



**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 **update** 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> **January 2023**. Please ensure that all related tasks are handed over properly and notify operator as required.

Kindly be informed and adhered to the requirement.

'Amir bin Abdullah  
Deputy Continuing Airworthiness Management Manager

# MANPOWER RESOURCES & MANAGEMENT TOOL

**ISSUE NO**
**2022-03**
**REV DATE**
**12-Dec-22**

## 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 I	1	9M-AMA (TERMINATED)
2021	AW139	2	9M-JPM, 9M-SAAS
	EC120B	1	9M-GAS
2022	R66	2	9M-BGG, 9M-JAG
	R44 II	1	9M-DAK
	AW139	1	9M-BGH
	EC155B1	1	9M-KEL
<b>TOTAL AIRCRAFT</b>	-	<b>28</b>	
<b>AC/YEAR</b>	-	<b>5</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	1732
AMIRA	4	20	754	REMAINING HOURS	2792
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	5672
AZILLAH	4	20	754	REMAINING HOURS	1868
SYAFIQ	8	40	1508	STATUS	<b>SATISFACTORY</b>
SAFARIN	8	40	1508		
KHAIR	8	40	1508		
AZLIZAN	8	40	1508		
			<u>7540</u>		

### TECHNICAL SERVICE

YASIR	8	40	1508	REQUIRED HOURS	8855
AMANI	8	40	1508	REMAINING HOURS	193
IHSAN	8	40	1508	STATUS	<b>SATISFACTORY</b>
AMIRUL (PROTÉGÉ)	8	40	1508		
ZUHAIKRAH (PROTÉGÉ)	8	40	1508		
ASFEENA (PROTÉGÉ)	8	40	1508		
			<u>9048</u>		

### CAMO PLANNER

HAFFIZ	8	40	1508	REQUIRED HOURS	12267
ZUL	8	40	1508	REMAINING HOURS	1305
THAVA	8	40	1508	STATUS	<b>SATISFACTORY</b>
HUSNA	8	40	1508		
HANIS	8	40	1508		
AZZAM (PROTÉGÉ)	8	40	1508		
MUKHLIS (PROTÉGÉ)	8	40	1508		
ATIRA (PROTÉGÉ)	8	40	1508		
ALYA (PROTÉGÉ)	8	40	1508		
			<u>13572</u>		

### TECHNICAL RECORD

SHAHEERA	8	40	1508	REQUIRED HOURS	10412
YASMIN	8	40	1508	REMAINING HOURS	144
NABILLA	8	40	1508	STATUS	<b>SATISFACTORY</b>
HUSNINA (PROTÉGÉ)	8	40	1508		
FATNIN (PROTÉGÉ)	8	40	1508		
AKMAL (PROTÉGÉ)	8	40	1508		
RAJA (PROTÉGÉ)	8	40	1508		
			<u>10556</u>		

### TECHNICAL PUBLICATION

HARLINA	8	40	1508	REQUIRED HOURS	5415
DEANNA	8	40	1508	REMAINING HOURS	617
IZZAH (PROTÉGÉ)	8	40	1508	STATUS	<b>SATISFACTORY</b>
SYAKIR (PROTÉGÉ)	8	40	1508		
			<u>6032</u>		

