

**To** : GAM CAMO Personnel  
**CC** : GAM Accountable Manager, GAM Quality Assurance Manager  
**From** : Continuing Airworthiness Management (CAM) Manager  
**Subject** : Airworthiness Review Records Retention Procedures

## 1. REFERENCE

- a. GAM/CAAM/CAME Issue 2 Revision 5 Date 21 December 2020 or later approved revision.
- b. GAM/CAMO/CAMP Issue 1 Revision 3 Date 02 February 2021 or later approved revision.

## 2. APPLICABILITY

- a. All aircraft managed by GAM CAMO

## 3. INTRODUCTION

- a. Airworthiness Review Report (ARR) and the Permit to Fly (PTF) issued shall form part of the respective aircraft continuing airworthiness records as stated in CAMP Part 5.12. Each ARR and PTF together with all its supporting documents shall be retained in accordance with CAMP Part 2.7
- b. This notice is raised to introduce Airworthiness Review Records Acknowledgement form ref: GAM/C-044 Rev 0 (12/21) and additional procedures to ensure the compliance with the above requirements. This form and the requirement below will be integrated in the upcoming revision of CAMP.

## 4. REQUIREMENT

- a. The Airworthiness Review Report (ARR) and the Permit to Fly (PTF) issuance shall form part of the respective aircraft continuing airworthiness records.
- b. Upon each issuance of ARR or PTF, ARS shall forward a copy of ARR or PTF accompanied with two copies of Airworthiness Review Records Acknowledgement Form GAM/C-044 to Technical Records personnel responsible for the respective aircraft registration.
- c. The Technical Record personnel shall fill and sign both forms as an acknowledgement of receipt. One copy to be retained on the front page of the respective airworthiness review records and one copy to be returned to ARS for records.
- d. The airworthiness review records shall be uploaded into the server and stored in a hard disk as a means of backup and kept in a secure vault room.
- e. Each ARR and PTF together with all its supporting document shall be retained in accordance with Part 2.6 of CAMP.

- f. The sample of the Airworthiness Review Records Acknowledgement Form (GAM/C-044) and Instruction for completing the form is attached together with this CAN.

Kindly be informed and adhere to the requirement.



Zaty Nadhira Binti Mohamed Zuhari  
Continuing Airworthiness Management Manager

<sup>1</sup>Document Ref. :

<sup>2</sup>Document Name :

<sup>3</sup>Issue No. :

<sup>4</sup>Revision/Amendment :

**A. Please be reminded that:**

1. Technical Record is responsible for filing, retention and archiving of all airworthiness review records (airworthiness review report and permit to fly) as stated in CAMP Para 2.7
2. As a Technical Record personnel, you are responsible for safekeeping of the airworthiness review records given to you and required to strictly observe the following conditions.
  - a. The records shall be retained for a period of 24 months after the aircraft have been permanently withdrawn from service.
  - b. The records shall be retained in an environment protected from damage, theft and alteration throughout the validity of the contract.
  - c. All access to the records is controlled.

**B. Technical Record Acknowledgement**

1. I, hereby acknowledged and declared that I have received the airworthiness review records as stated above.

<sup>5</sup>Name :

<sup>6</sup>Staff No. :

<sup>7</sup>Signature :

<sup>8</sup>Date :

NO	ITEM	INSTRUCTIONS
1.	DOCUMENT REF	Enter the document reference number of the airworthiness review report or permit to fly:
2.	DOCUMENT NAME	Enter the name of the document
3.	ISSUE NO.	Enter the issue number of the document
4.	REVISION/AMENDMENT	Enter the document revision number or amendment number
5.	NAME	Enter the name of the assigned technical record personnel
6.	STAFF NO.	Enter the staff no of the assigned technical record personnel
7.	SIGNATURE	Enter the signature of the assigned technical record personnel
8.	DATE	Enter the date when the document was received by the assigned technical record personnel