

## A. CAMO/2016/03

### 1 GAM-CAMO FLEET

YEAR	AC TYPE	QTY	REMARKS
2016	<sup>1</sup> AW139	1	9M-PMB
	AW139	1	9M-PMC (WITHDRAWN)
	<sup>2</sup> EC120B	1	9M-GGB (TERMINATED)
2017	<sup>3</sup> A119	1	9M-PBH (TERMINATED)
	<sup>4</sup> A109S	1	9M-BFT (TERMINATED)
	AW139	1	9M-BFU (TERMINATED)
2018	AW139	1	9M-YPG (TERMINATED)
	AW139	2	9M-YTL, 9M-PMA
	<sup>5</sup> AW189	1	9M-BOE
	AW189	1	9M-BOF (WITHDRAWN)
2019	AW139	4	9M-PMD, 9M-PME, 9M-BOC, 9M-BOD
	<sup>6</sup> A109E	1	9M-BOB
	<sup>7</sup> BELL429	1	9M-PEC (TERMINATED)
	<sup>8</sup> EC155B	1	9M-DSJ
2020	<sup>9</sup> B300	5	9M-PTA, 9M-PTB, 9M-PTC, 9M-PTD, 9M-PTE
	AW139	1	9M-PMF
	EC120B	1	9M-HFA (TERMINATED)
	<sup>10</sup> R44 I	1	9M-AMA (TERMINATED)
2021	AW139	2	9M-JPM, 9M-SAAS
	EC120B	1	9M-GAS
2022	<sup>11</sup> R66	1	9M-BGG (TERMINATED)
		1	9M-JAG (TERMINATED)
	<sup>12</sup> R44 II	1	9M-DAK (TERMINATED)
	AW139	1	9M-BGH (TERMINATED)
	<sup>13</sup> EC155B1	1	9M-KEL
2023	<sup>14</sup> C208	5	9M-PSL, 9M-PSN, 9M-PSO, 9M-PSP, 9M-PSQ,
	<sup>15</sup> C172S	3	9M-PST, 9M-PSU, 9M-PSR

<b>2024</b>	<sup>16</sup> AS350B3	1	9M-LKE
	EC120B	1	9M-HFA
<b>TOTAL AIRCRAFT</b>	-	<b>30</b>	
<b>AC/YEAR</b>	-	<b>5</b>	
<b>AC TYPE/YEAR</b>	<b>2</b>	-	

<sup>NO.</sup> - NUMBER OF NEW AIRCRAFT TYPE INDUCTION TO GAM CAMO IN SEQUENCE

WITHDRAWN - AIRCRAFT THAT ARE WITHDRAWN FROM SERVICE

TERMINATED - AIRCRAFT THAT HAVE TERMINATED CAMO SERVICE WITH GAM

## 2 MANPOWER

### AVAILABILITY

	HOURS /DAY	HOURS /WEEK	HOURS /YEAR		
<b>MANAGEMENT</b>					
ACCOUNTABLE MANAGER	3	15	566		
COO (ISMAIL)	3	15	566		
CAMM	4	20	754		
DEPUTY CAMM	8	40	1508		
QAM	4	20	754		
			4147		
<b>QUALITY ASSURANCE</b>					
IZZUDIN	8	40	1508	REQUIRED HOURS	1748
AMIRA	4	20	754	REMAINING HOURS	2022
ARZAT	4	20	754	STATUS	<b>SATISFACTORY</b>
BOKHARI (PGU)	4	20	754		
			3770		
<b>AIRWORTHINESS REVIEW STAFF</b>					
ISMAIL	3	15	566	REQUIRED HOURS	5984
AZILLAH	4	20	754	REMAINING HOURS	2876
SYAFIQ	8	40	1508	STATUS	<b>SATISFACTORY</b>
SAFARIN	8	40	1508		
KHAIR	8	40	1508		
AZLIZAN	8	40	1508		
HAZWAN	8	40	1508		

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

8860

### WEIGHING ENGINEER

ISMAIL	2	10	377	REQUIRED HOURS	592
ARIFFIN	2	10	377	REMAINING HOURS	539
IHSAN	2	10	377	STATUS	<b>SATISFACTORY</b>
			1131		

