

Continuing Airworthiness Notice (CAN)

CAN No. / Rev No.	CAN 01 / R0
Date	27-May-2020

To: GAM CAMO personnel, GAM internal and contracted AMO personnel

CC : GAM Accountability Manager, GAM Quality Assurance Manager

From : Continuing Airworthiness Management (CAM) Manager

Subject : Fill-in Instructions for CAMO Internal Forms

1. REFERENCE

 a. GAM Continuing Airworthiness Management Exposition (CAME) GAM/CAAM/CAME Issue 2 Revision 3 Date 15 March 2020 or later approved revisions

 b. GAM Continuing Airworthiness Management Procedure (CAMP) GAM/CAMO/CAMP Issue 1 Revision 0 Date 29 April 2019 or later approved revisions

2. APPLICABILITY

GAM CAMO Internal Forms

3. INTRODUCTION

Internal forms issued by CAMO are listed in CAME Part 5.1 (CAAM approved forms) and CAMP Part 6.1 (internally approved forms). The forms are controlled by reference number "GAM/CAMO-XXX", whereby XXX is the running number. Any revision to the form will be annotated at the end by "RY" whereby Y is the revision number.

This notice is raised to introduce the instruction to fill these form, which can now be refer to the respective form number with an "i" i.e. "GAM/CAMO-XXXI / GAM/CAMO-XXXRYI". The instructions for each form are still in progress and will be released from time to time with the revisions to this notice.

4. REQUIREMENT

a. The instructions for the forms listed below are available for reference:

NO	FORM	FORM INSTRUCTION
1.	Workpack Control	GAM/CAMO-004i
2.	Worksheet	GAM/CAMO-005i
3.	Part Report	GAM/CAMO-012i

Kindly be informed and adhered to the requirement.

Thank you.

Zaty Nadhira Binti Mohamed Zuhari

CAM Manager

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WORKPACK

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CLIENT/OWNER: ¹ AIRCRAFT TYPE: ² AIRCRAFT		SERIAL NO.		LDG/CYCLE		WORKPACK NO:18			
				13		WORK/INSP/DESC:19			
A CONTRACTOR OF THE SECOND	RATION:3	8	11	14	16	AERONET JOB NO.:20			
BASE/FACILITY:4 #2 ENGINE:			9	12	15	77	LBE REF NO.:		
DATE IN		L			NG / N1	NF/N2	SHEET:22	OF ²³	
Reason	n for raising: ²⁴				Raised by a	and date: ²⁵	Other requirer	ments/informatio	n: ²⁶
List	of scheduled inspection and all wo	ork carried out u ual reference.	nder this			Master	Signature Sched	ule	W 4/200
NO. ²⁷	INSPECTION / WOR	₹K ²⁸	WORKSHE	ET REF ²⁹	NAI	ИЕ ³⁰	TECH/INITIAL31	SIGNATURE ³²	APP/STAMP ³³

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		aranismo and more							
THIS IS TO	- AMO RELEASE STATEMENT DICERTIFY THAT ALL WORK LISTED ABOVED AND ACCOMPLISHED IN ACCORDANCE		NAME ³	4			FIRM ³⁵	SIGN & APPROVAL ³⁶	DATE ³⁷
	TED AMO EXPOSITION AND PROCEDURE								
	CAMO ACCEPTANCE STATEMENT DISCRIMINATION OF THE ABOVE MENTIONED	WORK PACKAGE	NAME ³	8	***************************************	······	FIRM ³⁹	SIGN &	DATE ⁴¹
HAS BEEN	NEVIEWED, CHECKED FOR COMPLETION NINTENANCE SOFTWARE, ALL RELEVANT TION LOGBOOK HAS BEEN UPDATED.		***************************************		· · · · · · · · · · · · · · · · · · ·		APPROVAL ⁴⁰		



INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-004 – WORKPACK

1.	CLIENT/OWNER		State the aircraft client/owner.
2.	AIRCRAFT TYPE	-	State the aircraft type.
3.	REGISTRATION	_	State the aircraft registration number with prefix.
4.	BASE/FACILITY	_	State the base/facility which aircraft located.
5.	DATE IN	_	State the date of start maintenance.
6.	OUT	-	State the date of completed maintenance.
7.	AIRCRAFT SERIAL NO	-	State the aircraft serial no.
8.	#1 ENGINE SERIAL NO	-	State the #1 engine serial no.
9.	#2 ENGINE SERIAL NO	None	State the #2 engine serial no.
10.	AIRCRAFT HOURS	-	State the aircraft hours in hours-minutes at maintenance completion and after flight test, if required by inspection, as applicable.
11.	#1 ENGINE HOURS	-	State the #1 engine hours in hours-minutes at maintenance completion and after flight test, if required by inspection, as applicable.
12.	#2 ENGINE HOURS	_	State the #2 engine hours in hours-minutes at maintenance completion and after flight test, if required by inspection, as applicable.
13.	AIRCRAFT LDG/CYCLE	· ••••	State the aircraft landing/cycle at maintenance completion and after flight test, if required by inspection, as applicable.
14.	#1 ENGINE NG/N1	-	State the #1 engine NG/N1 cycle at maintenance completion and after flight test, if required by inspection, as applicable.
15.	#2 ENGINE NG/N1	(Maryan)	State the #2 engine NG/N1 cycle at maintenance completion and after flight test, if required by inspection, as applicable.
16.	#1 ENGINE NF/N2	-	State the #1 engine NF/N2 cycle at maintenance completion and after flight test, if required by inspection, as applicable.
17.	#2 ENGINE NF/N2	_	State the #2 engine NF/N2 cycle at maintenance completion and after flight test, if required by inspection, as applicable.



INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-004 – WORKPACK

18.	WORPACK NO	:	State the workpack no. with format WP-REG-YY-XXX; REG = aircraft registration excluding prefix; YY = year; XXX = workpack running number.
19.	WORK/INSP/DESC	-	State the name of inspection for single task and "schedule inspection" for multiple task.
20.	AERONET JOB NO	-	Assigned job no. running by AERONET.
21.	LBE REF NO	-	State the LBE ref. number of the inspection.
22.	SHEET	_	State the page number of workpack.
23.	OF	-	State the total page number of workpack.
24.	REASON FOR RAISING	_	State the inspection and compliance requirement reference (AMP, IETP, EMM etc.).
25.	RAISED BY AND DATE	-	State the name and date at which inspection is raised by whom and when.
26.	OTHER REQUIREMENTS / INFORMATION	-	State any additional requirements/information pertaining to the inspection.
27.	NO	-	State sequence number of inspections.
28.	INSPECTION / WORK	-	State the inspection required.
29.	WORKSHEET REF		State the worksheet no. with format WP-REG-YY-XXX-ZZZ: REG = aircraft registration excluding prefix; YY = year; XXX = workpack running number; ZZZ = worksheet running number.
30.	NAME	-	State the name of every personnel involved with inspection listed in (28). Note: The Master Signature Schedule does not reflect by row of the listed inspection on the left (28).
31.	TECH/INITIAL	_	Initial by all personnel involved.
32.	SIGNATURE	_	Signature by all personnel involved.



INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-004 – WORKPACK

33. APP / STAMP	 Approval no./stamp by the authorised certifying staff. For non-certifying staff, to dash (-).
34. NAME	 Name of authorised certifying staff who release the aircraft.
35. FIRM	 State the firm of authorised Approved Maintenance Organisation (AMO).
36. SIGN & APPROVAL	 Signature and approval no./stamp of the authorised certifying staff.
37. DATE	 State the date of workpack completion.
38. NAME	 Name of authorised personnel who accept the workpack.
39. FIRM	State "GAM". Note: GAM (CAMO) is the owner of the form.
40. SIGN & APPROVAL	 Signature and approval no./stamp of the authorised personnel.
41. DATE	- State the date of workpack acceptance.





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CLIENT/OWNER: ¹ AIRCRAFT TYPE: ² REGISTRATION: ³			AIRCRAFT #1 ENGINE:	SERIAL NO.	HOURS 10	LDG/C 13	YCLE	WORKSHEET NO: ¹⁸ WORK/INSP/DESC: ¹⁹ WORKPACK REF: ²⁰				
BASE/F	ACILITY:4		#2 ENGINE:	9	12		17	LBE REF NO.:21				
DATE IN	1:5	OUT:6				NG/N1	NF / N2	SHEET: ²²	OF 23			
	for raising: 24					Raised by	and date: ²⁵	Other requirements/information: ²⁶				
Item ²⁷			Des	cription ²⁸				Technician ²⁹	* Eng. CRS ³⁰	Date ³¹		
force	32*The work recorded above has been carried out in accordance with the requirements of the Malaysian Civil Aviation Regulation for the time being in force and in that respect the aircraft / equipment is considered fit for release to service. 33*The work recorded above has been carried out in accordance with the requirements of the											
-	the time being where Applicable		in that respect t	ne aircraft / o	equipment	is consider	ed fit for rele	ease to service.				

