

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 1](#) 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 [1st March 2023](#). Please ensure that all related tasks are handed over properly and notify operator as required.

Kindly be informed and adhere to the requirement.



[Zaty Nadhira binti Mohamed Zuhari](#)
Continuing Airworthiness Management Manager



MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO	2023-01
REV DATE	28-Feb-23

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
2023	C208	4	9M-PSL, 9M-PSO, 9M-PSP, 9M-PSQ
	C172S	2	9M-PST, 9M-PSU
TOTAL AIRCRAFT	-	34	
AC/YEAR	-	6	
AC TYPE/YEAR	2	-	

2 MANPOWER

	AVAILABILITY				
	HOURS /DAY	HOURS /WEEK	HOURS /YEAR		
MANAGEMENT					
ACCOUNTABLE MANAGER	3	15	566		
CAMM	8	40	1508		
DEPUTY CAMM	8	40	1508		
QAM	4	20	754		
			<u>4336</u>		
QUALITY ASSURANCE					
FADHIL	4	20	754	REQUIRED HOURS	1828
AMIRA	4	20	754	REMAINING HOURS	1188
IZZUDIN	8	40	1508		
			<u>3016</u>		

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2023-01

REV DATE

28-Feb-23

AIRWORTHINESS REVIEW STAFF

ISMAIL	4	20	754	REQUIRED HOURS	6680
AZILLAH	4	20	754	REMAINING HOURS	860
SYAFIQ	8	40	1508	STATUS	SATISFACTORY
SAFARIN	8	40	1508		
KHAIR	8	40	1508		
AZLIZAN	8	40	1508		
			7540		

TECHNICAL SERVICE

IHSAN	8	40	1508	REQUIRED HOURS	10062
AMANI	8	40	1508	REMAINING HOURS	494
QAYYUM (PROTÉGÉ)	8	40	1508	STATUS	SATISFACTORY
ZUHAIRAH (PROTÉGÉ)	8	40	1508		
ASFEENA (PROTÉGÉ)	8	40	1508		
IKHWAN (PROTÉGÉ)	8	40	1508		
HANAFI (PGU)	8	40	1508		
			10556		

CAMO PLANNER

HAFFIZ	8	40	1508	REQUIRED HOURS	14373
ZUL	8	40	1508	REMAINING HOURS	707
THAVA	8	40	1508	STATUS	SATISFACTORY
HUSNA	8	40	1508		
HANIS	8	40	1508		
NAJIHA (PROTÉGÉ)	8	40	1508		
HALIMI (PROTÉGÉ)	8	40	1508		
ANWAR (PGU)	8	40	1508		
NOR FAIZ (PGU)	8	40	1508		
ZULKIPLI (PGU)	8	40	1508		
			15080		

TECHNICAL RECORD

SHAHEERA	8	40	1508	REQUIRED HOURS	12225
NABILLA	8	40	1508	REMAINING HOURS	1347
HUSNINA (PROTÉGÉ)	8	40	1508	STATUS	SATISFACTORY
AKMAL (PROTÉGÉ)	8	40	1508		
IZZATY (PROTÉGÉ)	8	40	1508		
ALIYAH (PROTÉGÉ)	8	40	1508		
NURULHUDA (PGU)	8	40	1508		
HANNAH (PGU)	8	40	1508		
FAZILAH (PGU)	8	40	1508		
			13572		

TECHNICAL PUBLICATION

HARLINA	8	40	1508	REQUIRED HOURS	6019
DEANNA	8	40	1508	REMAINING HOURS	13
IZZAH (PROTÉGÉ)	8	40	1508	STATUS	SATISFACTORY
RIDZUAN (PGU)	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			34		544	
	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	
TOTAL							1828	

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			34		2720	
	Aircraft physical survey for ARR	40			34		1360	
	ARR	40			34		1360	
	Permit to Fly Issuance	24			31		744	Average 31 PTF/year
	Surveillance	8			34		272	
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
TOTAL							6680	



MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO	2023-01
REV DATE	28-Feb-23

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			1000		2000	
	AMP Development	80			6		457	Average 7 AC/year
	AMP Revision	40			18		720	18 AMP:
	MEL Development	80			6		457	Average 7 AC/year
	MEL Revision	40			10		400	10 MEL:
	AFTS Development	40			2		80	Average 2 AC type/year
	MFTS Development	40			2		80	Average 2 AC type/year
	Reliability Report	24			28		672	12 (external/operator) - Monthly report 12+4 (Internal) - Monthly + Quarterly
	Mod Record Book	40			34		1360	
	Technical Query	4	10			40	480	
	Aircraft Damage Report	4	10			40	480	
	HUMS	2	30			60	720	
	Supplement Applicability (New)	16			34		544	
	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			8.5		136	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			34		68		
		4			34		136	
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
TOTAL							10062	