### TECHNICAL SERVICE

AMANI	8	40	1508	REQUIRED HOURS	8906
ZUL	8	40	1508	REMAINING HOURS	1650
ADAM	8	40	1508	STATUS	<b>SATISFACTORY</b>
ADDINIE	8	40	1508		
WAN (PROTÉGÉ)	8	40	1508		
HAZIM (PROTÉGÉ)	8	40	1508		
HANAFI (PGU)	4	20	754		
SHAHRIZAL (PGU)	4	20	754		
			10556		

### CAMO PLANNER

THAVA	8	40	1508	REQUIRED HOURS	20379
HUSNA	8	40	1508	REMAINING HOURS	733
HANIS (LAST DAY 04.08.2024)	8	40	1508	STATUS	<b>SATISFACTORY</b>
HUSNINA	8	40	1508		
HALIMI	8	40	1508		
AINA (PROTÉGÉ)	8	40	1508		
BADREEN (PROTÉGÉ)	8	40	1508		
AIMAN (PROTÉGÉ)	8	40	1508		
ANWAR (PGU)	8	40	1508		
RIZAL (PGU)	8	40	1508		
VACANT (STAFF REPLACEMENT)	8	40	1508		
VACANT (STAFF)	8	40	1508		
VACANT (PROTÉGÉ)	8	40	1508		
VACANT (PROTÉGÉ)	8	40	1508		
			21112		

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

### TECHNICAL RECORD

NABILLA	8	40	1508	REQUIRED HOURS	12991
HARLINA	8	40	1508	REMAINING HOURS	2089
MAZLEEN (LAST DAY 09.09.2024)	8	40	1508	STATUS	<b>SATISFACTORY</b>
AMMAR	8	40	1508		
BASIDT (PROTÉGÉ)	8	40	1508		
NURULHUDA (PGU)	8	40	1508		
HANNAH (PGU)	8	40	1508		
FAZILAH (PGU)	8	40	1508		
VACANT (STAFF REPLACEMENT)	8	40	1508		
VACANT (PROTÉGÉ)	8	40	1508		
			<u>15080</u>		

### TECHNICAL PUBLICATION

DEANNA	4	20	754	REQUIRED HOURS	6499
SYAHIRAH (PROTÉGÉ)	8	40	1508	REMAINING HOURS	1041
AFIQ (PROTÉGÉ)	8	40	1508	STATUS	<b>SATISFACTORY</b>
NAJIHA (PROTÉGÉ)	8	40	1508		
RIDZUAN (PGU)	8	40	1508		
VACANT (STAFF)	4	20	754		
			<u>7540</u>		

## 3 CONTINUING AIRWORTHINESS MANAGEMENT ACTIVITIES

### A. QUALITY ASSURANCE DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
	Establish Annual Audit Plan	4			1		4	
	Internal audit for CAMO	16			30		480	
	Annual audit of contracted AMO	16			1		16	AMO: GAM
	Audit report and NCR issuance	8			41		328	

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

QA	Review of amendment of CAME	8			5		40	
	Review of issuance /amendment of AMP & MEL	8			33		264	
	Liaison with authorities	2			10		20	
	Certifying Staff personal file	4			35		140	
GENERAL	Meeting (External)	4	4			16	192	
	Meeting (Internal)	4	4			16	192	
	Training - Continuous	8			4		32	
	Attend Internal/External Request	8			5		40	

**TOTAL 1748**

## B. AIRWORTHINESS REVIEW STAFF DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
ARS	Documentation Review for ARR	80			30		2400	
	Aircraft physical survey for ARR	40			30		1200	
	ARR Issuance	40			30		1200	
	Permit to Fly Issuance	24			35		840	Average 35 PTF/year
	Surveillance	8			15		120	50% of CAMO fleet
GENERAL	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH
	Training - CAT C	24			3		72	
	Training - Continuous	8			4		32	
	Attend Internal/External Request	8			3		24	CAAM AUDIT

**TOTAL 5984**

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

C. WEIGHING

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
MBR & MCGS SIGNATORY	Perform aircraft weighing	8			24		192	Average 24 AC/year
	Prepare Mass and Balance Report	8			24		192	Average 24 AC/year
	Issue Mass and Balance Report	8			24		192	Average 24 AC/year
GENERAL	Training - Continuous	8			2		16	
<b>TOTAL</b>							<b>592</b>	

