

**To** : GAM CAMO Personnel  
**CC** : GAM Accountable Manager, GAM Quality Assurance Manager  
**From** : Continuing Airworthiness Management (CAM) Manager  
**Subject** : Person in Charge (PIC) for each Aircraft Fleet under GAM CAMO

## 1. REFERENCE

- a. GAM/CAAM/CAME [Issue 3 Revision 0](#) or later approved revision.
- b. GAM/CAMO/CAMP Issue 2 [Revision 1](#) or later approved revision.

## 2. APPLICABILITY

- a. All personnel under GAM CAMO

## 3. INTRODUCTION

- a. GAM-CAMO must ensure that the staff are sufficient to perform the continuing airworthiness management activities as stated in CAME Part [0.3.9](#) and man hours availability shall be reviewed periodically as per the procedures stated in CAMP Part 0.6
- b. This notice is [revised to introduce Manpower Resources and Management Tools form \(GAM/C-052\) for recording the current status of total man hours available in GAM CAMO and to update the Manpower distribution to ensure compliance with the above requirements.](#)

## 4. REQUIREMENT

- a. [Please refer to the Form GAM/C-052 attached to this CAN for the current status of manhours available in GAM CAMO. The Manpower Resources and Management Tools will be updated from time to time with the revisions of this notice.](#)
- b. Please refer to the table attached to this CAN for the latest manpower distribution for CAMO Personnel Person in Charge (PIC) for each Aircraft Fleet under GAM CAMO:
- c. The latest manpower distribution shall be effective on [1<sup>st</sup> October 2022](#). Please ensure that all related tasks are handed over properly and notify operator as required.

Kindly be informed and adhered to the requirement.



Zaty Nadhira Binti Mohamed Zuhari  
Continuing Airworthiness Management Manager

# MANPOWER RESOURCES & MANAGEMENT TOOL

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## 1 GAM-CAMO FLEET

YEAR	AC TYPE	QTY	REMARKS
2016	AW139	2	9M-PMB, 9M-PMC
	EC120B	1	9M-GGB
2017	A119	1	9M-PBH (TERMINATED)
	A109S	1	9M-BFT (TERMINATED)
	AW139	1	9M-BFU (TERMINATED)
2018	AW139	1	9M-YPG (TERMINATED)
	AW139	2	9M-YTL, 9M-PMA
	AW189	2	9M-BOE, 9M-BOF
2019	AW139	4	9M-PMD, 9M-PME, 9M-BOC, 9M-BOD
	A109E	1	9M-BOB
	BELL429	1	9M-PEC (TERMINATED)
	EC155B	1	9M-JSR
2020	B300	5	9M-PTA, 9M-PTB, 9M-PTC, 9M-PTD, 9M-PTE
	AW139	1	9M-PMF
	EC120B	1	9M-HFA
	R44	1	9M-AMA (TERMINATED)
2021	AW139	2	9M-JPM, 9M-SAAS
	EC120B	1	9M-GAS
2022	R66	2	9M-BGG, 9M-JAG
<b>TOTAL AIRCRAFT</b>	-	<b>25</b>	
<b>AC/YEAR</b>	-	<b>4</b>	
<b>AC TYPE/YEAR</b>	<b>2</b>	-	

## 2 MANPOWER

	AVAILABILITY				
	HOURS /DAY	HOURS /WEEK	HOURS /YEAR		
<b>MANAGEMENT</b>					
ACCOUNTABLE MANAGER	3	15	566		
CAMM	8	40	1508		
DEPUTY CAMM	8	40	1508		
QAM	4	20	754		
			<u>4336</u>		
<b>QUALITY ASSURANCE</b>					
FADHIL	4	20	754	REQUIRED HOURS	1684
AMIRA	4	20	754	REMAINING HOURS	2840
YUSOFF	4	20	754	STATUS	<b>SATISFACTORY</b>
IZZUDIN	8	40	1508		
FATIN AYU (PROTÉGÉ)	4	20	754		
			<u>4524</u>		

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### AIRWORTHINESS REVIEW STAFF

ISMAIL	4	20	754	REQUIRED HOURS	5168
AZILLAH	4	20	754	REMAINING HOURS	864
SYAFIQ	8	40	1508	STATUS	<b>SATISFACTORY</b>
SAFARIN	8	40	1508		
KHAIR	8	40	1508		
			6032		

