

## PART M (AOC) APPROVAL APPLICATION PROCESS GUIDANCE LEAFLET

ACTION	SEQUENCE												
PRE-APPLICATION MEETING (see Note 1)													
APPLICATION MEETING (see Note 2)													
REVIEW AND APPROVAL OF CAME													
APPROVAL OF TECH LOG FORMAT													
APPROVAL OF FORM 4 AFTER INTERVIEW													
APPROVAL OF CONTRACTS / ARRANGEMENTS													
AUDIT OF CAMO AT FACILITIES													
CLOSURE OF AUDIT FINDINGS (see Note 3)													
AUDIT OF MAINTENANCE PROVIDER													
MEETING WITH ACCOUNTABLE MANAGER													
ISSUE OF CERTIFICATES (see Note 4)													
RECOMMENDATION TO FL. OPERATIONS (AOC)													

**Note 1:** Meeting with accountable manager or his representative to agree on application form and form 4 content

**Note 2:** Meeting with the accountable manager, nominated person and quality manager. Submission of application form, CAME, tech log, maintenance contracts and form 4s with supporting documents. DCA will explain the process.

**Note 3:** Follow-up visits may be required.

**Note 4:** Issue of approval certificate, CAME approval, tech log approval, contracts approval and form 4s