PARTS LABELED & RETURNED	D.D. RAISED	CUPLICATE	GROUND RUN	FLIGHT	TORQUE CHK.	ADDITIONAL VIORKSHEET	MONITORED DEFECT	PLANNING FORECAST	DIARY UPDATE	STATUS UPDATE	D.D. STATUS	AIRCRAFT LOG BOOK	ENGINE LOG BOOK	PROPELLER LOG BOOK	LOG CARD	OEM/COMP LOG CARD	MOD RECORD BOOK
34	35	36	37	33	39	40	41	42	43	44	45	46	47	48	49	50	51



INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-005 -- WORKSHEET

1.	CLIENT/OWNER	-	State the aircraft client/owner.
2.	AIRCRAFT TYPE	_	State the aircraft type.
3.	REGISTRATION		State the aircraft registration number with prefix.
4.	BASE/FACILITY		State the base/facility which aircraft located.
5.	DATE IN	_	State the date of start maintenance.
6.	OUT	-	State the date of completed maintenance.
7.	AIRCRAFT SERIAL NO	-	State the aircraft serial no.
8.	#1 ENGINE SERIAL NO	-	State the #1 engine serial no.
9.	#2 ENGINE SERIAL NO	-	State the #2 engine serial no.
10.	AIRCRAFT HOURS	-	State the aircraft hours in hours-minutes at maintenance completion.
11.	#1 ENGINE HOURS	-	State the #1 engine hours in hours-minutes at maintenance completion.
12.	#2 ENGINE HOURS	-	State the #2 engine hours in hours-minutes at maintenance completion.
13.	AIRCRAFT LDG/CYCLE	-	State the aircraft landing/cycle at maintenance completion.
14.	#1 ENGINE NG/N1		State the #1 engine NG/N1 cycle at maintenance completion.
15.	#2 ENGINE NG/N1	-	State the #2 engine NG/N1 cycle at maintenance completion.
16.	#1 ENGINE NF/N2	_	State the #1 engine NF/N2 cycle at maintenance completion.
17.	#2 ENGINE NF/N2	_	State the #2 engine NF/N2 cycle at maintenance completion.
			State the worksheet no. with format WP-REG-YY-XXX-ZZZ:
18	WORKSHEET NO	_	REG = aircraft registration excluding prefix;
10.	VVOINORILL I NO	·===	YY = year;
			XXX = workpack running number;
			ZZZ = worksheet running number.



INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-005 - WORKSHEET

19. WORK/INSP/DESC	 State the inspection task.
20. WORKPACK REF NO	State the workpack no. with format WP-REG-YY-XXX; REG = aircraft registration excluding prefix; YY = year;
	XXX = workpack running number.
21. LBE REF NO	 State the AJL number of the inspection.
22. SHEET	 State the page number of worksheets.
23. OF	 State the total page number of worksheet.
24. REASON FOR RAISING	 State the inspection and compliance requirement reference (AMP, IETP, EMM etc.).
25. RAISED BY AND DATE	State the name and date at which inspection is raised by whom and when.
OTHER 26. REQUIREMENTS / INFORMATION	State any additional requirements/information pertaining to the inspection.
27. ITEM	- State the sequence no. of inspection/task.



INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-005 – WORKSHEET

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- a) Inspection title
- b) Inspection description
- c) Inspection reference
- d) Remarks*

*Note:

- Inspection completed satisfactory to remark "Carried out and found satisfactory" or "Found satisfactory"
- Inspection requiring ground run / flight test to remark "Carried out. Refer [AJL page or workpack] for [engine ground run or flight test], as applicable.
- Inspection not applicable require to state reason ("Not applicable due to [reason]")
- Record value/readings in the column/attachment if required by the inspection procedure in the maintenance manuals.
- Inspection found defect to state workpack reference if rectify in another workpack.
- State "Refer attachment" if available for the inspection. All attachment shall be signed, stamp, dated and include inspection item and worksheet reference.
- Short form allowed only as listed abbreviations in the respective AMP if available
- Signed the column upon inspection completion.

 Require LAE to sign also if performed him/herself.

 To "-" only for not applicable inspection or duplicate inspection.
- Signed and stamp upon completed inspection verification by the respective LAE.
- State the date of inspection task completed.
- Tick for 9M registered aircraft.
- Tick for other than 9M registered aircraft and filled the Authority/Regulation in force.
- Stamp if applicable to the inspection and complied.
- Stamp if applicable to the inspection and complied.