D. TECHNICAL SERVICE DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
	TIC Sentencing	2			1000		2000	
	AMP Development	80			5		391	Average 5 AC/year
	AMP Revision	40			13		520	16 AMP: 1.PGU-AW139 2.PGU-B300 3.BOMBA-A109E 4.BOMBA-AW139 5.BOMBA-AW189 6.GASB-AW139 7.GASSB-EC155B 8.GASSB-EC120B 9.YTLPG-AW139 10.JPM-AW139 11. URM-EC155B1 12. PGU - 208 13. PGU - 172
	MEL Development	80			5		391	Average 5 AC/year

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

<b>TECHNICAL SERVICE</b>	MEL Revision	40			5		200	5 MEL: 1.PGU-AW139 2.PGU-B300 3.BOMBA-A109E 4.BOMBA-AW139 5.BOMBA-AW189
	AFTS Development	40			2		80	Average 2 AC type/year
	MFTS Development	40			1		40	Average 1 AC type/year
	Reliability Report	24			28		672	12 (external/operator) - Monthly report 12+4 (Internal) - Monthly + Quarterly
	Mod Record Book	40			30		1200	
	Technical Query	4	10			40	480	
	Aircraft Damage Report	4	10			40	480	
	HUMS	1	30			30	360	
	Supplement Applicability	16			30		480	
	Modification Assessment	16			2		32	Average 2/year
	Repair Assessment	16			5		80	Average 2/year
	Technical Notes	16			2		32	Average 2 TN/year
	Used Aircraft Report	160			2		320	Average 2 AC / year
	Predelivery Inspection	80			1		80	Average 1 AC / year
Supplement Applicability	2			30		60		
Dent and Buckle Chart	4			30		120		
<b>GENERAL</b>	Training -GEN FAM	24			4		96	GENFAM (3 days) x 4 per year
	Training - Continuous	8			4		32	
	Aircraft Visit	4	8			32	384	
	Meeting (External)	4	3			12	144	BOMBA - 1/MONTH POLIS 2/MONTH

# MANPOWER RESOURCES & MANAGEMENT TOOL

**ISSUE NO**

**2024-04**

**REV DATE**

**TBA**

	Meeting (Internal)	4	3		22	12	232	CAMO - 2/MONTH MRB - 1/MONTH AMP- 12/YEAR MEL - 5/YEAR
<b>TOTAL</b>							<b>8906</b>	

**E. CAMO PLANNING DEPARTMENT**

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS	
<b>CAMO PLANNING</b>	Aircraft Register	1			5		5	Average 5 AC/year	
	Set Up Aircraft Configuration Module	160			2		320	Average 2 AC type/year	
	Aircraft induction bridging to AERONET	80			5		400	Average 5 AC/year	
	Monitor AERONET	2		30		60	720		
	Maintenance Forecast	2		30		60	720		
	Liaison with operator	4		30		120	1440		
	TIC implementation	1			1000		1000		
	Update AD/SB in AERONET	1		30		30	360		
	AMO Coordination	4		30		120	1440		
	Initiate spare request for AD/SB implementation	1		30		30	360		
	Work Order Issuance	1				3000		3000	Average 100 WO/year/ac
	Workpack review and acceptance	1				3000		3000	Average 100 WO/year/ac
	Workpack discrepancies	1				3000		3000	Average 100 WO/year/ac
	AJL review and acceptance	1		30			30	360	Average 30 AJL/month
	AJL discrepancy correction	1		30			30	360	
	Update AERONET Tech Log Module	1		30			30	360	
Update AERONET Aircraft	1				3000		3000	Average 100 WO/year/ac	



# MANPOWER RESOURCES & MANAGEMENT TOOL

**ISSUE NO**

**2024-04**

**REV DATE**

**TBA**

	NTC	1			10		10	Average 10 NTC/year	
<b>GENERAL</b>	Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 a/c type per year	
	Training - Continuous	8			4		32		
	Meeting (External)	4	5			20	240	BOMBA - 1/MONTH POLIS 2/MONTH YTLPG 2/MONTH	
	Meeting (Internal)	4	4			16	192	CAMO - 2/MONTH AMO - 1/MONTH PLANNER - 1/MONTH	
	Attend Internal/External Request	4			3		12	AJL BRIEFING, OEM LIASON, ETC	
<b>TOTAL</b>							<b>20379</b>		

