

To : GAM CAMO Personnel
CC : GAM Accountable Manager, GAM Quality Assurance Manager
From : Continuing Airworthiness Management (CAM) Manager
Subject : Aircraft Certificate File

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 are responsible for updating and archiving of all continuing airworthiness records as per CAMP Part 2.1
- b. This notice is raised to introduce new procedures to ensure compliance with the above requirements for aircraft certificate file.
- c. The compliance to this procedure shall be effective immediately and shall be integrated into the upcoming revision of CAMP.

4. REQUIREMENT

- a. Aircraft Certificate File consist of the required certificate to be carried on board and shall include the following:
 - i. Certificate of Registration
 - ii. Certificate of Airworthiness
 - iii. Aircraft Radio Station License
 - iv. Insurance Certificate
 - v. Noise Certificate (if applicable)
- b. The following additional documents shall also be carried on board and will be included into the Aircraft Certificate File:
 - i. Base Maintenance Release Certificate (BMRC)
 - ii. Daily / Pre-flight Inspection Checklist (If applicable)

- iii. Deferred Defect Form (if approved MEL available for aircraft)
 - iv. Dent and Buckle Chart
 - v. Notice to Crew Form
- c. Technical Record personnel shall ensure that all certificates and documents listed above are carried on board and update to the latest issuance or revision.
- d. A copy of Aircraft Certificate File shall be kept in the vault room or locked cabinet where applicable and shall include at least the following certificate and documents:
- i. A copy of all certificates listed in para 4.a.
 - ii. A copy of Mass and Balance Report
 - iii. A copy of CAAM Approval letter for 406MHz Distress Beacon Registration
 - iv. A copy of CAAM Approval Letter for Mode S Transponder Application (if applicable)

Kindly be informed and adhere to the requirement.



Zaty Nadhira Binti Mohamed Zuhari
Continuing Airworthiness Management Manager