**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			28		448	
	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>1732</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			28		2240	
	Aircraft physical survey for ARR	40			28		1120	
	ARR	40			28		1120	
	Permit to Fly Issuance	24			31		744	Average 31 PTF/year
	Surveillance	8			28		224	
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>5672</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
TECHNICAL SERVICE	TIC Sentencing	2			800		1600	
	AMP Development	80			5		389	Average 5 AC/year
	AMP Revision	40			15		600	15 AMP:
	MEL Development	80			5		389	Average 5 AC/year
	MEL Revision	40			7		280	7 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			28		1120	
	Technical Query	4	10			40	480	
	Aircraft Damage Report	4	10			40	480	
	HUMS	2	30			60	720	
	Supplement Applicability (New)	16			28		448	
	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			7		112	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 Dent and Buckle Chart	2			28		56		
	4			28		112		
GENERAL	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>8855</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			5		5	Average 5 AC/year
	Set Up Aircraft Configuration Module	160			2		251	Average 2 AC type/year
	Aircraft induction bridging to AERONET	80			5		389	Average 5 AC/year
	Monitor AERONET	4		28		112	1344	
	Maintenance Forecast	4		28		112	1344	
	Liaison with operator	4		28		112	1344	
	TIC implementation	1		28		28	336	
	Update AD/SB in AERONET	1		28		28	336	
	AMO Coordination	4		28		112	1344	
	Initiate spare request for AD/SB implementation	1		28		28	336	
	Work Order Issuance	2			300		600	Average 300 WO/year
	Workpack review and acceptance	4			300		1200	Average 300 WO/year
	Workpack discrepancies correction	4			300		1200	Average 300 WO/year
	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>12267</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	Average 30 AJL/month	
	AJL filing	1	30			30	360	Average 30 AJL/month	
	All logbook identification	1			80		80	Aircraft + engine + Prop + APU	
	Update aircraft log book	5		28		140	1680		
	Update engine log book	2		56		112	1344	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		28		56	672		
	Update MRB	6		28		168	2016		
	Update AD Compliance to CAAM	1		28		28	336		
	Update Certificate Files	2			28		56		
	Scan Work package	4			300		1200		
	Work package Filing	2			300		600		
	Record access control	1			28		28		
	Storage Facilities Labelling	1			50		50	No of shelves/ compartment	
	Facilities Inspection	1	2				2	24	2 facilities
	Update Record Inventory	1		28			28	336	
Update backup haddisk	1		28			28	336		
Scan all records - Aircraft Induction	40				5		194	Average 5 AC/year	
<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>10412</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
<b>TECHNICAL PUBLICATION</b>	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	17			34	408	15 type + 1 internal + 1 ICA
	Update backup harddisk	1	17			17	204	15 type + 1 internal + 1 ICA
	Publication Control and Access	1			17		17	15 type + 1 internal + 1 ICA
	Filight Manual Amendment	4			28		112	
	Supplement Applicability	1			28		28	
<b>GENERAL</b>	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** 5415



