

JPA Position number: TBN  
Rank complement: Lt (AE)  
TOR agreed by: Lt Cdr M Smye  
Post holder: TBN

Date of Issue: 15 Nov 18  
Review date:

## **TERMS OF REFERENCE FOR FIXED WING CAMO UAS SO3**

### **PURPOSES**

1. Primary Purpose
  - a. To be the Fixed Wing (FW) Continuing Airworthiness Management Organization (CAMO) focal point in the routine Continuing Airworthiness (CAW) management of the Royal Navy's Unmanned Air Systems (UAS).
  - b. To develop, manage and update MAA approved UAS Continuing Airworthiness Management Exposition(s) (CAME) on behalf of SAE(FW).
2. Secondary Purpose
  - a. To support SAE(FW) in the conduct and management of CAMO activities associated with 700X Naval Air Squadron (NAS).
  - b. To support the FW CAMO WO in the management of UAS related DASORs, liaising with SAE(FW), CAMO WO FW and 700X NAS to provide suitable progression of DASORs and recommendations as required.
  - c. To maintain oversight of UAS test, evaluation, trial and development activity carried out by 700X NAS or any other military unit/contractor at RNAS Culdrose or Predannack.
  - d. To carry out additional task in support of the FW CAMO as directed by SAE(FW).

### **SUPERIORS**

3. The FW CAMO UAS SO3 is:
  - a. Accountable to SAE(FW).
  - b. Under the functional authority of Mil CAM for all FW CAMO Activity.

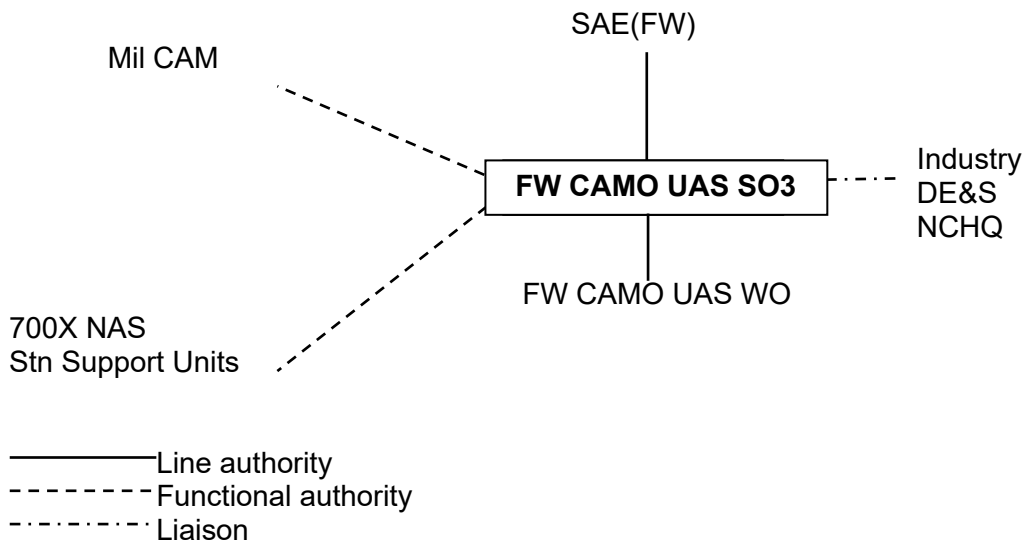
### **AUTHORITY**

4. The FW CAMO UAS SO3 is:
  - a. Authorized to:
    - (1) Correspond direct with Front Line Commands (FLCs), Platform and Support Engineering Authorities (EAs), Design Organisations (DOs) and other MoD and civilian agencies to exchange information in pursuance of FW UAS CAW activity.
    - (2) Liaise with 700X NAS engineering and operator personnel on all matters concerning his / her primary and secondary purposes.
  - b. Given functional authority over:
    - (1) FW CAMO UAS WO.

- (2) 700X NAS for CAMO Activity.
- (3) Station Support Units for CAMO Activity.

## ORGANISATION

### 5. Organisation diagram



## PRINCIPAL TASKS

6. Providing RN CAMO representation on behalf of the SAE (FW) at working level UAS airworthiness, engineering management and Quality Assurance (QA) meetings, as necessary, to provide assurance of airworthiness management activity to include:
- a. Chair UAS ELMs, discussing any airworthiness issues and maintaining an oversight on UAS activities.
  - b. Represent FW CAMO at UAS TAA Working groups as directed by SAE (FW).
  - c. Monitor the NCHQ and MAA RSS feed/website weekly for new or updated Regulatory Instructions and to assess, interpret and advise the SAE(FW) on application of these instructions within the FW CAMO.
  - d. Assist in reviewing FW DASORs weekly, both newly submitted and those forwarded for DDH RG consideration. Providing feedback to FW units and outside agencies as required.
  - e. To represent FW CAMO at DDH RG, acting as the focal point on UAS DASORs.
  - f. Maintaining an audit trail for the recording and progression of all RN UAS airworthiness issues, as delegated by SAE (FW) within the FW CAMO Activity Workspace SharePoint site.
  - g. Monitor applicability and compliance by 700X NAS of Special Instructions (Technical) or equivalent from either Service or civilian organizations, for UAS.

## COMPETENCIES REQUIRED

7. Mandatory:

- a. To have successfully completed CAMO Procedure 2 CAMO Competence Assessment Procedure for approval by SAE (FW).
- b. To have successfully completed and remain in-date for Flight Safety Course.
- c. To have successfully completed familiarisation training on relevant UAS.
- d. To have successfully completed ASIMS DLP training package.

8. Desirable:

- a. To have successfully completed and remain in-date for Introduction to Airworthiness of Military Aircraft course – MAAINT.
- b. Attend either the 1 day (regulatory) or 3 day (functional) CAMO training course provided by Baines/Simmons.
- c. To have successfully completed Occurrence Safety Investigation course, or
- d. To have successfully completed Occurrence Review Group course.

Line manager's signature

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Date: .....

Post holder's signature

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Date: .....