	Continuing Airworthiness Notice (CAN)	
	CAN No. / Rev No.	CAN 14 / R0
	Date	15-Mar-2019

TO : All Galaxy Aerospace Malaysia Sdn Bhd personnel
CC : GAM Accountable Manager (AM), GAM Quality Assurance Manager (QAM)
FROM : Continuing Airworthiness Manager (CAM), GAM
SUBJECT : **Criteria Requirement for Galaxy Continuing Airworthiness Management (CAM) Manager**

1. REFERENCE

AN 6101, AN 6102, CAME Part 0 Para. 0.3.5.2

2. APPLICABILITY

CAM Manager for Galaxy CAMO


3. INTRODUCTION

Galaxy Aerospace Malaysia Sdn Bhd would like to announce a new vacant position of CAM Manager for Galaxy's non-AOC CAMO. Galaxy would like to fill the position internally if possible. Work experience, seniority, and performance will all be determining factors. The Human Resources department will be screening candidates in coordination with management.


4. REQUIREMENT

This person is the nominated post holder for continuing airworthiness activities. He/She will, ensure that all continuing airworthiness activities including maintenance is carried out on time and to an approved standard. He / She will act to ensure that Galaxy Aerospace Malaysia Sdn Bhd responsibilities in the following areas can be met:

1. Establishment and development of continuing airworthiness policy, including the approval of Galaxy Aerospace Sdn Bhd aircraft maintenance programmes required by CAAM continuing airworthiness requirement;
2. As CAAM Post Holder he/she will be the communication point of contact between CAAM Airworthiness Sector and Galaxy on CAMO matters;
3. Analysis of the effectiveness of the Maintenance Programme as required by CAAM continuing airworthiness requirement;
4. To liaise with client on all airworthiness matters as required;
5. To ensure all aircraft managed by GAM CAMO is under contract requirement as per AN 6101.
6. The relationship with CAAM AMO and if applicable establishment of a Maintenance Contract as required by CAAM continuing airworthiness requirement;
7. Ensuring that the continuing airworthiness required by CAAM is effective in its application and any follow up actions required to address findings;
8. Manage the approval of Galaxy Aerospace Malaysia Sdn Bhd Aircraft Journey Log by CAAM including any subsequent amendment thereto;

 Galaxy Aerospace <small>maintenance . repair . overhaul</small>	Continuing Airworthiness Notice (CAN)	
	CAN No. / Rev No.	CAN 14 / R0
	Date	15-Mar-2019

9. Ensuring that Galaxy Aerospace Malaysia Sdn Bhd technical records are managed as required.
10. Manage planning coordination on the required work with the maintenance organisation;
11. Ensure modifications and repairs (changes) are carried out to an approved standard;
12. To ensure all Airworthiness Directives review and embodiment;
13. To carry out Non mandatory modification embodiment policy;
14. To ensure all defect rectification carried out as per approved data;
15. Ensure line and base maintenance are performed by appropriately CAAM AMO;
16. Ensure that operators pilots are duly trained and authorised to issue Certificates of Release to Service, where necessary and appropriate, by the CAAM AMO;
17. The Certificate of Airworthiness for each aircraft operated / managed by the Galaxy remains valid in accordance MCAR 2016, Regulation 27;
18. To report any occurrences of a maintenance nature to the CAAM and the aircraft manufacturers. This includes both Mandatory Occurrences and occurrences related to maintenance findings, which fall outside the Mandatory scheme;
19. The amendment and control of this Continuing Airworthiness Management Exposition;
20. Review and implementation, as appropriate, of any additional CAAM requirements;
21. The CAM shall nominate personnel to deputise for any period of absence in the case of AM not available ;
22. Manage the application of Permit to Fly (PTF);
23. To ensure Airworthiness Review and Physical Survey of the aircraft has been carried out as per CAAM continuing airworthiness requirements;
24. To ensure all maintenance are being carried out by an CAAM AMO;
25. To ensure adequate office accommodations for continuing airworthiness activities;
26. To ensure the extension of a MEL item is applied correctly
27. The manage the amendment and control of the MEL and maintenance programme;
28. To ensure that weighing of aircraft is carried out in a timely manner by organisation approved by CAAM and the RFM is updated with current weighing data;
29. Responsible to control the competency of continuing airworthiness personnel;
30. To control and maintain on maintenance data, procedures and forms for continuing airworthiness activities;
31. To ensure all contracts related to continuing airworthiness and maintenance meets the CAAM requirements.
32. To ensure all the operational requirements by the operator are within the compliance of CAAM regulations

 Galaxy Aerospace <small>maintenance . repair . overhaul</small>	Continuing Airworthiness Notice (CAN)	
	CAN No. / Rev No.	CAN 14 / R0
	Date	15-Mar-2019

Qualifications:

Essential:

- Degree in Aerospace/Aeronautical/Mechanical or equivalent

Preferred:

- Civil Aviation Authority Malaysia (CAAM) Aircraft Maintenance Engineering License or equivalent; and/or
- Attended CAA UK / EASA or equivalent Part M, Part 145 courses within the last 24 months

Experience:

Essential:

- Minimum 4 years of experience across all department in relation to continuous airworthiness management such as Technical Records, Technical Services, Quality department, Fleet Management and Aircraft Maintenance
- Broad knowledge of and experience with the requirements of CAAM and other major regulatory bodies
- Conversant with ICAO and CAAM Safety Management System requirements

Preferred:

- Previously held the position of Continuous Airworthiness Management Manager or other post holder positions accepted by CAAM; and/or
- Broad knowledge of and experience with the requirements of CAAM and other major regulatory bodies (FAA, EASA, DGAC Indonesia).

Competencies:

Skills:

- Good managerial skills
- Excellent communications skills
- Fluent written & spoken English
- Must be a self-starter and willing to take the initiative in problem solving
- Proven analytical and problem-solving ability
- Project management skills
- Experience with Microsoft office application

Personal Attributes:

- Cooperative team players, capable of dealing with changing deadlines and priorities
- Flexibility with changing requirements regarding work hours/days, location and travel
- Supportive of continual safety and quality environment of company
- Ability to work in culturally diverse environments

	Continuing Airworthiness Notice (CAN)	
	CAN No. / Rev No.	CAN 14 / R0
	Date	15-Mar-2019

Kindly be informed.



Hazrin Sani
Continuing Airworthiness Manager