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2023-01

REV DATE

28-Feb-23

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
CAMO PLANNING	Aircraft Register	1			6		6	Average 6 AC/year
	Set Up Aircraft Configuration Module	160			2		320	Average 2 AC type/year
	Aircraft induction bridging to AERONET	80			6		457	Average 6 AC/year
	Monitor AERONET	4		34		136	1632	
	Maintenance Forecast	4		34		136	1632	
	Liaison with operator	4		34		136	1632	
	TIC implementation	1		34		34	408	
	Update AD/SB in AERONET	1		34		34	408	
	AMO Coordination	4		34		136	1632	
	Initiate spare request for AD/SB implementation	1		34		34	408	
	Work Order Issuance	2			350		700	Average 350 WO/year
	Workpack review and acceptance	4			350		1400	Average 350 WO/year
	Workpack discrepancies correction	4			350		1400	Average 350 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			350		700	
	NTC	1			10		10	Average 10 NTC/year
GENERAL	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
TOTAL							14373	

MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO
2023-01
REV DATE
28-Feb-23
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	
TECHNICAL RECORD	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			100		100	Aircraft + engine + Prop + APU	
	Update aircraft log book	5		34		170	2040		
	Update engine log book	2		68		136	1632	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		34		68	816		
	Update MRB	6		34		204	2448		
	Update AD Compliance to CAAM	1		34		34	408		
	Update Certificate Files	2			34		68		
	Scan Work package	4			350		1400		
	Work package Filing	2			350		700		
	Record access control	1			34		34		
	Storage Facilities Labelling	1			50		50	No of shelves/ compartment	
	Facilities Inspection	1	2				2	24	2 facilities
	Update Record Inventory	1			34		34	408	
Update backup haddisk	1			34		34	408		
Scan all records - Aircraft Induction	40				6		229	Average 5 AC/year	
GENERAL	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	
TOTAL							12225		



MANPOWER RESOURCES & MANAGEMENT TOOL

ISSUE NO

2023-01

REV DATE

28-Feb-23

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			900		900	Average 900 Pub/year
	Raise TIC	1			900		900	Average 900 TIC/year
	External Publication Distribution	1			850		850	Average 850 Pub/Year
	Upload into server and controlled computer	2			900		1800	
	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	19			38	456	17 type + 1 internal + 1 ICA
	Update backup harddisk	1	19			19	228	17 type + 1 internal + 1 ICA
	Publication Control and Access	1			19		19	17 type + 1 internal + 1 ICA
	Filight Manual Amendment	4			34		136	
	Supplement Applicability	1			34		34	
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 6019

