

To : GAM CAMO Personnel
CC : GAM Accountable Manager, GAM Quality Assurance Manager
From : Continuing Airworthiness Management (CAM) Manager
Subject : Training Requirement

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 personnel under GAM CAMO

3. INTRODUCTION

- a. CAMM shall review the training needs yearly or when significant changes occur with the CAAM regulations, organisation procedures and/or the aircraft types managed by GAM CAMO as per the procedures stated in CAMP Part 0.8
- b. This notice is raised to introduce additional procedures and training required to ensure compliance with the above requirements. The compliance to these procedures shall be effective immediately and shall be integrated into the upcoming revision of CAMP.

4. REQUIREMENT

- a. The main purpose for training is to equip GAM CAMO personnel with the necessary skill, knowledge and work etiquette to carry out the functions of, and satisfy the responsibilities associated with, the Part M Subpart G and I continuing airworthiness management functions.
- b. DCAMM shall be responsible to review the training needs yearly or when significant changes occur with the CAAM regulations, organisation procedures and/or aircraft types managed by GAM CAMO and to schedule the training course for all CAMO personnel as necessary.
- c. DCAMM shall submit training request using Form GAM/Q-052 to Quality Assurance Department and Training Department. The Training Department shall formulate a Training Schedule monthly based on the training request. New course may be developed after appropriate Training Requirement analysis has been carried out.
- d. DCAMM shall submit any additional training proposal to Training Department using Form GAM/Q-052 for selection of Training Centres and budget application. Course that are not within the capability of GAM shall be outsourced to an organisation that is acceptable to CAAM. Training Department shall assist wherever possible in the out-sourcing of courses for CAMO personnel.

e. The type of training that is required for all CAMO personnel are listed in the following table:

No	Course	Position									Remarks	
		AM	QAM	CAMM	DCAMM	ARS	CAMO Planner	Technical Service	Technical Record	Technical Publication	Initial	Continuous
1	Part M – Continuing Airworthiness Management	M	M	M	M	M	M	M	M	M	/	
2	CAME	O	M	M	M	M	M	M	M	M	/	/
3	CAMP	O	M	M	M	M	M	M	M	M	/	/
4	Human Factor	O	M	M	M	M	M	M	M	M	/	/
5	Air Legislation	O	M	M	M	M	M	M	M	M	/	
6	CAMS (AERONET)	O	O	M	M	M	M	M	M	M	/	
7	Level 1 Category C Type Training	O	O	O	O	M	O	O	O	O	/	
8	Aircraft General Familiarisation	O	O	O	O	O	O	O	O	O	/	
9	Safety Management System	O	O	O	O	O	O	O	O	O	/	
10	Fuel Tanks Safety & CDCCL	O	O	O	O	M	O	O	O	O	/	
11	EWIS	O	O	O	O	M	O	O	O	O	/	

Legend

M	Mandatory
O	Optional

f. Initial training is provided to ensure that all CAMO personnel are equipped with basic knowledge, skills and experience to enable them to perform the continuing airworthiness management of the aircraft.

g. Continuous training is also required to ensure that all CAMO personnel are continuously trained to familiarise on changes with the CAAM regulations, organisation procedures and/or the aircraft types managed by GAM

h. Continuous Training may be given in the following forms:

- i. Formal Classroom – formal classroom training to be conducted by qualified instructor every 2 years.
- ii. Briefing Session – semi-formal training by appropriate instructor, using training video or other training aids, to provide update on changes to the organisation policy and procedures which may or may not be covered by the formal classroom training



- iii. Circulation – by circulation of Continuing Airworthiness Notices (CAN) through GAMS Portal. DCAMM shall ensure that all CAMO personnel read and understood the content of the CAN

Kindly be informed and adhere to the requirement.

Zaty Nadhira Binti Mohamed Zuhari
Continuing Airworthiness Management Manager