



Federal Public Service
Mobility and Transport

**BCAA Guidance Material for Part M-F organisations and the MOM.
(Transiting towards Part-CAO)**

How to develop a CAE (Combined Airworthiness Exposition).

Part-M subpart F requirement	Part-CAO requirement	Oversight policy to be applied to grandfathered Part-CAO from 24 March 2020 to 24 September 2021
M.A.604 Maintenance Organisation Manual	CAO.A.025 Combined Airworthiness Exposition	<p>Structure of the CAE is as follows:</p> <p>The CAE is made of the 5 following parts:</p> <ul style="list-style-type: none"> o Part A – General description o Part B – General procedures o Part C – Maintenance procedures o Part D – Continuing airworthiness management procedures (*) o Part E – Supporting documents <p><i>(*) For Camo only or combined (Camo + Maintenance) organisations.</i></p> <p>Organisation grandfathered as Part-CAO based on a Part-MF should prepare a CAE which covers:</p> <ul style="list-style-type: none"> o Part A – General description o Part B – General procedures o Part C – Maintenance procedures o Part E – Supporting documents <p>(no Part D, N/A)</p> <p>To help the organisation in preparing the CAE based on existing manual:</p> <ul style="list-style-type: none"> o A detailed table of content of the CAE along with CAO requirements to be covered by each section of the CAE is provided on page 6 of AMC1 CAO.A.025 and o A table comparing CAE with Part-MF MOM manual is available below.

Source: [EASA Guide for Transition](#)

Appendix VII — Comparison CAE with Part-MF MOM (small organisation)

Chapter	Description	Implementing rule reference CAO	MOM small org. chapter	MOM (small org.) chapter description (Appendix IV to AMC M.A.604)
PART A – GENERAL DESCRIPTION				
A.1	Statement by accountable manager	CAO.A.025(a)(1); CAO.A.035(a)	Part A	Accountable manager statement
A.2	General presentation of the organisation	CAO.A.035(a); CAO.A.100(e)	Part B	Description — General presentation of the organisation
A.3	Description and location of the facilities	CAO.A.025(a)(9); CAO.A.030	Part B	Description — Organisation’s scope of work — Identification of the level of work which can be performed at each facility. — General description of the facility
			Part E	Appendices — List of maintenance locations.
A.4	Scope of work	CAO.A.020(a); CAO.A.025(a)(2); CAO.A.095(e); Appendix I point (a)	Part B	Description — Organisation’s scope of work
A.5	Exposition amendments and changes to the organisation	CAO.A.025(a)(11)/(c); CAO.A.105	Part A	Amendment procedure
			Part D	Working Procedures — Management of indirect approval of the manual
A.6	Procedure for alternative means of compliance	CAO.A.017		
A.7	Management personnel	CAO.A.025(a)(3); CAO.A.035(b); CAO.A.100(a)	Part B	Description — Name and title of management personnel
A.8	Organisation chart	CAO.A.025(a)(4)	Part B	Description — Organisation chart

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A.9	Manpower resources	CAO.A.035(d)	Part B	Description — Personnel — Technical personnel (number, qualifications and experience) — Administrative personnel (number)
A.10	List of certifying staff	CAO.A.025(a)(5)	Part B	Description — Certifying staff and airworthiness review staff
A.11	List of staff responsible for the development and approval of AMP	CAO.A.025(a)(6)		
A.12	List of airworthiness review staff	CAO.A.025(a)(7); CAO.A.045(d)	Part B	Description — Certifying staff and airworthiness review staff
A.13	List of staff responsible for the issuance of permits to fly	CAO.A.025(a)(8)		
PART B – GENERAL PROCEDURES				
B.1	Quality (or organisational review) system	CAO.A.100(a)/(b)/(d)/(e) /(f)	Part C	General Procedures — Organisational review
B.2	Audit plan (or frequency and content of organisational review)	CAO.A.100(b)/(f)	Part C	General Procedures — Organisational review — Organisation, frequency, scope and content (including processing of authority's findings) — Planning and performance of the review
B.3	Monitoring of maintenance contracts	CAO.A.100(b)(2)		

