

**To** : GAM CAMO Technical Record Personnel  
**CC** : GAM Accountable Manager, GAM Quality Assurance Manager  
**From** : Continuing Airworthiness Management (CAM) Manager  
**Subject** : Additional Procedures to CAMP Part 2.7 – Maintenance Records Filing, Retention and Archiving

#### 1. REFERENCE

- a. GAM/CAAM/CAME Issue 2 Revision 6 Date 01 December 2021 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. Technical Record is responsible for maintaining and managing any records associated with the maintenance management and operation of the aircraft. The procedures for maintenance records filing, retention and archiving are detailed in CAMP Part 2.7.
- b. This notice is raised to revise the above procedures to ensure the aircraft records storage are properly labelled and easily identified.
- c. The compliance to this procedure shall be effective immediately and shall be integrated into the upcoming revision of CAMP.

#### 4. REQUIREMENT

- a. The aircraft records shelves/compartments storage of each aircraft shall be properly labelled indicating the aircraft registration and serial number to which the records belong to.
- b. The label shall be affixed to the shelves/compartments storage by appropriate means and shall be easily identified the records for each aircraft.

Kindly be informed and adhere to the requirement.



Zaty Nadhira Binti Mohamed Zuhari  
Continuing Airworthiness Management Manager