

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. All findings that arise during the inspection shall be reported through Safer Card for further action and highlighted to DCAMM or CMM.
- c. The sample of the Records Storage Facility Inspection Form (GAM/C-050 Rev 0 (03/22) and Instruction for completing the form (GAM/C-050i Rev 0 (03/22) is attached together with this CAN.

Kindly be informed and adhere to the requirement.



Zaty Nadhira Binti Mohamed Zuhari
Continuing Airworthiness Management Manager



Records Storage Facilities Inspection

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 findings that arise during the inspection shall be reported through Safer Card for further action and highlighted to DCAMM or CAMM.

Area of Inspection	Satis/ Unsatis	JANUARY			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	FEBRUARY			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			



Records Storage Facilities Inspection

Storage Location:

Year:

Area of Inspection	Satis/ Unsatis	MARCH			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	APRIL			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	MAY			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			



Records Storage Facilities Inspection

Storage Location:

Year:

Area of Inspection	Satis/ Unsatis	JUNE			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	JULY			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	AUGUST			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			



Records Storage Facilities Inspection

Storage Location:

Year:

Area of Inspection	Satis/ Unsatis	SEPTEMBER			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	OCTOBER			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	NOVEMBER			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			



Records Storage Facilities Inspection

Storage Location:

Year:

Area of Inspection	Satis/ Unsatis	DECEMBER			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			



Records Storage Facilities Inspection

Storage Location:

1

Year:

2

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 findings that arise during the inspection shall be reported through Safer Card for further action and highlighted to DCAMM or CAMM.

Area of Inspection	Satis/ Unsatis	JANUARY			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.	3	Inspection performed by:	8	Date of Inspection:	9
Record storage cabinet/shelves/compactor able to be secured and locked properly.	4				
No leaking at the storage facilities	5	Remarks:	10		
No pest's infestation at the storage facilities	6				
Fire extinguisher available and serviceable	7	Safer Card No.: <i>(in case of findings)</i>	11		
Area of Inspection	Satis/ Unsatis	FEBRUARY			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			



Records Storage Facilities Inspection

Storage Location:

1

Year:

2

Area of Inspection		Satis/ Unsatis	MARCH			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.			Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.						
No leaking at the storage facilities			Remarks:			
No pest's infestation at the storage facilities						
Fire extinguisher available and serviceable			Safer Card No.:	(in case of findings)		
Area of Inspection		Satis/ Unsatis	APRIL			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.			Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.						
No leaking at the storage facilities			Remarks:			
No pest's infestation at the storage facilities						
Fire extinguisher available and serviceable			Safer Card No.:	(in case of findings)		
Area of Inspection		Satis/ Unsatis	MAY			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.			Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.						
No leaking at the storage facilities			Remarks:			
No pest's infestation at the storage facilities						
Fire extinguisher available and serviceable			Safer Card No.:	(in case of findings)		

Records Storage Facilities Inspection

Storage Location:

1

Year:

2

Area of Inspection	Satis/ Unsatis	JUNE			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	JULY			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	AUGUST			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			

Records Storage Facilities Inspection

Storage Location:

1

Year:

2

Area of Inspection	Satis/ Unsatis	SEPTEMBER			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	OCTOBER			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			
Area of Inspection	Satis/ Unsatis	NOVEMBER			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			



Records Storage Facilities Inspection

Storage Location:

1

Year:

2

Area of Inspection	Satis/ Unsatis	DECEMBER			
Record storage cabinet/shelves/compactor in good condition and no obvious damage.		Inspection performed by:		Date of Inspection:	
Record storage cabinet/shelves/compactor able to be secured and locked properly.					
No leaking at the storage facilities		Remarks:			
No pest's infestation at the storage facilities					
Fire extinguisher available and serviceable		Safer Card No.: <i>(in case of findings)</i>			

	ITEM	INSTRUCTIONS
1.	STORAGE LOCATION	Enter the location of the continuing airworthiness records storage location: 1) CAMO HQ 2) CAMO PGU
2.	YEAR	Enter the year the scheduled inspection performed
3.	SATIS/UNSATIS	Enter Satis or Unsatis where applicable
4.	SATIS/UNSATIS	Enter Satis or Unsatis where applicable
5.	SATIS/UNSATIS	Enter Satis or Unsatis where applicable
6.	SATIS/UNSATIS	Enter Satis or Unsatis where applicable
7.	SATIS/UNSATIS	Enter Satis or Unsatis where applicable
8.	INSPECTION PERFORMED BY	Enter the Signature and Name of the Technical Record personnel who performed the inspection.
9.	DATE OF INSPECTION	Enter the date when the inspection was performed
10.	REMARKS	Enter any remarks/findings that need to be highlighted during the inspection
11.	SAFER CARD NO.	Enter the reference number of safer card raised in case of findings