**F. TECHNICAL RECORD DEPARTMENT**

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
<b>TECHNICAL RECORD</b>	Transfer AJL data to logbook	1	30			30	360	Average 30 AJL/month
	Scan AJL	1	30			30	360	Average 30 AJL/month
	AJL filing	1	30			30	360	Average 30 AJL/month
	All logbook identification	1			100		100	Aircraft + engine + Prop + APU
	Update aircraft log book	1			3000		3000	Average 50 WO/year/ac
	Update engine log book	1			1500		1500	Average 25 WO /year/eng x Average 2 eng/ac
	Update prop log book	1			180		180	Average 10 WO /year/prop
	Update APU log book	1			10		10	Average 10 WO /year/APU
	Update component log card	2		29			58	696
	Update MRB	6		29			174	2088

# MANPOWER RESOURCES & MANAGEMENT TOOL

**ISSUE NO**

**2024-04**

**REV DATE**

**TBA**

	Update AD Compliance to CAAM	1		29		29	348	Excluding 9M-GAS due to GAM as subcontracted CAMO
	Update Certificate Files	2			29		58	
	Scan Work package	1			1350		1350	
	Work package Filing	1			1350		1350	
	Record access control	1			29		29	
	Storage Facilities Labelling	1			50		50	No of shelves/compartment
	Facilities Inspection	1	2			2	24	2 facilities
	Update Record Inventory	1		29		29	348	
	Update backup harddisk	1		29		29	348	
	Scan all records - Aircraft Induction	40			5		196	Average 5 AC/year
<b>GENERAL</b>	Training -GEN FAM	24			3		72	GENFAM (3 days) x 4 per year
	Training - Continuous	8			4		32	
	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH RECORD - 1/MONTH
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE
<b>TOTAL</b>							<b>12991</b>	

## G. TECHNICAL PUBLICATION DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
	Publication Purchase, Renewal, Subscription	2			30		60	Average 30 Pub/year
	Publication Register	1			1000		1000	Average 1000 Pub/year
	Raise TIC	1			1000		1000	Average 1000 TIC/year
	External Publication Distribution	1			950		950	Average 950 Pub/Year
	Upload into server and controlled computer	2			1000		2000	
	Make copies of publication for controlled holder	4			50		200	Average 50 Pub/Year

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

<b>TECHNICAL PUBLICATION</b>	Internal Publication Distribution	2			50		100	
	Filing of signed Document Acceptance Statement form	1			100		100	2 Document/Internal Pub
	Update Publication Master List	2	19			38	456	17 type + 1 internal + 1 ICA
	Update backup harddisk	1	19			19	228	17 type + 1 internal + 1 ICA
	Publication Control and Access	1			19		19	17 type + 1 internal + 1 ICA
	Filight Manual Amendment	4			30		120	
	Supplement Applicability	1			30		30	
<b>GENERAL</b>	Training -GEN FAM	24			3		72	GENFAM (3 days) x 4 per year
	Training - Continuous	8			4		32	
	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH PUB - 1/MONTH
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE
<b>TOTAL</b>							<b>6499</b>	

## B. DGTA CAMO 01/2023

### 1 GAM-CAMO FLEET

YEAR	AC TYPE	QTY	REMARKS
<b>2023</b>	<sup>1</sup> AW139	2	M72-02, M72-03
	AW139	1	M72-01 (WITHDRAWN)
	<sup>2</sup> AS365N3	3	M70-01, M70-02, M70-03
<b>TOTAL AIRCRAFT</b>	-	<b>5</b>	
<b>AC/YEAR</b>	-	<b>6</b>	
<b>AC TYPE/YEAR</b>	<b>2</b>	-	

<sup>NO.</sup> - NUMBER OF NEW AIRCRAFT TYPE INDUCTION TO GAM CAMO IN SEQUENCE

WITHDRAWN - AIRCRAFT THAT ARE WITHDRAWN FROM SERVICE

TERMINATED - AIRCRAFT THAT HAVE TERMINATED CAMO SERVICE WITH GAM

### 2 MANPOWER

	AVAILABILITY				
	HOURS /DAY	HOURS /WEEK	HOURS /YEAR		
<b>MANAGEMENT</b>					
ACCOUNTABLE MANAGER	3	15	566		
CAM	4	20	754		
DEPUTY CAM	8	40	1508		
QM	4	20	754		
			3582		
<b>QUALITY ASSURANCE</b>					
FADHIL	8	40	1508	REQUIRED HOURS	678
			1508	REMAINING HOURS	830
				STATUS	<b>SATISFACTORY</b>