28. DESCRIPTION

29. TECHNICIAN

30. ENG. CRS

31. DATE

32. MCAR CRS Statement

33. Other Authority CRS Statement

34. PARTS LABELED & RETURNED

35. D.D. RAISED



INSTRUCTIONS FOR COMPLETING FOR GAM/CAMO-005 – WORKSHEET

36.	DUPLICATE INSP.	- Stamp if applicable to the inspection and complied.
37.	GROUND RUN	- Stamp if applicable to the inspection and complied.
38.	FLIGHT TEST	- Stamp if applicable to the inspection and complied.
39.	TORQUE CHK	- Stamp if applicable to the inspection and complied.
40.	ADDITIONAL WORKSHEET	- Stamp if applicable to the inspection and complied.
41.	MONITORED DEFECT	- Stamp if applicable to the inspection and complied.
42.	PLANNING FORECAST	- Stamp if applicable to the inspection and complied.
43.	DIARY UPDATE	- Stamp if applicable to the inspection and complied.
44.	STATUS UPDATE	- Stamp if applicable to the inspection and complied.
45.	D.D. STATUS	- Stamp if applicable to the inspection and complied.
46.	AIRCRAFT LOG BOOK	- Stamp if applicable to the inspection and complied.
47.	ENGINE LOG BOOK	- Stamp if applicable to the inspection and complied.
48.	PROPELLER LOG BOOK	- Stamp if applicable to the inspection and complied.
49.	LOG CARD	- Stamp if applicable to the inspection and complied.
50.	OEM/COMP LOG CARD	- Stamp if applicable to the inspection and complied.
51.	MOD RECORD BOOK	- Stamp if applicable to the inspection and complied.



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PARTS REPORT

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CLIENT/OVVNER:					SERI	SERIAL NO.		URS	LDG/CYCLE				WORKSHEET NO: 18							
AIRCRAFT TYPE: ² AIRCRAFT ⁷								7						WORK/INSP/DESC: 19						
REGISTRATION ¹³ #1 ENGINE: ⁸ BASE/FACILITY: ⁴ #2 ENGINE: ⁹							11		14 16					WORKPACK REF:20						
					9		12		15	1	17		LBE REF NO.:21							
DATE IN:5 OUT:6								NG /			/ N2		ET: ²²			23				
Reaso	n for rai	ising: ²⁴									Raise	d by a	nd da	ate: ²⁵	Othe	er requ	irements	infor	mation: ²⁶	
Item ²	7	Part No ²⁸			Descript	ion ²⁹		Of		l Num	ber On ³¹	Qty	² Posit	tion ³³ Reas	son ³⁴ L	ifed Ite	m Informa	ation		lease erence ³⁶
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torc	e and	in that re	espect	the air	craft / e	quipment	is cons	iderec	d fit fo	or rel	ease to	servi	ce.	U.S. T			0	100 M		e de la contra
42*TI	he work	recorde	d above	has be	een carri	ed out in a	ccordan	ce with	the n	equire	ements (of the	Fig. 5							West of the surface of
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PARTS	D.D.	CUPLICATE	GROUND	FLIGHT	TORQUE	ADDITIONAL	MONITORE	D PA	NNING	DIARY	Y STATU	S D	D 1	AIRCRAFT LOG	ENGINE I	rig o	ROPELLER LOG	LOG	OEM/COMP	MOD RECORD
LABELED & RETURNED	RAISED	INSP	RUN	TEST	CHK.	WORKSHEET	DEFECT		RECAST	UPDAT				BOOK	BOOK		BOOK BOOK	CARD	LOG CARD	BOOK
43	44	45	46	47	48	49	50		51	52	2 53		54	55	56		57	58	59	60



INSTRUCTIONS FOR COMPLETING FORM GAM/CAMO-012 – PART REPORT

1.	CLIENT/OWNER	-	State the aircraft client/owner.
2.	AIRCRAFT TYPE	****	State the aircraft type.
3.	REGISTRATION	-	State the aircraft registration number with prefix.
4.	BASE/FACILITY	-	State the base/facility which aircraft located.
5.	DATE IN	•••	State the date of start maintenance.
6.	OUT	Marke	State the date of completed maintenance.
7.	AIRCRAFT SERIAL NO	•	State the aircraft serial no.
8.	#1 ENGINE SERIAL NO	•	State the #1 engine serial no.
9.	#2 ENGINE SERIAL NO		State the #2 engine serial no.
10.	AIRCRAFT HOURS	-	State the aircraft hours in hours-minutes at maintenance completion.
11.	#1 ENGINE HOURS		State the #1 engine hours in hours-minutes at maintenance completion.
12.	#2 ENGINE HOURS	-	State the #2 engine hours in hours-minutes at maintenance completion.
13.	AIRCRAFT LDG/CYCLE		State the aircraft landing/cycle at maintenance completion.
14.	#1 ENGINE NG/N1	: Marie	State the #1 engine NG/N1 cycle at maintenance completion.
15.	#2 ENGINE NG/N1	, Marie	State the #2 engine NG/N1 cycle at maintenance completion.
16.	#1 ENGINE NF/N2	-	State the #1 engine NF/N2 cycle at maintenance completion.
17.	#2 ENGINE NF/N2		State the #2 engine NF/N2 cycle at maintenance completion.
			State the worksheet no. with format WP-REG-YY-XXX-ZZZ:
18.	WORKSHEET NO		REG = aircraft registration excluding prefix; YY = year;
			XXX = workpack running number;
			ZZZ = worksheet running number.



