**GUIDANCE IN THE APPLICATION PROCESS FOR A MCAR- M SUBPART G – CONTINUING AIRWORTHINESS MANAGEMENT ORGANISATION (CAMO) APPROVAL**

1. **INTRODUCTION**
2. Any Organisation on application and demonstrating compliance with MCAR-M Subpart G will be approved to manage continuing airworthiness and additionally:

* Make recommendations to the CAA that an Airworthiness Review Certificate (CAA Form 15a) may be issued or in certain cases issue and reissue an Airworthiness Review Certificate (CAA Form 15b) under the terms of the approval.
* Full details of requirements and privileges can be found in MCAR-M and its associated acceptable means of compliance (AMC).

1. **USEFUL REFERENCE DOCUMENTS**
2. Civil Aviation Regulations
3. Maldivian Airworthiness Requirements
4. Air Safety Circulars
5. Maldivian Civil Aviation Regulations
6. **DEFINITIONS**
7. CAA means Maldives Civil Aviation Authority
8. Small Aircraft means those aircraft with a maximum take off mass of 5700 kg or less excluding multi-engine helicopters.
9. Standalone subpart G organisation is a subpart G organisation that is not associated with an Air Operators Certificate.
10. **GENERAL**
11. Full details for MCAR-M Subpart G may be found in the Maldivian Civil Aviation Regulations, MCAR-M, which can be downloaded along with the associated advisory material and amendments from the CAA website [www.caa.gov.mv](http://www.caa.gov.mv).
12. There are two discrete elements of a MCAR- M subpart G approval: -
13. Those associated with an Air Operators Certificate and covering the continuing airworthiness management of Commercial Air Transport (CAT) aircraft, and
14. Those organisations that wish to manage the continuing airworthiness for aircraft not involved in Commercial Air Transport (Non-CAT).
15. Both CAT and Non-CAT organisations may be additionally approved to make airworthiness review determinations.
16. Full details of approval types and privileges can be found in MCAR- M.711 (a) & (b).
17. Should an Air Operator holding a MCAR-M subpart G approval with the privilege to issue and renew the Airworthiness Review Certificate wish to apply the same privilege to an aircraft not within its Air Operators Certificate, then consideration must be given to the organisation holding an additional “standalone” subpart G approval.
18. **APPLICATION**

All requests for application should be sent to: -

Maldives Civil Aviation Authority

11th Floor, Velaanaage

Ameer Ahmed Magu, Male’ Maldives

1. **APPLICATION PROCESS**
2. A CAA Form 2 application must be completed and submitted to the CAA.
3. The CAA form 2 may be downloaded from the website and details of the appropriate fees may be found in the Maldives Civil Aviation Regulation, MCAR-187 which can also be accessed through the website.
4. CAA determines from the application whether this is an application associated with an Air Operators Certificate, Non CAT or a change to an existing approval (this will determine the type of approval reference to be allocated, if necessary).
5. Once the application has been acknowledged a MCAR-M Compliance Checklist (CCL) will be sent with an acknowledgement of the application to assist in you preparing for the approval assessment. The CCL is also available for download from the website.
6. A CCL has been produced in order for the organisation to demonstrate the method of compliance. The more detail that can be included in the CCL, the more efficient the approval process will be.
7. The CAA has produced an “Anybody’s Continuing Airworthiness Management Exposition (CAME)” document that may assist in your company’s preparation. This may be obtained and downloaded from the website. This document, however, must be used in conjunction with MCAR-M subpart G and the CCL to accurately reflect the organisation and its procedures.
8. **INVESTIGATION AND APPROVAL**
9. The CAA will allocate an inspector to review your compliance with the regulation. The inspector has to make a positive recommendation that all aspects are in compliance with the MCAR-M Subpart G as applicable, before the approval can be finalised and the approval certificate issued.
10. Please note that any non-conformances must be closed prior the approval being granted.
11. The applicant must submit two copies of CAME, which include the necessary procedures to comply with Subpart G, Continuing Airworthiness Management Organisation, taking into account the responsibilities and tasks of the MCAR-M Subparts A thru I, as applicable to the aircraft being managed. These details need to be to a depth where the CAA can be satisfied that all the aspects of AMC MCAR-M.710 (a) have been considered. The applicant must also submit the completed CCL along with the CAME.
12. CAA Form 4’s (personnel qualification and experience) must be submitted for the appropriate management personnel.
13. CAA Form 4’s must also be submitted for Airworthiness Review signatories that demonstrate compliance with the requirements of MCAR-M.707. Consideration should also be given to who will carry out the physical survey of the aircraft. It is expected that this will normally be a type rated MCAR-66 Licensed Engineer. A review of the proposed Quality Assurance, Airworthiness Management and Airworthiness Review post holders will need to be undertaken to ensure no conflict of interest exists.
14. When the application includes the additional Airworthiness Review  
    Certificate (ARC) Signatory and recommendation privilege [Ref: MCAR-M.711 (b)] it will be necessary to specifically assess the satisfactory compliance with the prescriptions of MCAR-M.707 and MCAR-M.710.
15. This will include the need to oversee the first airworthiness review conducted prior to approving both the nominated person and the granting of the approval. When satisfied that the process is acceptable the CAA will issue a CAA Form 15a ARC for the subject aircraft, as part of the overall recommendation for organisation approval.
16. This is to satisfy the requirements of MCAR-M.707(b) whereby nominated airworthiness review staff cannot be formally accepted by CAD until the satisfactory completion of an airworthiness review under supervision. Once the first nominated signatory has been approved in this manner any subsequent signatories can be nominated after being supervised by the first approved nominated signatory and in accordance with a procedure prescribed within the CAME.
17. Another key element in approving the ARC signatory is establishing the independence of the Airworthiness Review Staff from both the airworthiness management process and the quality system. This independence should be considered the norm within the organisation approval process, however when the organisation is small and the number of personnel are limited or when the organisation terms of approval are limited to non-commercial air transport aircraft below 2,730Kgs or single engine helicopters, the combining of some positions might be acceptable. (Ref: AMCs MCAR-M.706 1. & MCAR-M.707(a) 4.)
18. It must be noted that it is the responsibility of the applicant company to  
    demonstrate compliance with the requirements of MCAR-M Subpart G, as  
    applicable. The CAA will confirm compliance by carrying out an audit of the company facilities, procedures and personnel against the relevant requirements.
19. If an application for a change to the existing subpart G approval is  
    submitted, it would be appropriate for the CAA to meet with the Accountable Manager, as this would be a significant change in  
    responsibility from initial approval.
20. If the application is for initial approval the Accountable Manager will need to demonstrate an understanding of MCAR-M and continuing airworthiness in general.
21. Once satisfied that compliance with the applicable regulations has been achieved the CAA will issue the Approval Certificate.
22. The CAA will then implement a two-year surveillance plan for continuation of the approval.
23. For new approvals, the audit frequency may increase in the early period, dependent on the company’s experience and the complexity of the scope of approval.