

To : GAM CAMO personnel
CC : GAM Accountability Manager,
 GAM Quality Assurance Manager,
 GAM Engineering Manager,
 Operator,

From : Continuing Airworthiness Management (CAM) Manager

Subject : Operator's Monitoring Compliance of CAMO Activities to CAAM Regulations

1. REFERENCE

- a. CAAM Airworthiness Notice (AN) 6101 Issue 2 Dated 18 July 2019 or later approved revisions
- b. CAAM Airworthiness Notice (AN) 6102 Issue 2 Dated 18 July 2019 or later approved revisions
- c. GAM Continuing Airworthiness Management Exposition (CAME) GAM/CAAM/CAME Issue 2 Revision 3 Date 15 March 2020 or later approved revisions
- d. GAM Continuing Airworthiness Management Procedure (CAMP) GAM/CAMO/CAMP Issue 1 Revision 0 Date 29 April 2019 or later approved revisions

2. APPLICABILITY

- a. GAM CAMO contracted with Operator

3. INTRODUCTION

- a. The owner of an aircraft shall be responsible for the continuing airworthiness of the aircraft as stated in Civil Aviation Authority of Malaysia (CAAM) AN 6101 paragraph 4.1 (a). For aircraft specified in AN 6101 para. 4.1 (g), the owner shall establish a written contract with CAMO when the owner is not a CAMO itself.
- b. When the owner of an aircraft contracts the tasks associated with continuing airworthiness to a CAMO, the CAMO assumes responsibility for the proper accomplishment of these tasks.
- c. This notice is raised to define the procedures and process for operator to monitor GAM CAMO compliance with CAAM requirements if required by the contract.

4. REQUIREMENT

- a. The operator may monitor GAM CAMO in the following process –
 - i. involvement with Physical Survey of aircraft for purpose of issuance / renewal of Certificate of Airworthiness (C of A);
 - ii. review and acceptance of Airworthiness Review Report (ARR) for C of A issuance / renewal prior submission to CAAM. Refer Appendix 1 – ARR Acknowledgement Form;

- iii. review and decide for the compliance of optional Service Bulletin (SB). Refer Appendix 2 – AD/SB Declaration Template;
- iv. monitor for compliance of Airworthiness Directives (AD) and SB. Refer Appendix 2 – AD/SB Declaration Template;
- v. monitor daily status of aircraft reporting by GAM. Refer Appendix 3 – Aircraft Daily Status;
- vi. review and acceptance of Aircraft Maintenance Programme (AMP) prior submission to CAAM. Refer Appendix 4 – Maintenance Programme Statement Template;
- vii. monitor GAM internal audit plan and external audit. Refer Appendix 5 – Annual Audit Plan; and
- viii. any additional areas as required by the operator.

Kindly be informed on the requirement.

Thank you.



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CAM Manager
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APPENDIX 1

	<p>AIRWORTHINESS REVIEW REPORT (ARR) – OPERATOR’S ACKNOWLEDGEMENT FORM</p>
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AIRCRAFT DETAILS

Aircraft Registration	
Type, Designation and Series	
Serial No.	
Current Flight Hours/Cycles	

AIRWORTHINESS REVIEW

Airworthiness Review Report Ref.	
Physical Survey Report Ref.	
From (Last Review) Date, Aircraft Hours/Cycles	
To Date, Aircraft Hours/Cycles	

PREPARED BY (CAMO – AIRWORTHINESS REVIEW STAFF)

Name	
Signed	
Date	

REVIEW AND INSPECTED BY (OPERATOR)

Name	
Position	
Signed	
Date	

APPENDIX 2

AIRFRAME AIRWORTHINESS DIRECTIVE (AD) (DATE MONTH YEAR – DATE MONTH YEAR)

NO.	AD TITLE	DESCRIPTION	APPLICABILITY	COMPLIANCE TIME/MMH	EFFECTIVITY		WORKPACK REFERENCE	REMARKS/RECOMMENDATION
					AIRCRAFT REGISTRATION			
1.								

ENGINE AIRWORTHINESS DIRECTIVE (AD) (DATE MONTH YEAR – DATE MONTH YEAR)

NO.	AD TITLE	DESCRIPTION	APPLICABILITY	COMPLIANCE TIME/MMH	EFFECTIVITY		WORKPACK REFERENCE	REMARKS/RECOMMENDATION
					AIRCRAFT REGISTRATION			
1.								

