

 Galaxy Aerospace <small>maintenance . repair . overhaul</small>	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 "r" 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.

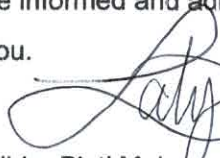

4. REQUIREMENT

- 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
zaty@galaxy aerospace.my

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|------------------------|--|
| 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 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 | 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 | <p>State the workpack no. with format WP-REG-YY-XXX;</p> <ul style="list-style-type: none"> - REG = aircraft registration excluding prefix; YY = year; XXX = workpack running number. |
| 19. WORK/INSP/DESC | <ul style="list-style-type: none"> - State the name of inspection for single task and "schedule inspection" for multiple task. |
| 20. AERONET JOB NO | <ul style="list-style-type: none"> - Assigned job no. running by AERONET. |
| 21. LBE REF NO | <ul style="list-style-type: none"> - State the LBE ref. number of the inspection. |
| 22. SHEET | <ul style="list-style-type: none"> - State the page number of workpack. |
| 23. OF | <ul style="list-style-type: none"> - State the total page number of workpack. |
| 24. REASON FOR RAISING | <ul style="list-style-type: none"> - State the inspection and compliance requirement reference (AMP, IETP, EMM etc.). |
| 25. RAISED BY AND DATE | <ul style="list-style-type: none"> - State the name and date at which inspection is raised by whom and when. |
| 26. OTHER REQUIREMENTS / INFORMATION | <ul style="list-style-type: none"> - State any additional requirements/information pertaining to the inspection. |
| 27. NO | <ul style="list-style-type: none"> - State sequence number of inspections. |
| 28. INSPECTION / WORK | <ul style="list-style-type: none"> - State the inspection required. |
| 29. WORKSHEET REF | <p>State the worksheet no. with format WP-REG-YY-XXX-ZZZ:</p> <ul style="list-style-type: none"> - REG = aircraft registration excluding prefix; YY = year; XXX = workpack running number; ZZZ = worksheet running number. |
| 30. NAME | <p>State the name of every personnel involved with inspection listed in (28).</p> <ul style="list-style-type: none"> - Note: The Master Signature Schedule does not reflect by row of the listed inspection on the left (28). |
| 31. TECH/INITIAL | <ul style="list-style-type: none"> - Initial by all personnel involved. |
| 32. SIGNATURE | <ul style="list-style-type: none"> - 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.

CLIENT/OWNER: ¹ AIRCRAFT TYPE: ² REGISTRATION ³ BASE/FACILITY: ⁴ DATE IN: ⁵ OUT: ⁶	SERIAL NO.	HOURS	LDG/CYCLE		WORKSHEET NO.: ¹⁸ WORK/INSP/DESC: ¹⁹ WORKPACK REF: ²⁰ LBE REF NO.: ²¹ SHEET: ²² OF ²³	
	AIRCRAFT	7	10	13		
	#1 ENGINE:	8	11	14		16
	#2 ENGINE:	9	12	15		17
Reason for raising: ²⁴			Raised by and date: ²⁵		Other requirements/information: ²⁶	

Item ²⁷	Description ²⁸	Technician ²⁹	* Eng. CRS ³⁰	Date ³¹

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 _____ for the time being in force and in that respect the aircraft / equipment is considered fit for release to service.

TICK [v] WHERE APPLICABLE

PARTS LABELED & RETURNED	C.D. RAISED	DUPLICATE INSP	GROUND RUN	FLIGHT TEST	TORQUE CHK	ADDITIONAL WORKSHEET	MONITORED DEFECT	PLANNING FORECAST	DIARY UPDATE	STATUS UPDATE	C.D. STATUS	AIRCRAFT LOG BOOK	ENGINE LOG BOOK	PROPELLER LOG BOOK	LOG CARD	OEM/COMP LOG CARD	MDD RECORD BOOK
34	35	36	37	38	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. |
| 18. WORKSHEET NO | <p>– State the worksheet no. with format WP-REG-YY-XXX-ZZZ:</p> <p>REG = aircraft registration excluding prefix;</p> <p>YY = year;</p> <p>XXX = workpack running number;</p> <p>ZZZ = worksheet running number.</p> |

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 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

State the following:

- 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.

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 | – 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. |
| 18. WORKSHEET NO | <p>– State the worksheet no. with format WP-REG-YY-XXX-ZZZ:</p> <p>REG = aircraft registration excluding prefix;</p> <p>YY = year;</p> <p>XXX = workpack running number;</p> <p>ZZZ = worksheet running number.</p> |

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

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|--|--|
| 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 for installed parts. |

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

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|-----------------------------------|--|
| 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 | – 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 | – 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.