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

### TECHNICAL SERVICE

AISHAH	8	40	1508	REQUIRED HOURS	2690
QAIYUM	8	40	1508	REMAINING HOURS	1834
NURIN (PROTÉGÉ)	8	40	1508	STATUS	<b>SATISFACTORY</b>
			4524		

### CAMO PLANNER

HAMIZAH	8	40	1508	REQUIRED HOURS	4032
NAJIHAH	8	40	1508	REMAINING HOURS	492
FADZLEE (PROTÉGÉ)	8	40	1508	STATUS	<b>SATISFACTORY</b>
			4524		

### TECHNICAL RECORD

NADHIRA (LAST DAY 02 JULY 2024)	8	40	1508	REQUIRED HOURS	2644
IZZATI	8	40	1508	REMAINING HOURS	4897
ATHIRAH (PROTÉGÉ)	8	40	1508	STATUS	<b>SATISFACTORY</b>
FIRDAUS (PROTÉGÉ)	8	40	1508		
VACANT (STAFF REPLACEMENT)	8	40	1508		
			7540		

### TECHNICAL PUBLICATION

DEANNA	4	20	754	REQUIRED HOURS	1517
NAJWAN (PROTÉGÉ)	8	40	1508	REMAINING HOURS	1499
VACANT (STAFF)	4	20	754	STATUS	<b>SATISFACTORY</b>
			3016		

## 3 CONTINUING AIRWORTHINESS MANAGEMENT ACTIVITIES

### A. QUALITY ASSURANCE DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
---------	------------------------	-----------	--------	--------	---------------	------------------	-----------------	---------

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

<b>QA</b>	Establish Annual Audit Plan	4			1		4	
	Internal audit for CAMO	16			4		64	
	Annual audit of contracted AMO	16			2		32	AMO 03/2021 AMO 10/2023
	Audit report and NCR issuance	8			8		64	
	Review of amendment of CAME	8			2		16	
	Review of issuance /amendment of AMP & MEL	8			4		32	
	Liaison with authorities	2			5		10	
<b>GENERAL</b>	Meeting (External)	4	4			16	192	
	Meeting (Internal)	4	4			16	192	
	Training - Continuous	8			4		32	
	Attend Internal/External Request	8			5		40	

**TOTAL** 678

## B. TECHNICAL SERVICE DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
<b>TECHNICAL SERVICE</b>	TIC Sentencing	2			200		400	
	AMP Development	80			2		160	Average 2 Type AC/year
	AMP Revision	40			2		80	2 AMP
	MEL Development	80			2		160	Average 2 Type AC/year
	MEL Revision	40			2		80	2 MEL
	Reliability Report	24			28		672	12 (external/operator) - Monthly report 12+4 (Internal) - Monthly + Quarterly
	Mod Record Book	40			5		200	
	Technical Query	4	5			20	240	
	Aircraft Defect Report	4	2			8	96	

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

	Modification Assessment	16			2		32	Average 2/year
	Repair Assessment	16			2		32	Average 2/year
	Supplement Applicability (New)	8			5		40	
	Technical Notes	16			0		0	NIL NTC TO DATE
	Supplement Applicability	2			5		10	
	ASIMP	24			5		120	
<b>GENERAL</b>	Training -GEN FAM	24			2		48	
	Training - Continuous	8			4		32	
	Aircraft Visit	4	2			8	96	
	Meeting (External)	4			12		48	APMM - 4/YEAR/TYPE AC
	Meeting (Internal)	4	3			12	144	CAMO - 2/MONTH MRB - 1/MONTH
<b>TOTAL</b>							<b>2690</b>	

## C. CAMO PLANNING DEPARTMENT

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
	Aircraft Register	1			0		0	N/A, DATABASE AVAILABLE
	Set Up Aircraft Configuration Module	160			0		0	N/A, DATABASE AVAILABLE
	Aircraft induction bridging to AERONET	40			0		0	N/A, DATABASE AVAILABLE
	Monitor AERONET	1		5		5	60	
	Maintenance Forecast	1		5		5	60	
	Liaison with operator	1		5		5	60	
	TIC implementation	1			200		200	
	Update AD/SB in AERONET	1		5		5	60	

