

**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 2.6 – Maintenance Record Filing, Retention and Archiving

### 1. REFERENCE

- a. GAM/CAAM/CAME Issue 2 Revision 7 Date 14 February 2022 or later approved revision.
- b. GAM/CAMO/CAMP Issue 2 Revision 0 Date 17 February 2022 or later approved revision.

### 2. APPLICABILITY

- a. All aircraft managed by GAM CAMO

### 3. INTRODUCTION

- a. Technical Record personnel shall carry out periodic inspection of the facility to ensure the good condition of the area and no damage due to weather or attacked and infested by termites and rats as per CAMP Part 2.6 para i.
- b. This notice is raised to revise the above procedures to ensure the periodic facilities inspection can be performed appropriately.
- c. The compliance to this procedure shall be effective immediately and shall be integrated into the upcoming revision of CAMP.

### 4. REQUIREMENT

- a. Technical Record Personnel shall carry out a general inspection of the continuing airworthiness record storage facilities to ensure they are in a good condition and there is no damage due to weather or attacked and infested by pests.
- b. The general inspection of the facilities shall be carried out monthly and must be duly recorded in Records Storage Facility Inspection Form GAM/C-050 Rev 0 (03/22). All finding arise during inspection shall be highlighted to DCAMM or CMM for further action. Refer Appendix 1 - Records Storage Facility Inspection form GAM/C-050 Rev 0 (03/22).


Kindly be informed and adhere to the requirement.



Zaty Nadhira Binti Mohamed Zuhari  
Continuing Airworthiness Management Manager


<b>CAN No. / Rev No.</b>	<b>CAN 44 / R0</b>
<b>Date</b>	<b>23-Mar-2022</b>

# APPENDIX 1

	<b>Records Storage Facilities Inspection</b>		
	Storage Location:		Year:

This form shall be used by Technical Record Personnel to carry out a general inspection of the continuing airworthiness record storage facilities to ensure they are in a good condition and there is no damage due to weather or attacked and infested by pests. All finding arise during inspection shall be highlighted to DCAMM or CAMM for further action

JANUARY			
Inspection performed by:		Date of Inspection:	
Remarks:			
FEBRUARY			
Inspection performed by:		Date of Inspection:	
Remarks:			
MARCH			
Inspection performed by:		Date of Inspection:	
Remarks:			
APRIL			
Inspection performed by:		Date of Inspection:	
Remarks:			
MAY			
Inspection performed by:		Date of Inspection:	
Remarks:			
JUNE			
Inspection performed by:		Date of Inspection:	
Remarks:			

	<b>Records Storage Facilities Inspection</b>		
	Storage Location:		Year:

**JULY**

Inspection performed by:		Date of Inspection:	
Remarks:			

**AUGUST**

Inspection performed by:		Date of Inspection:	
Remarks:			

**SEPTEMBER**

Inspection performed by:		Date of Inspection:	
Remarks:			

**OCTOBER**

Inspection performed by:		Date of Inspection:	
Remarks:			

**NOVEMBER**

Inspection performed by:		Date of Inspection:	
Remarks:			

**DECEMBER**

Inspection performed by:		Date of Inspection:	
Remarks:			