type="text"/>
M.A.716	Findings	<input type="text"/>
Competent authority surveyor(s):		Signature(s):
Competent authority office:		Date of Form 13 part 2 completion:



**M.A. SUBPART G APPROVAL RECOMMENDATION REPORT
 COMPETENT AUTHORITY FORM 13**

PART 3: Compliance with M.A. Subpart G continuing airworthiness management exposition (CAME)

Please either tick (√) the box if satisfied with compliance; or cross (x) if not satisfied with compliance and specify the reference of the Part 4 finding; or enter N/A where an item is not applicable; or N/R when applicable but not reviewed.

Part 0 General organisation

0.1	<input type="checkbox"/>	Corporate commitment by the accountable manager
0.2	<input type="checkbox"/>	General information
0.3	<input type="checkbox"/>	Management personnel
0.4	<input type="checkbox"/>	Management organisation chart
0.5	<input type="checkbox"/>	Notification procedure to the competent authority regarding changes to the organisation's activities/approval/location/personnel
0.6	<input type="checkbox"/>	Exposition amendment procedures

Part 1 Continuing airworthiness management procedures

1.1	<input type="checkbox"/>	Aircraft technical log utilisation and MEL application (commercial air transport) Aircraft continuing airworthiness record system utilisation (non commercial air transport)
1.2	<input type="checkbox"/>	Aircraft maintenance programmes – development amendment and approval
1.3	<input type="checkbox"/>	Time and continuing airworthiness records, responsibilities, retention, access
1.4	<input type="checkbox"/>	Accomplishment and control of airworthiness directives
1.5	<input type="checkbox"/>	Analysis of the effectiveness of the maintenance programme(s)
1.6	<input type="checkbox"/>	Non mandatory modification embodiment policy
1.7	<input type="checkbox"/>	Major modification standards
1.8	<input type="checkbox"/>	Defect reports
1.9	<input type="checkbox"/>	Engineering activity
1.10	<input type="checkbox"/>	Reliability programmes
1.11	<input type="checkbox"/>	Pre-flight inspections
1.12	<input type="checkbox"/>	Aircraft weighing
1.13	<input type="checkbox"/>	Check flight procedures



Part 2	Quality system	
2.1	<input type="checkbox"/>	Continuing airworthiness quality policy, plan and audits procedure
2.2	<input type="checkbox"/>	Monitoring of continuing airworthiness management activities
2.3	<input type="checkbox"/>	Monitoring of the effectiveness of the maintenance programme(s)
2.4	<input type="checkbox"/>	Monitoring that all maintenance is carried out by an appropriate maintenance organisation
2.5	<input type="checkbox"/>	Monitoring that all contracted maintenance is carried out in accordance with the contract, including subcontractors used by the maintenance
2.6	<input type="checkbox"/>	Quality audit personnel
Part 3	Contracted Maintenance	
3.1	<input type="checkbox"/>	Maintenance contractor selection procedure
3.2	<input type="checkbox"/>	Detailed list of maintenance contractors
3.3	<input type="checkbox"/>	Quality audit of aircraft
Part 4	Airworthiness review procedures	
4.1	<input type="checkbox"/>	Airworthiness review staff
4.2	<input type="checkbox"/>	Review of aircraft records
4.3	<input type="checkbox"/>	Physical survey
4.4	<input type="checkbox"/>	Additional procedures for recommendations to competent authorities for the import of aircraft
4.5	<input type="checkbox"/>	Recommendations to competent authorities for the issue of airworthiness review certificates
4.6	<input type="checkbox"/>	Issuance of airworthiness review certificates
4.7	<input type="checkbox"/>	Airworthiness review records, responsibilities, retention and access
Part 4B	Permit to fly procedures	
4B.1	<input type="checkbox"/>	Conformity with approved flight conditions
4B.2	<input type="checkbox"/>	Issue of permit to fly under the CAMO privilege
4B.3	<input type="checkbox"/>	Permit to fly authorised signatories
4B.4	<input type="checkbox"/>	Interface with the local authority for the flight
4B.5	<input type="checkbox"/>	Permit to fly records, responsibilities, retention and access.
Part 5	Appendices	
5.1	<input type="checkbox"/>	Sample Documents
5.2	<input type="checkbox"/>	List of airworthiness review staff
5.3	<input type="checkbox"/>	List of subcontractors as per M.A.711 (a) 3 and AMC M.A.201 (h) 1
5.4	<input type="checkbox"/>	List of approved maintenance organisations contracted
5.5	<input type="checkbox"/>	Copy of contracts for subcontracted work (appendix 2 to AMC M.A.201(h)1



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5.6

Copy of contracts with approved maintenance organisations

CAME Reference:

CAME Amendment:

Competent authority audit staff:

Signature(s):

Competent authority office:

Date of Form 13 part 3 completion: