	Continuing Airworthiness Notice (CAN)	
	CAN No. / Rev No.	CAN 63 / R0
	Date	13-Mar-2024

To : GAM CAMO Personnel
CC : GAM Accountable Manager, GAM Quality Assurance Manager
From : Continuing Airworthiness Management (CAM) Manager
Subject : Revised Procedures in CAMP Chapter 5.11 Permit to Fly Issuance

1. REFERENCE

- a. GAM/CAAM/CAME Issue 3 Revision 2 or later approved revision.
- b. GAM/CAMO/CAMP Issue 2 Revision 2 or later approved revision.

2. APPLICABILITY

- a. All aircraft managed by GAM CAMO


3. INTRODUCTION

- a. An audit by Civil Aviation Authority of Malaysia (CAAM) for the renewal of CAMO approval was conducted on 26 – 28 February 2024. During CAMO Approval Renewal Audit, CAAM has raised an observation finding that the current procedures for Permit to Fly is inadequate and should include the requirement from CAAM CAD 8305 para 3.1.a.
- b. This notice is raised to introduce additional procedures required and update the instructions for completing form Permit to Fly to ensure compliance with the above requirements.
- c. The compliance to this procedure shall be effective immediately and shall be integrated into the upcoming revision of CAMP.

4. REQUIREMENT

- a. In addition to requirement in CAMP 5.11, the nominated ARS shall enter the flight schedule reference or maintenance manual reference, as applicable, in Section B: PTF Certificate as per the latest revision of the instruction for completing PTF Form (GAM/C-022).
- b. ARS is required to submit a copy of the permit to fly issued to CAAM at the earliest opportunity via email, but not later than 3 days from the date the permit to fly is issued, renewed, or varied.
- c. CAMM shall notify CAAM on permit to fly issued by GAM CAMO every first week of the month by submitting the latest PTF Masterlist via email.
- d. The updated Permit to Fly Form (GAM/C-022) and instruction for completing the form is attached together with this CAN.

Kindly be informed and adhere to the requirement.

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Zaty Nadhira Binti Mohamed Zuhari
Continuing Airworthiness Management Manager

PERMIT TO FLY (PTF) FORM

PERMIT TO FLY NO. <small>*FOR A.R.S USE ONLY</small>	THIS PTF SUPERSEDES (IF ANY):
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SECTION A: PTF APPLICATION

TYPE OF PERMIT TO FLY	PTF WITH CONDITIONS FOR MAINTENANCE CHECK FLIGHT		
A/C TYPE		AIRCRAFT REGISTRATION	
A/C SERIAL NUMBER		LOCATION	
REASON FOR PERMIT TO FLY			
WORKPACK/ WORKORDER REFERENCES NO.			
ROUTE OF FLIGHT			

FLIGHT CREW DETAILS (PROVIDE LICENSE COPY)

	NAME	LICENSE NO.	DESIGNATION
1.			
2.			
3.			

MAINTENANCE DECLARATION

I CERTIFIED THAT ALL THE MAINTENANCE ON THIS AIRCRAFT ARE COMPLETED AND THE AIRCRAFT IS SAFE FOR FLIGHT.

ALL DOCUMENT COPIES ATTACHED BELOW ARE VERIFIED AND SUBMITTED TOGETHER WITH THIS APPLICATION:

- A. COMPLETED WORK ORDER
- B. AIRCRAFT JOURNEY LOG
- C. RELEVANT MAINTENANCE PROCEDURE.
- D. RELEVANT FLIGHT CHECK PROCEDURE.
- E. VALID LICENSE COPY OF PILOT

REMARKS:

LICENSE AIRCRAFT ENGINEER (LAE) NAME	SIGNATURE AND AUTHORISATION STAMP	DATE

PERMIT TO FLY (PTF) FORM

PERMIT TO FLY NO. <small>*FOR A.R.S USE ONLY</small>	THIS PTF SUPERSEDES (IF ANY):
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SECTION B: PTF CERTIFICATE		
AIRCRAFT TYPE	AIRCRAFT REGISTRATION	AIRCRAFT SERIAL NUMBER

The aircraft identified above shall be operated in accordance with the conditions/restrictions prescribed below:-

- a. Aircraft shall not fly for the purpose of commercial air transport operations.
- b. No flight over congested or densely populated areas, except for take-off and landing.
- c. Only minimum flight crew and required technical personnel on board.
- d. Flight crew must have the appropriate license and must be familiar with aircraft configuration and special operational procedures required under these flight conditions.
- e. Flight shall be conducted in daylight under Visual Flight Rules (VFR) conditions.
- f. Aircraft shall be maintained in accordance with specific continuing airworthiness arrangement including maintenance instructions and regime under which they will be performed.
- g. The aircraft maintenance program and related manuals remain applicable.
- h. The basic Flight Manual and the relevant Supplements remain applicable.
- i. The Permit to Fly and associated conditions shall be carried on board and displayed in the aircraft in accordance with CAD 8305.
- j. The flight test shall be conducted in accordance with:

This Permit to Fly is valid for the period from	to
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Approved by Airworthiness Review Staff:			
Name :		Signature :	
Date :		Authorisation Stamp :	

PERMIT TO FLY (PTF) FORM

PERMIT TO FLY NO.