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	HALIMI	AKMAL	IZZATY		DEANNA	HARLINA	IZZAH	ZUHAIRAH	ASFEENA	IKHWAN	
9M-PMB	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	HALIMI	AKMAL	IZZATY		DEANNA	HARLINA	IZZAH	ZUHAIRAH	ASFEENA	IKHWAN	
9M-PMC	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	HALIMI	AKMAL	IZZATY		DEANNA	HARLINA	IZZAH	ZUHAIRAH	ASFEENA	IKHWAN	
9M-PMD	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	HALIMI	AKMAL	IZZATY		DEANNA	HARLINA	IZZAH	ZUHAIRAH	ASFEENA	IKHWAN	
9M-PME	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	HALIMI	AKMAL	IZZATY		DEANNA	HARLINA	IZZAH	ZUHAIRAH	ASFEENA	IKHWAN	
9M-PMF	AW139	RMPAOF	PGU CAMO	HANIS	HUSNA	HALIMI	AKMAL	IZZATY		DEANNA	HARLINA	IZZAH	ZUHAIRAH	ASFEENA	IKHWAN	
PGU B300																
9M-PTA	B300	RMPAOF	PGU CAMO	HUSNA	HANIS			IZZATY	AKMAL		HARLINA	DEANNA		ASFEENA	ZUHAIRAH	IKHWAN
9M-PTB	B300	RMPAOF	PGU CAMO	HUSNA	HANIS			IZZATY	AKMAL		HARLINA	DEANNA		ASFEENA	ZUHAIRAH	IKHWAN
9M-PTC	B300	RMPAOF	PGU CAMO	HUSNA	HANIS			IZZATY	AKMAL		HARLINA	DEANNA		ASFEENA	ZUHAIRAH	IKHWAN
9M-PTD	B300	RMPAOF	PGU CAMO	HUSNA	HANIS			IZZATY	AKMAL		HARLINA	DEANNA		ASFEENA	ZUHAIRAH	IKHWAN
9M-PTE	B300	RMPAOF	PGU CAMO	HUSNA	HANIS			IZZATY	AKMAL		HARLINA	DEANNA		ASFEENA	ZUHAIRAH	IKHWAN
JBPM																
9M-BOB	AW109E	JBPM	GAM HQ	HAFFIZ	ZUL	NAJIHA	SHEERA	NABILLA	ALIYAH	DEANNA	HARLINA	IZZAH	AMANI	IHSAN		
9M-BOC	AW139	JBPM	GAM HQ	HAFFIZ	ZUL	NAJIHA	SHEERA	NABILLA	ALIYAH	DEANNA	HARLINA	IZZAH	AMANI	IHSAN		
9M-BOD	AW139	JBPM	GAM HQ	HAFFIZ	ZUL	NAJIHA	SHEERA	NABILLA	ALIYAH	DEANNA	HARLINA	IZZAH	AMANI	IHSAN		
9M-BOE	AW189	JBPM	GAM HQ	HAFFIZ	ZUL	NAJIHA	SHEERA	NABILLA	ALIYAH	DEANNA	HARLINA	IZZAH	AMANI	IHSAN		
9M-BOF	AW189	JBPM	GAM HQ	HAFFIZ	ZUL	NAJIHA	SHEERA	NABILLA	ALIYAH	DEANNA	HARLINA	IZZAH	AMANI	IHSAN		
GADING AIR																
9M-SAAS	AW139	GASB	GAM HQ	ZUL	THAVA			NABILLA	NINA		DEANNA	HARLINA	IZZAH	IHSAN	AMANI	
9M-GGB	EC120B	GASSB	GAM HQ	ZUL	THAVA			NABILLA	NINA		HARLINA	DEANNA		IHSAN	AMANI	
9M-GAS	EC120B	GASSB	GAM HQ	ZUL	THAVA			NABILLA	NINA		HARLINA	DEANNA		IHSAN	AMANI	
9M-DSJ	EC155B	GASSB	GAM HQ	ZUL	THAVA			NABILLA	NINA		HARLINA	DEANNA		IHSAN	AMANI	
VVIP AND GENERAL AVIATION																
9M-HFA	EC120B	HFA	GAM HQ	ZUL	THAVA			NABILLA	NINA		HARLINA	DEANNA		IHSAN	AMANI	
9M-KEL	EC155B1	URMSB	GAM HQ	ZUL	THAVA			NABILLA	NINA		HARLINA	DEANNA		IHSAN	AMANI	
9M-BGG	R66	JAG	GAM HQ	THAVA	HAFFIZ			NINA	SHEERA		HARLINA	DEANNA		IHSAN	AMANI	
9M-JAG	R66	JAG	GAM HQ	THAVA	HAFFIZ			NINA	SHEERA		HARLINA	DEANNA		IHSAN	AMANI	
9M-DAK	R44 II	TUSB	GAM HQ	THAVA	HAFFIZ			NINA	SHEERA		HARLINA	DEANNA		IHSAN	AMANI	
9M-JPM	AW139	RMPAOF	GAM HQ	THAVA	HAFFIZ			NINA	SHEERA		DEANNA	HARLINA	IZZAH	AMANI	IHSAN	
9M-YTL	AW139	YTLPG	GAM HQ	THAVA	HAFFIZ			NINA	SHEERA		DEANNA	HARLINA	IZZAH	AMANI	IHSAN	
9M-BGH	AW139	LMSB	GAM HQ	THAVA	HAFFIZ			NINA	SHEERA		DEANNA	HARLINA	IZZAH	AMANI	IHSAN	

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 C208																
9M-PSL	C208	RMPAOF	PGU CAMO	ANWAR	NOR FAIZ		NURULHUDA	HANNAH		RIDZUAN	DEANNA		ASFEENA	ZUHAIRAH		
9M-PSO	C208	RMPAOF	PGU CAMO	ANWAR	NOR FAIZ		NURULHUDA	HANNAH		RIDZUAN	DEANNA		ASFEENA	ZUHAIRAH		
9M-PSP	C208	RMPAOF	PGU CAMO	NOR FAIZ	ZULKIPLI		HANNAH	FAZILAH		RIDZUAN	DEANNA		ASFEENA	ZUHAIRAH		
9M-PSQ	C208	RMPAOF	PGU CAMO	NOR FAIZ	ZULKIPLI		HANNAH	FAZILAH		RIDZUAN	DEANNA		ASFEENA	ZUHAIRAH		
PGU C172S																
9M-PST	C172S	RMPAOF	PGU CAMO	ZULKIPLI	ANWAR		FAZILAH	NURULHUDA		RIDZUAN	DEANNA		ZUHAIRAH	IKHWAN		
9M-PSU	C172S	RMPAOF	PGU CAMO	ZULKIPLI	ANWAR		FAZILAH	NURULHUDA		RIDZUAN	DEANNA		ZUHAIRAH	IKHWAN		