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

<b>CAMO PLANNING</b>	AMO Coordination	2		5		10	120	
	Initiate spare request for AD/SB implementation	1		5		5	60	
	Work Order/Workpack Issuance	1			500		500	Average 100 WO/year/ac
	Workpack review and acceptance	1			500		500	Average 100 WO/year/ac
	Workpack discrepancies correction	1			500		500	Average 100 WO/year/ac
	ATL review and acceptance	1	30			30	360	Average 30 ATL/month
	ATL discrepancy correction	1	30			30	360	
	Update AERONET Tech Log Module	1	30			30	360	
	Update AERONET Aircraft Module	1			500		500	Average 100 WO/year/ac
	NTC	1			0		0	N/A
<b>GENERAL</b>	Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 ac
	Training - Continuous	8			3		24	CAME, CAMP. HF
	Meeting (External)	4			12		48	APMM - 4/YEAR/TYP AC OEM.etc - 4/YEAR
	Meeting (Internal)	4	4			16	192	CAMO - 2/MONTH AMO - 1/MONTH PLANNER - 1/MONTH
	Attend Internal/External Request	4			5		20	ATL BRIEFING, OEM LIASON, ETC
<b>TOTAL</b>							<b>4032</b>	

**D. TECHNICAL RECORD DEPARTMENT**

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
---------	------------------------	-----------	--------	--------	---------------	------------------	-----------------	---------



# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

<b>TECHNICAL RECORD</b>	Transfer ATL data to logbook	0.5	30			15	180	Average 30 ATL/month
	Scan ATL	0.5	30			15	180	Average 30 ATL/month
	ATL filing	0.5	30			15	180	Average 30 ATL/month
	All logbook identification	1			18		18	Aircraft + engine
	Update aircraft log book	1			500		500	Average 100 WO/year/ac
	Update engine log book	1			500		500	Average 50 WO /year/eng x Average 2 eng/ac
	Update component log card	1		5		5	60	
	Update MRB	3		5		15	180	
	Update SB/AD Monthly Summary to DAR	0.5		5		2.5	30	
	Update Certificate Files	1			5		5	
	Scan Work package	0.5			500		250	
	Work package Filing	0.5			500		250	
	Record access control	0.5			5		2.5	
	Storage Facilities Labelling	1			20		20	No of shelves/ compartment
	Facilities Inspection	1	1			1	12	1 facility
	Update Record Inventory	1		5		5	60	
	Update backup harddisk	1		5		5	60	
Scan all records - Aircraft Induction	40			0		0	N/A, DATABASE AVAILABLE	
<b>GENERAL</b>	Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 ac
	Training - Continuous	8			3		24	
	Meeting (Internal)	2	2			4	48	CAMO - 2/MONTH RECORD - 1/MONTH
	Attend Internal/External Request	4			9		36	DGTA, APMM etc.

**TOTAL** 2644

# MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2024-04

REV DATE

TBA

**E. TECHNICAL PUBLICATION DEPARTMENT**

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
<b>TECHNICAL PUBLICATION</b>	Publication Purchase, Renewal, Subscription	2			10		20	Average 10 Pub/year
	Publication Register	1			200		200	Average 200 Pub/year
	Raise TIC	1			200		200	Average 200 TIC/year
	External Publication Distribution	1			200		200	Average 200 Pub/Year
	Upload into server and controlled computer	2			200		400	
	Make copies of publication for controlled holder	4			15		60	Average 15 Pub/Year
	Internal Publication Distribution	2			10		20	
	Filing of signed Document Acceptance Statement form	1			20		20	2 Document/Internal Pub
	Update Publication Master List	2	4			8	96	2 type + 1 internal + 1 ICA
	Update backup harddisk	1	4			4	48	2 type + 1 internal + 1 ICA
	Publication Control and Access	1			4		4	2 type + 1 internal + 1 ICA
	Filight Manual Amendment	4			5		20	
	Supplement Applicability	1			5		5	
<b>GENERAL</b>	Training -GEN FAM	24			2		48	GENFAM (3 days) x 2 ac
	Training - Continuous	8			4		32	
	Meeting (Internal)	4	3			12	144	CAMO - 2/MONTH PUB - 1/MONTH
<b>TOTAL</b>							<b>1517</b>	