*FOR A.R.S USE ONLY

THIS PTF SUPERSEDES (IF ANY):

SECTION C: PTF AIRCREW BRIEFING

1. BRIEFING BY LAE

THE AIRCRAFT COMMANDER HAS BEEN BRIEFED ON THE CONDITIONS, RESTRICTIONS AND OPERATING LIMITATIONS ASSOCIATED WITH THE PTF, PRIOR TO THE FLIGHT.

2. ACKNOWLEDGMENT BY AIRCRAFT FLIGHT CREW

I HAVE BEEN BRIEFED BY THE LAE ASSIGNED ON THE CONDITIONS, RESTRICTIONS AND OPERATING LIMITATIONS ASSOCIATED WITH THE PTF.

NO.	NAME (L.A.E)	SIGNATURE AND AUTHORISATION	DATE	NAME (PILOT AND CO-PILOT)		SIGNATURE AND AUTHORISATION	DATE
				1.	2.		
1.				1.			
				2.			
2.				1.			
				2.			
3.				1.			
				2.			
4.				1.			
				2.			
5.				1.			
				2.			
6.				1.			
				2.			
7.				1.			
				2.			
8.				1.			
				2.			
9.				1.			
				2.			
10.				1.			
				2.			

PERMIT TO FLY (PTF) FORM

¹PERMIT TO FLY NO. <small>*FOR A.R.S USE ONLY</small>	²THIS PTF SUPERSEDES (IF ANY):
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SECTION A: PTF APPLICATION

TYPE OF PERMIT TO FLY	PTF WITH CONDITIONS FOR MAINTENANCE CHECK FLIGHT		
³ A/C TYPE		⁴ AIRCRAFT REGISTRATION	
⁵ A/C SERIAL NUMBER		⁶ LOCATION	
⁷ REASON FOR PERMIT TO FLY			
⁸ WORKPACK/ WORKORDER REFERENCES NO.			
⁹ ROUTE OF FLIGHT			

FLIGHT CREW DETAILS (PROVIDE LICENSE COPY)

	¹⁰ NAME	¹¹ LICENSE NO.	¹² DESIGNATION
1.			
2.			
3.			

MAINTENANCE DECLARATION

I CERTIFIED THAT ALL THE MAINTENANCE ON THIS AIRCRAFT ARE COMPLETED AND THE AIRCRAFT IS SAFE FOR FLIGHT.

ALL DOCUMENT COPIES ATTACHED BELOW ARE VERIFIED AND SUBMITTED TOGETHER WITH THIS APPLICATION:

- A. COMPLETED WORK ORDER
- B. AIRCRAFT JOURNEY LOG
- C. RELEVANT MAINTENANCE PROCEDURE.
- D. RELEVANT FLIGHT CHECK PROCEDURE.
- E. VALID LICENSE COPY OF PILOT

REMARKS:

¹³ LICENSE AIRCRAFT ENGINEER (LAE) NAME	¹⁴ SIGNATURE AND AUTHORISATION STAMP	¹⁵ DATE

PERMIT TO FLY (PTF) FORM

¹PERMIT TO FLY NO. <small>*FOR A.R.S USE ONLY</small>	²THIS PTF SUPERSEDES (IF ANY):
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SECTION B: PTF CERTIFICATE		
¹⁶AIRCRAFT TYPE	¹⁷AIRCRAFT REGISTRATION	¹⁸AIRCRAFT SERIAL NUMBER

The aircraft identified above shall be operated in accordance with the conditions/restrictions prescribed below:-

- a. Aircraft shall not fly for the purpose of commercial air transport operations.
- b. No flight over congested or densely populated areas, except for take-off and landing.
- c. Only minimum flight crew and required technical personnel on board.
- d. Flight crew must have the appropriate license and must be familiar with aircraft configuration and special operational procedures required under these flight conditions.
- e. Flight shall be conducted in daylight under Visual Flight Rules (VFR) conditions.
- f. Aircraft shall be maintained in accordance with specific continuing airworthiness arrangement including maintenance instructions and regime under which they will be performed.
- g. The aircraft maintenance program and related manuals remain applicable.
- h. The basic Flight Manual and the relevant Supplements remain applicable.
- i. The Permit to Fly and associated conditions shall be carried on board and displayed in the aircraft in accordance with CAD 8305.
- j. ¹⁹The flight test shall be conducted in accordance with:

²⁰This Permit to Fly is valid for the period from	²¹to
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Approved by Airworthiness Review Staff:			
²²Name :		²³Signature :	
²⁴Date :		²⁵Authorisation Stamp :	

PERMIT TO FLY (PTF) FORM

¹PERMIT TO FLY NO.