### TECHNICAL SERVICE

YASIR	8	40	1508	REQUIRED HOURS	8428
IZZAD	8	40	1508	REMAINING HOURS	620
AKMAL	8	40	1508	STATUS	<b>SATISFACTORY</b>
AMIRUL (PROTÉGÉ)	8	40	1508		
ZUHAIKHAH (PROTÉGÉ)	8	40	1508		
ASFEENA (PROTÉGÉ)	8	40	1508		
			9048		

### CAMO PLANNER

AZLIZAN	8	40	1508	REQUIRED HOURS	11548
IHSAN	8	40	1508	REMAINING HOURS	2024
HAFFIZ	8	40	1508	STATUS	<b>SATISFACTORY</b>
ZUL	8	40	1508		
THAVA	8	40	1508		
HUSNA	8	40	1508		
HUSNINA (PROTÉGÉ)	8	40	1508		
HASA (PROTÉGÉ)	8	40	1508		
AZZAM (PROTÉGÉ)	8	40	1508		
			13572		

### TECHNICAL RECORD

SHAHEERA	8	40	1508	REQUIRED HOURS	9666
YASMIN	8	40	1508	REMAINING HOURS	890
AMANI	8	40	1508	STATUS	<b>SATISFACTORY</b>
HANIS	8	40	1508		
NABILLA	8	40	1508		
FATNIN (PROTÉGÉ)	8	40	1508		
AKMAL (PROTÉGÉ)	8	40	1508		
			10556		

### TECHNICAL PUBLICATION

HARLINA	8	40	1508	REQUIRED HOURS	5363
DEANNA	8	40	1508	REMAINING HOURS	669
AQILAH (PROTÉGÉ)	8	40	1508	STATUS	<b>SATISFACTORY</b>
LIYANA (PROTÉGÉ)	8	40	1508		
			6032		

**3 CONTINUING AIRWORTHINESS MANAGEMENT ACTIVITIES**

**A. QUALITY ASSURANCE DEPARTMENT**

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
QA	Establish Annual Audit Plan	4			1		4	
	Internal audit for CAMO	16			25		400	
	Annual audit of contracted AMO	16			2		32	AMO: GAM, MYCOPTER
	Audit report and NCR issuance	8			41		328	
	Review of amendment of CAME	8			5		40	
	Review of issuance /amendment of AMP & MEL	8			33		264	
	Liaison with authorities	2			10		20	
	Certifying Staff personal file	4			35		140	
GENERAL	Meeting (External)	4	4			16	192	
	Meeting (Internal)	4	4			16	192	
	Training - Continuous	8			4		32	
	Attend Internal/External Request	8			5		40	
<b>TOTAL</b>							<b>1684</b>	

**B. AIRWORTHINESS REVIEW STAFF DEPARTMENT**

SECTION	TASK (JOB DESCRIPTION)	MHR/TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
ARS	Documentation Review for ARR	80			25		2000	
	Aircraft physical survey for ARR	40			25		1000	
	ARR	40			25		1000	
	Permit to Fly Issuance	24			31		744	Average 31 PTF/year
	Surveillance	8			25		200	
GENERAL	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH
	Training - CAT C	24			3		72	
	Training - Continuous	8			4		32	
	Attend Internal/External Request	8			3		24	CAAM AUDIT
<b>TOTAL</b>							<b>5168</b>	



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**C. TECHNICAL SERVICE DEPARTMENT**

