

**To** : GAM CAMO Personnel  
**CC** : GAM Accountable Manager, GAM Quality Assurance Manager  
**From** : Continuing Airworthiness Management (CAM) Manager  
**Subject** : Designated Personnel for Administrator of CAMO Documents Access/Backup

#### 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 documents and records managed by GAM CAMO

#### 3. INTRODUCTION

- a. Continuing Airworthiness Management Procedure Issue 2 Revision 0 had been drafted following findings raised by CAAM during the CAMO Variation Audit R66 Capability on 10 – 11 February 2022.
- b. From the audit, the CAAM inspector had raised a concern on identifying the personnel in charge for safe keeping of the keys and hard disk on the access and back up to the continuing airworthiness records and publications.
- c. This notice is raised to appoint the designated personnel for the administration of access and backups of the continuing airworthiness records and publications.

#### 4. REQUIREMENT

- a. The following are the appointed personnel responsible on the safe keeping of the associated keys and hard disk to the records and publication:

NO.	PERSONNEL	ITEM	LOCATION
1.	Nur Harlina binti Abdullah	Hard Disk (Publications)	CAMO HQ, Subang
2.	Nur Hanis binti Rahimuddin	Hard Disk & Keys (Aircraft records)	CAMO PGU, Subang
3.	Nor Shaheera Idayu binti Mustafa	Hard Disk & Keys (Aircraft records)	CAMO HQ, Subang

- b. The appointed personnel shall inform CAMM a day prior their absence in order for CAMM to appoint the alternate personnel

Kindly be advised.




Zaty Nadhira Binti Mohamed Zuhari  
Continuing Airworthiness Management Manager