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B.4	Qualification, assessment and training of staff	CAO.A.035(c)/(d)/(e)/(f); CAO.A.040(a); CAO.A.045(a)/(b)/(c); CAO.A.060(a)	Part B	Description — Personnel — Technical personnel (number, qualifications and experience)
			Part C	General Procedures — Training
B.5	One-off certification authorisation	CAO.A.040(b)	Part C	General Procedures — One time authorisations
B.6	Limited certification authorisation	CAO.A.040(c)		
B.7	Subcontracting	CAO.A.095(a)(2)/(b)(3); CAO.A.100(f)	Part C	General Procedures — Training
B.8	Maintenance data and continuing airworthiness management data	CAO.A.055(a); CAO.A.080	Part C	General Procedures — Subcontracting of specialised services
B.9	Records management and retention	CAO.A.035(e); CAO.A.040(d); CAO.A.045(e); CAO.A.050(b); CAO.A.060(j); CAO.A.075(a)/(b)(9); CAO.A.090; CAO.A.100(c); CAO.A.085	Part D	Working Procedures — Records
B.10	Carrying out the airworthiness review	CAO.A.085; CAO.A.095(c)	Part D	Working Procedures — Airworthiness review procedures and records for ELA1 aircraft not involved in commercial operations
B.11	Conformity with approved flight conditions	CAO.A.095(d)		
B.12	Issue of the permit to fly	CAO.A.095(d); CAO.A.045(a)		

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PART C – MAINTENANCE PROCEDURES				
C.1	Maintenance - general	CAO.A.025(10)	Part D	Working Procedures — Occurrence reporting
C.2	Work order acceptance	CAO.A.055(b)	Part D	Working Procedures — Work order acceptance — Preparation and issue of the work package — Control of the work order
C.3	Components, equipment, tools and material (supply, acceptance, segregation, storage, calibration...)	CAO.A.050; CAO.A.060(d); CAO.A.030(b)	Part B	Description — Tools, equipment and material
			Part D	Working Procedures — Logistics — Execution — Procedures for accepting components from stores including eligibility check — Procedures for returning unserviceable components to stores
C.4	Maintenance facility (selection, organisation, cleanliness and environmental limitations)	CAO.A.060(b)/(e)/(f)		
C.5	Maintenance accomplishment and maintenance standards	CAO.A.095(a)(1); CAO.A.060(c); Appendix I points (b)/(c)/(d)	Part D	Working Procedures — Preparation and issue of the work package — Preparation of the planned work — Work package content (copy of forms, work cards, procedure for their use, distribution) — Responsibilities and signatures needed for the authorisation of the work — Execution
C.6	Prevention of maintenance error	CAO.A.060(g)/(i)		

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C.7	Critical maintenance tasks and error-capturing method	CAO.A.060(h)		
C.8	Fabrication	CAO.A.020(c)		
C.9	Certifying staff responsibilities and maintenance release	CAO.A.040(a); CAO.A.065; CAO.A.070; CAO.A.095(a)(4)	Part D	Working Procedures — Release to Service – Certifying staff — Release to Service – Supervision — Release to Service – Certificate of release to service
C.10	Defects arising during maintenance	CAO.A.075(b)(6)		
C.11	Maintenance away from approved location	CAO.A.095(a)(3)		
C.12	Procedure for component maintenance under aircraft or engine rating	Appendix I point (b)/(c)		
C.13	Procedure for maintenance on installed engine (or component) under engine (or component) rating	Appendix I point (c)/(d)		
C.14	Special procedures (specialised tasks, NDT, engine running...)	CAO.A.030(a); Appendix I point (e)	Part D	Working Procedures — Special procedures
C.15	Issue of ARC under maintenance privilege	CAO.A.095(c)(2)		
PART E – SUPPORTING DOCUMENTS				
E.1	Sample documents		Part E	Appendices — Sample of all documents used
E.2	List of subcontracted organisations		Part E	Appendices — List of subcontracted specialised services
E.3	List of organisation contracted by the CAO		Part E	Appendices — List of Part-145 or M.A. Subpart F organisations
E.4	Aircraft technical log system (if applicable)			

Chapter	Description	Implementing rule reference CAO	MOM small org. chapter	MOM (small org.) chapter description (Appendix IV to AMC M.A.604)
E.5	List of the currently approved alternative means of compliance			
E.6	Copy of contracts for subcontracted continuing airworthiness tasks			