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
<b>TECHNICAL SERVICE</b>	TIC Sentencing	2			800		1600	
	AMP Development	80			4		354	Average 4 AC/year
	AMP Revision	40			12		480	12 AMP:
	MEL Development	80			4		354	Average 4 AC/year
	MEL Revision	40			6		240	6 MEL:
	AFTS Development	40			2		63	Average 2 AC type/year
	MFTS Development	40			2		63	Average 2 AC type/year
	Reliability Report	24			28		672	12 (external/operator) - Monthly report 12+4 (Internal) - Monthly + Quarterly
	Mod Record Book	40			25		1000	
	Technical Query	4	10			40	480	
	Aircraft Damage Report	4	10			40	480	
	HUMS	2	30			60	720	
	Supplement Applicability (New)	16			25		400	
	Modification Assessment	16			2		32	Average 2/year
	Repair Assessment	16			5		80	Average 2/year
	Technical Notes	16			2		32	Average 2 TN/year
	Weighing Activities	16			6.25		100	Total Aircraft / 4 year
	Used Aircraft Report	160			1		160	1 month per document
	Predelivery Inspection	80			1		80	2 weeks per document
	Supplement Applicability	2			25		50	
Dent and Buckle Chart	4			25		100		
<b>GENERAL</b>	Training -GEN FAM	24			4		96	GENFAM (3 days) x 4 per year
	Training - Continuous	8			4		32	
	Aircraft Visit	4	8			32	384	
	Meeting (External)	4	3			12	144	BOMBA - 1/MONTH POLIS 2/MONTH
	Meeting (Internal)	4	3		22	12	232	CAMO - 2/MONTH MRB - 1/MONTH AMP- 12/YEAR MEL - 6/YEAR
<b>TOTAL</b>							<b>8428</b>	

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**E. CAMO PLANNING DEPARTMENT**

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
<b>CAMO PLANNING</b>	Aircraft Register	1			4		4	Average 4 AC/year
	Set Up Aircraft Configuration Module	160			2		251	Average 2 AC type/year
	Aircraft induction bridging to AERONET	80			4		354	Average 4 AC/year
	Monitor AERONET	4		25		100	1200	
	Maintenance Forecast	4		25		100	1200	
	Liaison with operator	4		25		100	1200	
	TIC implementation	1		25		25	300	
	Update AD/SB in AERONET	1		25		25	300	
	AMO Coordination	4		25		100	1200	
	Initiate spare request for AD/SB implementation	1		25		25	300	
	Work Order Issuance	2				300	600	Average 300 WO/year
	Workpack review and acceptance	4				300	1200	
	Workpack discrepancies correction	4				300	1200	
	AJL review and acceptance	1	30			30	360	Average 30 AJL/month
	AJL discrepancy correction	1	30			30	360	
	Update AERONET Tech Log Module	1	30			30	360	
	Update AERONET Aircraft Module	2				300	600	
NTC	1				10	10	Average 10 NTC/year	
<b>GENERAL</b>	Training -GEN FAM	24			3		72	GENFAM (3 days) x 3 per year
	Training - Continuous	8			4		32	
	Meeting (External)	4	5			20	240	BOMBA - 1/MONTH POLIS 2/MONTH YTLPG 2/MONTH
	Meeting (Internal)	4	4			16	192	CAMO - 2/MONTH AMO - 1/MONTH PLANNER - 1/MONTH
	Attend Internal/External Request	4			3		12	AJL BRIEFING, OEM LIASON, ETC
<b>TOTAL</b>							<b>11548</b>	

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**F. TECHNICAL RECORD DEPARTMENT**

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS	
<b>TECHNICAL RECORD</b>	Transfer AJL data to logbook	1	30			30	360	Average 30 AJL/month	
	Scan AJL	1	30			30	360		
	AJL filing	1	30			30	360		
	All logbook identification	1			80		80	Aircraft + engine + Prop + APU	
	Update aircraft log book	5		25		125	1500		
	Update engine log book	2		50		100	1200	Average 2 eng/aircraft	
	Update prop log book	1		10		10	120	B300x10	
	Update APU log book	1		2		2	24	AW189x2	
	Update component log card	2		25		50	600		
	Update MRB	6		25		150	1800		
	Update AD Compliance to CAAM	1		25		25	300		
	Update Certificate Files	2			25		50		
	Scan Work package	4			300		1200		
	Work package Filing	2			300		600		
	Record access control	1			25		25		
	Storage Facilities Labelling	1			50		50	No of shelves/ compartment	
	Facilities Inspection	1	2				2	24	2 facilities
	Update Record Inventory	1		25			25	300	
Update backup harddisk	1		25			25	300		
Scan all records - Aircraft Induction	40				4		177		
<b>GENERAL</b>	Training -GEN FAM	24			3		72	GENFAM (3 days) x 4	
	Training - Continuous	8			4		32		
	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH RECORD - 1/MONTH	
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE	
<b>TOTAL</b>							<b>9666</b>		

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**G. TECHNICAL PUBLICATION DEPARTMENT**