INSTRUCTIONS FOR COMPLETING FORM GAM/CAMO-012 - PART REPORT

19.	WORK/INSP/DESC	- State the inspection task.
		State the workpack no. with format WP-REG-YY-XXX;
20.	WORKPACK REF NO	REG = aircraft registration excluding prefix;
		YY = year;
		XXX = workpack running number.
21.	LBE REF NO	 State the AJL number of the inspection.
22.	SHEET	 State the page number of worksheets.
23.	OF	 State the total page number of worksheets.
24.	REASON FOR RAISING	State the inspection and compliance requirement reference (AMP, IETP, EMM etc.).
25.	RAISED BY AND DATE	State the name and date at which inspection is raised by whom and when.
26.	OTHER REQUIREMENTS / INFORMATION	State any additional requirements/information pertaining to the inspection.
27.	ITEM	- State the sequence no. of parts replaced.
28.	PART NO.	- State the part number.
29.	DESCRIPTION	- State the description of part.
30.	SERIAL NUMBER OFF	- State the serial no. of part removed.
31.	SERIAL NUMBER ON	- State the serial no of part installed.
32.	QTY	 State the quantity of parts replaced.
33.	POSITION	 State the position of the parts replaced (LH, RH, FWD AFT etc.).
34.	REASON	 State the reason for part replacement (BROKEN, WEAR, LEAK etc.).
35.	LIFED ITEM INFORMATION TSN/TSO/DUE/TIMEX	_ State the available airworthiness limitation of the part. To dash (–) if nil.
36.	RELEASE REFERENCE	State the component release document. Column - shall not be left blank without release reference fo installed parts.



INSTRUCTIONS FOR COMPLETING FORM GAM/CAMO-012 – PART REPORT

37.	NAME	-	State the name of authorized certifying staff.
38.	FIRM		State the firm of authorised AMO.
39.	SIGN & APPROVAL	-	Signature and approval stamp/no. of the authorized certifying staff.
40.	DATE	***	State the date of part replacement.
41.	MCAR CRS Statement	-	Tick for 9M registered aircraft.
42.	Other Authority CRS Statement	No.	Tick for other than 9M registered aircraft and filled the Authority/Regulation in force.
43.	PARTS LABELED & RETURNED	****	Stamp if applicable to the inspection and complied.
44.	D.D. RAISED		Stamp if applicable to the inspection and complied.
45.	DUPLICATE INSP.	****	Stamp if applicable to the inspection and complied.
46.	GROUND RUN	-	Stamp if applicable to the inspection and complied.
47.	FLIGHT TEST		Stamp if applicable to the inspection and complied.
48.	TORQUE CHK	-	Stamp if applicable to the inspection and complied.
49.	ADDITIONAL WORKSHEET	*****	Stamp if applicable to the inspection and complied.
50.	MONITORED DEFECT	-	Stamp if applicable to the inspection and complied.
51.	PLANNING FORECAST	Migric .	Stamp if applicable to the inspection and complied.
52.	DIARY UPDATE		Stamp if applicable to the inspection and complied.
53.	STATUS UPDATE	-	Stamp if applicable to the inspection and complied.
54.	D.D. STATUS	****	Stamp if applicable to the inspection and complied.
55.	AIRCRAFT LOG BOOK	-	Stamp if applicable to the inspection and complied.
56.	ENGINE LOG BOOK	-	Stamp if applicable to the inspection and complied.
57.	PROPELLER LOG BOOK	-	Stamp if applicable to the inspection and complied.
58.	LOG CARD	_	Stamp if applicable to the inspection and complied.
59.	OEM/COMP LOG CARD	-	Stamp if applicable to the inspection and complied.



INSTRUCTIONS FOR COMPLETING FORM GAM/CAMO-012 – PART REPORT

60. MOD RECORD BOOK

- Stamp if applicable to the inspection and complied.