AIRFRAME ALERT SERVICE BULLETIN (ASB) (DATE MONTH YEAR – DATE MONTH YEAR)

NO.	AD TITLE	DESCRIPTION	APPLICABILITY	COMPLIANCE TIME/MMH	EFFECTIVITY		WORKPACK REFERENCE	REMARKS/RECOMMENDATION
					AIRCRAFT REGISTRATION			
1.								

ENGINE SERVICE BULLETIN (SB) (DATE MONTH YEAR – DATE MONTH YEAR)

NO.	AD TITLE	DESCRIPTION	APPLICABILITY	COMPLIANCE TIME/MMH	EFFECTIVITY		WORKPACK REFERENCE	REMARKS/RECOMMENDATION
					AIRCRAFT REGISTRATION			
1.								

OPTIONAL / SERVICE BULLETIN (SB) (DATE MONTH YEAR – DATE MONTH YEAR)

NO.	AD TITLE	DESCRIPTION	APPLICABILITY	COMPLIANCE TIME/MMH	EFFECTIVITY		WORKPACK REFERENCE	REMARKS/RECOMMENDATION
					AIRCRAFT REGISTRATION			
1.								

APPENDIX 4

OPERATOR

DOCUMENT TITLE:	AIRCRAFT MAINTENANCE PROGRAMME	AIRCRAFT TYPE:	
PAGE TITLE:	AIRCRAFT MAINTENANCE PROGRAMME STATEMENT	REFERENCE:	ISSUE: REVISION:
CHAPTER:	2.0	PAGE:	1 of 1
		DATE:	

AIRCRAFT MAINTENANCE PROGRAMME STATEMENT

THIS MAINTENANCE PROGRAMME IS OWNED BY OPERATOR and the continuing compliance of this document to the applicable stated references are the responsibility of Galaxy Aerospace (M) Sdn Bhd (GAM) through its Continuing Airworthiness Management Organisation (CAMO).

Preparation of this **AIRCRAFT MAKE AND MODEL AIRCRAFT MAINTENANCE PROGRAMME** ref. **OPERATOR'S AMP REFERENCE** is based on requirements by the Civil Aviation Authority of Malaysia (CAAM) as required by Malaysian Civil Aviation Regulations (MCAIR) 2016 Regulation 27 and detailed in Airworthiness Notice 6101 (M.302) with the recommendations of the aircraft, engine and equipment manufacturers and their recommendations are evaluated along with operator experience and where appropriate incorporated into the maintenance programme.

Furthermore, subsequent recommendations through their maintenance manual revisions or other publications are to be reviewed and if appropriate, incorporated by amendment procedures into this maintenance programme.

Applicable CAAM ANs and state of design ADs which may not be incorporated in this maintenance programme are mandatory. Other airworthiness information, promulgated in Service Bulletins, Information Letters etc, issued by the manufacturers from time to time will be evaluated and complied with as required without being incorporated.

Prepared by (Technical Service)

Reviewed by (CAM Manager)

Accepted by (Operator)

Sign : _____

Sign : _____

Sign : _____

Name : _____

Name : _____

Name : _____

Date : _____

Date : _____

Date : _____



**Continuing Airworthiness Notice
(CAN)**

CAN No. / Rev No.

CAN 04 / R0

Date

24-September-2020

APPENDIX 5



Audit Plan for year _____

Reference No.:

Date:

No.	Audit Area	J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	Remarks.
1	Continuing Airworthiness Management Exposition													
2	Continuing Airworthiness Notices													
3	Airworthiness Review Staff													
4	Airworthiness Review Report													
5	Training of personnel													
6	Facility													
7	Aircraft Records													
8	Journey Logbook													
9	MEL													
10	AMP													
11	SB/AD control													
12	Maintenance planning and forecast													
13														
14														
15														



**Continuing Airworthiness Notice
(CAN)**

CAN No. / Rev No.

CAN 04 / R0

Date

24-September-2020



Audit Plan for year _____

Reference No.:

Date:

No.	Aircraft Audit				J A N	F E B	M A R	A P R	M A Y	J U N	J U L	A U G	S E P	O C T	N O V	D E C	Remarks	
	A/C Reg.	Type	Owner	Location														
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
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