

**TO** : GAM CAMO Personnel and Contracted AMO Personnel

**CC** : GAM Accountable Manager (AM), GAM Quality Assurance Manager (QAM), GAM Engineering Manager (EM)

**FROM** : Continuing Airworthiness Management (CAM) Manager, GAM

**SUBJECT** : **Notice to Crew and Maintenance Engineer**

## 1. REFERENCE

- a) GAM/CAMO/CAMP Issue 1 Revision 3 Dated 02 February 2021

## 2. APPLICABILITY

- a) CAMO and Contracted AMO

## 3. INTRODUCTION

- a) This notice is raised to introduce Notice to Crew and Maintenance Engineer (NTC) [Form No: GAM/C-041 Rev 0 (11/21)] for recording operating information other than MEL/CDL items relevant to flight safety and maintenance data that the operating crew and maintenance engineers need to know. This form will be integrated in the upcoming revision of Continuing Airworthiness Management Procedure (CAMP).

## 4. REQUIREMENT

- a) NTC may be raised whenever there is an appropriate need as deemed fit by CAMO, LAEs and/or engineering personnel as a result of manufacturer/OEM or GAM source documents. Source documents include AD, SB, MD, etc.
- b) NTC is not a certifying document, but it may be used to highlight maintenance work requirements.
- c) When raising NTC, enter the originator's name and date in the appropriate column.
- d) When closing NTC, draw a diagonal line across the NTC and write name and date in the appropriate column.
- e) The person who closed the NTC need not necessarily be the same person who raised the NTC.
- f) All NTC raised must include a termination action and remarks to close the NTC.
- g) The validity of the existing NTC shall be reviewed and updated by the Engineer In Charge of the contracted AMO during scheduled base maintenance.
- h) The NTC shall be thoroughly reviewed prior to aircraft return to service after longer check by the Engineer In Charge of the contracted AMO to ensure only current and applicable NTC/Source documents are retained
- i) All attachments to the NTC are to be kept in the plastic folder and clearly identified.



- j) The sample of the NTC and Instruction for completing NTC form is attached together with this CAN.

Please be advised and adhere to the requirement.

Zaty Nadhira Binti Mohamed Zuhari  
Continuing Airworthiness Management Manager

		<b>NOTICE TO CREW AND MAINTENANCE ENGINEER</b>			<b><sup>1</sup>CLIENT/ OPERATOR:</b>				
<b><sup>2</sup>AC TYPE:</b>		<b><sup>3</sup>REG:</b>		<b><sup>4</sup>SERIAL NO:</b>		<b><sup>5</sup>BASE:</b>		<b><sup>6</sup>REF.:</b>	

## NOTICE TO CREW AND MAINTENANCE ENGINEER

This **NTC** is **NOT** certifying document. NTC may be raised to record operating **information** other than MEL/CDL items relevant to flight safety and maintenance that the operating crew and maintenance engineers need to know. Refer to the original source documents (e.g., RFM, AD, SB etc) for compliance.

\*Please tick as applicable

NOTES RAISED											
<sup>7</sup> NO.	<sup>8</sup> NOTES				<sup>12</sup> ACTION REQUIRED BY*:		<sup>13</sup> ATTACHMENT*		<sup>14</sup> TERMINATION / REMARK		
1.					PILOT	<input type="checkbox"/>	YES	<input type="checkbox"/>			
	<sup>9</sup> REF.				ENG.	<input type="checkbox"/>	NO	<input type="checkbox"/>			
	<sup>10</sup> RAISED BY		<sup>11</sup> DATE				<sup>15</sup> CLOSED BY		<sup>16</sup> DATE		
2.					PILOT	<input type="checkbox"/>	YES	<input type="checkbox"/>			
	REF.				ENG.	<input type="checkbox"/>	NO	<input type="checkbox"/>			
	RAISED BY		DATE				CLOSED BY		DATE		
3.					PILOT	<input type="checkbox"/>	YES	<input type="checkbox"/>			
	REF.				ENG.	<input type="checkbox"/>	NO	<input type="checkbox"/>			
	RAISED BY		DATE				CLOSED BY		DATE		

NO	ITEM	INSTRUCTIONS
1.	CLIENT/OPERATOR	Enter the aircraft client or operator name
2.	AC TYPE	Enter the aircraft type
3.	REGN	Enter the aircraft registration mark
4.	SERIAL NO.	Enter the aircraft serial number
5.	BASE	Enter the base or facility where the aircraft located
6.	REF	Enter the Notice to Crew reference number with format NTC/REG/YYYY, where: REG: Aircraft registration marks with prefix (i.e. 9M-PMA, 9M-PTA, etc.) YYYY: Year (e.g. 2021)
7.	NO.	Enter the numbering for Notes Raised
8.	NOTES	Enter information that need to be highlighted to Flight Crew or Maintenance Engineer
9.	REF.	Enter source documents reference
10.	RAISED BY	Enter the name of the personnel who raise the notes
11.	DATE	Enter the date when the notes were raised
12.	ACTION REQUIRED BY	Tick where applicable
13.	ATTACHMENT	Tick where applicable
14.	TERMINATION/REMARK	Enter termination action performed or remark to close the notes
15.	CLOSED BY	Enter the name of personnel who close the notes
16.	DATE	Enter the date when the notes were closed