

To : CAMO Personnel, Contracted AMO personnel
CC : GAM Accountable Manager, GAM Quality Manager, GAM Engineering Manager
From : Continuing Airworthiness Manager (CAM)
Subject : Correction for Error Made in Continuing Airworthiness Records

1. REFERENCE

- a. GAM/DGTA/CAME Issue 1 Revision 0 or later approved revision.
- b. GAM/DGTA/CAMP Issue 1 Revision 0 or later approved revision.
- c. GAM/CAAM/CAME Issue 4 Revision 0 or later approved revision
- d. GAM/CAMO/CAMP Issue 2 Revision 2 or later approved revision

2. APPLICABILITY

- a. All aircraft continuing airworthiness records managed by GAM CAMO

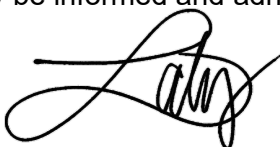
3. INTRODUCTION

- a. Aircraft continuing airworthiness records play a fundamental role in maintaining the safety, efficiency, and legal compliance of aircraft operations.
- b. At the completion of any maintenance, the Certificate of Release to Service shall be entered into the aircraft continuing airworthiness record system. Each entry shall be made as soon as practicable but in no case more than 30 days after the day of the maintenance action. Aircraft continuing airworthiness record system shall include aircraft logbook, engine logbook(s), service life limited log cards, complete work package, etc.
- c. It was observed that inconsistencies occurred in the correction of errors made in continuing airworthiness records entry.
- d. This notice is raised to inform and remind all CAMO and AMO personnel about the correct procedure for making corrections to errors in continuing airworthiness records.
- e. The compliance to this notice shall be effective immediately.

4. REQUIREMENT

- a. All entries made in the aircraft continuing records system shall be clear and accurate. When it is necessary to correct an entry, the correction must be made in a manner that clearly shows the original entry.
- b. In the event of error entry made, it shall be corrected with a **single strikethrough, initialled, and stamped** upon. The use of any other correction method is not allowed.

Kindly be informed and adhere to the requirement.



Zaty Nadhira binti Mohamed Zuhari
Continuing Airworthiness Manager