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	
PGU AW139																
9M-PMA	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	MUKHLIS (P)	YASMIN	FATNIN (P)	AKMAL (P)	DEANNA	HARLINA	IZZAH (P)	AMANI	YASIR	ZUHAIRAH (P)	
9M-PMB	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	MUKHLIS (P)	YASMIN	FATNIN (P)	AKMAL (P)	DEANNA	HARLINA	IZZAH (P)	AMANI	YASIR	ZUHAIRAH (P)	
9M-PMC	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	MUKHLIS (P)	YASMIN	FATNIN (P)	AKMAL (P)	DEANNA	HARLINA	IZZAH (P)	AMANI	YASIR	ZUHAIRAH (P)	
9M-PMD	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	MUKHLIS (P)	YASMIN	FATNIN (P)	AKMAL (P)	DEANNA	HARLINA	IZZAH (P)	AMANI	YASIR	ZUHAIRAH (P)	
9M-PME	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	MUKHLIS (P)	YASMIN	FATNIN (P)	AKMAL (P)	DEANNA	HARLINA	IZZAH (P)	AMANI	YASIR	ZUHAIRAH (P)	
9M-PMF	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	MUKHLIS (P)	YASMIN	FATNIN (P)	AKMAL (P)	DEANNA	HARLINA	IZZAH (P)	AMANI	YASIR	ZUHAIRAH (P)	
PGU B300																
9M-PTA	B300	RMPAOF	PGU CAMO	HUSNA	HANIS	AZZAM (P)	FATNIN (P)	YASMIN		HARLINA	DEANNA	SYAKIR (P)	AMANI	YASIR	ASFEENA (P)	
9M-PTB	B300	RMPAOF	PGU CAMO	HUSNA	HANIS	AZZAM (P)	FATNIN (P)	YASMIN		HARLINA	DEANNA	SYAKIR (P)	AMANI	YASIR	ASFEENA (P)	
9M-PTC	B300	RMPAOF	PGU CAMO	HUSNA	HANIS	AZZAM (P)	FATNIN (P)	YASMIN		HARLINA	DEANNA	SYAKIR (P)	AMANI	YASIR	ASFEENA (P)	
9M-PTD	B300	RMPAOF	PGU CAMO	HUSNA	HANIS	AZZAM (P)	FATNIN (P)	YASMIN		HARLINA	DEANNA	SYAKIR (P)	AMANI	YASIR	ASFEENA (P)	
9M-PTE	B300	RMPAOF	PGU CAMO	HUSNA	HANIS	AZZAM (P)	FATNIN (P)	YASMIN		HARLINA	DEANNA	SYAKIR (P)	AMANI	YASIR	ASFEENA (P)	
JBPM																
9M-BOB	AW109E	JBPM	GAM HQ	HAFFIZ	ZUL	ATIRA (P)	SHEERA	NABILLA	RAJA (P)	DEANNA	HARLINA	IZZAH (P)	YASIR	IHSAN	QAYYUM (P)	
9M-BOC	AW139	JBPM	GAM HQ	HAFFIZ	ZUL	ATIRA (P)	SHEERA	NABILLA	RAJA (P)	DEANNA	HARLINA	IZZAH (P)	YASIR	IHSAN	QAYYUM (P)	
9M-BOD	AW139	JBPM	GAM HQ	HAFFIZ	ZUL	ATIRA (P)	SHEERA	NABILLA	RAJA (P)	DEANNA	HARLINA	IZZAH (P)	YASIR	IHSAN	QAYYUM (P)	
9M-BOE	AW189	JBPM	GAM HQ	HAFFIZ	ZUL	ATIRA (P)	SHEERA	NABILLA	RAJA (P)	DEANNA	HARLINA	IZZAH (P)	YASIR	IHSAN	QAYYUM (P)	
9M-BOF	AW189	JBPM	GAM HQ	HAFFIZ	ZUL	ATIRA (P)	SHEERA	NABILLA	RAJA (P)	DEANNA	HARLINA	IZZAH (P)	YASIR	IHSAN	QAYYUM (P)	
GADING AIR																
9M-SAAS	AW139	GASB	GAM HQ	ZUL	THAVA	ALYA (P)	NABILLA	NINA (P)		DEANNA	HARLINA	IZZAH (P)	IHSAN	AMANI	ASFEENA (P)	
9M-GGB	EC120B	GASSB	GAM HQ	ZUL	THAVA	ALYA (P)	NABILLA	NINA (P)		HARLINA	DEANNA	SYAKIR (P)	IHSAN	AMANI	ASFEENA (P)	
9M-GAS	EC120B	GASSB	GAM HQ	ZUL	THAVA	ALYA (P)	NABILLA	NINA (P)		HARLINA	DEANNA	SYAKIR (P)	IHSAN	AMANI	ASFEENA (P)	
9M-JSR	EC155B	GASSB	GAM HQ	ZUL	THAVA	ALYA (P)	NABILLA	NINA (P)		HARLINA	DEANNA	SYAKIR (P)	IHSAN	AMANI	ASFEENA (P)	
VVIP AND GENERAL AVIATION																
9M-HFA	EC120B	HFA	GAM HQ	ZUL	THAVA	ALYA (P)	NABILLA	NINA (P)		HARLINA	DEANNA	SYAKIR (P)	IHSAN	AMANI	ASFEENA (P)	
9M-KEL	EC155B1	URMSB	GAM HQ	ZUL	THAVA	ALYA (P)	NABILLA	NINA (P)		HARLINA	DEANNA	SYAKIR (P)	IHSAN	AMANI	ASFEENA (P)	
9M-BGG	R66	JAG	GAM HQ	THAVA	HAFFIZ	ALYA (P)	NINA (P)	SHEERA		HARLINA	DEANNA	SYAKIR (P)	YASIR	IHSAN	ASFEENA (P)	
9M-JAG	R66	JAG	GAM HQ	THAVA	HAFFIZ	ALYA (P)	NINA (P)	SHEERA		HARLINA	DEANNA	SYAKIR (P)	YASIR	IHSAN	ASFEENA (P)	
9M-DAK	R44 II	TUSB	GAM HQ	THAVA	HAFFIZ	ALYA (P)	NINA (P)	SHEERA		HARLINA	DEANNA	SYAKIR (P)	YASIR	IHSAN	ZUHAIRAH (P)	
9M-JPM	AW139	RMPAOF	GAM HQ	THAVA	HAFFIZ	ALYA (P)	NINA (P)	SHEERA		DEANNA	HARLINA	IZZAH (P)	YASIR	IHSAN	ZUHAIRAH (P)	
9M-YTL	AW139	YTLPG	GAM HQ	THAVA	HAFFIZ	ALYA (P)	NINA (P)	SHEERA		DEANNA	HARLINA	IZZAH (P)	YASIR	IHSAN	ZUHAIRAH (P)	
9M-BGH	AW139	LMSB	GAM HQ	THAVA	HAFFIZ	ALYA (P)	NINA (P)	SHEERA		DEANNA	HARLINA	IZZAH (P)	YASIR	IHSAN	ZUHAIRAH (P)	