SECTION	TASK (JOB DESCRIPTION)	MHR /TASK	NO/MTH	AC/MTH	NO OR AC/YEAR	TOTAL MHR /MONTH	TOTAL MHR /YEAR	REMARKS
TECHNICAL PUBLICATION	Publication Purchase, Renewal, Subscription	2			30		60	Average 30 Pub/year
	Publication Register	1			800		800	Average 800 Pub/year
	Raise TIC	1			800		800	Average 800 TIC/year
	External Publication Distribution	1			750		750	Average 750 Pub/Year
	Upload into server and controlled computer	2			800		1600	
	Make copies of publication for controlled holder	4			50		200	Average 50 Pub/Year
	Internal Publication Distribution	2			50		100	
	Filing of signed Document Acceptance Statement	1			100		100	2 Document/Internal Pub
	Update Publication Master List	2	16			32	384	14 type + 1 internal + 1 ICA
	Update backup harddisk	1	16			16	192	14 type + 1 internal + 1 ICA
	Publication Control and Access	1			16		16	14 type + 1 internal + 1 ICA
	Flight Manual Amendment	4			25		100	
	Supplement Applicability	1			25		25	
GENERAL	Training -GEN FAM	24			3		72	GENFAM (3 days) x 4 per year
	Training - Continuous	8			4		32	
	Meeting (Internal)	4	2			8	96	CAMO - 2/MONTH PUB - 1/MONTH
	Attend Internal/External Request	4			9		36	AC INDUCTION DOC ACCEPTANCE