*FOR A.R.S USE ONLY

²THIS PTF SUPERSEDES (IF ANY):

SECTION C: PTF AIRCREW BRIEFING

1. BRIEFING BY LAE

THE AIRCRAFT COMMANDER HAS BEEN BRIEFED ON THE CONDITIONS, RESTRICTIONS AND OPERATING LIMITATIONS ASSOCIATED WITH THE PTF, PRIOR TO THE FLIGHT.

2. ACKNOWLEDGMENT BY AIRCRAFT FLIGHT CREW

I HAVE BEEN BRIEFED BY THE LAE ASSIGNED ON THE CONDITIONS, RESTRICTIONS AND OPERATING LIMITATIONS ASSOCIATED WITH THE PTF.

NO.	²⁶ NAME (L.A.E)	²⁷ SIGNATURE AND AUTHORIZATION	²⁸ DATE	²⁹ NAME (PILOT AND CO-PILOT)		³⁰ SIGNATURE AND AUTHORIZATION	³¹ DATE
				1.	2.		
1.				1.			
				2.			
2.				1.			
				2.			
3.				1.			
				2.			
4.				1.			
				2.			
5.				1.			
				2.			
6.				1.			
				2.			
7.				1.			
				2.			
8.				1.			
				2.			
9.				1.			
				2.			
10.				1.			
				2.			

NO	ITEM	INSTRUCTIONS
1.	PERMIT TO FLY NO.	Enter the Permit to Fly reference number with format PTF/REG/YY/XX, where: REG = Aircraft Registration (including prefix) YY = Year XX = PTF Running number
2.	THIS PTF SUPERSEDES (IF ANY)	Enter the superseded Permit to Fly reference number, if any. Enter '-' if not applicable
SECTION A: PTF APPLICATION		
3.	A/C TYPE	Enter the aircraft type.
4.	A/C REGISTRATION	Enter the aircraft registration number with prefix.
5.	A/C SERIAL NUMBER	Enter the aircraft serial number.
6.	LOCATION	Enter the location where the flight check will be performed.
7.	REASON FOR PERMIT TO FLY	Enter the reason for permit to fly.
8.	WORKPACK / WORKORDER REFERENCE NO.	Enter the reference number of the workpack or workorder for inspection task that require a flight check to be carried out
9.	ROUTES OF FLIGHT	Enter the routes where the flight check will be performed.
10.	NAME	Enter the name of the flight crew involved in the flight check.
11.	LICENSE NO.	Enter the license number of the flight crew involved in the flight check.
12.	DESIGNATION	Enter the designation of the flight crew involved in the flight check.
13.	LICENSE AIRCRAFT ENGINEER (LAE) NAME	Enter the name of the license aircraft engineer who requested for permit to fly
14.	SIGNATURE AND AUTHORISATION STAMP	Enter the signature and authorization stamp of the license aircraft engineer who requested for permit to fly
15.	DATE	Enter the date when the license aircraft engineer requested for the permit to fly
SECTION B: PTF CERTIFICATE		
16.	AIRCRAFT TYPE	Enter the aircraft type
17.	AIRCRAFT REGISTRATION	Enter the aircraft registration number with prefix.
18.	AIRCRAFT SERIAL NUMBER	Enter the aircraft serial number
19.	THE FLIGHT TEST SHALL BE CONDUCTED IN ACCORDANCE WITH	Enter flight test schedule reference or maintenance manual reference, as applicable.
20.	THIS PERMIT TO FLY IS VALID FOR THE PERIOD FROM	Enter the start date of the validity of the permit to fly
21.	TO	Enter the last date of the validity of the permit to fly
22.	NAME	Enter the name of the authorized Airworthiness Review Staff issuing the Permit to Fly Certificate.
23.	SIGNATURE	Enter the Signature of the authorized Airworthiness Review Staff issuing the Permit to Fly Certificate.
24.	DATE	Enter the date of Permit to Fly Certificate issued.
25.	AUTHORISATION STAMP	Stamp the Authorization approval number of the authorized Airworthiness Review Staff issuing the Permit to Fly Certificate.
SECTION C: PTF AIRCREW BRIEFING		

NO	ITEM	INSTRUCTIONS
26.	NAME (LAE)	Enter the name of the License Aircraft Engineer performing the PTF aircrew briefing
27.	SIGNATURE AND AUTHORISATION	Enter the Signature and authorization stamp of the License Aircraft Engineer performing PTF aircrew briefing
28.	DATE	Enter the date when the License Aircraft Engineer perform the PTF aircrew briefing
29.	NAME (PILOT AND CO-PILOT)	Enter the name of the pilot and co-pilot involved in the PTF aircrew briefing.
30.	SIGNATURE AND AUTHORISATION	Enter the Signature and authorization number/stamp of the pilot and co-pilot involved in the PTF aircrew briefing.
31.	DATE	Enter the date when the pilot and co-pilot involved in the PTF aircrew briefing.