

**To** : Contracted AMO personnel  
**CC** : GAM Accountable Manager, GAM Quality Manager, GAM Engineering Manager  
**From** : Continuing Airworthiness Manager (CAM)  
**Subject** : Guidelines for Typewritten Unscheduled Maintenance Check (UMC) Worksheets

**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 managed by GAM CAMO

**3. INTRODUCTION**

- a. For unscheduled maintenance involving inspection, installation and/or removal of components, or rectifications of defect arising from maintenance or operations, the contracted AMO must complete an additional worksheet, as specified in CAMP Chapter 3.9.2.
- b. Certifying personnel are responsible for accurately completing the worksheet, ensuring that all maintenance and work performed are properly documented. Several cases were found in which typewritten Unscheduled Maintenance Check (UMC) worksheets did not meet the requirements for issuing the CRS, with some leading to the omission of task entries.
- c. Therefore, this notice serves to inform all AMO personnel that typewritten UMC Worksheets are permitted, provided that the guidelines outlined in the following paragraph are followed to eliminate the human factors described in paragraph 3.b. above

**4. REQUIREMENT**

- a. Contracted AMOs are required to complete an Unscheduled Maintenance Check (UMC) Worksheet for any unscheduled maintenance, including inspection, installation or removal of components, or defect rectification arising from maintenance or operations.
- b. The UMC Worksheet GAM/E-001B (for state aircraft) and GAM/C-005 (for civil aircraft) is recommended to be completed in handwritten format. However, typewritten entries are permissible provided that the remarks and recorded values (such as torque, measurement values, etc.) are handwritten.
- c. For typewritten format, use a regular font (Arial, Times New Roman, Calibri) in a size of 11 or 12 points.

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- d. For instructions on completing the UMC Worksheet (state and civil aircraft), refer to GAM/E-001Bi and GAM/C-005i respectively in GAMS portal.

Kindly be informed and adhere to the requirement.



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Continuing Airworthiness Manage