**TOTAL 5363**



ACRFT	TYPE	OPERATOR	OFFICE ALLOCATION	CAMO PLANNER			TECHNICAL RECORD			TECHNICAL PUBLICATION			TECHNICAL SERVICES			REMARK
				1	2	PROTÉGÉ	1	2	PROTÉGÉ	1	2	PROTÉGÉ	1	2	PROTÉGÉ	
<b>PGU AW139</b>																
9M-PMA	AW139	RMPAOF	PGU CAMO	ZUL	HUSNA	HASA	YASMIN	HANIS	AKMAL	DEANNA	HARLINA	AQILAH	IZZAD	YASIR	ZUHAIRAH	
9M-PMB	AW139	RMPAOF	PGU CAMO	ZUL	HUSNA	HASA	YASMIN	HANIS	AKMAL	DEANNA	HARLINA	AQILAH	IZZAD	YASIR	ZUHAIRAH	
9M-PMC	AW139	RMPAOF	PGU CAMO	ZUL	HUSNA	HASA	YASMIN	HANIS	AKMAL	DEANNA	HARLINA	AQILAH	IZZAD	YASIR	ZUHAIRAH	
9M-PMD	AW139	RMPAOF	PGU CAMO	ZUL	HUSNA	HASA	YASMIN	HANIS	AKMAL	DEANNA	HARLINA	AQILAH	IZZAD	YASIR	ZUHAIRAH	
9M-PME	AW139	RMPAOF	PGU CAMO	ZUL	HUSNA	HASA	YASMIN	HANIS	AKMAL	DEANNA	HARLINA	AQILAH	IZZAD	YASIR	ZUHAIRAH	
9M-PMF	AW139	RMPAOF	PGU CAMO	ZUL	HUSNA	HASA	YASMIN	HANIS	AKMAL	DEANNA	HARLINA	AQILAH	IZZAD	YASIR	ZUHAIRAH	
<b>PGU B300</b>																
9M-PTA	B300	RMPAOF	PGU CAMO	HUSNA	ZUL	AZZAM	HANIS	YASMIN	AKMAL	HARLINA	DEANNA	LIYANA	IZZAD	YASIR	ASFEENA	
9M-PTB	B300	RMPAOF	PGU CAMO	HUSNA	ZUL	AZZAM	HANIS	YASMIN	AKMAL	HARLINA	DEANNA	LIYANA	IZZAD	YASIR	ASFEENA	
9M-PTC	B300	RMPAOF	PGU CAMO	HUSNA	ZUL	AZZAM	HANIS	YASMIN	AKMAL	HARLINA	DEANNA	LIYANA	IZZAD	YASIR	ASFEENA	
9M-PTD	B300	RMPAOF	PGU CAMO	HUSNA	ZUL	AZZAM	HANIS	YASMIN	AKMAL	HARLINA	DEANNA	LIYANA	IZZAD	YASIR	ASFEENA	
9M-PTE	B300	RMPAOF	PGU CAMO	HUSNA	ZUL	AZZAM	HANIS	YASMIN	AKMAL	HARLINA	DEANNA	LIYANA	IZZAD	YASIR	ASFEENA	
<b>JBPM</b>																
9M-BOB	AW109E	JBPM	GAM HQ	HAFFIZ	THAVA	HUSNINA	AMANI	NABILLA	FATNIN	DEANNA	HARLINA	AQILAH	YASIR	IZZAD	QAYYUM	
9M-BOC	AW139	JBPM	GAM HQ	HAFFIZ	THAVA	HUSNINA	AMANI	NABILLA	FATNIN	DEANNA	HARLINA	AQILAH	YASIR	IZZAD	QAYYUM	
9M-BOD	AW139	JBPM	GAM HQ	HAFFIZ	THAVA	HUSNINA	AMANI	NABILLA	FATNIN	DEANNA	HARLINA	AQILAH	YASIR	IZZAD	QAYYUM	
9M-BOE	AW189	JBPM	GAM HQ	HAFFIZ	IHSAN	HUSNINA	SHEERA	AMANI	FATNIN	DEANNA	HARLINA	AQILAH	YASIR	IZZAD	QAYYUM	
9M-BOF	AW189	JBPM	GAM HQ	HAFFIZ	IHSAN	HUSNINA	SHEERA	AMANI	FATNIN	DEANNA	HARLINA	AQILAH	YASIR	IZZAD	QAYYUM	
<b>GADING AIR</b>																
9M-SAAS	AW139	GASB	GAM HQ	IHSAN	THAVA		AMANI	NABILLA		DEANNA	HARLINA	AQILAH	YASIR	IZZAD	QAYYUM	
9M-GGB	EC120B	GASSB	GAM HQ	IHSAN	THAVA		NABILLA	SHEERA		HARLINA	DEANNA	LIYANA	YASIR	IZZAD	QAYYUM	
9M-GAS	EC120B	GASSB	GAM HQ	IHSAN	THAVA		NABILLA	SHEERA		HARLINA	DEANNA	LIYANA	YASIR	IZZAD	QAYYUM	
9M-JSR	EC155B	GASSB	GAM HQ	IHSAN	THAVA		NABILLA	SHEERA		HARLINA	DEANNA	LIYANA	YASIR	IZZAD	QAYYUM	
<b>VVIP AND GENERAL AVIATION</b>																
9M-JPM	AW139	RMPAOF	GAM HQ	THAVA	IHSAN		AMANI	NABILLA		DEANNA	HARLINA	AQILAH	IZZAD	YASIR	ZUHAIRAH	
9M-YTL	AW139	YTLPG	GAM HQ	THAVA	IHSAN		SHEERA	AMANI		DEANNA	HARLINA	AQILAH	IZZAD	YASIR	ZUHAIRAH	
9M-BGG	R66	JAG	GAM HQ	THAVA	IHSAN		SHEERA	AMANI		HARLINA	DEANNA	LIYANA	YASIR	IZZAD	ASFEENA	
9M-JAG	R66	JAG	GAM HQ	THAVA	IHSAN		SHEERA	AMANI		HARLINA	DEANNA	LIYANA	YASIR	IZZAD	ASFEENA	
9M-HFA	EC120B	HFA	GAM HQ	IHSAN	THAVA		NABILLA	SHEERA		HARLINA	DEANNA	LIYANA	IZZAD	YASIR	ASFEENA	
9M-KEL	EC155B1	MANPREET	GAM HQ	IHSAN	THAVA		NABILLA	SHEERA		HARLINA	DEANNA	LIYANA	YASIR	IZZAD	ASFEENA	
31770	AW139	LM	GAM HQ	THAVA	IHSAN		NABILLA	SHEERA		DEANNA	HARLINA	AQILAH	IZZAD	YASIR	ZUHAIRAH	
31763	AW139	LM	GAM HQ	THAVA	IHSAN		NABILLA	SHEERA		DEANNA	HARLINA	AQILAH	IZZAD	YASIR	ZUHAIRAH	